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Instructions for Authors

Online Manuscript Submission
The Egy Spine J uses Editorial Manager electronic submission system. Authors may submit their articles by simply registering, logging in and uploading their manuscripts through this website. On the front page, click the “Register Now” link to create an account. After your registration is complete, a notice will be sent to your email address confirming successful registration. Login to the system using the account you created, and submit your manuscript. Follow the prompts to complete your submission according to Egy Spine J guidelines listed in these instructions. You are welcome to contact The Egy Spine J Editorial Office (click on contact us) if you have any problems or questions. Adherence to the guidelines is essential, and faulty manuscripts will be returned to authors for correction before peer-review.

General Manuscript Formatting
The following components are required:

- Abstract
- Keywords
- Full manuscript document (blinded - no author names, headers, acknowledgements), including title, abstract, keywords, manuscript body text, abbreviation list, figures’ and legends.
- Tables (optional)
- Figures (optional)
- Supplementary files (optional)

1. Title Page:
   A title page (separate from manuscript, will not be sent for reviewers) with all authors contact data, affiliations, ORCID, corresponding author’s full contact information, table of authorship contributions, and running head title. All these data are mandatory.

2. Cover Letter:
   Manuscripts may be accompanied by a cover letter, to include information on the manuscript's prior publication or previous rejection by another journal. It is also meant to give the author(s) the chance to speak to the originality of the work being presented, as well as any other information the author(s) wish to convey to the editorial office staff and Editor-in-Chief. If the paper has been rejected previously by another journal, the author(s) should describe specifically how it has been improved since being rejected. The First or corresponding author of a manuscript should confirm that he/she “had full access to all the data in the study and takes responsibility for the integrity of the data and the accuracy of the data analysis as well as the decision to submit for publication.” A separate cover letter, called a “Response to Reviewers” letter, is required for revised manuscripts, and must respond to all comments made by the reviewers and editors. Even if the authors decide not to alter a part of the manuscript based on a particular revision request, a response should be included for such comment.

3. Style:
   The Egy Spine J can accept text files in most standard word processing formats, but Microsoft Word is preferred. The body of the manuscripts must be supplied blind (no author names, headers, acknowledgements, imbedded comments) keyed. Authors should not attempt to determine the visual presentation of the article. All design considerations regarding typeface, page layout, artwork, etc. will be handled by the publisher; do not use any special formatting. All text should be flush left and font size 12, with one-inch (moderate) margins. Do not indent paragraphs with double hard return between paragraphs and between list items. Do not use hard returns within a paragraph or list item.
Tabs should not be used, except in Tables, where they should be used to align columns. Do not use your word processor’s hyphenation capabilities.

4. **Abstracts:**
   A structured abstract must be included with all article types and must use the following subheadings in the order shown:
   1) Background Data:
   2) Purpose:
   3) Study Design: Patient Sample, Outcome Measures
   4) Patients and Methods:
   5) Results:
   6) Conclusion

5. **Graphics and Figures:**

   **Digital Artwork Preparation**

   **General Guidelines:**
The *Egyptian Spine Journal* can publish all figures in full color at no cost to the authors. All lateral radiograph images must be left facing. It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels. Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter. Save each figure in a separate file. Do not embed your labels/titles in the figures. Figures must not be embedded within or attached to the manuscript; they are submitted separately, one at a time, under FIGURES. Do not compress files. All black-and-white and color artwork should be at a resolution of 300 dpi (dots per inch) in TIFF or JPEG format. Line art should be 1,200 dpi in EPS or TIFF format. It is preferable for figures to be cropped to their final size (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the correct orientation. If art is submitted smaller and then must be enlarged, its resolution (dpi) and clarity will decrease.

   Lower resolutions (less than 300 dpi) for grayscale and color artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. However, figures created in Microsoft Word or Excel (charts, graphs, etc.) can be presented in Word without concern for resolution or size. Figures should be consecutively numbered (Arabic) as they appear in the text and accompanied by legends.

   Please be sure that your figures are the appropriate format, size and resolution before uploading them to your submission. The Editor in Chief reserves the right to withdraw a previously accepted manuscript if the author cannot produce high-quality figures in a timely manner to accompany the text. Figures that have been previously published must be submitted with a letter of permission to reprint from the original publisher.

   **Black-and-White Art:**

   Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. *Egyptian Spine Journal* will only accept digital artwork. If possible, do not send color art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white. For best results, line art should be black on a white background. Lines and type should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.
**Color Art:**
All color artwork should be saved in CMYK, not RGB.

**Art Labels:**
Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large in size. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process. Use 1-point (or thicker) rules and leader lines. Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels. Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text. Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.

6. **List of Abbreviations:**
A complete list of all relevant abbreviations in the manuscript arranged alphabetically arranged must appear within the main manuscript file immediately following the references list. Abbreviations use should be in accordance with the standard, familiar, internationally known terms.

7. **Figure Legends:**
The Legend must appear within the main manuscript, immediately following the list of abbreviation and/or references list. Please use uppercase letters to label multipart figures. Legends should be 1.5-spaced, numbered corresponding to the Figures. When symbols, arrows, numbers or letters are used for identification, each should be explained clearly in the Legend. For microphotographs, internal scale marks should be defined, and the method of staining given.

8. **Tables:**
All Tables should be typed, 1.5-spaced and be numbered consecutively with descriptive titles. Do not place table titles and descriptions on your Figure Captions page, or any other separate legend page. All abbreviations used must be defined in footnotes at the bottom of the Table. Acknowledgement of previously published material should be given in a footnote to the Table, and the source should be included in the Reference list. Footnotes should be ordered as they appear in the Table with superscript Arabic numerals.

9. **References:**
References must follow the Vancouver style and be numbered consecutively in order of first appearance in the text and should be given in a separate, double-spaced list. Reference citations in the text should be identified by Arabic numerals in square brackets. When quoting from other sources, give a reference number after the author’s name or at the end of the quotation. Personal communications, proceedings, and unpublished data should be mentioned in the text in parentheses rather than included in the Reference list. Do not use the linked endnote feature in your word processing program when formatting your references. However, other reference manager programs can be used. Authors are responsible for the accuracy and completeness of References. References from journals should include the first six authors. If there are more than six authors, list the first six, followed by “et al”, the full title of the article, the name of the journal abbreviated according to Index Medicus, year of publication, volume number, and inclusive page numbers. Reference style (Vancouver style) and punctuation must follow the styles as shown in the following examples.

**Examples:**


**What should be cited?**

Only articles, clinical trial registration records and abstracts that have been published or are in press or are available through public e-print/preprint servers, may be cited. Unpublished abstracts, unpublished data and personal communications should not be included in the reference list but may be included in the text and referred to as “unpublished observations” or “personal communications” giving the names of the involved researchers. Obtaining permission to quote personal communications and unpublished data from the cited colleagues is the responsibility of the author. Footnotes are not allowed, but endnotes are permitted. Journal abbreviations follow Index Medicus/MEDLINE. Any in press articles cited within the references and necessary for the reviewers’ assessment of the manuscript should be made available if requested by the editorial office.

**Please note editable files are required for processing in production. If your manuscript contains any non-editable files (such as PDFs) you will be required to re-submit an editable file if your manuscript is accepted.**

**Abbreviations:**

Restrict abbreviations to those that are commonly used and understood. Avoid abbreviations that have meaning only with the context of the specific manuscript. Acronyms, initialisms and other abbreviations should be first defined and then remain consistent throughout the manuscript. Any reference in the text to manufacturers or commercial products or equipment must include the manufacturer’s name and location in brackets. A full abbreviation list should follow the end of the reference’s list.
Authors’ Information:

Corresponding Author

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Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review. Provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. Please ensure you have included all the required statements and declarations and uploaded any additional supplementary files.

ORCID

As part of Egy Spine J commitment to ensuring an ethical, transparent and fair peer review process we are supporting member of ORCID, the Open Researcher and Contributor ID. ORCID provides a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized.

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Article Types:

- **Clinical Studies (full-length articles):** Clinical studies are previously unpublished manuscripts that include clinical investigations, clinical observations and clinically relevant trials. Abstracts for Clinical Studies are required to have all six (6) structured subheadings: background context, purpose, design (patient sample, outcome measures), methods, results and conclusions.

- **Basic Science Papers:** Basic science papers are previously unpublished manuscripts that include laboratory work in areas ranging from basic lab work, cadaver studies, cellular mechanisms, molecular biology, growth factor work, preclinical animal studies and novel imaging (as related to the basic sciences rather than clinical imaging). Structured abstract is required.

- **Technics and innovations Reports:** The manuscript should deal with newer material of interest. The text length may vary from 10-25 1.5-spaced pages and should include a minimum of 15 references. Ample illustrations (radiographs, photographs and original art) should be used to clearly show the devices/equipment, technique and pictorial evidence. Structured Abstract is required.
• **Review Articles:**
The manuscript should cover an established but controversial area of multidisciplinary spine care with the goal of updating and consolidating knowledge and the conceptual framework. Reviews are a feature of the journal that may include, but are not limited to, the following types of articles; systematic and substantial syntheses of specific research areas, evaluations of progress in specified areas, and critical assessments with respect to issues, within the scope of Egy Spine J. It should include a minimum of 50 references with 20-30 pages of 1.5 spaced text, 3-5 explanatory tables and appropriate artwork. Structured Abstract is required.

• **Case Reports:**
The manuscript should report on a specific case or series of related cases of interest, with limited references to the literature. Text length should be relatively brief (8-10 pages of 1.5-spaced pages). Illustrations (radiographs, photographs) should be included. A structured Abstract is required.

• **Special Features:**
Authors are encouraged to submit material for publication in any of the following special features sections of the Egy Spine J. All should follow the general format of instructions to authors provided above.

• **Letters to the Editor (correspondence)** – These are strongly encouraged to foster open dialogue between our readers, authors and editors. These should be addressed “To the Editor” and submitted with the understanding that the material may be shortened or otherwise edited. Letters should be kept to 500 words. Letters that address material previously published in *The Egy Spine J* may be followed by responses from the author of the work being discussed and/or the Editor. All reasonable efforts will be made to ensure the original manuscript authors are given an opportunity to reply to any comments expressed about their work. Replies to letters to the editor must also be less than 500 words.

• **Commentaries**
– These are solicited pieces, the material for which would reference current topics in spine care, or a concurrently published article. Unlike Letters to the Editor, these pieces will typically be about 1500 words (excluding tables, figures and references) and provide more in-depth discussion on the research in the accompanied manuscript or a topic suggested by the Executive Editorial Board. These manuscripts are composed as stand-alone articles, with appropriate tables, figures and references (limited to 30).

• **Book and Media Reviews**
– reviews of books and other instructional material, including clinical web sites, blogs and other web content, may be submitted unsolicited or assigned. Any content submitted for review should be sent to editor.

**Revisions:**
Revisions should be submitted to *The Egy Spine J* Editorial Board as soon as possible. The standing deadline is 14 days. It is the corresponding author’s responsibility to request more time if necessary, and to keep the editorial office abreast of the manuscript’s progress. A response to reviewer letter is mandatory and should cover and explain in details the authors’ response to each of the reviewers’ concerns. All revisions should be highlighted in different font color to facilitates the process of manuscript review. If after three months we do not hear from the corresponding author, the submission in question will be scheduled for deletion from the system. A final disposition of “withdrawn” will be given to the manuscript.
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The Egyptian Spine Association is fully sponsoring the publication of the *Egyptian Spine Journal*. There is no article processing charge (APC) or publication fee including submission fee for accepted manuscripts.
Author’s Checklist:

- **Title page:**
  - Is the research original, novel and important to the field?
  - Has the appropriate structure and language been used?

- **Abstract:**
  - Does it summarize all the study?
  - Does it include 6 subtitles?
  - Is it 250-450 words length?

- **Introduction:**
  - Does it really introduce and put into perspective what follows?
  - Is it clear and well organized?
  - Is it appropriate size (max one page of 1.5 space)?
  - Does it clarify the purpose of the study?

- **Methodology:**
  - Are the methods clear and organized?
  - Is the patient’s sample and all epidemiological data determined?
  - Are the outcome parameters identified and mentioned clearly?

- **Results:**
  - Does result explain what demonstrated in methods?
  - Have you presented your data in chronological order (pre & post)?
  - Does your data presented in a proper way of tables, images and graphs?
  - Did you assess completeness of legends, headers and axis labels?

- **Discussion:**
  - Did you start with a paragraph summarizes your study and your results?
  - Did you use similar previous study to support your study?
  - Did you highlight study limitations and points of strength?
  - Did you make explanations for new or odd data in your study?
  - Did you suggest further work in the future?

- **Conclusion:**
  - Does it contain the key finding(s) of the study?
  - Avoid unjustified claims and generalizations
  - Remove redundancies and summaries

- **References:**
  - Did you follow Vancouver reference style?
  - Are your reference complete and updated, least 20% should belong to the last 5 years?
  - Are your references alphabetized by the first author’s last name?
  - Is your reference cited in text in superscripted Arabic numerals?
  - Do your references include the first six authors followed by “et al”, if more than six?
  - Did you follow the name of the journal by, year of publication, volume number, and inclusive page numbers?
Publication Ethics Policies:

1. Authorship and Authors’ Contributions
Authorship credit should be based on criteria established by the International Committee of Medical Journal Editors. Each author should have made the following contributions towards the completion of the manuscript:

- Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data.
- Drafting the article or revising it critically for important intellectual content.
- Final approval of the version to be published.

This is an example for the role of each author a mandatory component of the title page

<table>
<thead>
<tr>
<th>Authors</th>
<th>Role</th>
</tr>
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<tbody>
<tr>
<td>(Names of all authors must be listed)</td>
<td>1. Conception and design of study</td>
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<td>2. Acquisition of data</td>
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<td>3. Analysis and/or interpretation of data</td>
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<td>4. Drafting the manuscript</td>
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<td>5. Revising the manuscript critically for important intellectual content</td>
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<td></td>
<td>6. Approval of the version of the manuscript to be published</td>
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3. Disclosures
It is required that a list of disclosures from every named author is submitted alongside the manuscript. In it, each author should identify any financial or non-financial conflicts relevant to the article. If no
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Types of conflicts include: Consulting, Royalties, Research Support, Institutional Support, Ownership, Stock/Options, Speakers Bureau, and Fellowship Support. Any commercial entity whose products are described, reviewed, evaluated, or compared in the manuscript, except for those disclosed in the Acknowledgments section, are potential conflicts.

All authors must fill out the ICMJE Disclosure Form and submit it with their manuscript. This form can be downloaded at http://www.icmje.org/conflicts-of-interest/. Each form must be uploaded as separate files.

4. Statement of Ethics
The publication of an article in a peer-reviewed journal is an essential building block in the development of a coherent and respected network of knowledge. It is a direct reflection of the quality of the work of the authors and their institutes. Peer-reviewed articles support and embody the scientific method. It is therefore important to agree upon standards of expected ethical behavior for all parties involved in the act of publishing: the author, the journal editor, the peer reviewer and the publisher.

This journal adheres to the ethical standards described by the Committee on Publication Ethics and the International Committee of Medical Journal Editors. Authors are expected to adhere to these standards. All manuscripts reporting data from studies involving human, or human tissue or animal participants, must include formal review and approval, or formal review and waiver (exemption), by an appropriate institutional review board (IRB) or ethics committee is required, as well as any necessary HIPAA consent, and should be described in the Methods section with the full name of the reviewing entity, Include the name of the ethics committee that approved the study and the committee’s reference number if appropriate. All clinical trials must be registered in a public trials registry. Denote the registry and registry number.

5. Conflict of Interest
The Egy Spine J requires all authors to declare any conflict of interest in relation to their work. Authors are required to disclose all sources of institutional, private, and corporate financial support for their study. If no funding has been available other than that of the author’s institution, this should be specified upon submission. Donors of materials (for free or at a discount from current rates) should be named in the source of funding and their location included.

Authors are also required to disclose any other potential conflict of interest. These include financial interests (for example patent, ownership, stock ownership, consultancies, speaker’s fee) or provision of study materials by their manufacturer for free or at a discount from current rates. Editors and reviewers are also required to declare any conflict of interest and will be excluded from the peer review process if a conflict of interest exists.

6. Human and Animal Rights
The Egy Spine J encourages authors submitting manuscripts reporting from a clinical trial to register the trials registries and bear a clinical trial registration number and name of the trial. Authors must state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it conforms to the provisions of the Declaration of Helsinki. If a study has been granted an exemption from requiring ethics approval, this should also be detailed in the manuscript.

Any experiments involving animals must be demonstrated to be ethically acceptable and where relevant conform to national guidelines for animal usage in research.
If there is suspicion that the work has not taken place within an appropriate ethical framework, Editors may reject the manuscript, and/or contact the author(s)’ ethics committee. On rare occasions, if the Editor has serious concerns about the ethics of a study, the manuscript may be rejected on ethical grounds, even if approval from an ethics committee has been obtained.

Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT statement (Moher D, Schulz KF, Altman DG: The CONSORT Statement: Revised Recommendations for Improving the Quality of Reports of Parallel-Group Randomized Trials. Ann Intern Med. 2001; 134:657-662, also available at http://www.nlm.nih.gov/mesh/meshhome.html

Authors reporting the use of a new procedure or tool in a clinical setting, for example as a technical advance or case report, must give a clear justification in the manuscript for why the new procedure or tool was deemed more appropriate than usual clinical practice.

7. Informed Consent
All investigations on human subjects must include a statement that the subject gave informed consent. Patient anonymity should be preserved. Photographs need to be cropped sufficiently to prevent human subjects being recognized or an eye bar should be used. If any identifying information is included in any part of the manuscript, you must obtain a written informed consent from the patient and submit a copy of the document to The Egy Spine J Editorial Office.

A sample patient permission form/statement of consent can be found here.