

## **Hämostaseologie**

### **Author Instructions**

Thank you for contributing to *Hämostaseologie*. Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article.

#### **SUBMISSION CHECKLIST**

**All manuscripts must be submitted at the following link:**

<http://mc.manuscriptcentral.com/hamo>

- ☐ **AUTHOR INFORMATION**
  - All authors: full name, department, affiliation
  - Corresponding author: full name, degrees, department, affiliation, mailing address, telephone and fax number, e-mail address
- ☐ **MANUSCRIPT FILE**
  - Must be digital - hard copy submissions are not accepted
- ☐ **ABSTRACT AND KEYWORDS**
  - See the section Article Types for word limit
- ☐ **REFERENCES**
  - Cited sequentially in AMA style
- ☐ **FIGURES AND TABLES**
  - Cited sequentially in the main document, must be saved separately from the main document
- ☐ **ART FILES**
  - Must be saved separately from the main document
- ☐ **PERMISSIONS**
  - Required if you plan to reproduce content from a published source or include a photograph of a patient

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## MANUSCRIPT FORMAT

*Hämostaseologie* – Progress in Haemostasis publishes reviews articles, original papers, images in thrombosis & haemostasis and case reports in English or German. Publication in English is desirable. Manuscripts are submitted with the understanding that they are original contributions and do not contain data that have been published elsewhere.

### Article Types

The following graph shows what types of articles are accepted for publication, and what requirement they may have.

Article Type	Abstract Limit	Keywords Limit	Title Limit
Review Article (Up to 35,000 characters incl. spaces)	250 words	Min. 3, max. 5	200 characters
Original Article	250 words	Min. 3, max. 5	200 characters
Images in Thrombosis & Haemostasis	n/a	Min. 3, max. 5	200 characters
Case Reports (Up to 2500 characters incl. spaces)	250 words	Min. 3, max. 5	200 characters

- **Original Article:** The structure of Original Articles must follow: Title, authors, facilities, running head, Keywords, Summary, Introduction, Methods, Results, Discussion, References (Vancouver style), Address of the author, Legends, Figures (minimum resolution 300 or 800 dpi), and Tables. All manuscripts must be submitted in Microsoft Word Format (.doc) or Rich Text Format (.rtf). Please check proof generated by system as this is the version seen by the Editor-in-Chief and reviewers.
- **Images in Thrombosis & Haemostasis:** They will be printed as short communications. This means that strict rules and constrictions are necessary. The case should be presented in such a way that its specialty becomes clear and obvious. Extensive introductions and discussions should be avoided. The report may not exceed 2 printed pages (one plain text – approx. 2500 characters – and one containing the images). Maximally four authors are allowed. Only the most important five references (in Vancouver style) should be listed. This article type can be structured as: Short introduction – description of the case including methods and results – short discussion including general conclusion.

## General Guidelines

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Keep the format of your manuscript simple and clear. We will set your manuscript according to our style—do not try to “design” the document.
- The manuscript, including the title page, abstract and keywords, text, references, figure captions, and tables should be typewritten, double-spaced in 12-point font with 1-inch margins all around and saved as one file.
- Each figure should be saved as its own separate file. Do not embed figures within the manuscript file. This requires special handling by Schattauer’s Production Department.
- Keep abbreviations to a minimum and be sure to explain all of them the first time they are used in the text.
- The manuscripts should be written in consistent British or American English.
- The authors should use Système International (SI) measurements. For clarity, nonmetric equivalents may be included in parentheses following the SI measurements.
- Use generic names for drugs. You may cite proprietary names in parentheses along with the name and location of the manufacturer.
- Credit suppliers and manufacturers of equipment, drugs, and other brand-name material mentioned in the manuscript within parentheses, giving the company name and primary location.

## MANUSCRIPT FORMAT *continued*

### Title Page

- This journal adheres to a single-blinded peer-review policy. The title page should be included in the main document.
- Provide a short and concise title of the manuscript, the authors' names and their affiliations. Keywords and Summary: Provide an **English (and German)** summary (up to 1200 characters incl. space bars) as well as 3–4 keywords in English (and German). Acknowledgements and **name and address of the corresponding author with phone and fax number** should be placed at the bottom of the title page.

### Abstract and Keywords

See the section Article Types for word limits.

The abstract should briefly outline the content of the article and any conclusions it may reach. The keywords should be words a reader would be likely to use in searching for the content of the article.

### Nomenclature and abbreviations

Please introduce abbreviations at the first time of mention in the text. According to internationally approved rules, trade names of propriety brands may be stated additionally to the generic name, incl. the name of the producer. **Any information on dosage and method of application is supplied without liability of the Publisher and the Editor-in-Chief.** The user takes full responsibility for doses and applications. Authors should avoid the use of names of patients. Patients should not be recognizable from photographs unless their written permission has first been obtained.

### Main Document

- Original Articles, Systematic Reviews and Meta-analyses, the text should be structured in the standard IMRAD (Introduction, Methods, Results, Discussion) format.
- Papers including human or animal subjects must include a statement of approval by appropriate agencies in the text.
- Use generic names of drugs or devices. If a particular brand was used in a study, insert the brand name along with the name and location of the manufacturer in parentheses after the generic name when the drug or device is first mentioned in the text.
- Quantities and units should be expressed in accordance with the recommendations of the International System of Units (SI), 8th edition 2006 ([www.bipm.org/units/commonpdfsi\\_brochure\\_8\\_en.pdf](http://www.bipm.org/units/commonpdfsi_brochure_8_en.pdf)).
- When abbreviations are used, give the full term followed by the abbreviation in parentheses the first time it is mentioned in the text, such as inferior gleno-humeral ligament (IGHL).
- Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
- As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
- Do not insert page or section breaks except where noted in the Author Instructions.
- Use hard returns (the Enter key) only at the end of a paragraph, not at the end of a line. Allow lines of text to break automatically in your word-processing software. Do not justify your text.
- Use only one space, not two, after periods.
- Create tables using the Table function in Microsoft Word.
- Organize the text in sections that may be stressed by subheadings. Concise review articles (without references) should contain 30,000 – 35,000 characters incl. space bars.

## **Acknowledgments**

The source of any financial support received and recognition of personal assistance for the work being published should be indicated at the end of the article, just before the Reference section, under the heading Acknowledgments.

## **Conflict of Interest**

Once your manuscript has been accepted, please send signed copies to the Central Editorial Office:

Author Statement

Copyright Transfer / Conflict of Interest

These forms can be downloaded at <http://mc.manuscriptcentral.com/hamo> under Instructions and Forms and sent back to [elinor.switzer@thieme.de](mailto:elinor.switzer@thieme.de)

Authors should acknowledge any financial interests in companies that market material that are, or have been, the subject of research reported in the manuscript. Such information will be held in confidence while the manuscript is under review and will not influence the editorial decision, but if the article is accepted for publication, there will be a short note for our readers.

## References

References should be the most recent and pertinent literature available. It is essential that they are complete and thoroughly checked. If the reference information is incomplete, good online sites to search for full details are the National Library of Medicine: [www.nlm.nih.gov](http://www.nlm.nih.gov); Books in Print: [www.booksinprint.com](http://www.booksinprint.com); PubMed: [www.ncbi.nlm.nih.gov/PubMed/](http://www.ncbi.nlm.nih.gov/PubMed/); or individual publisher Web sites.

- References must be listed in AMA style, using Index Medicus journal title abbreviations, max 100 references for review articles
  - References follow the article text. Insert a page break between the end of text and the start of references.
  - References must be cited sequentially (NOT alphabetically) in the text using superscript numbers.
  - By way of exception to AMA style, do not italicize book titles or journal title abbreviations and do not put a period at the end of a reference.
  - List all author names, up to and including six names. For more than six authors, list the first three followed by et al.
  - References should be styled per the following examples:
1. Citing a journal article:  
Newburger JW, Takahashi M, Burns JC, et al. The treatment of Kawasaki syndrome with intravenous gamma-globulin. *N Engl J Med* 1986;315:341–347
  2. Citing a chapter in a book:  
Toma H. Takayasu's arteritis. In: Novick A, Scoble J, Hamilton G, eds. *Renal Vascular Disease*. Philadelphia: WB Saunders; 1995:47–62
  3. Citing a book:  
Stryer L. *Biochemistry*. 2nd ed. San Francisco: WH Freeman; 1981:559–596
  4. Citing a thesis:  
Stern I. Hemorrhagic Complications of Anticoagulant Therapy [Ph.D. dissertation]. Evanston, IL: Northwestern University; 1994
  5. Citing a government publication:  
Food and Drug Administration. Jin Bu Huan Herbal Tablets. Rockville, MD: National Press Office; April 15, 1994. Talk Paper T94-22
  6. Citing an online article:  
Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. *Arch Pediatr Adolesc Med* [serial online]. 1996;150:457–460. Available at: [http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol\\_150/no\\_5/abstract/htm](http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol_150/no_5/abstract/htm). Accessed November 10, 1996
  7. Citing a symposium article:  
Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC

### **Figure Captions**

- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
- Figures must be cited sequentially in the text. Number all figures (and corresponding figure captions) sequentially in the order they are cited in the text.
- Figure captions should be written after the reference list. Insert a page break between the end of references and the start of figure captions.
- Figure captions should include a description of the figure and/or each lettered part (A, B, etc.) and of any portions of the figure highlighted by arrows, arrowheads, asterisks, etc.
- For a figure borrowed or adapted from another publication (used with permission), add a credit line in parentheses at the end of each figure legend. This credit line should be a complete bibliographic listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example (Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.)

### **Tables**

- Data given in tables should be commented on but not repeated in the text. Be sure that lists or columns of related data are composed in a word-processing program like the rest of the text.
- Do not intersperse tables in the text. Tables should appear after the figure captions. Insert a page break between the end of the figure captions and the start of the tables.
- Tables must be double-spaced and numbered in the same sequence they are cited in the text. A short descriptive title should be provided for each table.
- If a table contains artwork, supply the artwork separately as a digital file.
- For tables borrowed or adapted from another publication (used with permission), add a credit line as the first footnote beneath each table. This credit line should be a complete bibliographical listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example, "Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357." ("Data from . . ." or "Adapted from . . ." may also be used, as appropriate.)
- Other footnotes for tables should be indicated in the table using superscript letters in alphabetical order.
- Any abbreviations used in the table should be explained at the end of the table in a footnote.

### **Videos**

- The following formats are acceptable: \*.avi, \*.mov and \*.mpg.
- For supplementary videos, the length should not exceed 4 minutes, and a legend of no more than 40 words per video or per sequence is required (it should also be included in the main document).
- If including a voice over, it must be in clear English. Be precise, informative, and clear in your speech. Record audio in post-production for sound quality.



## DIGITAL ARTWORK PREPARATION

### General Guidelines

- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
- Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.
- Save each figure in a separate file.
- Do not compress files.
- Do not import figures in text.
- All black-and-white and color artwork should be at a resolution of 300 dpi (dots per inch) in TIFF format. Line art should be at least 800 dpi (preferable 1,200 dpi) in EPS or TIFF format. Contact the Production Editor at Schattauer if you are unsure of the final size.
- It is preferable for figures to be cropped to their final size (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the correct orientation. If art is submitted smaller and then has to be enlarged, its resolution (dpi) and clarity will decrease.

**Note:** Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for grayscale and color artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

### Black-and-White Art

- Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. Schattauer will only accept digital artwork.
- If possible, do not send color art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white.
- For best results, line art should be black on a white background. Lines and type should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.

### Color Art

- All color artwork should be saved in CMYK, not RGB.

### Art Labels

- Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large in size. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process.
- Use 1-point (or thicker) rules and leader lines.
- Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels.
- Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text.
- Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.

## SUBMISSION PROCEDURE

### Submission Procedure

- Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
- Manuscripts must be submitted electronically at the following link: <http://mc.manuscriptcentral.com/hamo>
- Always review your manuscript before submitting it. You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation email. You can also check the status of your manuscript by logging in to the submission system. The Editor in Chief will inform you via email once a decision has been made.

### Revision Procedure

- Should the editors decide that your article requires a revision, you will need to make the changes via a word-processing program and resubmit it electronically.
- Log In to the submission system and find your article, which will be marked for revision.
- The best way to make revisions to your manuscript is by enabling the Track Changes mode in Microsoft Word, which will automatically highlight and mark up revised text. Please submit both a marked up copy and a clean copy of your revised manuscript to the submission system.
- Your original files will still be available after you upload your revised manuscript, so you should delete any redundant files before completing the submission.
- You will also be provided space in which to respond to the reviewers' and editors' comments. Please be as specific as possible in your response.

### Peer-review Process

- All articles submitted may be pre-reviewed by the editor to ensure they conform to these guidelines. Manuscripts that fail to meet the requirements will not be sent for review and you will be asked to resubmit in an appropriate format. *Haemostaseologie – Progress in Haemostasis* reserves the right to reject any manuscript. Manuscripts that enter the peer review process will be examined by two experts. Those approved by the reviewers are accepted for publication subject to the authors addressing all editorial and production concerns.
- It is taken for granted that the publication has been approved by all participating authors. Moreover, in the case of the author being subject to instructions of the institute director, his consent must be obtained.

## PRODUCTION PROCEDURE

### Page Proofs

All accepted manuscripts are subject to copyediting and editorial revisions. Page proofs will be sent to you via email. The proofs will be in a PDF file format, which should be opened using Acrobat Reader software. You will receive further instructions with your proofs. Take this opportunity to check the typeset text for typographic and related errors. Elective alterations are difficult to accommodate owing to the associated time and expense of introducing them. Therefore, please be sure that when you submit your manuscript, it is accurate, complete, and final.

## POLICY STATEMENTS

### Statement on Liability

The legislation on product liability makes increased demands on the duty of care to be exercised by authors of scientific research and medical publications. This applies in particular to papers and publications containing therapeutic directions or instructions and doses or dosage schedules. We therefore request you to examine with particular care, also in your own interest, the factual correctness of the contents of your manuscript once it has been copyedited and returned to you in the form of galley proofs. The responsibility for the correctness of data and statements made in the manuscript rests entirely with the author.

### Definition of Authorship

Authorship credit should be based on criteria established by the [International Committee of Medical Journal Editors](#). Each author should have made the following contributions towards the completion of the manuscript:

1. Substantial contributions to conception of study, study design, acquisition of data, data analysis & interpretation, drafting or revising of manuscript, approval of submitted manuscript and/or publicly accountable for relevant content
2. Drafting the article or revising it critically for important intellectual content
3. Final approval of the version to be published

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### Statement of Ethics

This journal adheres to the ethical standards described by the [Committee on Publication Ethics](#) and the [International Committee of Medical Journal Editors](#). Authors are expected to adhere to these standards.

For all manuscripts reporting data from studies involving human or animal participants, formal review and approval, or formal review and waiver (exemption), by an appropriate institutional review board (IRB) or ethics committee is required, as well as any necessary HIPAA consent, and should be described in the Methods section with the full name of the reviewing entity. All clinical trials must be registered in a public trials registry. Denote the registry and registry number.

**Patient Permission Policy**

You must obtain a signed patient permission form for every patient whose recognizable photograph will be used. If you do not supply this, the identity of the patient must be obscured before the image is published; this could interfere with the instructive value of the photograph. Attached below is a sample patient permission form.

## **EDITORIAL CONTACTS**

Please contact the Editors or Schattauer Publishers with any questions.

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