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Manuscript Preparation Details

Title Page must be first page of manuscript. Provide title of manuscript, article type, name(s) of all authors, including first name, middle initial, graduate degrees of authors, FACS if author(s) are fellows of the ACS, name of institution or affiliation where work was done. No more than 10 names will appear under the title.

Structured Abstract

Abstracts are needed for original scientific articles only. (Short summaries or introductions should be submitted for all other articles.) **The abstract should contain about 250 words** and conform to "Uniform Requirements." Format is: **Background** (one paragraph)
Study Design (about one paragraph)
Results (one to two paragraphs)
Conclusions Describe the problem addressed in the manuscript, how the study was performed, the salient results, and the conclusions of the authors.

Abbreviations and Acronyms

Abbreviations immediately follow the words for which they stand, and must be spelled out completely at first use. Up to 10 abbreviations of common terms (eg, DCIS, HBV, TIA) or acronyms (eg, SPECT, TRISS, SEER) may be used throughout the manuscript. On a separate page after the abstract, list the selected abbreviations and their definitions (eg, DCIS, ductal carcinoma in situ). The editors will determine which lesser-known terms should not be abbreviated.

Text

Original scientific articles are divided into four sections: **Introduction, Methods, Results,** and **Discussion**. Use generic names for drugs and in parentheses provide the trade name, and company. Do not use patient names, initials, or hospital numbers.

Introduction

Provide the purpose of the article and summarize reasons for the study. Give relevant references only, and do not include data or conclusions.

Methods

Describe statistical methods with enough detail that a knowledgeable reader with access to the original data could verify the reported results. Avoid overuse of p value, which fails to convey important quantitative information. Provide details about randomization, describe methods for blinding of observations, give numbers of observations, and report complications. Include a general description of statistical methods and design of the study and specify general-use computer programs used. Define all statistical terms, abbreviations, and symbols.

When reporting experiments on human subjects, provide information about ethical standards of the work (Helsinki Declaration of 1975, revised in 1983). When reporting experiments on animals, indicate procedures followed for care and use of laboratory animals (**detail IRB approval**).

Results

Summarize data, specifying the statistical methods used to analyze them. Results should be presented in a logical sequence. **Do not repeat material from tables in the text.** For every key symbol used in the table (*, , , §, , #, **, , , §§, etc.) make sure a corresponding footnote is included. Emphasize and summarize important observations only.

Discussion

Provide new aspects of the report and do not repeat data given in the Results section. Include implications of findings and limitations, relate these observations to other relevant studies, and include implications for additional studies. Link the conclusions with the stated goals of the study; do not form conclusions that are unsupported by the data presented. When appropriate, recommendations can be included.

Acknowledgment

All contributors who do not meet the criteria for authorship should be listed in the acknowledgments. Examples include: individuals who allowed their clinical experience to be included, a person who provided purely technical help, writing assistance, or a department Chair who provided only general support. Groups of persons who have contributed materially to the paper, but whose contributions do not justify authorship may be listed under a heading such as "clinical investigators" or "participating investigators," and their function or contribution should be described; for example, "served as scientific advisors," "critically reviewed the study proposal." **Because readers may infer their endorsement of the data and conclusions, all persons listed as contributors must give written permission to be acknowledged.**

References

Number consecutively in order mentioned in text. Citation number is placed in the text after the name when the reference is cited; if no name is mentioned the citation is placed in the text at the end of the material referred to. [Ex: (a) Meakins and Jones (13) have shown that ...(b) A group of oncologists has proved that if ...(13).] **Avoid using abstracts as references.** References to manuscripts accepted but not published at time of submission can be designated as "J Am Coll Surg. In Press 2006." **Personal communication is cited within the text, not in references.** Authors must obtain written permission and confirmation of accuracy from the source of personal communication before submission. References must be verified against original documents; authors are responsible for completeness and accuracy of all citations.

Remove all patient identifying marks (Protection of Patients' Rights to Privacy).

Figures

Submit figures online in a separate file in EPS, JPEG, or TIFF format (not embedded in the manuscript document). Color figures are allowed at no cost to author. If a figure has been previously published, by your or by others, obtain permission and acknowledge fully in the figure legend. **Remove all patient identifying marks** (Protection of Patients' Rights to Privacy).

Legends for Figures

One or two sentences should suffice to explain the figure. Use arabic numbers corresponding to the illustrations. When symbols, arrowheads, or letters identify parts of an illustration, explain each clearly in the legend and spell out all abbreviations. Explain, if necessary, the internal scale, and identify the method of staining in photomicrographs. If a figure has been previously published by you or by others, obtain permission and acknowledge fully in the figure legend

Tables

Submit tables as part of the manuscript. Submit no more than five tables, double-spaced, on separate pages, and number tables in arabic numbers consecutively in order of text citation. Provide a brief title. Each column must have heading. Put all explanatory matter in footnotes, including an explanation for all nonstandard abbreviations used in table.

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Authorship Criteria

Individuals claiming authorship should **meet all of the following 3 conditions:**

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- 2) Authors participate in drafting the article or revising it critically for important intellectual content; and
- 3) Authors give final approval of the version to be submitted and any revised version to be published.

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