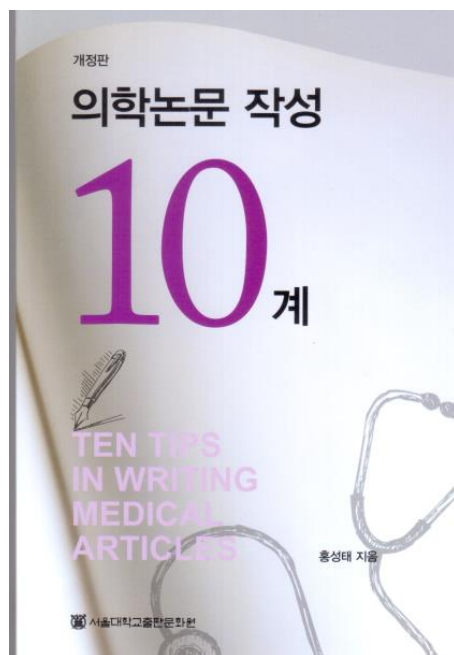


**TEN Tips in Writing**

# TEN Tips in Writing Manuscripts



## Sung-Tae Hong, MD

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Professor of Parasitology & Tropical

Medicine , Seoul National University

Member, ICMJE

# Uniform of Medical Articles

TEN Tips for your fancy writing!

- International Committee of Medical Journal Editors (ICMJE)  
Recommendations for the Conduct, Reporting, Editing, and  
Publication of Scholarly Work in Medical Journals  
*Updated December 2017* at <http://www.icmje.org>
- Korean translation ICMJE 권고안 at <http://www.kamje.or.kr>

Recommendations

Conflicts of Interest

Journals  
Stating That They Follow the ICMJE Recommendations

About ICMJE

News & Editorials

## Recommendations



Read the **Recommendations** for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals.

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## Conflicts of Interest



Use the **ICMJE Form** for Disclosure of Potential Conflicts of Interest to generate a disclosure statement for your manuscript.

ACCESS THE FORM

## ANNOUNCEMENTS

Up-dated ICMJE Recommendations – December, 2017

"Fake," "Predatory," and "Pseudo" Journals – December, 2017

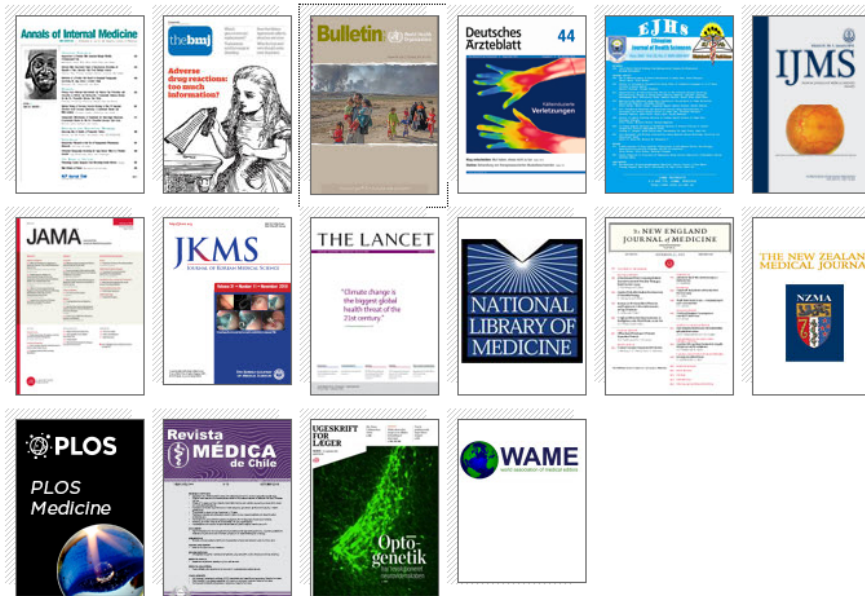
## Quick Links

- Clinical Trial Registration
- Who is an Author?
- FAQs
- Request to receive an E-mail when the Recommendations are updated.

## About ICMJE

The ICMJE is a small group of general medical journal editors and representatives of selected related organizations working together to improve the quality of medical science and its reporting. ICMJE meets annually to refine its *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals*. Although ICMJE is not an

## Member Publications & Organizations



→ Journals Following the ICMJE Recommendations

**Recommendations**

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Roles & Responsibilities

Publishing & Editorial Issues

Manuscript Preparation

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## Recommendations

Read the **Recommendations** for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals.

### Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals\*

I. About the Recommendations  
A. Purpose of the Recommendations

A. Preparing a Manuscript for Submission to a Medical Journal

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#### About the Recommendations

[Purpose of the Recommendations](#)

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[History of the Recommendations](#)

#### Roles & Responsibilities

[Defining the Role of Authors and Contributors](#)

[Author Responsibilities—Conflicts of Interest](#)

[Responsibilities in the Submission and Peer-Review Process](#)

[Journal Owners and Editorial Freedom](#)

[Protection of Research Participants](#)

#### Publishing & Editorial Issues

[Corrections, Retractions, Republications and Version Control](#)

[Scientific Misconduct, Expressions of Concern, and Retraction](#)

# Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals

*Updated December 2016*

- I. About the Recommendations
  - A. Purpose of the Recommendations
  - B. Who Should Use the Recommendations?
  - C. History of the Recommendations
- II. Roles and Responsibilities of Authors, Contributors, Reviewers, Editors, Publishers, and Owners
  - A. Defining the Role of Authors and Contributors
    1. Why Authorship Matters
    2. Who Is an Author?
    3. Non-Author Contributors
  - B. Author Responsibilities—Conflicts of Interest
    1. Participants
      - a. Authors
      - b. Peer Reviewers
      - c. Editors and Journal Staff
    2. Reporting Conflicts of Interest
  - C. Responsibilities in the Submission and Peer-Review Process
    1. Authors
    2. Journals
      - a. Confidentiality
      - b. Timeliness
      - c. Peer Review
      - d. Integrity
    3. Peer Reviewers
  - D. Journal Owners and Editorial Freedom
    1. Journal Owners
    2. Editorial Freedom
  - E. Protection of Research Participants
- III. Publishing and Editorial Issues Related to Publication in Medical Journals
  - A. Corrections and Version Control
  - B. Scientific Misconduct, Expressions of Concern, and Retraction
  - C. Copyright
  - D. Overlapping Publications
    1. Duplicate Submission
    2. Duplicate Publication
    3. Acceptable Secondary Publication
    4. Manuscripts Based on the Same Database
  - E. Correspondence
  - F. Fees
- A. Preparing a Manuscript for Submission to a Medical Journal
  1. General Principles
  2. Reporting Guidelines
  3. Manuscript Sections
    - a. Title Page
    - b. Abstract
    - c. Introduction
    - d. Methods
      - i. Selection and Description of Participants
      - ii. Technical Information
      - iii. Statistics
    - e. Results
    - f. Discussion
    - g. References
      - i. General Considerations
      - ii. Style and Format
    - h. Tables
      - i. Illustrations (Figures)
      - j. Units of Measurement
      - k. Abbreviations and Symbols
  - B. Sending the Manuscript to the Journal

## I. ABOUT THE RECOMMENDATIONS

### A. Purpose of the Recommendations

ICMJJE developed these recommendations to review best practice and ethical standards in the conduct and reporting of research and other material published in medical journals, and to help authors, editors, and others involved in peer review and biomedical publishing create and distribute accurate, clear, reproducible, unbiased medical journal articles. The recommendations may also provide useful insights into the medical editing and publishing process for the media, patients and their families, and general readers.

### B. Who Should Use the Recommendations?

These recommendations are intended primarily for use by authors who might submit their work for publication to ICMJJE member journals. Many non-ICMJJE journals voluntarily use these recommendations (see [www.icmje.org/journals.html](http://www.icmje.org/journals.html)). The ICMJJE encourages that use but has no authority to monitor or enforce it. In all cases, authors

# IMRAD Structure

TEN Tips for your fancy writing!

- Title, Authors, Affiliations
- Abstract
- Text: **I**ntroduction, **M**aterials and Methods, **R**esults, **D**iscussion
- References
- Tables and Figures

# Why TEN Tips?

TEN Tips for your fancy writing!

SUNG-TAE HONG

- To *prepare* the better manuscript and be published for *Authors*
- To *review* manuscripts easier for *Reviewers*
- To *select* and edit manuscripts efficiently for *Editors*

# Purposes of Publication

**TEN Tips** for your fancy writing!

**SUNG-TAE HONG**

- Scientific communication among professionals
- Transition of private new knowledge to public known knowledge
- Public offer to agree and cite
- Academic benefits

***Write manuscripts based on the purpose of publication:***

**Easy to read &  
to understand**

**TEN Tips**

**More Cites**



# How to Survive in the Flood?

TEN Tips for your fancy writing!

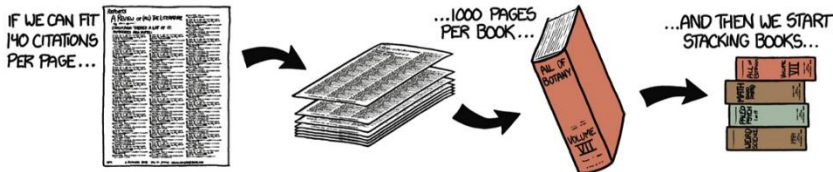
SUNG-TAE HONG



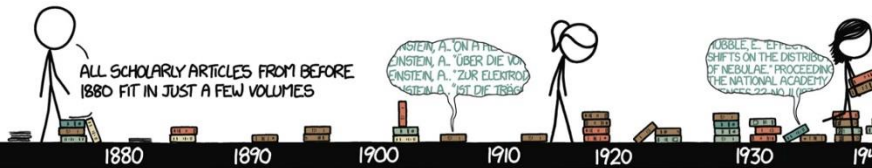
Seoul National University

## HOW MUCH SCIENCE IS THERE?

SCIENTIFIC PUBLISHING HAS BEEN ACCELERATING—A NEW PAPER IS NOW PUBLISHED ROUGHLY EVERY 20 SECONDS. LET'S IMAGINE A BIBLIOGRAPHY LISTING EVERY SCHOLARLY PAPER EVER WRITTEN. HOW LONG WOULD IT BE?

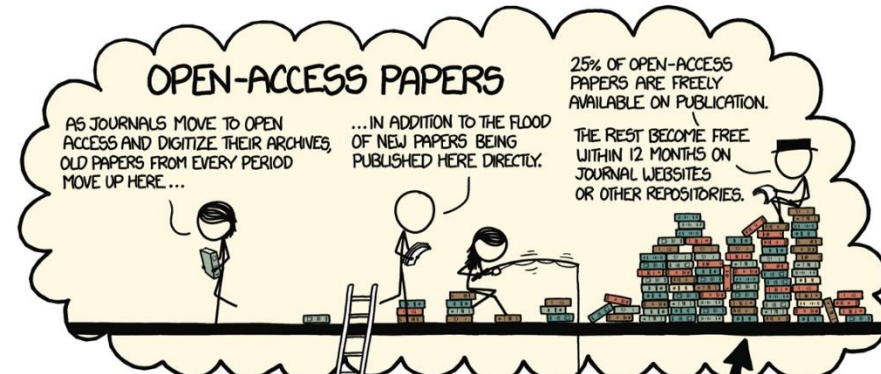


...THIS IS WHAT THE FULL LIST WOULD LOOK LIKE:

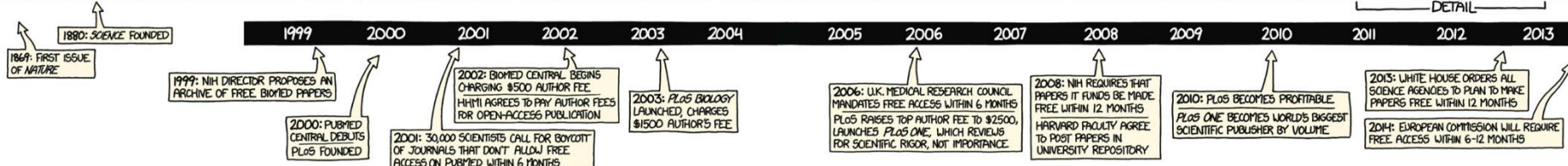
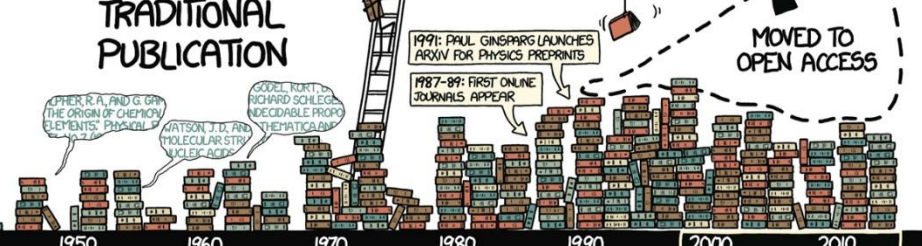


## HOW OPEN IS IT?

SINCE THE ADVENT OF THE WEB, MUCH OF SCIENTIFIC PUBLISHING HAS BEEN MOVING TO OPEN ACCESS. ACCORDING TO SCIENCE-METRIX, OPEN ACCESS REACHED A 'TIPPING POINT' AROUND 2011: MORE THAN 50% OF NEW RESEARCH IS NOW MADE AVAILABLE FREE ONLINE.



## TRADITIONAL PUBLICATION



The Rise of Open Access. Science 4 October 2013: 58-59.

<http://www.sciencemag.org/content/342/6154/58.full.pdf>

BY RANDALL MUNROE • REPORTING BY JOCELYN KABER AND DAVID MALKOFF

## Design Your Articles:

➔ ***Focus on design article contents and structure before writing***

- Scientific contents: Tables and Figures
- Conclusion: Novel
- Target journal: Factors considered
  - Scope, JIF, Publication feasibility, Expense
- Authors in Order and Contributors
- References

# TEN Tips 2

TEN Tips for your fancy writing!

## ➔ Keep Formatting Requirements of Target Journal

- Keep journal's format in details as possible
  - Uniform and structure
  - Capitals, symbols, length, files, references, submission
- Uniforms
  - NLM style (Vancouver style)
  - APA style (Harvard style)
  - Mixed style

# TEN Tips 3

TEN Tips for your fancy writing!

## ➔ **Keep Consistency through the article:**

*Ensure consistent flow in the same order of ideas or concepts and words throughout the manuscript!*

- Title
- Abstract
- Text
- Keywords

# TEN Tips 4

TEN Tips for your fancy writing!

## ➔ Keep Scientific Confidence:

*Authors should provide confidence for their results and make clear conclusions based on the confidence!*

- All authors are responsible for data!
- Author's confidence can produce scientific value!
- Scientific confidence is the core of an article!

# Confidence on Conclusion: Example

TEN Tips for your fancy writing!

Our results indicate that combination of [18F]-FDG-PET/CT and [124I]-PET/CT affords a valuable diagnostic method that can be used to make therapeutic decisions in terms of whether further surgery is required or whether radioactive-iodine treatment is appropriate in patients with DTC who are tumor-free on conventional imaging studies but who have high Tg levels. However, continuing and cooperative study are still necessary, due to existence of a considerable number of patients who could not be localized tumor recurrence by these diagnostic modalities.

# TEN Tips 5

TEN Tips for your fancy writing!

## ➔ **Keep Your Story:**

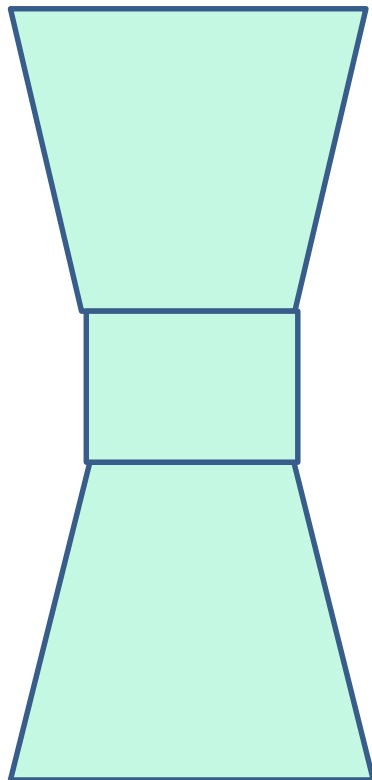
One article must make **own story (stories)**  
**of interest and novelty!**

The most important single factor to be  
accepted.

# Flow of Story

TEN Tips for your fancy writing!

- Story: General – Specific – General



General: *Introduction,*



**in present tense**

Specific: *Purpose, M & M, Results, &  
Discussion*



**in past tense**

General: *Conclusion,*

**in present tense**



# TEN Tips 6

TEN Tips for your fancy writing!

## ➔ **Keep Sentences Short and Simple: KESS**

*Make sentences short within 30 words in a sentence!*

- Short and simple sentences for better readability
- The shorter, the better!
- The **longer the subject**, the worse readable!

# TEN Tips 6: Example

TEN Tips for your fancy writing!

In unadjusted and multivariable-adjusted logistic regression analyses, after adjusting for BMI, diastolic BP, LDL-cholesterol, triglyceride, ALT, HOMA-IR, log(hsCRP) and alcohol intake, apoB was found to be independently related to the risk of CHD using FRS in healthy Korean men, and the link between apoB and the risk of CHD was found to be dose-response relationship, and in addition, apoB with a high risk showed a tendency to increase risk of developing CHD.

# TEN Tips 6: Example

TEN Tips for your fancy writing!

The apoB was found to be independently related to the risk of CHD using FRS in healthy Korean men by unadjusted and multivariable-adjusted logistic regression analyses, after adjusting for BMI, diastolic BP, LDL-cholesterol, triglyceride, ALT, HOMA-IR, log (hsCRP) and alcohol intake. The relation between apoB and the risk of CHD was in dose-response relationship. In addition, apoB with a high risk showed a tendency to increase risk of developing CHD.

# TEN Tips 7

TEN Tips for your fancy writing!

## ➔ Keep Rule of Ten 1:

*Only 10% of title readers read abstract after screening articles by title*

- Title: Meeting point with readers
- Attractive titles invite readers!

# Rule of Ten 1

**TEN Tips** for your fancy writing!

**SUNG-TAE HONG**

- **Titles** must be attractive to readers
- Professional
- Simple, Clear, Specific → **SEXY!**
- Combination of keywords
- Important one first
- Informative and specific enough
- Web DB friendly
- Titles describing results

# Principles of Title Writing

**TEN Tips** for your fancy writing!

- **Title form**
  - Phrase
  - Title and subtitle
  - Sentence
- **Within 12-15 words, 100 spaces**
- **'A'** (Stimulating, Inhibitory, Enhancing) **Effects of 'B'** (Drugs, Materials, Methods) **on 'C'** (Diseases, Patients, Diagnosis, Findings, ...) **in 'D'** (Area, Time, Population...)
- **Follow any instruction of target journal**

# Writing Tips for Titles

TEN Tips for your fancy writing!

- **Clear expression**

- **Avoid**

- Serial number
- Abbreviations
- Commercial brand names

- **Not recommend to use**

The, A -, Of, On, Results, Study (Studies), Notes on,  
An approach to, A study of, Some aspects of,  
Investigation of, Observation on, A novel method  
for, The effect of ....

# Title Examples 1

TEN Tips for your fancy writing!

- 2015년 서울의 한 대학에서 발생한 비정형성 폐염 51례의 보고
- Report of 51 cases of atypical pneumonia in a university in Seoul, 2015
- **Epidemic atypical pneumonia**: fifty-one cases in Seoul in 2015
- **Epidemic atypical pneumonia in a university laboratory** : 51 cases experienced in 2015



# Title Examples 2

TEN Tips for your fancy writing!

- **Clinical characteristics** of 51 atypical pneumonia cases in an epidemic occurrence in Seoul in 2015
- **Epidemiological analysis** of atypical pneumonia in a university laboratory, 2015
- **Epidemic occurrence** of atypical pneumonia in a laboratory in 2015

# Title and Citation

TEN Tips for your fancy writing!

- Articles with **short titles describing the results** are cited more often (Paiva et al. *CLINICS* 2012;67:509-513)
- Assess hits and citations by JCR of 423 research articles in 7 PLOS and 12 BMC journals in October 2008

Paiva et al, 2012

# Title and Citations In Radiology

TEN Tips for your fancy writing!

- **Parameters of significant positive correlation**

- Punctuation
- Open access
- Study findings in the title
- Abstract word or character count
- Country of origin
- All authors in radiology

\*703 articles in 6 major journals in Radiology,  
2014

Shekhani HN, et al.,. *AJR Am J Roentrenol.* 2017; 209(6):1191-1196.

## EDITORIAL

# Citations—be sure to have a good title

There is a sad feature about scientific publishing; not all papers published are ever cited. Can you imagine, spending 2 years undertaking a study and then no one ever acknowledges your effort? Estimates vary but some citation analyses suggest that 90% of academic papers are never cited and 50% are never read by anyone other than the authors, reviewers and a journal's publication team [1]. Such a finding clearly brings into question the impact factor, as a journal's impact can be influenced by relatively few papers. To have your paper published in a high-impact-factor journal does not, alas, mean that your own paper contributed to that high impact.

In addition, does a high citation rate mean a decent level of evidence? Several orthopaedic subspecialties have looked at this. In elbow surgery, e.g. the 50 topmost cited papers were published between 1950 and 2010, the number of citations ranging from 124 to 388 and the most common level of evidence was Level IV [2]. The same has been done for distal radial fractures, where the topmost 100 cited articles were published between 1951 and 2009, citations ranged from 67 to 525 and again, the majority were Level IV [3]. For hip surgery, we also do not fare well, with the top 100 papers published between 1945 and 2013 contributing between 290 and 3144 citations. However, only 1% of the citation classics was a randomized controlled trial (RCT) [4]. Orthopaedic cartilage surgery does better as its topmost 50 cited articles were published between 1968 and 2008, citations ranged from 172 to 989 but significantly for cartilage research, stronger levels of evidence led to increased citations [5].

As an Editor-in-Chief, more than occasionally one sees submissions that are judged badly by reviewers but which still make it somehow into print. Papers that were once rejected can at times be highly cited. So, what is it that attracts the eye of the researcher-cum-reader and leads to a work being widely read? Is it all to do with content and the scientific value of the research? Not always, if the figures I quote are believed. How does a paper work its way up the citation pile, akin to being on the first page of Google?

Perhaps I should start with something simple. How about the title?

The title plays a key part in encouraging a paper to be cited. Just think of when you last entered a proper bookshop. Musty wooden shelves, tables scattered around, laden with books by authors of whom the public may never have heard. How many of us have opportunity-purchased a book based purely on title and cover design? I will wager you have. If not then I bet it crossed your mind.

Titles do make a difference. The title that is most predictive of success, certainly within the ecological literature, and there is no reason why hip preservation should be any different, is a title that emphasizes broader conceptual or comparative issues [6]. The more specific the title the less likely it is that you will be cited. So often authors make their titles long, burdensome and specific because they feel it adds something deeply academic to their work. Far from it. Never forget that readers are human. They scan read, have busy lives and are subject to the same influences as the rest of mankind. Remember that wander through the bookshop and what it was that caught your eye? I will wager it was the title. Once a reader is hooked, a citation may be on its way.

There is a difference, too, between what might influence a reviewer, for that matter an editor, and what might encourage a researcher to cite. It appears that intermediate length titles are more successful during editorial review and papers with subtitles are less likely to be rejected. However, neither of these features is predictive of citations.

The medical educators have looked at this as well [7], recognizing that the title of a paper offers a crucial portal into any scientific field. It is the first thing a browser sees, the trigger that might one day increase the impact. They found that the mean length of title in medical education peaked in the 2000s, dropping to 70 characters in the 2010s, with no titles being longer than 140 characters (the length of a Tweet) in the last decade. Titles posed as a question have increased steadily and have now settled at 11%. Humour has also begun to be used suggesting that

Richard Villar  
Editor-in-Chief,  
*J Hip Preserv Surg*  
2017;  
4(2):119-120.

**The title plays a key part in encouraging a paper to be cited.** Just think of when you last entered a proper bookshop. Musty wooden shelves, tables scattered around, laden with books by authors of whom the may never have heard. How many of us have opportunity—purchased a book based purely on title and cover design? I will wager you have. If not then I bet it crossed your mind.

**Titles do make a difference.** The title that is most predictive of success, certainly within the ecological literature, and there is no reason why hip preservation should be any different, is a title that emphasizes broader conceptual or comparative issues [6]. The specific the title the less likely it is that you will be So often authors make their titles long, burdensome specific because they feel

# Tips for Title-Subtitle

TEN Tips for your fancy writing!

- Useful for long titles
- Use hyphen or colon between title and subtitle
- Main concepts or important words in the main title, minor supportive words in subtitle
- Clear expression
- Less prepositions

# Title-Subtitle Examples

TEN Tips for your fancy writing!

- Antimicrobial Susceptibility of Bacteria Isolated in 2000: With Special Reference to Prevalence of Methicillin-Resistant *Staphylococcus aureus* and Activities of Cefazolin, Cefotaxime and Piperacillin
- Some Problems in the Analysis of Hospital In-Patients Morbidity Statistics: On the Usefulness of Rank Distribution of Morbidity
- Magnetic Resonance Imaging in Neurologic Diseases: Comparison with Computed Tomography

# Tips for Sentence Title

TEN Tips for your fancy writing!

## DO

- Use ordinary sentence
- Present tense
- Same as conclusion

## DO NOT

- Use auxiliary verb
- Make a negative sentence
- Use a question mark



# Sentence Title Examples

TEN Tips for your fancy writing!

- Serum Thioredoxin 1 Level **Has No Close Relation** with Myocardial Damage Amount in Acute Myocardial Infarction Patients
- Dendritic eIF4E-binding Protein 1 (eIF4E-BP1) mRNA **is** Upregulated by Neuronal Activation
- Serum Pro-hepcidin **Could Reflect** Disease Activity in Patients with Rheumatoid Arthritis
- Bioelectrical Impedance **May Predict** Cell Viability during Ischemia and Reperfusion in Rat Liver
- Early Start of Dialysis **Has No Survival Benefit** in End-Stage Renal Disease Patients

# TEN Tips 8

TEN Tips for your fancy writing!

## ➔ Keep Rule of Ten 2:

*Only 10% of abstract readers read the text. Finally only 1% of title readers read the text....*

- **Attractive title and good abstract** may call more citations. We should try to raise the readers' proportion over the 1% to be cited.

# Rule of Ten 2

TEN Tips for your fancy writing!

## Writing Good Abstract

- Structured or Unstructured abstract
- Clear and understandable, essential core contents
- Length limit: 250 words
- Abstracts swim alone through the web:  
informative
- Most readers read abstract only with Tables or  
Figures and **decide citation**

# Abstract Writing Tip 1

TEN Tips for your fancy writing!

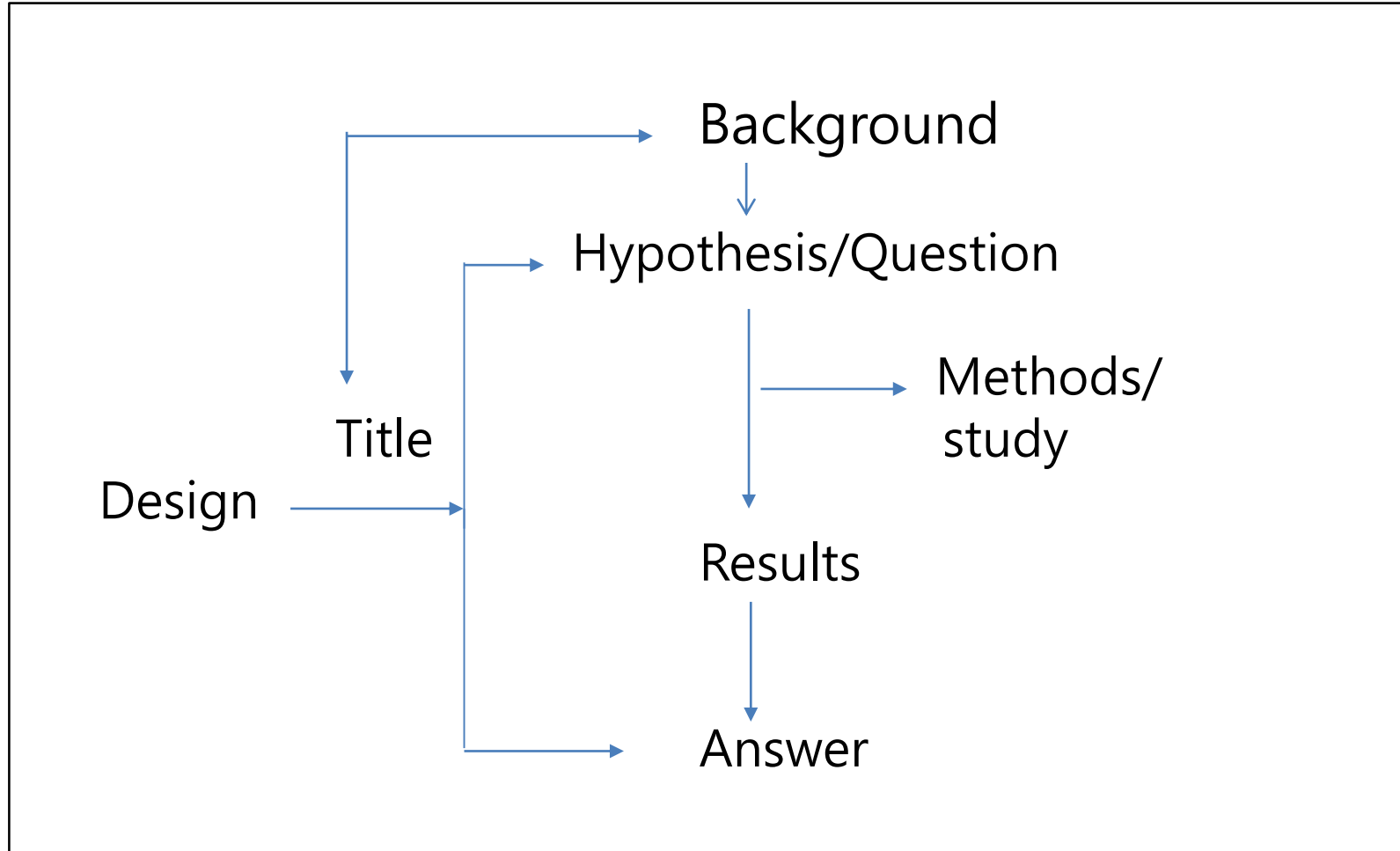
- **Writing Flow: Question to Answer**
  - Background or Purpose
  - How? Materials and Methods
  - What? Results
  - So what? Conclusion

# Flow of Ideas in an Abstract

TEN Tips for your fancy writing!



SUNG-TAE HONG  
Seoul National University



**Complete Story**

# Abstract Writing Tip 2

TEN Tips for your fancy writing!

## DO

- Follow guidelines if any
- Keep limited length of words
- Keep the uniform
- Describe **core results** in detail with numeric data
- Explain abbreviations
- Make a clear conclusion, same as in the text

# Abstract Writing Tip 3

TEN Tips for your fancy writing!

## DO NOT

- Number the results
- Include any content which is not described in the text
- Review, cite references
- Refer to Tables or Figures

# TEN Tips 9

TEN Tips for your fancy writing!

## ➔ Keep Rule of First & Last:

*Organize text structure by Topic at the first and Conclusion at the last*

Open and close of individual issues or items and the whole text for better understanding!

- Topic Paragraph & Conclusion Paragraph
- Topic Sentence & Resolution Sentence



# Structure of Introduction

TEN Tips for your fancy writing!

## Topic Paragraph to open an article

Introduce audience to the article by explaining known facts.

## Extension Paragraph

Challenge from known to unknown.

## Resolution Paragraph

Summarize what authors did.

# Structure of Discussion

**TEN Tips** for your fancy writing!

## **Topic Paragraph to open**

Characterize core results or answer the question.

## **Extension Paragraphs to challenge & act**

Explain core results one by one with literature review.  
Concentrate supporting data for conclusion.

## **Describe Limitations**

Describe limitations.

## **Conclusion Paragraph to close the article**

Describe scientific conclusion in present tense by  
summarizing resolution sentences of each paragraph.

# Sentence Structure

TEN Tips for your fancy writing!

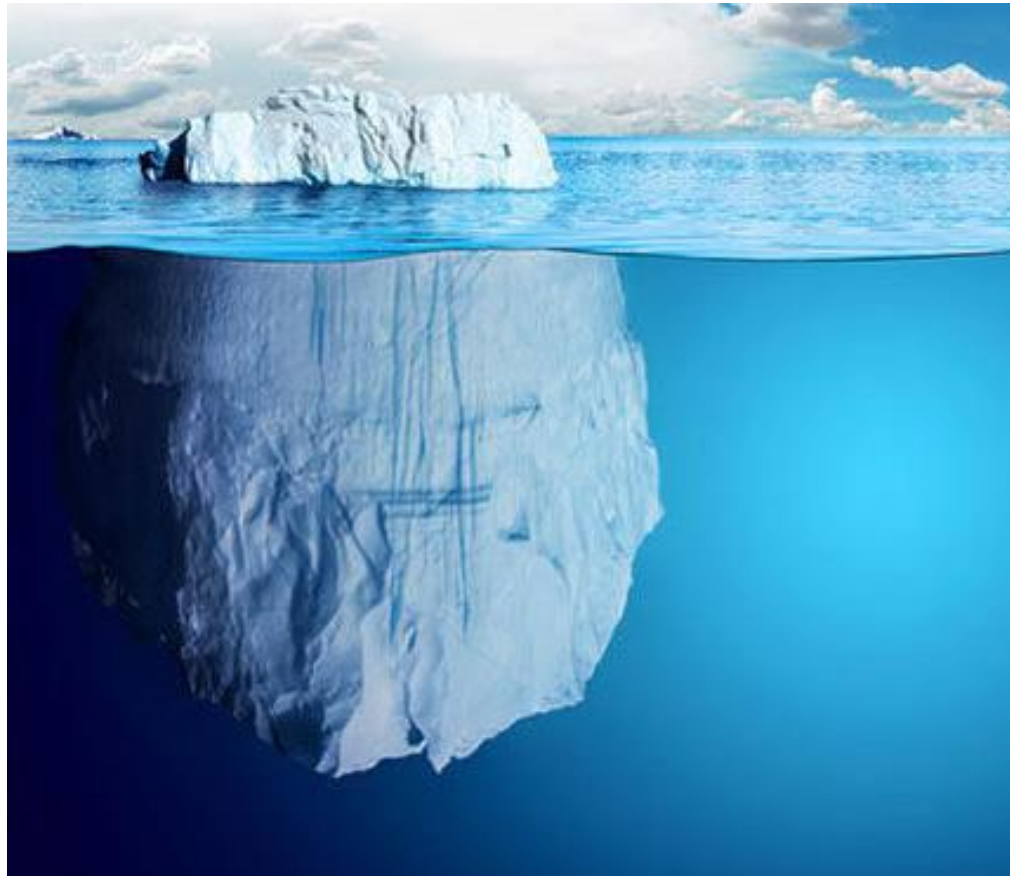
- **Sentences in a Paragraph**
  - More than 2 sentences in a paragraph
  - First: **Topic sentence** to open
  - Middle: **Extension sentences** to challenge
  - Last: **Resolution or Conclusion sentence** to close

# Iceberg Theory in Writing

Writing Text

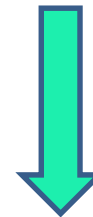


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Seoul National University



← Introduction

← Discussion



Whole Story

# TEN Tips 10

TEN Tips for your fancy writing!

## ➔ **Keep Connecting Words:**

*Link sentences by repeating common keywords within a paragraph. That keeps fluent flow of reading and easy understanding.*

# Connecting Words

TEN Tips for your fancy writing!

Praziquantel has been **used comprehensively** in both clinics and field as a broad-spectrum anthelmintic for the treatment of trematode or cestode infections. Though it is regarded as safe generally, **the comprehensive use of praziquantel** inevitably induces several **common adverse reactions**, such as, abdominal pain, diarrhea, dizziness, sleepiness, and headache.<sup>1</sup> Most of these **adverse reactions** are transient and rapidly subside without specific treatment. In addition to these **common adverse reactions** an **anaphylactic reaction** may occur, but it is very rare and neglected usually. A search of the literature revealed that two cases of **anaphylactic shock** have been attributed to praziquantel.<sup>2-3</sup>

# Rapid Drafting & Slow Cooking

TEN Tips for your fancy writing!

- Writing the first draft as soon as possible!
- Cooking the draft slowly:  
*Internal & external review and revision*
- Trim manuscripts more attractive following TEN Tips!
  - KESS
  - Rule of Ten 1
  - Rule of Ten 2
  - Rule of First and Last
  - Connecting Words

# Additional Tips from Editor's Vault

**TEN Tips** for your fancy writing!

SUNG-TAE HONG

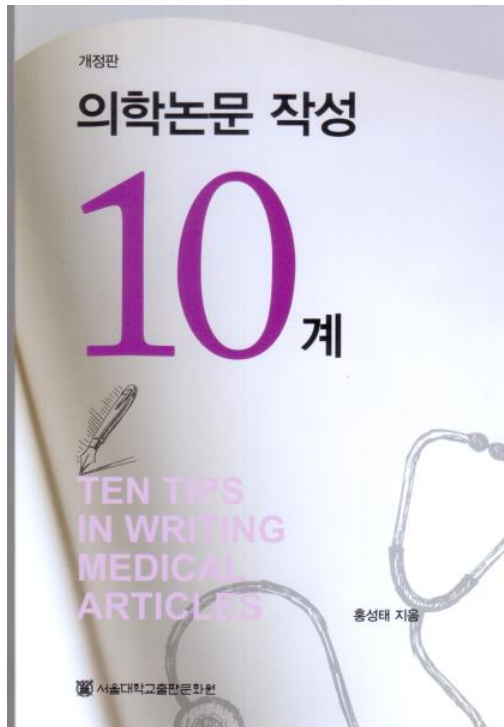
- Prepare manuscripts using MS word, double space, 11 point, Times New Roman font
- Prepare the manuscript **reader friendly**
- Prepare the manuscript **journal friendly**
- Language review by an original speaker
- Back up the file
- Keep research and publication ethics through all procedure



# References

- Hong ST. Ten Tips for Authors of Scientific Articles. *J Korean Med Sci* 2014; 29(8): 1035-1037.
- AMA. AMA Manual of Style, 10<sup>th</sup> Ed. Oxford University Press, 2007, New York.
- Schimmel J. Writing Science. Oxford University Press, 2012, New York.
- Paiva CE, Lima JPSN, Paiva BSR. Articles with short titles describing the results are cited more often. *CLINICS* 2012;67:509-513.

**TEN Tips** for your fancy writing!



*Enjoy your writing!  
Make it sexy!*

*Thanks for your  
attention!*