Instruction for Authors

Thank you for your interest in submitting your work to the *Annals of Research Hospitals* (ARH; Ann Res Hosp; Online ISSN: 2523-0743). Please consult the following instructions to help you prepare your manuscript, and feel free to contact us with any questions. To ensure fast peer review and publication, manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review. We are looking forward to your submission.

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**1. ABOUT THE JOURNAL**
The *Annals of Research Hospitals* (ARH; Ann Res Hosp; Online ISSN: 2523-0743) is an open-access, peer-reviewed online journal with a focus on innovative development in research hospitals, including but not limited to biomedical science, translational medicine, life sciences, humanities and information technology. Based on this new concept of “Research Hospital”, the goal of this journal is to become a forum for hospital managing staff, researchers and clinicians etc., to share research findings and clinical solutions, to identify new translational enterprises, and to shape future directions for basic research and clinical practice in the field of developing and managing research hospitals.

**2. MANUSCRIPT CATEGORIES**

(1) **ORIGINAL ARTICLE**
Word limit: 5,000 words maximum including abstract but excluding references, tables and figures.
Abstract: 450 words maximum, with sub-headers (Background, Methods, Results and Conclusions).
References: No maximum.
Figures/tables: No maximum, but 8 figures should be sufficient.
Description: Such an article is to present original basic science or clinical research findings. Original article should normally be in the format of Introduction, Methods, Results, Discussion and Conclusion. Original articles should entail a section describing the contribution of each author to the manuscript. See “Author Contributions” in the section “Structure of the Manuscript” for details. Meta-analysis will be categorized into this type.
* When concerning 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). Furthermore, authors also need to confirm that the patient has given their consent for the publication. The editorial office may request copies of the informed consent
documentation at any time. We recommend the following wording used for the consent section as: “Written informed consent was obtained from the patient for publication of this article and any accompanying images. A copy of the written consent is available for review by the Editors-in-Chief of this journal.”

* When concerning 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.

(2) REVIEW ARTICLE
Word limit: 6,000 words maximum including abstract but excluding references, tables and figures.
Abstract: 450 words maximum, unstructured (no use of sub-headers).
References: No maximum
Figures/tables: Minimum 1 figure or table.
Description: Reviews are comprehensive analyses of specific topics. Both solicited and unsolicited review articles will undergo peer review prior to acceptance. Review articles should entail a section describing the contribution of each author to the manuscript. See “Author contributions” in the section “Structure of the Manuscript” for details.

(3) BRIEF REPORT
Word limit: 2,500 words maximum including abstract but excluding references, tables and figures.
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Figures/tables: 8 maximum.
Description: Manuscripts containing pertinent and interesting observations and reports on new observations or studies that do not warrant publication as a full research article will be considered for the brief report. These submissions will undergo full peer review. The text should be arranged as Abstract, Introduction, Patient selection and workup, Pre-operative preparation, Equipment preference card, Procedure, Role of team members, Post-operative management, Tips, Tricks and Pitfalls, Conclusion.

The authors should provide a statement at the end of the main text to confirm that the patient has given their consent for the Case reports to be published. The editorial office may request copies of the informed consent documentation at any time. We recommend the following wording is used for the consent section: “Written informed consent was obtained from the patient for publication of this Case Report and any accompanying images. A copy of the written consent is available for review by the Editor-in-Chief of this journal.”

If the patient has passed away, informed consent for publication must be sought from the next of kin of the patient. If the patient is a minor, or unable to provide consent, informed consent must be sought from the parents or legal guardians of the patient. In these cases, the statement in the ‘Consent’ section of the manuscript should be amended accordingly.

Only cases of exceptional interest and novelty are considered. For manuscripts that do not qualify, Editors may ask authors to shorten manuscripts and rewrite as other article types.

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Abstract: 450 words maximum, unstructured (no use of sub-headers).
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Description: Guidelines need to be the product of a large group of individuals who are recognized authorities in their field. Guidelines will be written by a working party to include a steering committee (usually at least 4 members) and other authors representing a wide range of those with special relevant expertise as well as those whose everyday practice will be influenced by the guidelines.

(6) EDITORIAL
Authors: 5 maximum.
Word Limit: 2,500 words maximum excluding references, tables and figures.
3. STRUCTURE OF THE MANUSCRIPT

Document structure. The text should be prepared using Microsoft Word processing software (.doc or .docx) and structured in the following order:
(i) title page, (ii) abstract and key words, (iii) text, (iv) acknowledgments, (v) footnote, (vi) references, (vii) supplementary material, (viii) figure legends, (ix) tables (each table complete with title and footnotes) and (x) figures.

The text should be keyed double-spaced throughout. A clearly readable font should be used (e.g. Arial, Calibri, Times New Roman, Verdana). Font size should be 10 or 12. Pages should be numbered. Language should be English. Spelling can be British or American, but consistent throughout. Any abbreviations should be defined on first usage in the text. Terms that are mentioned less than 3 or 4 times in the text should not be abbreviated.

Title page
The first page of each manuscript should include:
1) A brief and descriptive title of the article (no abbreviations allowed);
2) A running title of no more than 60 characters including spaces;
3) The full first name and last name of the author(s) (but no qualifications), and the name and location of the establishment where the work was carried out (in English);
4) The name, address, telephone and/or fax numbers and the e-mail address of the corresponding author;
5) The contribution made by each author should be briefly stated in the Authors’ Contributions section see in the section “Structure of the Manuscript” for details;
6) Conflicts of Interest appearing as a “Footnote”; for more details, see “Authors’ responsibility and conflict of interest” below;
7) Acknowledgements, where all sources of funding for the work should be included in this section.

Abstract
The Abstract should conform to the requirements noted in the “Manuscript Categories” section above. It should not contain any abbreviations, reference citations, table or figure.

Keywords
Following the Abstract, 3-5 keywords should be provided
even if the manuscript type does not require an Abstract. Words should be taken from those recommended by the US National Library of Medicine’s Medical Subject Headings (MeSH) browser list at: http://www.nlm.nih.gov/mesh/meshhome.html.

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If an article describes any procedure, technology or apparatus that is new, has not been used in the indication described, or is being used for a purpose for which it was not originally intended, it is the responsibility of the authors to ensure that all ethical committee, institutional review board, and/or governing body approval has been properly obtained. Such approval must be explicitly stated in the main text.

Author Contributions
This section is only required for original and review article. It describes the contribution of each author made to be manuscript. Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. 4) Agreement to be accountable for all aspects of the work in ensuring that questions that related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Author should meet conditions 1, 2, 3, and 4, and all who meet the four criteria should be indentified as authors. Those who do not meet all four criteria should be acknowledged (see section “Acknowledgement”). Please note that acquisition of funding, collection of data, language editing or general supervision of the research group alone does not constitute authorship.

The “Author Contributions” section should be completed as follow:
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(2) Administrative support:
(3) Provision of study material or patients:
(4) Collection and assembly of data:
(5) Data analysis and interpretation:
(6) Manuscript writing: All authors.
(7) Final approval of manuscript: All authors.

Note: 1. Manuscript writing part and Final approval of manuscript part are required to be included while other parts are based on actual applicability; 2. Contribution is not required when there is only one author.

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The following rules should be followed:
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c. When there is nobody or funding to be acknowledged, please describe as “None”.

Footnote
a. Conflicts of Interest: See section “Conflicts of Interest” for details.
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A list of references to the literature should be arranged sequentially following appearance in the text. Referenced articles should ideally be not older than 5 years.

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In the text, references should be cited using numbers in round brackets in which they appear consecutively [e.g., “cancer-related mortality (19)”; “denocarcinoma (29,30)”).

If cited in tables or figure legends, number according to the first identification of the table or figure in the text. In the reference list, the Vancouver system of referencing should be used (examples are given below), but please cite the names of all authors when there are three or fewer; when more than three, list the first three followed by et al.

Do not use ibid. or op cit. Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g., Smith A, 2000, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list. Journal names should be abbreviated according to Index Medicus: http://www.ncbi.nlm.nih.gov/nlmcatalog/journals. Authors are responsible for the accuracy of the references.

To optimize hyperlinking of references to enable editors and reviewers to cross-reference online, the format and punctuation should be as given in the examples below:

Journals

Books

Multi-author books

Online publications

or

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Tables should be self-explanatory, supplementing but not duplicating the text. A brief title should be provided. Any abbreviations used in the Tables should be defined at the bottom. Each Table should be on a separate page.

Legends
Legends are required corresponding to each individual figure and video (do not repeat legend information in the text).

Figures
All illustrations (line drawings and photographs) are classified as figures. Figures should be numbered consecutively in the order of reference in the text. Magnifications should be indicated using a scale bar on the illustration. If figures have been reproduced from another source, a letter/permission from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be submitted as supplemental materials.

Size: Figures should be sized to fit within the column (82 mm), intermediate (118 mm) or the full text width (173 mm).

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Line figures: Must be sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package.
Text sizing: in figures. Lettering must be included and should be sized to be no larger than the journal text or 8 point (Should be readable after reduction – avoid large type or thick lines). Line width between 0.5 and 1 point.

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Duration: Video files should be limited to 20 minutes.

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Appendix
The supplementary appendix should be paginated, with a table of contents, followed by the list of investigators (if there is one), text (such as methods), figures, tables, and then references. The supplementary appendix should not be included in the article's reference list.

The appendix must be submitted in a Word file. The appendix will not be edited for style. It will be presented online as additional information provided by the authors.

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“Many more regressions were run than can be included in the article. The interested reader can find them in a supplementary appendix online”.

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Equations should be numbered sequentially with Arabic numerals; these should be ranged right in parentheses. All variables should appear in italics. Use the simplest possible form for all mathematical symbols.

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Manuscripts must follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors' revised ‘Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication’, as presented at: http://www.ICMJE.org/

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Spelling: The Journal uses US spelling and authors should therefore follow the latest edition of the Merriam—Webster's Collegiate Dictionary.

Units: All measurements must be given in SI or SI-derived units. For more information about SI units, please go to the Bureau International des Poids et Mesures (BIPM) website at: http://www.bipm.fr.

Abbreviations: Must be used sparingly—only where they ease the reader’s task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.

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Authors must state that the protocol for the research project has been approved by a suitably constituted ethics committee of the institution within which the work was undertaken and that it conforms to the provisions of in accordance with the Helsinki Declaration as revised in 2013, available at: http://www.wma.net/en/30publications/10policies/b3/20index.html. ARH retains the right to reject any manuscript on the basis of unethical conduct of either human or animal studies. All investigations on human subjects must include a statement that the subject gave informed consent. Patient anonymity should be preserved. Photographs need to be cropped sufficiently to prevent human subjects being recognized (or an eye bar should be used).

>- For studies in the following categories:
Randomized controlled trials or other intervention research: This category includes any study that carries out medical intervention(s) on patients or healthy individuals. Case-control study: A case-control study is designed to retrospectively analyze the exposure to the risk factor of interest in subjects with known outcomes (with or without disease; dead or alive; or, with or without other pre-determined endpoints).
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Basic or translational medical research using human specimens:
• Authors must state whether their studies had been approved by an institutional review board (IRB) (if yes, please provide the number of approval document). For a multi-center study, IRB approval must be obtained from each center.
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• Also, the authors should state whether the study outcomes will affect the future management of the patients.

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Retrospective and ambispective cohort studies: In these studies, the patients’ exposure to risk factor(s) were retrospectively identified, followed by the retrospective follow-up of the patients to determine the relationship between the future or current endpoints (with or without disease; or, dead or alive) and the exposure.
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signed by their family members or caregivers. For studies on patient data retrieved from hospital medical record system or social insurance systems, an informed consent form is not required; however, the authors still need to declare whether the patient’s personal data have been secured.

Review, perspective, editorial and editorial commentary:
• No statement on medical ethics is required.

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• Also, the authors should state whether the study outcomes will affect the future management of the patients.
• If the study has a prospective design: the authors must state whether all the subjects had signed the informed consent forms before enrollment. For subjects under 18 years of age or those with limited capacity for civil conduct, the authors must state whether their caregivers had signed the informed consent forms. However, for retrospective studies based on a hospital medical record system, no informed consent is required.

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  • Also, the authors should state whether the study outcomes will affect the future management of the patients.
  • The authors must state whether all the subjects have signed the informed consent forms before they enter the study, no matter whether they enter the final analysis. For subjects under 18 years of age or those with limited capacity for civil conduct, the authors must state whether their caregivers had signed the informed consent forms.

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• State whether all the subjects had signed the informed consent forms during the establishment of the bank (attached with the numbers of approval documents).

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• The authors need to state whether the previous studies had been approved by the local medical ethics committee(s)
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For more information on statement of ethics, please feel free to consult our editorial staff.

8. INFORMED CONSENT
Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent is required for Case report, original/research articles and visualized surgery. The statement should be included in the footnote. It may be possible to publish without explicit consent if the report is important to public health (or is in some other way important); consent would be unusually burdensome to obtain; and a reasonable individual would be unlikely to object to publication (all three conditions must be met).

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(1) Authors’ responsibility
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previously published or have not submitted the same manuscript elsewhere, 2) they took a significant part in the work and approved the final version of the manuscript, 3) they have complied with ethical standards, 4) they agree for AME publishing company, to get a license to publish the accepted article when the manuscript is accepted, and 5) they have obtained all necessary permissions to publish any figures or tables in the manuscript.

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ARH complies with the International Committee of Medical Journal Editors’ uniform requirements on Conflict of Interest statement.
Conflict of Interest exists when an author (or the author’s institution), reviewer, or editor has financial or personal relationships with other persons or organizations that inappropriately influence (bias) his or her actions. The existence of such relationships does not necessarily represent true conflict of interest. The potential for conflict of interest can exist whether or not an individual believes that the relationship affects their judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony, patents) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself (http://www.icmje.org/index.html).

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To support the above statements, editors may request that authors of a study sponsored by a funder with a proprietary or financial interest in the outcome sign a statement, such as “I had full access to all of the data in this study and I take complete responsibility for the integrity of the data and the accuracy of the data analysis.”

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