

# ENDOCRINE PRACTICE

## AUTHOR INSTRUCTIONS FOR AACE JOURNALS:

### *Endocrine Practice* and *AACE Clinical Case Reports*

#### About AACE Journals

***Endocrine Practice*** publishes original articles, review articles, commentaries, editorials and visual vignettes. The primary mission of *Endocrine Practice* is to enhance the health care of patients with endocrine diseases through continuing education of practicing endocrinologists.

***AACE Clinical Case Reports*** is an online journal that publishes case reports with accompanying commentaries on a quarterly basis. The primary mission of the journal is to present the most up-to-date information for practicing endocrinologists, fellows in endocrinology and health care professionals dealing with endocrine disorders including diabetes, obesity, osteoporosis, thyroid and other general endocrine disorders.

## POLICIES FOR AACE JOURNALS

#### General Policies

*Endocrine Practice* and *AACE Clinical Case Reports* follow the review and publication processes of the International Committee of Medical Journal Editors (ICMJE) "Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals," and the Committee on Publication Ethics (COPE) "Editorial Policy Statements" that cover the journal review and publication process.

#### Informed Consent and Statement of Human and Animal Rights

Authors must abide by Section E, "Protection of Research Participants," of the ICMJE Recommendations as they pertain to informed consent and statement of human and animal rights. Authors must disclose any information pertaining to these subjects in the Acknowledgements section of their manuscript, and in the cover letter upon submission.

#### Multiplicity of Interest (Disclosures)

All authors who submit manuscripts to *Endocrine Practice* and *AACE Clinical Case Reports* are required to disclose any potential multiplicities (conflicts) of interest, wherein authors recognize situations in which a conflict of interest may arise if an author is an officer, board member, or trustee or owner of a commercial firm in the health care field; holds stock or bonds in the commercial firm; or receives support from the commercial firm.

Identification of conflicts of interest are requested in three areas: 1. upon initial submission of the manuscript, the corresponding author is required to submit this information online when completing all manuscript information; 2. on the cover sheet of their manuscript; 3. on the Manuscript Submission Form, which every author of the manuscript is required to complete and sign before a manuscript can be published.

#### Reporting of Clinical Trials

*Endocrine Practice* and *AACE Clinical Case Reports* follow the American Association of Medical Colleges (AAMC) "Principles for Protecting Integrity in the Conduct and Reporting of Clinical Trials," which is available at the following link: <http://www.aamc.org/research/clinicaltrialsreporting/clinicaltrialsreporting.pdf>. Please read over the guidelines to ensure that your manuscript complies with these principles.

#### NIH Public Access Policy

*Endocrine Practice* and *AACE Clinical Case Reports* acknowledge that the author retains the right to provide a copy of the final peer-reviewed manuscript to the NIH upon acceptance for publication, for public archiving in PubMed Central no later than 12 months after publication by the journal. Please note that at this time, *Endocrine Practice* and *AACE Clinical Case Reports* do not deposit manuscripts on behalf of the author; therefore, authors are responsible for depositing manuscripts. For information on how to deposit manuscripts with PubMed Central, see the following website: <http://publicaccess.nih.gov/FAQ.htm>.

#### Prepublication of Manuscripts - Rapid Electronic Articles in Press

*Endocrine Practice* and *AACE Clinical Case Reports* publish manuscripts in their original, unedited form soon after they are accepted for publication. Pre-published or "online-ahead-of-print" articles are published online at the journal websites in the "Rapid Electronic Articles in Press" section. Pre-published articles are replaced with the final version once the issue of the journal has been published (online and/or in print).

**NOTE** – pre-published articles are submitted to PubMed in original form, so please be sure that all information, including all author names, are correct. Corrections to articles will not be made in PubMed until the final version of the article is published in the journal issue.

Authors who do not wish to have their articles pre-published should notify the Editorial Coordinator, Ashley Holloway, at [aholloway@aace.com](mailto:aholloway@aace.com), or call 904-353-7878, ext 125.

#### Plagiarism

All manuscripts submitted to *Endocrine Practice* and *AACE Clinical Case Reports* will be checked via anti-plagiarism software to ensure that the text has not been plagiarized or previously published.

## FORMS AND REQUIREMENTS

### Manuscript Submission Form - Author Agreement and Disclosures

Each author must read and complete all sections of the Manuscript Submission Form, which will be sent to corresponding author after the manuscript is approved for publication. The corresponding author is responsible for collecting all contributing authors' forms and may email or fax them to the AACE office at [aholloway@aace.com](mailto:aholloway@aace.com); fax 904-404-4185.

NOTE: Accepted manuscripts will not be scheduled for publication in the journal until all forms are received.

Authors are required to disclose any potential multiplicities (conflicts) of interest on the Manuscript Submission Form, in which authors recognize situations in which a conflict of interest may arise if an author is an officer, board member, or trustee or owner of a commercial firm in the health care field; holds stock or bonds in the commercial firm; or receives support from the commercial firm. Upon initial submission of the manuscript, the submitter will also be required to submit this information online during the manuscript submission process.

### Page and Color Charges

Page and color charges are assessed to authors to help offset the costs of publication. A Page/Color Charge Form with total fees required will be sent to the corresponding author with page proofs.

**NOTE:** Payment for page/color charges are due within 10 (ten) business days of total fee receipt. Failure to receive payment promptly will result in delayed publication of manuscript.

### Endocrine Practice Fees:

**Page Charges:** \$90 (AACE members)/\$115 (nonmembers) for each typeset page.

**Color Figure Charge:** \$500 for every figure, illustration, chart, table, graph, photo, etc., printed in color.

If authors do not wish to have figures printed in color, black and white versions of the figures must be submitted with the revision.

### AACE Clinical Case Reports Fees:

**Page Charges:** \$45 (members)/\$60 (nonmembers) for each typeset page.

Authors may use the following guidelines below for an estimate of total fees; however, *this is for estimate purposes only* – fees will be based on final typeset pages:

**Title Page, Author's Names, Abstract:** one-half published page

**Text:** Double-spaced on 8 1/2 x 11 inch paper, font size 10 to 12 point. Three text pages are equivalent to one published page.

**References:** Forty-five references are equivalent to one printed page.

**Figures:** one figure is equivalent to one-quarter to one-half a printed page or 200-350 words.

**Tables:** one-half to one printed page.

### Author Reprints

Authors will have the opportunity to purchase reprints at a discounted rate when page proofs are received. These prices are only available prior to journal publication; therefore, reprint orders must be received when the final proof is approved. All orders must be prepaid.

## MANUSCRIPT CATEGORIES – ENDOCRINE PRACTICE

### Original Articles

Original articles should be restricted to clinical or basic studies, particularly translational research, which add new information to the etiology, treatment, and outcomes of endocrine disorders that have not been published previously. These manuscripts should be restricted to 3,500 words, no more than 40 references, and no more than 10 figures or tables (total). Cover letter, title page and abstract are required.

### Review Articles

All review articles are subjected to the same peer-review and editorial processes as original articles. The text of review articles must be limited to 3,500 words, with a maximum of 6 figures and tables (total) and up to 80 references. Cover letter, title page and abstract are required.

### Commentaries

Commentaries should reflect the author's views on a timely topic of interest to the endocrine community, limited to 1,500 words, 1 figure or table, and 15 references. Abstract and cover letter are not needed; however, all other instructions in the Information for Authors must be followed.

### Letters to the Editor

Letters to the editor must be original material that has not been submitted or published elsewhere. Restrict length to 500 words and include no more than 3 authors, 3 references, and 1 table or figure. Abstract, cover letter and title page are not needed; however, please include the complete address, telephone and fax number, and e-mail address of the primary correspondent with your letter. Disclose any potential conflict of interest related to the contents of the letter. Letters published in Endocrine Practice are edited and may be abridged at the discretion of the Editor.

### Visual Vignettes

Visual vignettes should serve as an educational 2-paragraph "show-and-tell" exercise. These contributions are limited to 1 printed page in the journal (maximum of 400 words, 3 illustrations, and 3 references). The introductory paragraph, labeled "Case Presentation," should briefly review the pertinent history, physical findings, and accompanying illustrative material and should conclude with the question, "What is the diagnosis?" The illustrations must be of high quality and sufficiently large to demonstrate the object lesson (addition of identifying arrows is recommended). The second paragraph, labeled "Answer," should disclose the diagnosis, present pertinent follow-up (if applicable), and briefly discuss what was gleaned from the specific case.

### Historical Vignettes

Historical Vignettes should recount historical figures in endocrinology and/or significant contributions made to the field. Please limit vignettes to 750 words, 3 figures or tables and 10 references.

## MANUSCRIPT CATEGORIES - AACE CLINICAL CASE REPORTS

### Case Reports

ACCR is an online-only journal that features 20 select case reports in each issue on a quarterly basis. In addition, experts in the field are commissioned to publish commentaries that accompany very significant case reports on a case by case basis in ACCR.

Case reports should consist of unusual case(s) and a brief review of the literature pertaining to these case(s) that add new information to the endocrine literature. These case reports should be restricted to 1,500 words, 20 references, and 4 figures or tables (total). Cover letter, title page and abstract are required.

## MANUSCRIPT FORMAT AND STYLE

### Peer Review and Editing

Manuscripts will be sent for peer review in the original format in which they are received. All manuscripts accepted for publication will be edited in the journal offices to adhere to the *AMA Manual of Style* and Journal house style. The corresponding author will receive a copy of page proofs for approval before publication.

### Editing Services for Manuscripts

Manuscripts that are poorly written cannot be accepted for publication in AACE's journals. Authors are encouraged to have their manuscripts professionally edited prior to submission to the journal to increase the likelihood of acceptance. A multitude of professional scientific editing services are available to authors, including:

[www.sciencedocs.com](http://www.sciencedocs.com)  
[www.AmericanJournalExperts.com](http://www.AmericanJournalExperts.com)  
[www.biomeditor.com](http://www.biomeditor.com)  
[www.biosciencewriters.com](http://www.biosciencewriters.com)  
[www.enago.com](http://www.enago.com)  
[www.internationalscienceediting.com](http://www.internationalscienceediting.com)  
[www.prof-editing.com](http://www.prof-editing.com)  
[www.scienceditors.com](http://www.scienceditors.com)  
<http://www.editage.com/publication-support/index.html>

### General Information

Manuscripts should be prepared in accordance with the "Uniform Requirements of Manuscripts Submitted to Biomedical Journals," which can be viewed at [www.icmje.org](http://www.icmje.org). Specific requirements for *Endocrine Practice* and *AACE Clinical Case Reports* follow.

### Text Composition

Articles should be written in clear, concise English, following the recommendations for scientific writing found in the American Medical Association Manual of Style (10th ed, 2007) and The Chicago Manual of Style (16th ed, 2010). In general, use generic names for drugs.

### Anonymity of Subjects – Informed Consent

To maintain anonymity, do not use patient names, initials, or any unnecessary identifying details. (Individual cases should be labeled as "case 1," "case 2," and so forth). Authors should obtain written consent from the patient if photographs of patient's face are published in the manuscript or if there is any doubt that anonymity cannot be maintained. If identifying characteristics are de-identified, such changes should not distort scientific meaning. Please see Section E, "Protection of Research Participants," of the ICMJE Recommendations.

### Statement of Animal and Human Rights

Authors must abide by Section E, "Protection of Research Participants," of the ICMJE Recommendations as they pertain to informed consent and statement of human and animal rights. Authors must disclose any information pertaining to these subjects in the Acknowledgements section of their manuscript, and in the cover letter upon submission.

### Abbreviations

Minimize use of abbreviations; any abbreviations used must be defined at first mention (except for units of measurement when used with numbers). Abbreviations may be used in tables and figures for space considerations but must be defined in the accompanying footnotes or legends. The AMA Manual of Style lists standard scientific abbreviations.

### Units

Measurements should be expressed in conventional units, not Système International (SI) units. HbA1c values should be dually reported as "% (mmol/mol)." Please use the NGSP's HbA1c converter at <http://www.ngsp.org/convert1.asp> to calculate HbA1c values as both % and mmol/mol.

### Cover Letter

All manuscripts must be submitted with a cover letter, which should explain how the manuscript is innovative, provocative, timely, and of interest to a broad audience. Papers on related topics by any of the authors that have been published within the past year, in review or in press should also be listed. For multi-author papers, the journal editors will assume that all the authors have been involved with the work and have approved the manuscript and agree to its submission.

Authors must abide by Section E, "Protection of Research Participants," of the ICMJE Recommendations as they pertain to informed consent and statement of human and animal rights and disclose any information pertaining to these subjects in the cover letter upon submission.

### Title Page

All manuscripts must have a title page, which should include the title and a brief running title\* (< 35 characters and spaces), and the complete first name, middle initial, last name, degrees, and affiliation of each author. Identify and include the name and address of the author to whom correspondence and reprint requests should be addressed.

Please be sure that all authors' names and affiliations are correct to ensure accuracy, as edits to the manuscript cannot be changed once the manuscript is published online.

**Completely spell out:**

- First names, middle names/initials, last names
- Degrees
- Institutions
- Departments
- Street addresses
- Phone and fax numbers
- E-mail addresses

\* **The running title** (35 characters and spaces) should be a shorter version of the title, which will be used on subsequent pages of the published article in the page folio.

**Abstract**

An abstract must be included in the space provided on the online submission form AND in the substance of your manuscript. Abstracts should not exceed 250 words. Please use a structured format, including Objective, Methods, Results, and Conclusion. Manuscripts that are not structured as specified will be returned without review. Provide 3-6 key words for indexing.

**Word Count Limit**

Please refer to the "Manuscript Category" section and adhere to the word limit assigned to the specific type of manuscript that will be submitted. Manuscripts that do not adhere to the word limit will be returned without review.

**Acknowledgments**

Acknowledgments should list brief statements of assistance, financial support/funding, and prior publication of the study in abstract form, if applicable.

Authors must abide by *Section E, "Protection of Research Participants,"* of the *ICMJE Recommendations* as they pertain to informed consent and statement of human and animal rights and disclose any information pertaining to these subjects in the acknowledgments section of the manuscript.

**Conflict of Interest**

As noted earlier, all conflicts of interest should be listed on each author's Manuscript Submission Form. Corresponding authors will also be required to enter this information at the time of online manuscript submission.

**References**

References should be numbered sequentially as they are cited in the text; the reference numbers should be cited on the line and enclosed in parentheses at the proper point in the text. The reference list should be double-spaced. Avoid use of abstracts as references when possible. Unpublished data should be cited parenthetically in the text and not included in the reference list. Journal titles should be abbreviated according to the National Library of Medicine's List of Journals Indexed for Medline. Include the names and initials of all authors (if more than six authors are listed, only the first three names should be listed, followed by "et al"). Below are examples of how references should be formatted.

**Journal**

Van den Berghe G, Wouters P, Weekers F, et al. Intensive insulin therapy in critically ill patients. *N Engl J Med.* 2001;345:1359-1367.

**Book**

Falk SA, ed. *Thyroid Disease: Endocrinology, Surgery, Nuclear Medicine, and Radiotherapy.* 2nd ed. Philadelphia, PA: Lippincott-Raven, 1997.

**Chapter in Book**

Flier JS, Foster DW. Eating disorders: obesity, anorexia nervosa, and bulimia nervosa. In: Wilson JD, Foster DW, Kronenberg HM, Larsen PR, eds. *Williams Textbook of Endocrinology.* 9th ed. Philadelphia, PA: WB Saunders, 1998: 1061- 1097.

**Online Database or Web Page**

Be sure to use the exact complete URL that takes the interested reader to the specific information that is being referenced. Use the following format: Health Care Financing Administration. 1996 statistics at a glance. Available at: <http://www.hcfa.gov/stats/stathili.htm>. Accessed March 2, 2006.

**Tables**

All tabular material must be double-spaced, and each table should be on a separate page. Provide a title for each table, and define all abbreviations in a footnote. Limit the width of tables to 6.5 inches (16.5 cm). Please do not submit turn-page material (tabulations typed across the vertical dimension of the page).

Titles and abbreviations/footnotes should be included as part of the table itself and not typed above or below the table (i.e., titles and abbreviations/footnotes should be typed in the cells in the table).

Table files may be saved in Excel, tab separated format or comma separated format; at the end of the text file; or in XLS or DOC formats.

**Figures and Illustrations**

A legend should be provided for each figure, and all abbreviations that appear on the illustrations should be defined in the legend and italicized. Make sure that units listed in the figures are consistent with the text within the manuscript. Specify stain and magnification for photomicrographs. For any photographs with a recognizable patient, a release form signed by the patient must be provided. Figures must be saved in TIFF, GIF, JPG, PDF, or EPS format.

**Use of Copyrighted Material**

Authors are responsible for obtaining permission to reproduce figures, tables and text from previously published material. Written permission must be obtained from the publisher of the journal, book, etc., in which the material was produced and submitted to the editorial office with the manuscript (email [publications@aace.com](mailto:publications@aace.com)). An appropriate credit line should be included with the figure or text and in the list of references.

## MANUSCRIPT SUBMISSION

All manuscripts for *Endocrine Practice* and *AACE Clinical Case Reports* must be submitted via our Online Manuscript System. New users will be prompted to create an account in order to log on and submit a manuscript here: <http://endocrinepractice.allentrack.net/>. For more information on electronic submission, see "Submit Manuscript" on the manuscript homepage after you log in.

Failure to submit your manuscript as outlined in the Author Instructions in AACE Journals will result in return of manuscript without review.

## MANUSCRIPT FILES

- Manuscript files in Word, WordPerfect, Text, or RTF format** - Please make sure to also include your cover letter, title page, abstract and figure captions in the text file when submitting your manuscript.
- Do not use the text option if you used Greek letters, special characters, superscripts, or subscripts in your manuscript.
- Manuscript files in a PDF** – IMPORTANT! If you are submitting a PDF file, we also need a separate text file in order to size your manuscript accurately and ensure that it fits within the journal's size limit. Upload your PDF file as the article file. Upload the separate text file (that contains just the text of your title page, abstract, manuscript, and any other text within your submission) in Word, WordPerfect, Text, or RTF format.
- Table files:** Table files may be saved in Excel, tab separated format, comma separated format, at the end of the text file, XLS or DOC formats.
- Type all tabular material double-spaced.
- Place each table on a separate page.
- Provide a title for each table, and define all abbreviations in a footnote.
- Limit the width of tables to 6.5 inches (16.5 cm).
- Do not submit turn-page material (tabulations typed across vertical dimension of the page).
- Figures/Image files** must be saved in TIFF, GIF, JPG, PDF, Postscript, or EPS format.
- Can be embedded at the end of the manuscript file or uploaded separately.
- Must be in order and clearly labeled.
- Provide a legend for each figure; define any abbreviations that appear on illustrations. Legends must be clearly indicated.
- Specify stain and magnification for photomicrographs.
- For any photographs with a recognizable patient, a release form signed by the patient must be provided.

### Author Contact Information

It is very important that the corresponding author's contact information, including email and fax numbers, is current. Should you have a change in this information, please email Ms. Ivette Trujillo-Mordetzki at [endocrinepractice@allentrack.net](mailto:endocrinepractice@allentrack.net).

### Publisher Information

*Endocrine Practice* and *AACE Clinical Case Reports* are published by AAECORP, Inc, a subsidiary of the American Association of Clinical Endocrinologists (AACE) and the American College of Endocrinology (ACE), 245 Riverside Avenue, Suite 200, Jacksonville, FL 32202. Telephone: (904) 353-7878. Email: [publications@aace.com](mailto:publications@aace.com).

#### Manuscript Submission Checklist

- \_ Provide complete names, degrees, and affiliations for all authors
- \_ Designate a corresponding author, with complete mailing and e-mail addresses and telephone and fax numbers
- \_ Provide 3-6 key words for subject indexing
- \_ Include Objective, Methods, Results, and Conclusion
- \_ Cite references, figures, and tables consecutively in text
- \_ Check all references for completeness and accuracy
- \_ Submit each table on a separate page
- \_ Clearly number figures and indicate orientation
- \_ Identify and provide permission for reuse of any previously published material
- \_ Disclose any potential conflict of interest
- \_ Include information pertaining to Informed Consent and statement of Human and Animal Rights.