

Instructions for Authors

EGYPTIAN JOURNAL OF EAR NOSE THROAT AND ALLIED SCIENCES

The Egyptian journal of Ear Nose Throat and Allied Sciences accepts only English language manuscripts. Instructions for the authors are following the updated "Uniform Requirements for Manuscripts (URM) Submitted to Biomedical Journals" produced by the "The International Committee of Medical Journal Editors (ICMJE): www.icmje.org

MANUSCRIPT PREPARATION GUIDELINES

Original manuscript

All manuscript files are transmitted in hard copy form (2 copies), and electronic format, compatible with IBM PC Windows operated (1CD), as follows:

1. Cover letter
2. Manuscript: The text should be divided into the following sections:
 - a. Abstract,
 - b. Introduction,
 - c. Methods,
 - d. Results, and
 - e. Discussion.

Subheadings within some sections can be used to clarify their content.
3. Tables
4. Figures
5. Copyright release forms and conflict of interest. They can download from the ESENTAS website www.esentas.com/journal

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The title page should include:

Title of paper: Concise title is preferred. Never include abbreviations in the title. Authors should include all information in the title that will make electronic retrieval of the article both sensitive and specific.

Names of authors: first name(s), middle Initial and last name.

Affiliations: Name of Departments and Institutions to which every author is affiliated and to which the work should be attributed.

Corresponding author: Contact information of the corresponding author: name, mailing address, e-mail address, telephone and fax number.

Abstract should follow the title page. It should highlight the significant content of the article. It should be no longer than 300 words. The abstract should be **structured** as follows: Background, Objective, Methods, Results, Conclusion.

Key words: Following the abstract, up to five keywords should be supplied for subject indexing. Key words should be taken from Index Medicus (Medical Subject Headings) or be based on similar principles.

The text:

Manuscript should be typed double spaced (including the title page, abstract, text, acknowledgments, references, individual tables, and legends). Text should be written in clear and concise English. The editors and reviewers take no responsibility in perfecting the English language of the manuscript, however, they can turn the manuscript down for the sake of better language use. A standard 12 font Times New Roman is preferred. The publisher supports Microsoft Word. If using another application for preparation of the text, save the file as Plain Text (ASCII) or Rich Text Format (RTF).

Authors should number all of the pages of the manuscript consecutively, beginning with the title page, to facilitate the editorial process.

Abbreviations should be explained at first mention. If trademarks are used, the generic or non-proprietary name should be given in full at first mention. For particular substances or equipment, the name and location of the supplier or manufacturer should be given in parentheses. Use the generic drug name in text and include in parentheses any trade names that would be more recognizable to clinicians than the generic name.

Figures (Illustrations, photographs, graphs, diagrams)

All figures should be cited in the text, and each numbered consecutively throughout. Only black and white figures are available for the printing process. In the electronic format, each figure should be submitted numbered as a separate file (not embedded in the manuscript text file).

Figure file preference is .tif, .jpeg.

Figure legends should appear at the end of the text. It should be typewritten, double-spaced and listed (numbered), each on a separate page after the tables. *They should not appear on the figures.* The legend must be brief, self-sufficient explanation.

Tables should have a legend explaining any abbreviation used in the table. Including data in tables rather than text frequently makes it possible to reduce the length of the text (*do not duplicate data*). Type or print each table with double spacing on a separate sheet of paper. Number tables consecutively in the order of their first citation in the text. Footnotes to tables should be indicated by superscript lowercase letters.

References:

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references by Arabic numbers in round brackets as superscript in order of appearance. A number must be used even if the author(s) is named in the text, at the end of the sentence. The original number assigned to the reference is reused each time the reference is cited in the text, regardless of its previous position in the text.

Punctuation marks and spaces in the reference list and citations are very important. Follow the punctuation and spacing exactly as in the examples given. List all authors when six or less; when seven or more, list only first three and et al.

Your reference list should appear at the end of your manuscript with the entries listed numerically (not alphabetically) and in the same order that they have been cited in the text.

Authors are responsible for checking the accuracy of the references cited.

Journal articles should include: names and initials of all authors, year of publication (in parentheses), full article title, journal name as abbreviated in Index Medicus, volume number, first and last page numbers. *Books* include all authors, publication year (in parentheses), full title, edition, publisher, city of publication.

Examples:

1. Yank V, Rennie D. Disclosure of researcher contributions: a study of original research articles in The Lancet. Ann Intern Med. 1999; 130:661-70.

2. Flanagan A, Fontanarosa PB, DeAngelis CD. Authorship for research groups. JAMA. 2002; 288: 3166-8.

Book:

Voet D, Voet JG. Biochemistry. New York: John Wiley & Sons; 1990. 1223 p.

Book chapter

Gilmor ML, Rouse ST, Heilman CJ, Nash NR, Levey AI (1998). Receptor fusion proteins and analysis. In: Ariano MA, editor. Receptor localization. New York: Wiley-Liss; p 75-90.

Case Reports:

Report of a truly unique, highly relevant, and educationally valuable case. Submissions should have a title page, NO abstract, and include an Introduction and Discussion.

Manuscript length: no more than 750 words, 5 references, and a total of 2 images (figures and/or tables). IRB approval is required for all Case Reports.

Review article:

Descriptive subheadings should be provided to clarify the article's content.

Reviews and other types of articles may be organized in a similar manner. For example, the introduction to a review article could describe the number of studies reviewed and the basic conclusions reached.

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- Structured abstract (maximum, 200 words).
- References in consecutive numerical order; typed double-spaced.
- Figures and Tables in consecutive numerical order.
- Legends for all Figures, typed double-spaced.

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