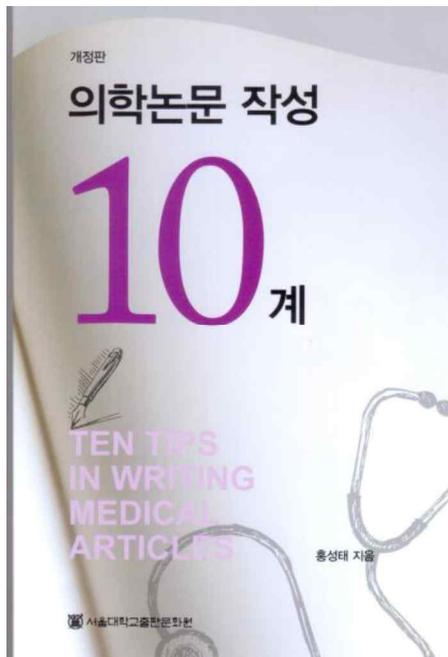


**TEN Tips in Writing**

# TEN Tips in Writing Manuscripts



## Sung-Tae Hong, MD

Editor, *Journal of Korean Medical Science*

Honorary President, KAMJE

Professor of Tropical Medicine &

Parasitology , Seoul National University

Member, ICMJE



# Uniform of Medical Articles

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- International Committee of Medical Journal Editors (**ICMJE**)  
**Recommendations for the Conduct, Reporting, Editing, and  
Publication of Scholarly Work in Medical Journals**  
*Updated December 2018* at <http://www.icmje.org>
- Korean translation ICMJE 권고안 at <http://www.kamje.or.kr>



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Conflicts of Interest

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## Recommendations

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

Updated December 2018

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

1. About the Recommendations  
A. Purpose of the Recommendations

A. Preparing a Manuscript for Submission to a Journal

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- Purpose of the Recommendations
- Who Should Use the Recommendations?
- History of the Recommendations

### Roles & Responsibilities

- Defining the Role of Authors and Contributors
- Conflicts of Interest
- Responsibilities in the Submission and Peer-Review Process
- Journal Owners and Editorial Freedom
- Protection of Research Participants



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

Updated December 2018

- 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. 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
      - a. Predatory or Pseudo-Journals
    - 2. Journals
      - a. Confidentiality
      - b. Timeliness
      - c. Peer Review
      - d. Integrity
      - e. Journal Metrics
    - 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, Retractions, Republications, and Version Control
  - B. Scientific Misconduct, Expressions of Concern, and Retraction
  - C. Copyright
  - D. Overlapping Publications
    - 1. Duplicate Submission
    - 2. Duplicate and Prior Publication
    - 3. Acceptable Secondary Publication
    - 4. Manuscripts Based on the Same Database
  - E. Correspondence
  - F. Fees
  - G. Supplements, Theme Issues, and Special Series
  - H. Sponsorship of Partnerships
    - 1. Electronic Publishing
  - J. Advertising
- L. Clinical Trials
  - i. Registration
  - ii. Data Sharing
- IV. Manuscript Preparation and Submission
  - 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

ICMJE 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 ICMJE member journals. Many non-ICMJE journals voluntarily use these recommendations (see [www.icmje.org/journals-following-the-icmje-recommendations/](http://www.icmje.org/journals-following-the-icmje-recommendations/)). The ICMJE encourages that use but has no authority to monitor or enforce it. In all cases, authors should use these recommendations along with individual journals' instructions to authors. Authors should also consult guidelines for the re-



# IMRAD Structure by ICMJE

---

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



# Why TEN Tips?

---

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

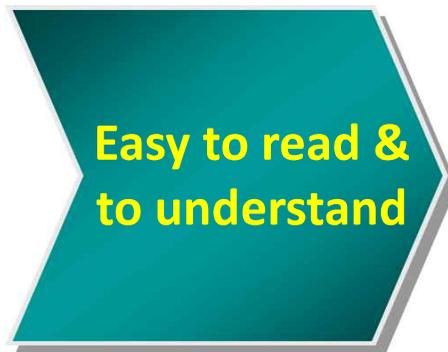


# Purposes of Publication

---

- 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:***

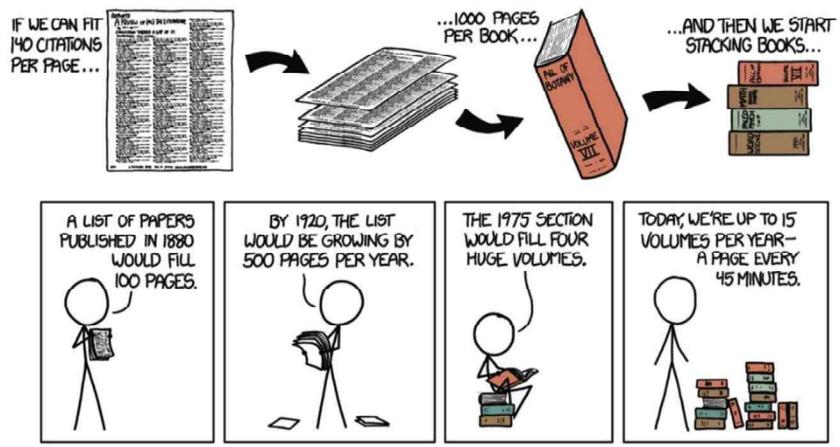




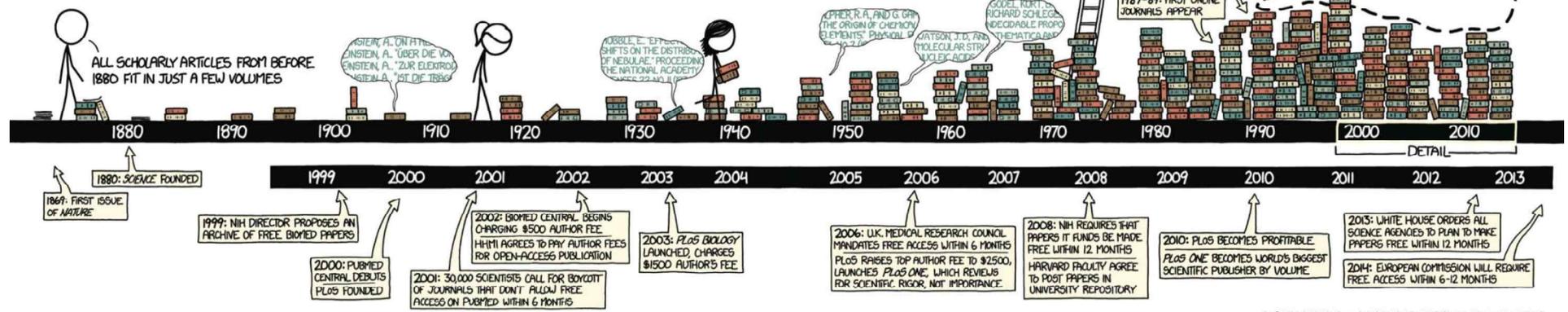
# How to Survive in the Flood?

## 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:



BY RANDALL MARNOE • REPORTING BY JOCELYN KAISER AND DAVID MALIKOFF

The Rise of Open Access. Science 4 October 2013: 58-59.  
<http://www.sciencemag.org/content/342/6154/58.full.pdf>



# TEN Tips 1

---

## ➔ **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

---

## ➔ **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

---

- ➔ **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

---

➔ **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

---

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

---

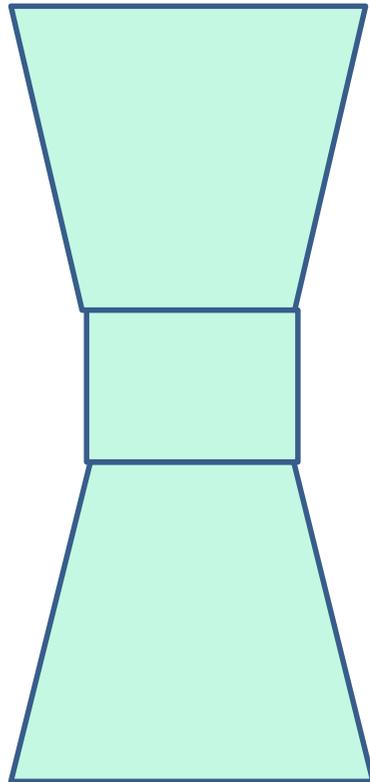
➔ **Keep Your Story:**

- One article must make **own story (stories) of interest and novelty!**
- The most important single factor to be accepted.
- Write following the story



# Flow of a Story

- 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

---

- ➔ **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

---

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

---

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

---

➔ **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

---

- **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

---

- **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**



# DO in Writing Titles

---

- Select important keywords in order
- Make it short and clear as possible
- Make it informative enough
- Make it specific
- Make it web-friendly



# DO NOT in Writing Titles

---

- Generalize in a title
- Give serial numbers
- Abbreviate words
- Use commercial brand names
- Begin it with “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

---

- 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

---

- **Clinical characteristics of fungal** atypical pneumonia cases in an epidemic occurrence
- **Epidemiological analysis** of atypical pneumonia in a university laboratory, 2015
- **Clinical findings correlated with radiological images** of atypical pneumonia by fungal infection
- **Radiological images** of atypical fungal pneumonia



# Title and Citation

---

- 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



# Title and Citations In Radiology

---

- **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

---

- 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

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- 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

---

## **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

---

- 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

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➔ **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

---

## Writing Good Abstract

- Structured or unstructured abstract
- Clear and understandable, essential core contents
- Length limit: 250 words
- Abstracts swim alone through the web:  
informative enough for article sales
- Most readers read abstract and **decide citation**



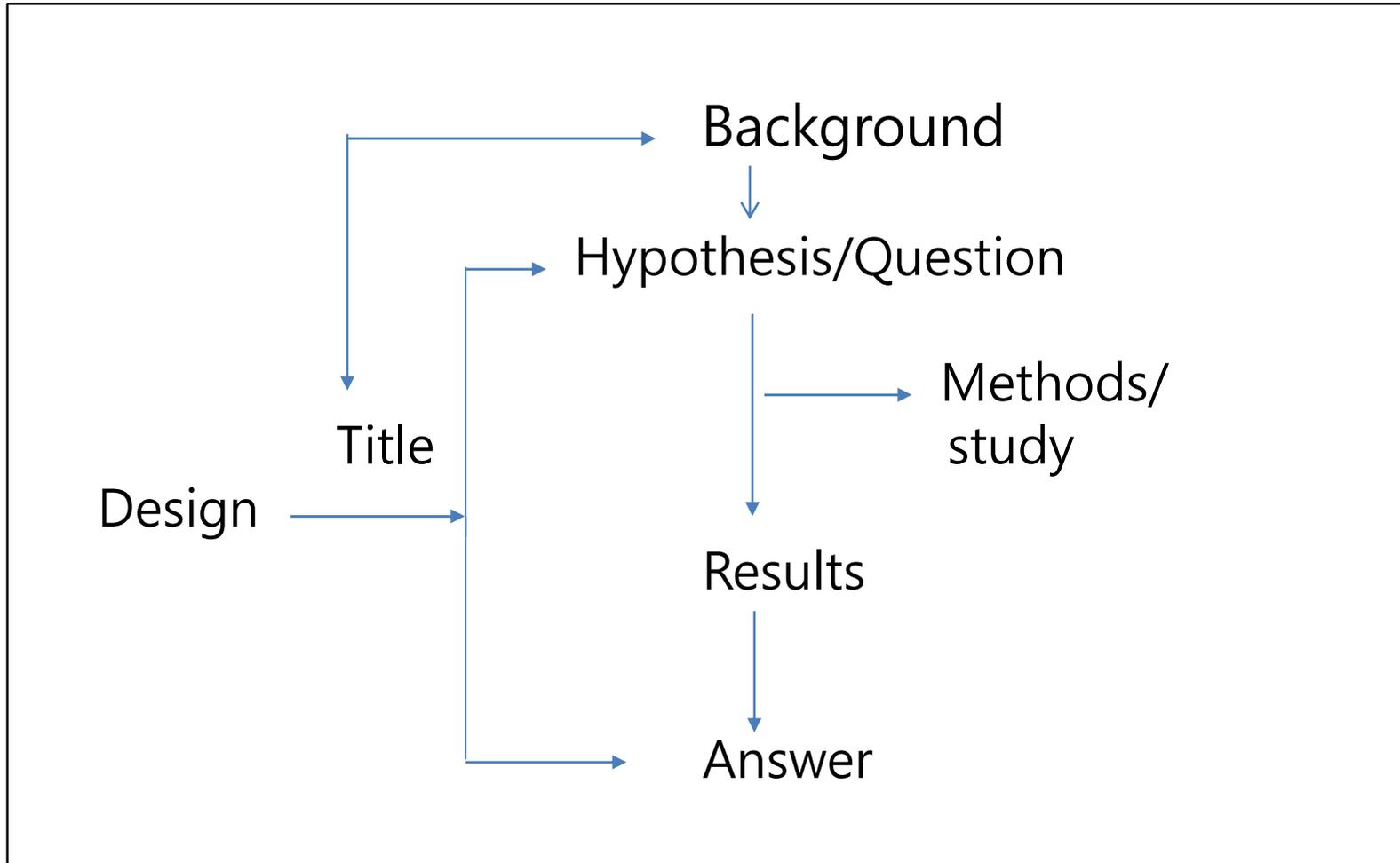
# Abstract Writing Tip 1

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



# Flow of Ideas in an Abstract



**Complete Story**



# Abstract Writing Tip 2

---

## DO

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



# Abstract Writing Tip 3

---

## **DO NOT**

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



## TEN Tips 9

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➔ **Keep Rule of First & Last:**

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

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

- Topic Paragraph & Conclusion Paragraph in whole text
- Topic Sentence & Resolution Sentence in a paragraph
- Required in INTRODUCTION & DISCUSSION



# Structure of Introduction

---

## **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

---

## **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

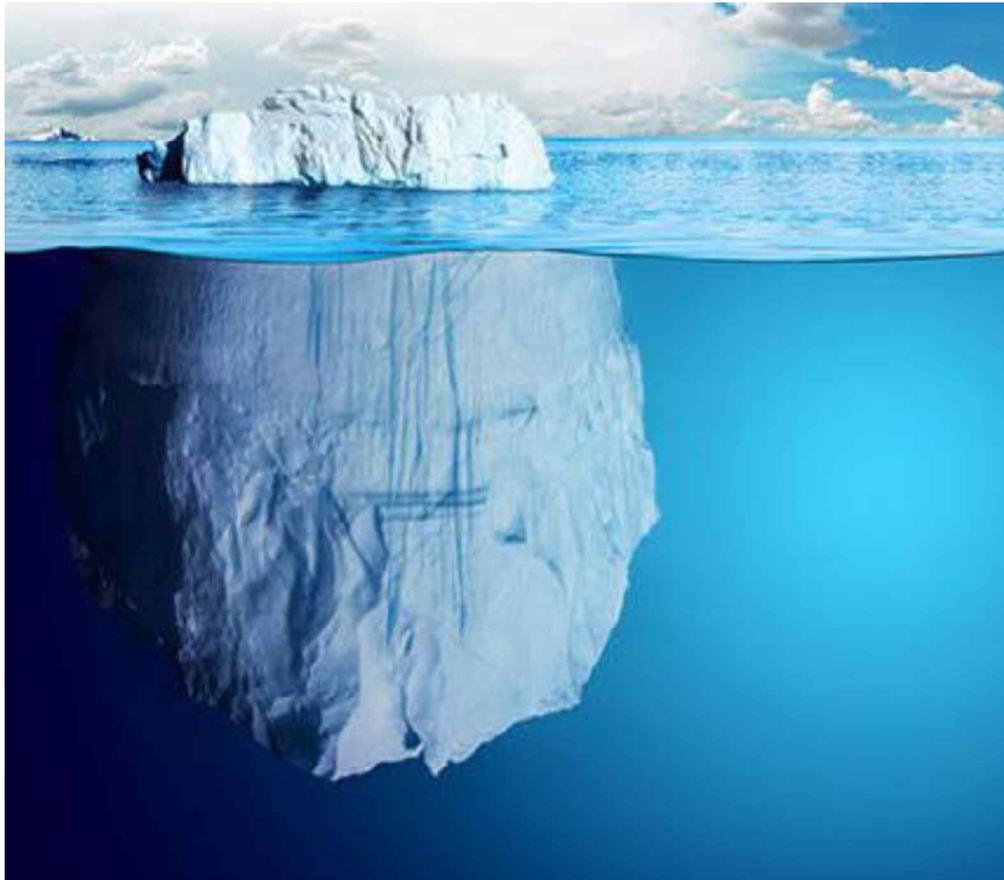
---

- **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 Text

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← Introduction

← Discussion



# TEN Tips 10

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➔ **Keep Connecting Words:**

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



## Connecting Words

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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

---

- **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

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- 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.

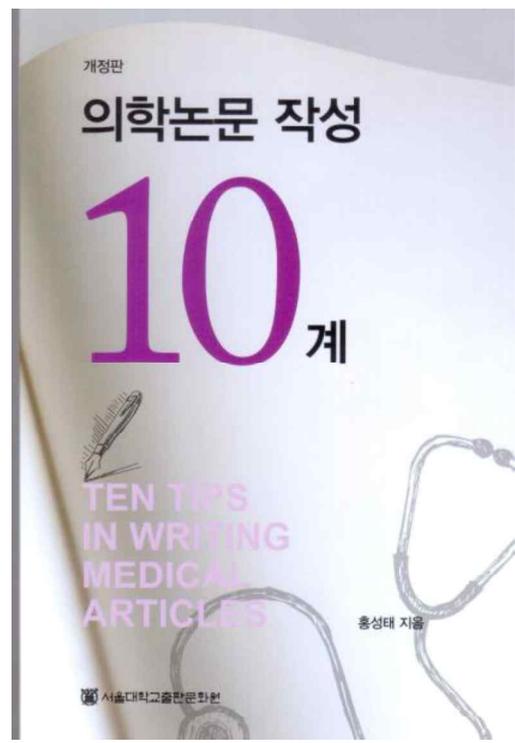
AMA. AMA Manual of Style, 10<sup>th</sup> Ed. Oxford University Press, 2007, New York.

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,  
publishing & citation!*

Thanks for your  
attention!  
감사합니다!