

Instructions for authors

Manuscript submission

Papers should be written in English. Authors should submit their manuscript to the Editorial Office: richard.asnj@gmail.com

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else (except in the form of an abstract). Submission of the manuscripts is subject to the result of a refereeing procedure.

Electronic file submission should comply with the following guidelines:

- The separate title page should include the name(s) and first name(s) of the author(s), the affiliation(s) and address(es) of the authors, as well as the e-mail address, telephone and fax numbers of the corresponding author
- A concise and informative title and a maximum of 5 keywords in English will also appear on the title page (corrections will be made by the publisher as necessary).
- All papers should be typewritten: A4, using normal plain font, eg. 12-point Times, with double line spacing (approx. 1 600 characters per page, not including spaces)
- Authors should submit only the file(s) of the paper considered for publication, and the full text (without illustrations) should be saved in a single file;
- When typing, do not use advanced software functions such as automatic insertions of characters, fields, footnotes or pictures;
- Tables and figures should be saved in a separate file (preferably in «EPS» or «TIFF» formats).

Conflict of Interest Statement

The corresponding author will have to choose one of the six sentences listed hereafter.

The sentence concerning the conflicts of interest is to be placed (copied and pasted) on the first page of the article.

In the absence of an answer from the corresponding author, the option number 2 will be chosen by default on your behalf.

- 1°) No funds were received in support of this study.
- 2°) The author(s) of this manuscript has/have chosen not to furnish *ArgoSpine News and Journal* and its readers with information regarding any relationship that might exist between a commercial party and material contained in this manuscript that might represent a potential conflict of interest.
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Statement of Human and Animal Rights

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000 (5). If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

1 - Types of manuscripts

Brief biographical information on the corresponding author (in English), as well as a photograph, are required for all submissions.

- **Overview articles.** It may (or may not) be related to the topic of the volume. It should not exceed 20 typewritten pages and up to 50 references. It should include an abstract in English.
- **Review articles.** They should not exceed 15 typewritten pages and the references should be limited to 20; it should consist in a review of the literature of the past five years, to the exception of major references.
- **Original articles.** They should not exceed 15 typewritten pages and the references should be limited to 30.
- **Letters to editors.** These will be published at the discretion of the editor. They should be limited to 6 typewritten pages and should include no more than 10 pertinent references. The letters may be presenting considered opinions in response to articles published, reporting an experience or opening a debate on the subject. Letters may be published in a shortened form.
- **Case reports.** They should not exceed 6 typewritten pages, with 2 tables or figures and no more than 20 references. It should be written by up to five authors.
- **Congress reports.** They should not include any abstract or references and should be limited to 8 typewritten pages.
- **Press review – News in brief.** They should include the reference(s) to the articles commented and should not exceed 5 typewritten pages.

2 - Text formatting

Textual formatting should be according to the usual guidelines: introduction, methods and population, results, discussion, conclusion. However, it may also be divided into sections and paragraphs with sub-headings. It is highly recommended that authors submit **figures** in an electronic format. (Photoshop, Illustrator, or Word) with a minimum resolution of 300 dpi, with no need to resize the image to more than 130 % of its original width and height, or to less than 70 %. If cropping is required, kindly leave a note in the file to inform the editorial team. The same is true if the image should be rotated.

With regard to X-rays which are not available in an electronic format, a positive print will be produced, indicating the top, bottom, right and left side of the image. The file's name should contain the reference number quoted in the manuscript.

The patient's identity may not be disclosed and, it is an unbreakable rule that any detail from the photograph or any information that could identify a patient must be removed, except in the case of express written consent of the patient. If you include tables and figures taken from another source, you should obtain written permission from the author(s) and publisher. All tables and figures are to be numbered using Arabic numerals.

3- References

The list of references should only include works that are cited in the text. The entries in the list should be numbered consecutively in order of appearance. Reference citations should be identified in the text by numbers [in square brackets]. International standards and rules should be followed. For example :

- **Book:**
- Name of the main author in lower-case letters followed by a space and the initial of the first name (Dupont J). If the reference includes 2 to 4 co-authors, a comma will be used between the initial of the first name of the main author and the surname of the second author. If there are more than 4 authors, only the names and initials of the 3 first authors will be mentioned and followed by « et al. ».
- Year of publication is given in brackets, following the name of the last author.
- Full title followed by a period. For a book chapter or excerpt, the title must be followed by « In: » then by the name(s) and initial(s) of the main author or co-authors (followed by a comma) and the title of the book followed by a period. Publisher (followed by a comma), place of publication (followed by a comma), and page numbers which are to be separated by a medium-length en-dash (-).
- Example: Le Normand L, Buzelin JM (2006) Anatomie et physiologie du sphincter urétral. In: Amarenco G, Chantraine A (eds), Les fonctions sphinctériennes. Springer, Paris, pp 7-28
- **Journal article :**
- Names and first names will appear as mentioned previously.
- Year of publication. Article's full title. Title of the journal (using the standard abbreviation if possible, in accordance with the Index Medicus' list of accepted abbreviations). Volume followed by a colon, without any space, then the numbers of the pages referred to, separated by a medium-length en-dash.
- Example: Golan M, Crow S (2004) Parents are key players in the prevention and treatment of weight-related problems. Nutr Rev 62: 39-50
- Titles of books or articles may be cited in the body of the text.

4 - Publication

Submitted contributions are read by the editors and the author will be advised of their acceptability for publication with or without revisions. If the manuscript is rejected, the reasons will be provided in writing. When the manuscript has been approved for publication, the work will not be published anywhere else without the written permission of the Editorial Board and the publisher. If the decision is that the manuscript should be revised, it will be returned to the Editor-in-Chief within 10 days from notification. Ultimately, page proofs are sent to the authors for a final review before publication.

Please use the following checklist before submission of your manuscript:

- Double spacing
- Keywords in English
- Affiliation of all authors
- Table headings and reference numbers in the text
- Figure captions and figure numbers in the text
- Reference citations in the text, identified by numbers in square brackets
- Full reference list at the end of the work with entries numbered consecutively in order of appearance in the text
- The reference list should adhere to the formatting guidelines