

How to prepare a manuscript for submission to HSR Proceedings in Intensive Care and Cardiovascular Anesthesia

English language is the only language allowed for manuscripts submitted to “HSR proceedings in Intensive Care and Cardiovascular Anesthesia” from November 1st 2009. You can choose between American or British English, but be consistent.

Manuscripts must be double-spaced on A4 pages. A margin of at least 3 cm should be provided on all sides. All type should be 12 points in size. Pages must be numbered. Word limits are not imposed on any manuscript types, but all papers should be as concise as possible.

Please send your manuscript to sussani.lara@hsr.it. The Editorial Office will send by e-mail to the corresponding author all communications related to the status of a submission, including the final decision and the scheduled date of publication.

Different manuscripts could be submitted to “HSR proceedings” including: Original articles; Teaching articles; Brief reports; Review; Editorial; Case series; Letters to the Editor; Case reports; Images in clinical medicine. The peer-review process is applied to all submissions, including appraisal by at least 2 peer-reviewers.

COVER LETTER Please also send us a cover letter addressed to the Editor in Chief. The letter must include at the end a list of all authors as if for signature. The cover letter must state that the authors agree with and are responsible for the data presented. The letter should also acknowledge or deny any potential conflicts of interest.

MANUSCRIPT Our preferred file type for new manuscript submissions is a single Microsoft Word Doc with all figures embedded in the same document. In the manuscript provide the title of the paper on the first page (TITLE PAGE); the title should be concise. Also list the name of each author, including the first name and the highest graduate degree; the department and institutional affiliation of each author and the name, address, telephone number, fax number, and e-mail address of the author to whom correspondence should be addressed. **ABSTRACT.** Provide an abstract of not more than 250 words and without abbreviations. If possible, it should consist of four paragraphs, labelled Background, Methods, Results and Discussion. They should briefly describe, respectively, the problem

being addressed in the study, how the study was performed, the salient results and what the authors conclude from the results. The manuscript itself should be possibly divided into 4 sections: Introduction, Methods, Results, and Discussion. Please refrain from using automatic reference list software because its features are often lost during the publication process. Simply insert the reference number in parentheses in the text (after any punctuation mark) and type the reference list. References must be numbered with Arabic numerals and cited in the text in numerical order. The reference list at the end of the article must also be in numerical order. The list headed “REFERENCES” should begin on a new page of the main text document and be double-spaced. Abbreviations for titles of medical periodicals must conform to those used in Index Medicus (<http://www.nlm.nih.gov/tsd/serials/lji.html>). References to abstracts, supplements and letters to editors must be identified as such. Inclusive page numbers of references are required.

DETAILS “HSR proceedings in Intensive Care and Cardiovascular Anesthesia” will consider for publication suitable articles on all topics related to intensive care and to anesthesia for cardiac, thoracic and vascular surgery. The aim of “HSR proceedings” is to contribute to the spread of knowledge in the field of intensive care, emergencies and major surgical operations.

Manuscripts are examined by members of the editorial staff and then sent to outside reviewers. We encourage authors to suggest the names of possible reviewers, but we reserve the right of final selection. Communications about manuscripts will be sent after the review and then the editorial decision-making process is complete.

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In appropriate places in the manuscript, please provide, if applicable, a statement that the research protocol was approved by the relevant institutional review boards or ethics committees and that all human participants gave written informed consent. When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

If photographs of patients are used, either they should not be identifiable or the photographs should be accompanied by written permission to use them. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients’ names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. Authors should identify individuals who provide writing assistance and disclose the funding source for this assistance. Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note. The requirement for informed consent should be included in the journal’s instructions for authors. When informed consent has been obtained it should be indicated in the published article.

All text, references, figure legends and tables should be in one double-spaced electronic document (Word Doc). You may either insert figures in the text file or upload your figures separately. We prefer the former but this may not work well for complicated graphics, which should be sent separately. It is permissible to send low-resolution images for peer review, although we may ask for high-resolution files at a later stage. Legends for all figures should be included in the file with the text (on a new page after the references list) and should not appear on the figures. Acceptable formats for pictures, photos and figures are PDF, DOC, PPT, JPG, TIF. Please send TIF not inferior to 300 DPI when your paper is accepted for publication.

References. References must be double-spaced and numbered consecutively as they are cited. Possibly list all authors when there are four or fewer; when there are five or more, list the first three, followed by “et al.”

Abbreviations. Except for units of measurement, abbreviations are strongly discouraged. Except for units of measurement, the first time an abbreviation appears, it should be preceded by the words for which it stands.

Drug Names. Generic names should be used. When proprietary brands are used in research, include the brand name and the name of the manufacturer in parentheses after the first mention of the generic name in the Methods section.

Instructions for Submitting a Revised Manuscript. We require two versions of the revised manuscript, one with “tracked” or highlighted changes and one without. Please double-space. Include your response to the reviewers as a separate file.

If a submitted article is accepted for publication, editorial revisions may be made to aid clarity and understanding without altering the meaning.

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“HSR proceedings in Intensive Care and Cardiovascular Anesthesia” editorial offices are located in the Department of Anesthesia and Intensive Care at 60 Via Olgettina, Milano, Italy 20132. telephone (+ 39) 02.26437164 fax (+ 39) 02.26437178 email sussani.lara@hsr.it