

INSTRUCTIONS TO AUTHORS

This guide describes how to prepare and submit your manuscript to Chang Gung Medical Journal (*CGMJ*)

1. Chang Gung Medical Journal (*CGMJ*) publishes original scientific papers in all medical fields. Submission of a manuscript to *CGMJ* implies that it presents original, unpublished work not under consideration for publication elsewhere.
2. Submit the manuscript written in English with a summary written in Chinese. (a summary written in Chinese of approximately 800 words, including title, names of authors, affiliations, abstract, keywords, and correspondence). Apply double-spacing to all parts of the manuscript, using 3-cm margins on white bond paper. Write the first letter of table and figure titles in capitals (exception: prepositions, conjunctions and definite articles).
3. Submit the manuscript prepared in accordance with the “*Uniform Requirements for Manuscripts Submitted to Biomedical Journals.*” (updated April 2010) (Website: <http://www.icmje.org/>).
Types of manuscripts:
 - (1) Original articles: to include, in sequence, abstract, introduction, methods, results, discussion, (acknowledgements), references, tables, legends, figures and a summary written in Chinese (except foreign manuscripts).
 - (2) Review articles (no fixed format): to include, abstract, keywords, references and a summary written in Chinese except foreign manuscripts. Submission of a *review article* to *CGMJ* implies by invitation or self-submission; authors should be Associate Professor or more qualified.
 - (3) Letter to the Editor: in response to the article published in *CGMJ* in the previous 6 months (3 issues). The text should not exceed 300 words in length and limited to 3 authors, 5 references and one table or figure.
4. Prepare the manuscripts as the following sequence:
 - * Number all pages
 - * Number the *title page* as page one
 - * Number the *abstract page* as page two
 - * Do not bind the paper
 - * *The anonymous title page*: Add an *English title page* and *Chinese abstract page* without author information to the first and last page, respectively.
 - * The *title page* (the first page) should include the following:
 - I. title – no abbreviations allowed;
 - II. running title (not exceeding 40 letters and spaces) - abbreviations allowed;
 - III. name(s) and title(s) of author(s). Authors of multiple affiliations, should cite the institution using Arabic numerals in superscript after the last names. Citing the second institution as the numeral one, e.g., Min-Chuan Ho, MD, PhD; Chih-Kung Lee¹, MD; Chi-Chao Wan¹, MD; Shr-Hwa Ueng², MD,.....
 - IV. affiliation(s) – Papers written by multiple affiliations, should be cited the institution using Arabic numerals in superscript before the institution names. Citing the second institution as the numeral one, e.g. The Department of Otolaryngology, ¹The Department of Surgical Pathology, Chang Gung Memorial Hospital, Taipei; ²Graduate Institute of Clinical Medical Sciences, Chang Gung University, Taoyuan.
 - V. correspondence – Include the name, address, phone number, fax number and e-mail address of the corresponding author.
 - * The *abstract page* (the second page) should include the following:
 - I. abstract - between 150 to 250 words written in four distinct paragraphs: background, methods, results, and conclusion.
 - II. key words - no more than 6 key words
 - III. condensed abstract - between 50 to 100 words
 - * The third page commences with the text (and acknowledgements).
5. *References* should be placed consecutively in the order they are cited in the text. Identify references in text using Arabic numerals in superscript with parentheses () after a comma or period. Abbreviate names of journals according to *Index Medicus (Medline)*. *Original articles* require a minimum twenty references. Adhere strictly to the reference style demonstrated in the examples listed here:

- * *Journals*: Presented in this sequence: name(s) of all author(s) (list all authors), title of article, name of journal, year, volume number, beginning page and ending page.
Example: Chiang CW, Cherng WJ, Chang FJ, Lin FC, Fang BR, Kuo CT, Lee YS. Effect of heart rate on pressure half-time in patients with mitral stenosis. *Chang Gung Med J* 1992;15:72-7.
- * *Books*: Presented in this sequence: name(s) of author(s), title of article, name(s) of editor(s), title of book, edition (volume), place, publisher, year, beginning page and ending page.
Example: Schiebler GL, van Mierop LHS, Krovetz LJ. Disease of the tricuspid valve. In: Moss AJ, Adams F, eds. *Heart Disease in Infants, Children and Adolescents*. 2nd ed. Baltimore: Williams & Wilkins Co., 1988:134-9.
6. *Tables*. Complete each table on a separate sheet. Tables require a heading with the first letter of each word in uppercase and numbered with roman numerals. Omit vertical lines.
- * *Footnotes*: Abbreviations, arrange footnotes sequentially. Apply symbols in the following order: *, †, ‡, §, II, ¶, **, ††, ‡‡, …
7. *Illustrations and photos*. *CGMJ* requires be 3x5 or 5x7 inch illustrations and photographs. Submit printed photos on smooth photographic paper and numbered on the back with soft pencil. Indicate the orientation, but do not list names. Submit line drawings in black ink on white paper. Photomicrographs should include magnification scale. Type the legends for illustrations on a separate paper.
8. *Units of measure*. The metric system is preferred for the expression of length, area, mass, and volume. Consult the International Systems of Units (SI) symbols and recognised abbreviations for all units of measurement.
9. *Terminology*. Spell out abbreviations and acronyms in full on first appearance in the text, e.g., nasopharyngeal cancer (NPC). Herbs are to be presented in the text by their common name, pharmaceutical name, botanical name, or Chinese name (capitalized where they are part of a formula name): herb glossaries are to include all of these entries. Define Chinese medical terms in the text, or glossary; submit acupuncture terms in accordance to Standard Acupuncture Nomenclature as authorized by the World Health Organization.
10. *Manuscript Submission*. We encourage authors to submit manuscripts via e-mail. Send manuscripts to fenping@mail.cgu.edu.tw. Include a cover letter and complete contact information for the corresponding author: address, telephone/fax numbers, and e-mail address. Tables, figures, and text should be included in the same file if possible. Send manuscripts in triplicate (an original hard copy and two copies, photos must be original), include a computer file, include the transfer of copyright form and a consent form signed by all authors.
11. All submitted manuscripts are reviewed by *CGMJ*. Manuscripts with insufficient priority or not meeting the criteria of the *CGMJ* can be rejected or returned. Published articles are then copyrighted by *CGMJ*. No part of the article can be reproduced by any means without written permission.
12. The manuscripts published can be downloaded from our website: <http://memo.cgu.edu.tw/cgmj/> by authors and readers. March 2005 was the deadline for all reprints.
13. Manuscript submissions should be sent to the Editorial Board, the Chang Gung Medical Journal, Chang Gung University, 259 Wenhwa 1st. Rd., Gueishan Shiang, Taoyuan, Taiwan 333, Republic of China.

CHECKLIST

- _____ 1. Original and two copies of the manuscript
 _____ Number all pages, but anonymous.
 _____ Arrange as follows: anonymous title page, title page, abstract and key words, condensed abstract, text, (acknowledgements), references, tables, figures, legends and summary written in Chinese (exception: foreign submissions), anonymous summary written in Chinese page.
- _____ 2. Title page and summary written in Chinese page must contain a running title, name of all authors and titles or degrees, affiliations and the name for correspondence and his/her address and phone number, fax number, and e-mail address.
- _____ 3. Three sets of figures, properly labeled.
- _____ 4. Tables displayed on separate sheets of paper.
- _____ 5. References.
- _____ 6. A consent form and a transfer of copyright form signed by all the authors.
- _____ 7. E-mail the computer file of your manuscript to the editorial office: fenping@mail.cgu.edu.tw

TRANSFER OF COPYRIGHT FORM

It is assumed by the editor that articles emanating from a particular institution are submitted with the approval of requisite authority. A signature below certifies compliance with the following statements. All authors must transfer ownership of accepted articles to the Chang Gung University (CGU) and must sign the copyright form below.

I affirm and represent that the submitted article is my original work; that none of the information has been published previously or is under consideration by another publication; that upon publication nothing contained in the article will constitute an infringement of any copyright; and that its contents are neither libelous nor constitute an invasion of privacy.

I agree that the CGU may publish the article in a forthcoming edition of the Chang Gung Medical Journal and hereby assign and transfer all rights, title, and interests thereto, including the right to claim copyright throughout the world and for the full term and all extensions and renewals thereof, to the CGU, agreeing to hold CGU harmless from any damages resulting from the above representations.

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I acknowledge that the publication of the submitted article and other considerations agreed upon constitute the entire consideration due me for all rights to copyright.

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長庚醫誌投稿須知

- 一、凡有關醫學之學術研究、臨床觀察、病例報告及醫學新知等著述，未曾在其他刊物刊載者皆為本雜誌徵稿之對象。
- 二、原稿以英文撰寫。文中(包括表)行與行之間應空兩行(double-spaced)。論文題目及圖(Figure)、表(Table)標題除介詞和定冠詞外之第一字母以大寫打字。另須附中文簡錄(需含中文題目、中文著者姓名、中文著者單位(兩個以上單位時同英文之寫法)、中文摘要、中文關鍵字及中文通訊作者資料)約800字，其中之英文及括弧內之英文對照，除專有名詞外一律小寫。
- 三、稿件撰寫格式請遵照“Uniform Requirements for Manuscripts Submitted to Biomedical Journals” updated April 2010. 參閱 <http://www.icmje.org/>。格式如下：
 - (1) 原著(Original Article)：應按摘要(abstract)、前言(introduction)、方法(methods)、結果(results)、討論(discussion)、致謝(acknowledgement)、參考文獻(references)、表(Tables)、圖說(legends)、圖(figures)及中文簡錄之順序編排繕打。
 - (2) 綜說(Review Article) (由編輯委員會邀稿或副教授級以上作者自行投稿，須列明職級)，格式不拘，但必須列出摘要、關鍵字、參考文獻及中文簡錄。
 - (3) 讀者回應(Letter to the Editor)：回應長庚醫誌前6個月(3期)刊登之文章。內文限300字、三個作者及五個文獻以內，圖表各一為限。
- 四、稿件應按下列順序分頁書寫。請從首頁起編頁數，不須裝訂。
 - (1) 匿名題目頁：沒有作者資料的英文題目頁與中文摘要頁，裝於第一頁與最後一頁。
 - (2) 題目頁(首頁)(Title page)：
 1. 題目(title)-不得用縮寫
 2. 簡短題目(running title)-40個字元(含空白)以內，可用縮寫
 3. 所有著者之英文全名(names of authors)及頭銜。作者單位不只一個時，依阿拉伯數字順序上標於姓名之後、頭銜之前；從第二個單位開始標號，例：Min-Chuan Ho, MD, PhD; Chih-Kung Lee¹, MD; Chi-Chao Wan¹, MD; Shr-Hwa Ueng², MD,.....
 4. 所屬機構(affiliation)之英文全名、地址，所屬單位不只一個時，依阿拉伯數字順序上標於機構之前；從第二個單位開始標號，例：The Department of Otolaryngology, ¹The Department of Surgical Pathology, Chang Gung Memorial Hospital, Taipei; ²Graduate Institute of Clinical Medical Sciences, Chang Gung University, Taoyuan.
 5. 通訊資料(address for reprints)-負責聯絡之著者姓名、機構、地址、電話號碼、傳真及電子郵件帳號，英文題目頁之電話、傳真請用國際格式。
 - (3) 摘要頁(第二頁)(Abstract page)：
 1. 摘要(abstract)-限150-250字以內，原著(original article)需分背景、方法、結果、結論四段撰寫，及簡明摘要(50-100字)
 2. 英文關鍵字(key words)-至多6辭
 - (4) 第三頁起：本文、(致謝)。
- 五、參考文獻(references)：將引用之文獻(包括正文、表及圖)，按照其出現於文章之順序，以小括號內阿拉伯數字註明於逗點或句點後之右上角。雜誌名稱之簡寫應按照 Medline 標準縮寫。建議文獻數目原著以至少20篇為原則。正確之參考文獻寫法舉例如下：
 - (1) 雜誌——著者姓名(列出所有著者)。題目。雜誌簡稱 年代；卷數：起訖頁數。
例：Chiang CW, Cheng WJ, Chang FJ, Lin FC, Fang BR, Kuo CT, Lee YS. Effect of heart rate on pressure half-time in patient's with mitral stenosis. Chang Gung Med J 1992;15:72-7.
 - (2) 單行本——著者姓名。書名。版數(或卷號)。發行地：出版公司，出版年代：引用部分起訖頁數。
例：Schwartz SI. Principles of Surgery. 2nd ed. Philadelphia: McGraw-Hill Book Co., 1974:351.
 - (3) 書中章節——章節文章的著者姓名。篇名。編輯者姓名。書名。版數(或卷數)。發行地：出版公司，年代：起訖頁數。
例：Schiebler GL, van Mierop LHS, Krovetz LJ. Disease of the tricuspid valve. In: Moss AJ, Adams F, eds. Heart Disease in Infants, Children, and Adolescents. 2nd ed. Baltimore: Williams & Wilkins Co., 1988:134-9.
- 六、表(Table)：請依序列於各別的紙張，每張表頭附以簡短標題，每字首大寫。表下方請依序列縮寫(Abbreviations)及資料說明，註腳所用符號須按下列順序：*, †, ‡, §, II, ¶, **, ††, ‡‡……。表內不要有直線。
- 七、圖(Figure)必須原圖(3×5吋或5×7吋)三套。如係照片，必須光面黑白清晰，並以適當之記號標明，每張背面並以軟鉛筆註明編號(勿具名)，並用箭頭指示頂端方向；如係圖片請以濃墨繪於白紙；光學或電子顯微鏡照片，請註明擴大倍率或比例。圖說(legends)需要打字於另外紙張。
- 八、數字請用阿拉伯字書寫；度量衡單位，須使用國際單位系統符號如 m, cm, mm, mmHg, mm, nm, l, dl, ml, ml, kg, g, mg, µg, kcal, °C等。
- 九、術語用法：縮寫及簡稱應在第一次使用時先用全文，後加簡寫如：nasopharyngeal cancer (NPC)，然後才直接使用於其後之正文中。草藥名稱及草藥辭彙須為慣用語、藥學名、植物學名或漢方學名(若為處方則字首須大寫)。漢方醫學名詞須於文中定義或加附說明，針灸術相關名詞則須以世界衛生組織(WHO)所認可之標準針灸術語(Standard Acupuncture Nomenclature)為撰寫依據。
- 十、投稿請 E-mail Word 檔至 fenping@mail.cgu.edu.tw，並郵寄三份紙本稿件(一份原稿和兩份複印稿，但圖片應用三份原圖)及電子檔。需附「長庚醫誌申請投稿聲明書」，所有著者均應詳細閱讀並簽名同意投稿刊登；以及資深共同作者(一位)簽名協助英文修改。
- 十一、投稿內容及撰寫方式若不合要求，本誌編輯在不歪曲本意之原則下有修改或取捨之權，如不願接受任何修改請來稿時事先書明。
- 十二、論文掲載次序以審查通過接受次序為原則，如著者希望即時掲載者，須自行負責一切印刷費用。
- 十三、來稿如經採用，將製成pdf影像檔於本誌網頁：<http://memo.cgu.edu.tw/cgmj/> 供作者下載，本會於94年3月號起已不再贈送抽印本。
- 十四、惠稿請寄交桃園縣龜山鄉333文化一路259號 長庚大學 長庚醫誌編委會收。

長庚醫誌申請投稿聲明書

一、本人(等)擬以：原著 綜說：(1) by invitation. Invitor : _____
 (2) self-submission 其他類型 _____ 申請投稿於長庚醫學雜誌。
 題目：「 _____ 」

二、本篇過去未曾發表於其他雜誌，且同意在 貴雜誌接受審查期間不投其他雜誌，接受刊登後，著作財產權歸本雜誌所有，原著作者對此不得有任何異議。

三、本篇列名之著者同意論文之內容及結論。

四、本篇論文已參閱投稿須知及參考文獻範例撰述，並依「稿件核對表」謹慎查對無誤後投寄。

特此聲明

所有著者親自簽名(依著者順序簽章)

(作者作研究時之服務單位與現服務單位不同時，請特別註明)

英文修改潤飾證明書

依照投稿簡則，須有英文修改潤飾之證明。請按實際情況勾選及請修改者親自簽名。

- 作者自己書寫，簽名： _____
- 資深主治醫師之共同作者修改，簽名： _____
- 邀請外籍人士英文程度佳者修改，簽名： _____

稿件核對表(投稿前請先逐項核對，於各項前註上√號)

- | | |
|-------|---|
| _____ | 1. 已經包括3份完整之稿件(一份原稿和兩份複印稿)及電子檔，並已編妥頁數(請勿具名)。每份稿件確已按照匿名首頁、具名首頁、摘要、關鍵語與簡明摘要、本文、致謝、參考文獻、表、圖說、圖、中文具名摘要頁、中文匿名摘要頁之順序整理妥當。 |
| _____ | 2. 具名首頁與中文摘要頁已經註明「簡略題目」(running title)、所有著者姓名、職銜、單位，以及通訊著者姓名、單位、地址、電話、傳真號碼及e-mail信箱。 |
| _____ | 3. 已經包括3套圖片，每套圖片分別置於一個封袋，圖片之背面均已註明序號(請勿具名)、頂端箭頭，而且圖片之大小及品質確實適於製版。 |
| _____ | 4. 一個表一張紙，且其題目以及格式確已符合規定。 |
| _____ | 5. 參考文獻已經按照正確格式打字，而且按照在文中引用的順序排列。 |
| _____ | 6. 已經附上「投稿聲明書」說明所有著者均詳細閱讀，並簽名同意投稿刊登，以及資深共同作者英文修改之簽名。 |
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附註：(1)著者欲投稿論文時，務必請先詳讀本誌投稿須知並仔細核對，標題之大小寫、參考文獻之列舉形式須依照規定。

(2)為使審查及編輯作業上效率提高，請在寫作論文前先仔細查閱、熟悉本誌出版之格式。