
INSTRUCTIONS TO AUTHORS

The *Journal of Endocrinological Investigation* publishes clinical and experimental studies from all areas of endocrinology, metabolism and andrology.

MANUSCRIPTS

The following types of manuscript are published in the *Journal of Endocrinological Investigation*: Original Papers, Comments, Review Articles, Short Reviews, Editorials, Opinions, Rapid Communications, Letters and Clinical Symposia. Original Papers should be based on original rather than confirmatory data, and should conform to the organizational plan outlined below. Case Reports will not be accepted any longer; really exceptional cases might be published, but will be considered only if presented in a much shortened form, as a Letter to the Editor.

Letters should not exceed 5,000 characters from Title to References included. One Table or one Figure sized 78 mm wide and 61 mm higher are allowed. For each figure or table, 100 typewritten characters should be subtracted from the maximum allowed number of typewritten characters. Comments are reserved to concise articles that are primarily based on essentially negative or confirmatory data or are of a relatively minor relevance. Review and Short Review articles on selected topics by authorities in the field are published. Both Reviews and Short Reviews are in general invited by the editors but suggestions by interested individuals may also be considered. Prospective authors should submit a formal and detailed proposal to the Editor, indicating the title and a brief outline of the content. Manuscripts should provide an up-to-date and authoritative review of a topic in any area of experimental and clinical endocrinology, metabolism and andrology. Invited Editorials linked to recent high-quality papers are also published. Opinions written by recognized authorities in their own field of research will be published only under direct invitation by the Editorial Board. Rapid Communications are reserved to novel findings that require fast publication, while confirmatory or negative data will not be considered for this kind of publication. Letters providing pertinent comments on published articles will be considered and the authors concerned will be given a right to reply. Letters raising problems of general interest in endocrinology, metabolism and andrology will also be considered. Publication of correspondence is at the discretion of the Editorial Board. Clinical Symposia from invited contributors are published occasionally. Special Issues devoted to a specific topic will be published once or twice a year.

HUMAN SUBJECTS RESEARCH

The *Journal of Endocrinological Investigation* requires that studies involving human subjects or tissues must follow the principles of the Declaration of Helsinki and be formally approved by the institutional review board, ethical review committee, or equivalent. Such approval must be reported in all manuscripts. The study patient groups must be described in detail. It must be stated that an informed consent was given by the participants and that an institutional Ethics Committee approved the study. In text, tables, and figures patients must be identified by numbers or letters, not by initials or names. Photographs of patients' faces should be avoided whenever possible. Authors should obtain written consent from the patient for the use of photographs.

GUIDELINES FOR THE CARE AND USE OF EXPERIMENTAL ANIMALS

The *Journal of Endocrinological Investigation* requires that all studies involving animals be performed according to established standards of humane care. The adequacy of experimental procedures, the species, and the number of animals used must be carefully considered when designing any study. All research animals must be acquired and treated in compliance with international and local laws and regulations. The animals should be kept according to the Guide for the Care and Use of Laboratory Animals [1996 (7th ed.) Washington, DC: National Research Council, National Academies Press]. Animals must be given tranquilizers, analgesics, anesthetics, and care to minimize pain during experimental procedures. The choice and use of drugs must be in keeping with the NRC Guide. Where the use of anesthetics would negate the experimental results, the protocol must be approved by the local Committee on Animal Care and Use. If the study requires that the animals be sacrificed, it must be done in a humane manner. The manuscript must indicate that the studies were approved by the authors' institutional Committee on Animal Care.

PUBLICATION CHARGES

Authors will be charged € 54.00 for each printed page including tables, graphs and illustrations. Authors will also be requested to contribute to the cost of color illustrations.

SUBMISSION PROCEDURES

Submission of manuscripts implies that no substantial part has been, or will be published elsewhere and a Copyright Agreement should be included with all submitted manuscripts. Manuscripts are published in the order of final acceptance after review, revision and return of approved galley proofs.

The *Journal of Endocrinological Investigation* publishes manuscripts received only by online submission. Authors should submit their manuscripts through <http://mc.manuscriptcentral.com/jei>. Authors should prepare their manuscript as double-spaced MS Word (DOC) files to be uploaded and automatically converted into PDF format. Word 2000 (PC), Word 1998 (MAC) and previous versions are accepted.

The system will accept standard image formats and converts them to JPEG file format. All figures may be uploaded separately or embedded within the source manuscript file. Further information will be available online at the web site.

MANUSCRIPT ORGANIZATION AND STYLE

Manuscripts must be written in concise and correct English. They should be carefully checked for typing, spelling and grammar before they are submitted. Manuscripts should be organized as follows: Title Page; Abstract; Text; Acknowledgments; References; Figure Legends and Tables.

Title Page

This should include in order:

Title of paper. The title should be concise and clear, and should not contain abbreviations.

Authors (Initials of the name and surnames). The name of the last Author should be preceded by "and". The Affiliations (in English) should be attributed to the Authors using apex numbers. E.g.: S. Smith¹, M. Rossi² and R. Green¹

¹Division of ..., Department of ..., University of ..., City, Country;
²Division of ..., Department of ..., University of ..., City, Country.
Abbreviated version of the Title not exceeding 40 typewritten characters.

A list of 5 key-words for indexing purposes.

Name, Degree (e.g. S. Smith, M.D., Ph.D.) and full Address - Telephone - Fax - E-mail of the Corresponding Author to whom the proofs and requests for reprints should be sent.

Acknowledgements.

List of the abbreviations (see below).

Abstract

The text must be preceded by a structured abstract of no more than 250 words to include the following headings: Background, Aim, Material/Subjects and Methods, Results, Conclusions. The abstract should be self-explanatory, without reference to the text. Abbreviations may be included, provided that they are defined in the abstract as well as in the main text.

Main text

Original articles should conform to the following organizational plan: Introduction - Materials and Methods - Results - Discussion.

The Introduction should include a brief review of the literature data strictly related to the object of the paper, and a short statement on the aims of the work presented.

Materials and Methods should be described with sufficient details to allow others to duplicate the study. Previously reported procedures may be referred to by citation, but newly adopted modifications should be specified in detail.

Results must be clearly and concisely described with the help of appropriate illustrative material. Results should be expressed in International System Units or the conversion factor to the International System Units should be clearly indicated. Time of day should be expressed using the 24-hour clock (e.g., 08:00 h, 15:00 h).

The Discussion should be limited to the reported findings and their implications.

Footnotes to the text should be typed and numbered consecutively at the foot of the appropriate page, using a line to separate from the text.

References

The number of References should be adequate, but not excessive; to this purpose, the use of appropriate recent reviews is recommended. Each reference should be cited in numerical order (in parentheses) in the text and listed in the same numerical order at the end of the paper. Articles in press (i.e. accepted for publication) may be included in the bibliography; the name of the journal in which they will appear, and if possible volume and year, should be indicated. References to unpublished material may be cited in parentheses in the text, but not in the bibliography.

Abstracts may be cited only when they contain substantial data not published elsewhere, their nature should be stated in the bibliography by the addition of the term "(abstract)" at the end of the reference. Authors should check references against original sources for accuracy.

References to the literature should be listed indicating all the Authors when six or less than six, or only the first three Authors followed by "et al." when more than six in total.

The titles of journals should be abbreviated according to the style used in the Index Medicus.

Neither bold nor italics characters should be present in the Reference list.

Sample References

Example of reference to article in Journals with more than 6 Authors:

Levin SR, Hofeldt FD, Schneider V, et al. Cryohypophysectomy for acromegaly. Factors associated with altered endocrine function and carbohydrate metabolism. *Am J Med* 1974, 57: 526-35.

Example of reference to article in Journals with 6 Authors or less:

Charro AL, Hofeldt FD, Becker N, Levin SR, Forsham PH. Adrenocortical function in acromegaly. *Am J Med Sci* 1973, 266: 211-8.

Example of reference to abstracts (List all Authors if 6 or less; only the first 3 Authors followed by "et al." when more than 6 in total):

MacLaughlin DT, Cigarros F, Donahoe PK. Mechanism of action of Mullerian inhibiting substance. Program of the 70th Annual Meeting of The Endocrine Society, New Orleans, LA, 1988, p. 19 (abstract)

Example of reference to books (List all Authors if 6 or less; only the first 3 Authors followed by et al. when more than 6 in total)

Bonneville F, Cattin F, Dietemann JL. Computed tomography of the pituitary gland. Heidelberg: Springer-Verlag 1986, 15-164.
Burrow GN. The thyroid: nodules and neoplasia. In: Felig P, Baxter JD, Broadus AE, Frohman LA eds. *Endocrinology and metabolism*. 2nd ed. New York: McGraw-Hill. 1989, 473-507.

Illustrations

Figures should be numbered consecutively with arabic numbers. Each figure must have a concise legend. Color illustrations will be published when approved by the Editorial Board at the Authors' expense.

Tables

Tables should be numbered consecutively using arabic numbers. Each table must have a concise heading and should be comprehensible without reference to the text. Tabular data should in general not be duplicated in the text or in the figures.

ABBREVIATIONS

Use as few abbreviations as possible. All abbreviations and symbols must be clearly defined by the Authors and written in full followed by the abbreviation in brackets when they appear for the first time both in the abstract and in the text, with the exceptions given below. Drugs should be designated by their generic names and/or their chemical names; trade names are not acceptable. Nomenclature for hormones and chemical compounds should conform to current recommendations of appropriate international committees.

The Authors are also asked to provide a list with the abbreviations they used (to be included before the Abstract), (see above).

The following abbreviations may be used without definition:

3,5,3'-triiodothyronine	T ₃
3',5'-cyclic AMP	cAMP
5-hydroxy-indole-acetic acid	5-HIAA
adenosine 5'-mono-, di-, and triphosphates	AMP, ADP, ATP
adrenocorticotropin	ACTH
angiotensin converting enzyme	ACE

antidiuretic hormone	ADH
arginine vasopressin	AVP
atrial natriuretic peptide	ANP
bovine serum albumin	BSA
brain natriuretic peptide	BNP
corticotropin-releasing hormone	CRH
cytidine 5'-mono-, di-, and triphosphates	CMP, CDP, CTP
dehydroepiandrosterone	DHEA
dehydroepiandrosterone sulfate	DHEAS
deoxyribonucleic acid	DNA
ethylenediamine tetra-acetate	EDTA
follicle-stimulating hormone	FSH
growth hormone-releasing hormone	GHRH
gonadotropin-releasing hormone	GnRH (LHRH)
growth hormone (somatotropin)	GH
guanosine 5'-mono-, di-, and triphosphates	GMP, GDP, GTP
high density lipoprotein	HDL
human chorionic gonadotropin	hCG
immunoglobulin	Ig
insulin-like growth factor	IGF
international unit	IU
intramuscular(-ly)	im
intraperitoneal(-ly)	ip
intravenous(-ly)	iv
low density lipoprotein	LDL
luteinizing hormone	LH
melanocyte-stimulating hormone	MSH
messenger RNA	mRNA
nicotinamide adenine dinucleotide phosphate	NADP
its reduced form	NADPH
nicotinamide adenine dinucleotide	NAD
its reduced form	NADH
not significant	ns
oral(-ly)	po
parathyroid hormone	PTH
polymerase chain reaction	PCR
probability	p
prolactin	PRL
reverse transcription-polymerase chain reaction	RT-PCR
ribonucleic acid	RNA
sex hormone-binding globulin	SHBG
somatostatin	SRIF or SS
standard deviation	SD
standard error	SE
standard error of the mean	SEM
subcutaneous(-ly)	sc
thyrotropin	TSH
thyroxine	T ₄
thyrotropin-releasing hormone	TRH
unit	U
versus	vs
very low density lipoprotein	VLDL

The Authors are responsible for the correct editing and accuracy of their manuscripts. Those Manuscripts that have not been prepared according to these Instructions to Authors will be returned to the Authors to be corrected before any further scientific processing.

RAPID COMMUNICATIONS

Manuscripts must strictly adhere to the JEI Instructions to Authors regarding the general organization of the paper. Manuscripts should not exceed 15,900 typewritten characters from Title to References included. One Table and one Figure

(or 2 Tables or 2 Figures) sized 78 mm wide and 61 mm high or 163 mm wide and 86 mm high are allowed. For each figure or table sized 78x61 mm, 1000 typewritten characters should be subtracted from the maximum allowed number of typewritten characters. For each figure or table sized 163x86 mm, 2500 typewritten characters should be subtracted from the maximum allowed number of typewritten characters.

OPINIONS

Manuscripts should have no more than 2 Authors and should not exceed 15,900 typewritten characters from Title to References included. No more than 2 Authors and 15 references should be included. One Table and one Figure (or 2 Tables or 2 Figures) sized 78 mm wide and 61 mm high or 163 mm wide and 86 mm high are allowed. For each figure or table sized 78x61 mm, 1000 typewritten characters should be subtracted from the maximum allowed number of typewritten characters. For each figure or table sized 163x86 mm, 2500 typewritten characters should be subtracted from the maximum allowed number of typewritten characters.

EDITORIALS

Manuscripts should have no more than 2 Authors and should not exceed 10,600 typewritten characters from Title to References included. No more than 5 references, including the paper to which the Editorial is linked, are allowed. Editorials do not contain illustrations.

SHORT REVIEWS

Short review articles are welcome on late breaking discoveries on which a substantial literature has not yet been accumulated. A Short Review should provide a forum for sharply focused topics of recent experimental or clinical investigations in medicine primarily to make these results accessible to both clinical and basic researchers. Short Reviews may also reflect the state-of-the-art of the field being reviewed and often include a short history, although there is no need to include an exhaustive literature survey. Manuscripts should not exceed 31,800 typewritten characters from Title to References included. No more than 50 references should be included

REPRINTS

Reprints may be purchased at the prices indicated on the reprint order form accompanying the galley proofs.

REVIEWING

All submitted manuscripts are examined by the Editorial Board and sent to at least two expert Referees. Authors are usually notified within 4 to 6 weeks about the acceptability of their manuscript.

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