

Aspire

The Official Journal of ASPIRE
Fertility & Reproduction

Instructions to Authors

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Instructions to Authors

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Language

All manuscripts should be written in English.

Peer review

The papers will be peer-reviewed by at least two independent reviews of each full-length original article. The Editor-in-Chief is responsible for final decisions regarding the acceptance of a peer-reviewed paper.

Research and publication ethics

A. Conflict of Interest

All authors submitting a manuscript must declare the conflict of interest (even when nil) at the end of their article. The Journal will follow the guidelines from COPE to manage any issues related conflict of interest.

B. Research Approval

All manuscripts dealing with human subjects must include a statement that subjects provided informed consent and that the study was approved by an institutional review board. All manuscripts reporting animal experiments must include a statement in the Methods section that the care and use of laboratory animals complied with the guidelines of the animal utilization committee of the authors' institution and any national law on the laboratory animals. Any research that involves a clinical trial should be registered with a primary national clinical trial registration site, or other sites accredited by the WHO or the International Committee of Medical Journal Editors.

C. Policy on Duplicate Publication

Submitted manuscripts must not have been previously published or be under consideration for publication elsewhere.

Submission of manuscript

A. Submission

- Please submit your manuscripts onto our online submission portal: <https://www.editorialmanager.com/fandr/default.aspx>
- Please remember to complete the copyright transfer form that can be retrieved from the ASPIRE website and upload the form together with your manuscript online.
- Kindly check your submission to ensure that your manuscript is uploaded correctly before proceeding to approve your submission on our online portal.

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- All manuscripts should be submitted as MS-Word files, and will be converted into PDF files on site. Authors should check the converted files before final submission.

B. Financial Disclosure and Copyright Transfer

All authors can indicate any financial disclosures in the Acknowledgement section of the paper but must sign and attached a copy of the journal's "Copyright Transfer" form with the submission.

Preparation of manuscript

Authors are required to submit their manuscripts after reading the following instructions. Any manuscript that does not conform to the following requirements will be considered inappropriate and may be returned.

A. General Requirements

- Manuscripts must be submitted as MS-Word files. The text should be typed in 12-point font and double-spaced with 2.5 margins all around.
- If a long-term follow-up is needed, given the scope of the study, it should be performed more than two years.
- All pages should be numbered sequentially, starting from the abstract.
- Use continuous numbering throughout the text from the abstract.
- To facilitate blind peer review, submit the manuscript as two separate files; Title page and blinded manuscript. In the text of the manuscript, the name of any author or institution should not be included.
- Measurements should be presented in accordance with the International System of Units (SI).
- Abbreviations should be minimized. When necessary, spell out the full term at the first time it appears in the text, add the abbreviation in parentheses, and use the abbreviation thereafter.
- To cite a reference with an author in the text, insert the author's surname only (e.g., Brown). For a reference with two authors, list both names in the citation (e.g., Brown and Copper). For a reference with three or more authors, use 'et al.' (e.g., Brown et al.).

B. Title Page

The title page should contain the full title of the paper, the names of the authors and of the institutions, and institutional addresses. If authors are at different institutions, first present the institution where most of the work was carried out, and indicate individual departments and institutions by inserting a superscript letter just behind the author's name, and the same letter in front of the appropriate institution. The name, address, e-mail address, telephone, and fax number of the corresponding author should be placed in the lower portion of the title page. The title should be expressed briefly, clearly, and concisely.

C. Abstract

Each paper should start with an abstract not exceeding 300 words. The abstract should state the background, methods, results, and conclusions in each paragraph in a brief and coherent manner. Relevant numerical data should be included. Under the abstract, keywords should be inserted (maximum 5 words) and listed in the following order: anatomical name (illness), diagnosis, and treatment. Authors are recommended to use the MeSH database to find Medical Subject Heading Terms at <http://www.nlm.nih.gov/mesh/meshhome.html>. The abstract should be structured into the following sections.

- 1) Background: The rationale, importance, or objective of the study should be described briefly and concisely in one or two sentences. The objective should be consistent with that stated in the Introduction
- 2) Methods: The procedures conducted to achieve the objective of the study should be described in details, together with relevant details concerning how data were obtained and analyzed and how research bias was adjusted.
- 3) Results: The most important results and analysis of the study should be presented in a logical manner with specific experimental data.
- 4) Conclusions: The conclusions derived from the results should be described in one or two sentences, and must match up with the objective of the study.

As well as the abstract in English, a version of the abstract should be submitted in the author's national language.

D. Introduction

State the background or hypothesis that led to the initiation of the study. Lead systematically to the hypothesis of the study, and finally, to a restatement of the objectives of the study. Do not include conclusions in the Introduction.

E. Methods

Institutional review board (IRB) approval, when applicable, must be stated. Describe the study design (prospective or retrospective), inclusion and exclusion criteria, and the demographic data. Explanations of the experimental methods should be concise. The authors should include statistical methods with enough explanations.

F. Results

This section should include detailed reports on the data obtained from the study. All data in the text must be presented in a consistent manner throughout the manuscript.

G. Discussion

In the Discussion, data should be interpreted to demonstrate whether they affirm or refute the original hypothesis. Discuss elements related to the purpose of the study and present the rationales that support the conclusion drawn by referring to relevant literature. Care should

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be taken to avoid information obtained from books, historical facts, and irrelevant information. The strong and weak points of the study should be included.

H. Acknowledgments

All persons who have made substantial contributions, but who have not met the criteria for authorship, should be acknowledged here. All sources of funding for the study should be stated here explicitly.

I. References

- The number of references is limited to 40 for original article and 10 for case report and technical note.
- The references in the References section of your paper should be listed alphabetically.
- All references must be cited in the text in the form of authors' names, e.g. (Dodds et al., 1941; Williams and Bannister, 1995).
- Non-published findings and personal communications should not be included in the list of references.
- References to journal articles should conform to the journal title abbreviations used in the Index Medicus.
- List names of all authors when six or fewer. When seven or more, list only the first three names and add et al..
- Authors should be listed by surname followed by initials.
- Examples of references are as follows:
 1. Journal article
Dodds EC, Goldberg L, Lawson W, et al. Therapeutic effectiveness of orally administered estrogens. *J Clin Endocrinol.* 2005;87(12):2649-54.
 2. Book
Williams PL, Bannister LH, Berry MM, et al.. *Gray's Anatomy.* 38th ed. London: Churchill Livingstone; 1995: p. 861-2.
 3. Chapter in a book
Kaplan EB, Spinner M. Important muscular variations of the hand and forearm. In: Spinner M (editors). *Kaplan's Functional and Surgical Anatomy of the Hand.* Philadelphia: Lippincott; 1984: p. 335-49.
- For more on references, refer to the NLM Style Guide for Authors, Editors, and Publishers.

J. Table

- Tables should be numbered sequentially with Arabic numerals and given a brief title. Use capital letters for the first letter of each word in the title, except articles, prepositions, and conjunctions.
- Tables should be numbered in the order in which they are mentioned in the text.
- If an abbreviation is used in a table, it should be defined in a footnote below the table.
- Tables should be understandable and self-explanatory, without references to the text.

K. Figure Legends

- Illustrations should be numbered in the order in which they are mentioned in the text (e.g., Fig. 1).
- Each illustration should have a brief and specific legend, which should be listed on a separate manuscript page after references.
- Staining techniques used should be described. Photomicrographs with no inset scale should have the magnification of the print in the legend.

L. Illustrations

- Papers containing unclear photographic prints may be rejected.
- Each figure should be prepared in a separate file.
- The name of an image file should correspond to the number of the figure. If a figure contains two or more photographs, they should be assigned an Arabic numeral followed by letters in the English alphabet (e.g., Fig. 1A, Fig. 1B).
- Submit illustrations on-line in JPEG, TIFF or EPS format. Do not embed images into the text file. Figures may be halftone photographs or black on white line drawings. Color images will be accepted only when essential. Remove any writing that could identify a patient.
- If a manuscript is accepted for publication, the journal will request high quality figures in TIFF or EPS format. When using a digital camera, set the resolution to a minimum of 300 ppi (pixels per inch), and set the size of the image to 5 × 7 in (127 × 178 mm). Color and grayscale images, such as radiographs, must have a minimum resolution of 300dpi, and line art drawings must have a minimum resolution of 1200 dpi.
- Any illustrations previously published should be accompanied by the written consent of the copyright holder.

Other types of manuscripts

All other types of manuscripts should meet the abovementioned requirements.

A. Invited Review Articles

Review articles should focus on several topics of contemporary interest to the surgeons and researchers. Publication of these articles will be decided upon by the Editorial Board. This journal has three types of review article series; invited review, current opinion and recent advances series. These reviews should be written in the neutral point of view.

B. Case Reports

- Case reports must include Abstract, Introduction, Case Report, and Discussion.
- Abstract: The abstract should not exceed 150 words, and must be written in a single paragraph with no headings.

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- Introduction: The reason for reporting the case should be stated in a clear and cohesive manner.
- Case Report: This section should include relevant elements, such as brief history, findings of the laboratory and imaging studies, and treatment.
- Discussion: Discussion should focus on the case and pertinent literature.
- References: References should not exceed 10.

C. Technical Notes

Technical notes should not exceed 1,500 words. The abstract should not exceed 150 words, and must be written in a single paragraph with no headings. The body of these manuscripts should consist of Introduction, Technique, Discussion, References, and Figures/Figure legends and tables (if applicable). References should not exceed 10. A maximum of 3 figures and 1 table are allowed.

D. Editorials

Editorials are invited by the editors and should be commentaries on articles published recently in the journal. Editorial topics could include active areas of research, fresh insights, and debates in the field of Obstetrics and Gynecology. Editorials should not exceed 1,000 words, excluding references, tables, and figures.

E. Brief Communications

Brief communications are short articles describing important clinical or experimental findings or great advances. A brief communication should be organized in the same way as original articles and should be limited to 1,500 words. The number of tables and figures in total should not exceed two.

F. Letters to the Editor

The journal welcomes readers' comments on articles published recently in the journal.

G. Special Reports

They are limited to 2,700 words excluding references, tables, and figures.

Standards for reporting

For the specific study design, such as randomized control study, study of diagnostic accuracy, meta-analysis, observational study and non-randomized study, it is recommended for authors to follow the reporting guidelines listed in the following table.

CONSORT (Consolidated Standards of Reporting Trials)	http://www.consort-statement.org/
STARD (Standards for Reporting of Diagnostic Accuracy)	http://www.stand-statement.org/

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PRISMA (Preferred Reporting Items of Systematic Reviews and Meta-Analyses)	http://www.prisma-statement.org/
STROBE (Strengthening the Reporting of Observational studies in Epidemiology)	http://www.strobe-statement.org
MOOSE (Meta-analysis of Observational Studies in Epidemiology)	http://www.consort-statement.org/mod_product/uploads/MOOSE%20Statement%202000.pdf

Author's checklist

- Manuscript in MS-Word(.doc) format.
- Double-spaced typing with 12-point font.
- Sequence of title page, abstract and keywords, introduction, methods, results, discussion, acknowledgments, references, table, and figure legends. All page and manuscript text with line should be numbered sequentially, starting from the abstract.
- Title page with article title, authors' full name(s) and affiliation(s), address for correspondence (including telephone number, e-mail address, and fax number), running title (less than 10 words), and acknowledgments, if any.
- In the text of the manuscript, the name of any author or institution should not be included.
- Abstract in structured format up to 300 words for original articles and in single paragraph up to 150 words for case reports. Keywords (up to 5) from the MeSH list of Index Medicus.
- All table and figure numbers are found in the text.
- Figures as separate files, in JPEG, TIFF or EPS format.
- References listed in proper format. All references listed in the reference section are cited in the text and vice versa.
- Please include a "Conflict-of-Interest" section before the "References" section of your paper (even in the event that it is nil).
- Covering letter signed by the corresponding author.
- Copyright Transfer form signed by the corresponding author