

## Preparing Manuscripts

# TEN Tips in Writing Manuscripts



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# Uniform of Medical Articles

- International Committee of Medical Journal Editors (**ICMJE**)  
**Recommendations for the Conduct, Reporting, Editing, and  
Publication of Scholarly Work in Medical Journals.**  
*Updated August 2013* at <http://www.icmje.org>
- Korean translation ICMJE 권고안 at <http://www.kamje.or.kr>



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## Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals (ICMJE Recommendations, formerly the Uniform Requirements for Manuscripts)

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### ICMJE Member Publications & Organizations



[Annals of Internal Medicine](#)



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## Recent Announcements, Updates & Editorials

- [The New ICMJE Recommendations](#)
- [Toward More Uniform Conflict Disclosures: The Updated ICMJE Conflict of Interest Reporting Form \(PDF\)](#)
- [ICMJE Uniform Disclosure Form for Potential Conflicts of Interest](#)
- [Sample ICMJE Uniform Disclosure Form for Potential Conflicts of Interest \(PDF\)](#)
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## Frequently Asked Questions at a Glance

- Will the ICMJE consider clinical trial results posted at ClinicalTrials.gov in compliance with the Food and Drug Administration Act of 2007 to be prior publication? [FULL ANSWER](#)
- How do I obtain a print copy of the ICMJE Recommendations? [FULL ANSWER](#)
- Where can I find the URM's? [FULL ANSWER](#)

# IMRAD Structure

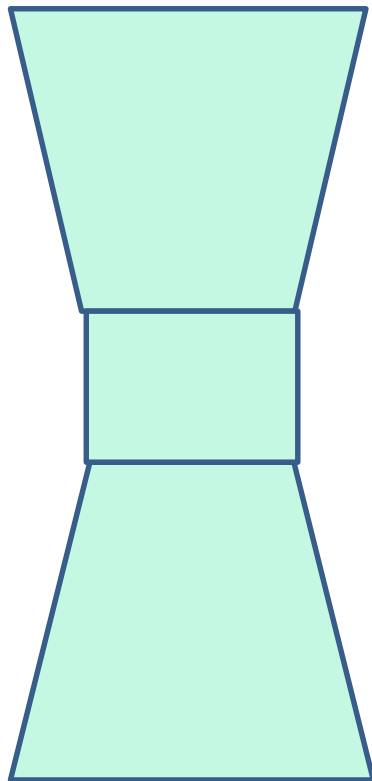
- Title, Authors, Affiliations
- Abstract
- Text: **I**ntroduction, **M**aterials and Methods, **R**esults,  
**D**iscussion
- References
- Tables and Figures

# More Components of Manuscripts

- Cover letter
- Title page
- Author summary
- Graphic abstract
- Acknowledgement
- Disclosure/Author Contribution/ORCID
- Supplementary/Accessory materials

# Flow of Logics

- Story: General – Specific – General



General: *Introduction*



Specific: *Purpose, M & M, Results*

*Discussion*



General: *Conclusion*

# 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:***





## Keep Design of 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:**

*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.

# TEN Tips 6

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

*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*

- 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
  - Sentence
  - Title and subtitle
- **Within 12-15 words, 100 spaces**
- **'A'** (Stimulating, Inhibitory) **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

- **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

- 2004년 서울에서 발생한 비정형성 폐염 67례의 보고
- Report of 67 cases of atypical pneumonia in Seoul, 2004
- Epidemic atypical pneumonia: Sixty-seven cases in Seoul in 2004
- Epidemic atypical pneumonia in Seoul: 67 cases experienced in 2004

# Title Examples 2

- **Clinical analysis** of 67 atypical pneumonia cases in an epidemic occurrence in Seoul in 2004
- **Epidemiological characteristics** of atypical pneumonia in Seoul, 2004
- **Epidemic occurrence** of atypical pneumonia in Seoul in 2004
- **Sixty-seven cases** of atypical pneumonia of epidemic occurrence in Seoul in 2004

# 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

Paiva et al, 2012



# Title and Citation Results

Cite indices	Groups by characters		
	$\leq 94.5$	94.5-118	$> 118$
View counts (median, IQRs)	2892(2404)	2446(1655)	2359(1439)
Citations by JCR	12.5(15)	10(13)	8(10)

Paiva et al, 2012

# Title and Citation Results

Cite indices	Groups by contents		
	Type 1	Type 2	Type 3
No. of articles	231(54.6%)	171(40.4%)	21(4.9%)
Citations by JCR	8(10.5)	12(13)	-

Type 1, methods-describing titles; Type 2, results-describing titles;  
Type 3, non-classifiable titles

Paiva et al, 2012

# Title and Citation Results

- **Less cited articles' titles with**
  - Question mark
  - Geographical area
  - Subtitles by hyphen or colon

Paiva et al, 2012

# 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

- 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

# Title Exercise 1

- Psychiatric Disorders: A Rural-Urban Comparison > Rural-Urban Differences in the Prevalence of Psychiatric Disorders
- Multiple Sclerosis: Sexual Dysfunctions and Response to Medications > Sexual Dysfunctions and Response to Medications in Multiple Sclerosis
- Fibromyalgia is Common in a Postpoliomyelitis Clinic > Prevalence of Fibromyalgia in Patients with Postpoliomyelitis Syndrome



# Title Exercise 2

- Microbiology aspect of wound infection: in-vitro test for efficacy of hydrophobic dressing in microorganism binding > [In-Vitro Antibiotic Efficacy of Hydrophobic Dressing for Microorganisms in Wound Infection](#)
- Effect of six-month iron-zinc fortified milk supplementation on nutritional status, physical capacity and speed learning process in underweight schoolchildren: randomized, placebo-controlled > [Supplementation Effect of Iron-Zinc Fortified Milk on Nutritional Status and Physical and Learning Capacity in Underweight Schoolchildren](#)
- Low work-related physical activity and other risk factors increased the risk of poor physical fitness in cement workers > [Risk Factors for Poor Physical Fitness in Cement Workers](#)

# TEN Tips 8

## ➔ **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
- Most readers read abstract only with Tables or  
Figures and **decide citation**

# Abstract Writing Tip 1

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

# Abstract Writing Tip 2

## 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

## 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

## ➔ **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

## 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

# TEN Tips 10

## ➔ **Keep Connecting Words:**

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

# Connecting Words

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

- 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

# Recommended Writing Order

- **Tables & Figures**
- **Abstract**
- **Results**
- **Materials and Methods**
- **Introduction**
- **Discussion**

# Manuscript

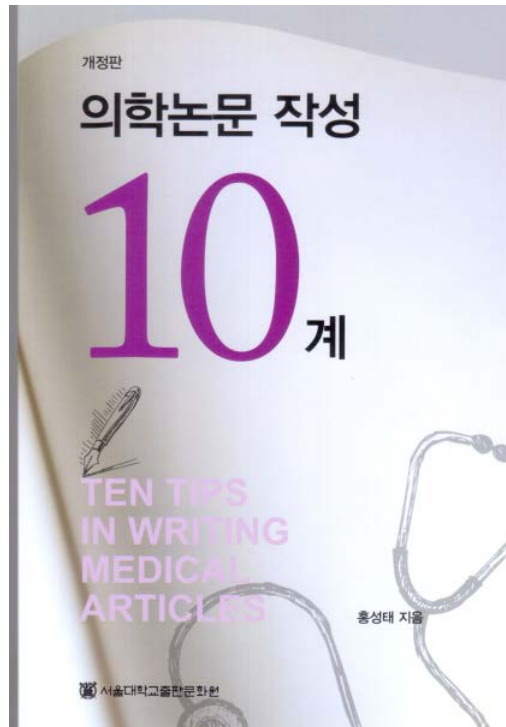
- **Cover letter**
- **Title page**
- **Abstract**
- **Text & References**
- **Tables**
- **Figures**



# 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!*