

Instructions to authors

1. Legal requirements

The author(s) guarantee(s) that the manuscript will not be published elsewhere in any language without the consent of the copyright holders that the rights of third parties will not be violated, and that the publisher will not be held legally responsible should there be any claims for compensation.

Authors wishing to include figures or text passages that have already been published elsewhere are required to obtain permission from the copyright holder(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Manuscripts must be accompanied by the “Copyright Transfer Statement”. The form is regularly published in this journal and can be sent to ÖGARI together with the corrected proofs.

Manuscripts submitted for publication must contain a statement to the effect that all human studies have been approved by the appropriate ethics committee and have therefore been performed in accordance with the ethical standards laid down in the 1964 Declaration of Helsinki. It should also be stated clearly in the text that all persons gave their informed consent prior to their inclusion in the study. Details that might disclose the identity of the subjects under study should be omitted.

Reports of animal experiments must state that the “Principles of laboratory animal care” (NIH publication No. 86-23, revised 1985) were followed, as well as specific national laws where applicable.

The Editor-in-Chief reserves the right to reject manuscripts that do not comply with the above-mentioned requirements. The author will be held responsible for false statements or failure to fulfill these requirements.

2. Article types

All manuscripts are submitted to peer review.

Review articles are usually submitted after prior consultation with the editors and are subject to the peer review process. They should contain a **maximum of 3.000 words** and 75 references. Different types of review articles are published in the journal. This must be discussed with the Editor-in-Chief or one of the associate editors.

Among the different types of review articles, some have a more specific format or purpose, such as Seminal studies in intensive care, Reports from a round table, Reports from a workshop, Statements of working group of ESICM, etc.

Original papers must **not exceed 3.000 words** and should not include more than 6 illustrations and tables. Note that each separate part of a figure (a, b, etc ...) counts as an illustration. Up to 20 references are permitted. The results of a randomized controlled trial, author(s) should use the CONSORT statement as a guide in preparing the manuscript (<http://www.consort-statement.org>). If the authors consider that their manuscript needs to be longer than the mentioned limit or contain more figures or tables, they can explain their reasons in the cover letter to the Editor-in-Chief.

Brief reports or **Technical notes** should comprise brief original studies or important observational reports. Authors with interesting original studies but with a limited scope or a preliminary nature are encouraged to submit their work to this section. Reports of single cases are discouraged and are accepted only if they are of exceptional interest. They should not exceed 1.500 words; 1 or 2 illustrations and up to 20 references are permitted.

Electronic Supplementary Material (ESM), showing medical images such as photographs, radiographs or videos can accompany manuscripts for presentation only on the website of the journal and not in the printed issue. Other types of ESM can be posted on the **website** without being printed, such as appendices to manuscripts, additional tables or even special manuscripts. Short letters can be published to accompany **images** of special interest.

News items are commentaries on recent events of interest for the medical community regarding sociological, legal or political aspects of medicine or science, for instance. *These articles are not submitted to peer-review.*

3. Summary of manuscript processing

Initial Submittal

Authors are requested to submit manuscripts in English or in German only to *OEGARI* online, whenever possible. This allows quicker and more efficient processing of manuscripts.

File format:

For initial submittal and revisions, submit only one file containing your entire manuscript including figures and tables

1. The file types allowed include **only** the following: .doc, .rtf
2. Do **not** use other file types, for example, PDF, Zip files, Excel spreadsheets, LaTeX files, QuickTime movies, PowerPoint presentations or other image types.
3. With your graphics programme, convert your figures to **.tif** or **.eps** format before using your word processor to include them in the manuscript you are submitting (see point 5).
4. Each manuscript must have a descriptor (see points 4.2).

Please note: Submissions that do not conform to the above standards will be returned to the authors by the journal staff.

If online submittal is not possible, an author should submit a complete electronic file (using the above file formats) preferably by e-mail to: office@oegari.at. Large files, however, may not be transmitted successfully as e-mail attachments.

A paper copy can be submitted by mail in duplicate together with four sets of illustrations, electronic supplementary material and with a diskette, a Zip cartridge or a CD-Rom to the Editor-in-Chief:

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In all cases, an electronic version is needed for every manuscript from the first submission request to ÖGARI.

Please be sure to include your e-mail address and your fax number.

Each manuscript must have a descriptor (see points 4.2).

Authors are advised to keep one copy of the complete manuscript on file, since no manuscripts or photographs will be returned. All manuscripts are acknowledged upon receipt. When inquiring about a manuscript, always refer to the serial number assigned to the manuscript.

The Editor-in-Chief reserves the right to reject manuscripts without entering the review process in the event that the topic, the format of the manuscript or ethical aspects are inappropriate or do not comply with the journal's norm, or if the opinion of the Editorial Board is that the likelihood of the manuscript being accepted after reviewing is very low. This procedure is intended to save time for the authors.

4. Manuscript preparation

4.1. General remarks

Manuscripts should be concise. Excessive length will reduce the likelihood of acceptance of the manuscript for publication. The use of abbreviations is strongly discouraged and should be limited to the most usual. Do not forget to number the pages of the manuscript to avoid any delay. Use the automatic **page numbering** function to number the pages.

English language: manuscripts are sent from all over the world and frequently from non-English-speaking countries. Although the manuscript is not judged on the quality of English, having the manuscript read by a person whose mother tongue is English or a professional in medical English before submission to the journal is very useful for hastening the review process.

All manuscripts are subject to copy editing.

4.2. Text format and style

General Layout guidelines

1. Use a normal, plain font (e.g. Times Roman, Arial) for text.
Other style options:
 - for textual emphasis use italic type
 - for special purposes, such as for mathematical vectors, use boldface type
2. The text must be double spaced, single column, with at least 2.5-cm margins all around. (For paper submission, use white paper and only one side of each page.)
3. Use the automatic page-numbering function to number the pages.
4. Do not use field functions.
5. For indents use tab stops or other commands, not the space bar.
6. Use the table functions of your word processing program, not spreadsheets, to make tables.
7. Use the equation editor of your word processing program or MathType™ for equations.
8. Place figure legends at the end of the text. One page should contain all figure legends.
9. Place tables at the end of the text and each table on a page that is separated from the main body of the text.
10. For submittals during review: it is preferable to include all figures and tables within the text document, resulting in one document to review. For final submittal for publication: submit all figures as separate files and do not integrate them within the text.

Title page

- A concise and informative title, **not exceeding 85 characters**. A short subtitle may be added.
- The **full name(s)** (including first name) of the author(s)
- The complete affiliation(s) and address(es) of all author(s)
- The e-mail address, telephone and fax numbers of the communicating author
- A word count must be provided for all types of manuscripts, indicating the number of words in the abstract and in the body of the text (excluding abstract, legends, references and tables).

Abstract

An **abstract** should precede the main text. It should **not exceed 250 words**. For original articles and brief reports it must be divided into the following sections: For original articles and brief reports it must be divided into the following sections:

1. Objective: the exact question(s) addressed by the article
2. Design: the basic design of the study
3. Setting: the location and level of the clinical care
4. Patients and participants: the manner of selection and number of patients or participants who entered and completed the study
5. Interventions: the exact treatment or intervention, if any
6. Measurements and result: the methods of assessing patients and key results
7. Conclusions: key conclusions including direct clinical applications

Descriptor

Select one item in the Descriptor list that best describes the field of the manuscript.

Keywords

Up to 6 keywords taken from Index Medicus (whenever possible) should be supplied after the Abstract for indexing purposes.

Introduction

The Introduction should explain the rationale of the study through a short review of the pertinent literature and state the purpose of the investigation.

Materials and methods

The Materials and methods section should follow the Introduction and should provide enough information to permit repetition of the experimental work. Include a statistics section. In case of multivariate analysis, we strongly recommend reading the following articles before conducting and reporting such analyses. The risk of determining risk with multivariable models. Concato et al. *Ann Intern Med* 1993; 118:201-210; Multivariable analysis: a primer for readers of medical research. *Ann Intern Med* 2003; 138:644-650.

Results

The Results section should describe the outcome of the study. Data should be presented as concisely as possible, if appropriate in the form of tables or figures. Very large tables should be avoided. Results given in the text should not be duplicated in the figures or tables.

Discussion

The Discussion should be an interpretation of the results, their limits and their significance with reference to work by other authors.

References

The list of references should only include works that are cited in the text and that have been published or accepted for publication. A reference for the statistical methods used may be cited.

References such as “personal communications” or “unpublished data” cannot be included in the reference list, but can be mentioned in the text in parentheses. A copy of a cited manuscript in press should be included in the submission. Avoid including too many non-English references and citing abstracts more than three years old.

References should be numbered in the order in which they appear in the text and listed in numerical order. Journal titles should be abbreviated according to Index Medicus. References should be styled as follows, with correct punctuation:

Journal articles:

1. Strain DS, Kinasewitz GT, Vereen LE, George RB (1985) The value of routine daily chest X-rays in the medical intensive care unit. *Crit Care Med* 13:534-539

Books:

2. Jeejeebhoy KN (1985) Nutritional support of the critically ill patient. In: Vincent JL (ed) *Update in intensive care and emergency medicine*. ÖGARI, Vienna, pp

Tables should have a title above and, if needed, a legend at the bottom explaining any abbreviations used. Footnotes to tables should be indicated by superscript lower-case letters or asterisks for significance values and other statistical data. (see also General layout guidelines)

Figure legends must be brief, self-sufficient explanations of the illustrations. (see also General layout guidelines)

4.3. Illustrations

Illustrations should be prepared in electronic form whenever possible; non-digital originals should be scanned and vector graphics used. All figures (photographs, graphs or diagrams) should be cited in the text and figure parts should be identified, by lower-case roman letters.

Details that might identify patients should be omitted unless absolutely necessary for scientific reasons. Falsification or altering of data should never be used as a means of ensuring anonymity; masking of the eye region in photographs of patients may be inadequate. If identification of patients is unavoidable, the author must guarantee that the reproduction of illustrations in which a patient is recognizable is approved either by the patient him/herself or by his/her legal representative.

Electronic Formats

Scan resolution: Scanned line drawings should be digitized with a minimum resolution of 800 dpi relative to the final figure size. For digital halftones, 300 dpi is usually sufficient.

Color illustrations: Store color illustrations as RGB (8 bits per channel) in TIFF format.

Vector graphics: Fonts used in the vector graphics must be included. Do not draw with hairlines. The minimum line width is 0.2 mm (i.e., 0,567 pt) relative to the final size. Vector graphics exported from a drawing program should be stored in EPS format; the EPS file must always contain a preview in TIFF of the figure. Suitable drawing programs include Freehand, Illustrator, Corel Draw, and Designer.

Raster graphics: Suitable image-processing programs include Photoshop, Picture Publisher, Photo Paint, and Paint Shop Pro. Most presentation programs, such as Excel, Power Point, and Freelance, produce data that

cannot be processed for publication, because they do not support the export of EPS data. Use patterns instead of colors to fill graphics, because monotone reproduction merges colors into gray tones.

General Formats

Plates. Several figures or figure parts may be grouped in a plate on one page, with maximum display area for figures and captions of 17.6x23.6 cm.

Size of figures. The figures should either match the width of the column (8.6 cm) or be 13.1 cm or 17.6 cm wide. The maximum length is 23.6 cm.

Lettering. Because illustrations are usually reduced in size for publication, lettering must be large enough to permit reduction of up to 30 %.

5. Final submittal of manuscripts

At the time that the Editor-in-Chief notifies an author of acceptance of a manuscript for publication, the author will receive instructions on submitting the final manuscript online in electronic form.

Preparation of final manuscript

Submit the final manuscript online. After final acceptance of your manuscript for publication submit a separate file for the text (with tables and figure legends included) and a separate file for each figure. The file name (one file for each figure) should include the figure number.

File format:

The text file types allowed include only the following: .doc ; .rtf.

The graphics file types allowed include only the following: .tif ; .eps ; .pdf

6. Proofreading

Authors should make their proof corrections on a printout of the pdf file supplied, checking that the text is complete and that all figures and tables are included. After online publication, further changes can be made only in the form of an Erratum, which will be hyperlinked to the article.

The author is entitled to formal corrections only. Substantial changes in content, e.g., new results, corrected values, title and authorship are not allowed without the approval of the responsible editor. In such a case please contact the Editor-in-Chief before returning the proofs to the publisher.

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