#### Submitting a manuscript to a journal (Hygiene & Medizin – Infection Control & Healthcare)

# mhp\_medien

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#### Basic procedure:

- Create exposé (outline: what is my subject, what is my conclusion, what do I want to convey to the reader?)
- To begin with, "just write" you can still make changes later
- Observe information for authors!
- In particular the information on the structure of the manuscript and technical information regarding the illustrations

#### Text check:

- Is the question important and correctly presented?
- Is the context outlined adequately?
- Is the argumentation comprehensible?
- Are the conclusions logical?
- Ask someone to proofread your draft, even or especially a non-specialist! This helps to identify inconsistencies and difficult-to-understand passages.

#### Manuscript types:

- Original articles: own studies that meet scientific criteria
- From the field: report on practical applications, e.g. new method
- Review: Literature research on specific topics. Own work can be specified.
- Case study: one or more similar cases are described, no universal validity of the results
- Other:
  - Experience report
  - Letters to the editor in response to an article or with a short statement on a topic discussed in the journal

#### Submitting a manuscript – general rules:

- Submission by e-mail (Word document) is sufficient. Headings and outlines should be recognizable, otherwise format as little as possible!
- Legal:
  - The work must not have already been published or offered for publication elsewhere.
  - The author must not infringe the copyrights of others.
  - o In the case of socio-medical studies, the patient's consent is required, and the personal information may be anonymised.
- When the manuscript is accepted for publication, the magazine publisher acquires the copyright.

#### What happens to the manuscript?

- 1. The author receives a confirmation after receipt of the manuscript.
- 2. The editor in chief names the reviewers.
- 3. The reviewers will examine the manuscript within about 4 weeks.
- 4. The manuscript is either accepted, rejected, or changes are recommended.
- 5. If the reviewers' opinions differ strongly, either a third expert opinion is called or the editor in chief decides.
- 6. The author will be informed about the reviewers' comments and may have to revise the manuscript.
- 7. The final version will be set and prepared for publication by the publisher, and a PDF will be sent to the author for correction and permission to print.

#### Further questions will be answered by the editorial team. Please contact:

Alexandra Becker, Editorial staff

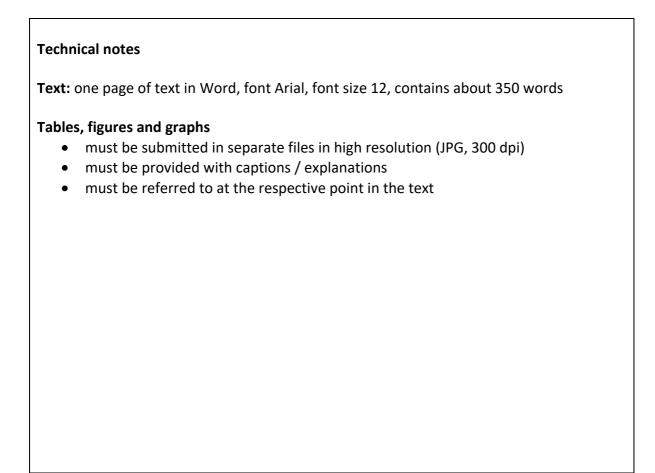
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# Template for a manuscript (Hygiene & Medizin)



#### **Cover page**

- Title: not too long, possibly with subtitles; clearly reflects what the text is about
- Author names and full address of <u>all</u> authors
- Indication of corresponding author
- Declaration of conflict of interest (separate form) signed?

#### **Abstract**

• approx. 250 words

• Note the structure!

Background: Method: Results: Conclusion:

# **Key words**

- ca. 3 6
- select according to the topic(s) in the text

#### Introduction

- Background
- State of knowledge and technology
- Motivation for the investigation / study
- approx. 300 400 words
- Not merely a repetition of the abstract!

# Material / Method(s)

- detailed description of the materials and methods used in theory the study must be repeatable by the reader ("cooking recipe")
- If applicable, mention / description of the statistical methods used
- Alternatively for Reviews: specify type and selection criteria for the references used
- Alternatively for manuscripts From the field: detailed description of the procedure
- approx. 400 500 words
- Describe only the methodology used in this study!
- No results or discussion of results!

# Results Presentation of all relevant results • Sorted chronologically according to methodology • Use tables / graphs for illustration • Adequate number of tables / figures in relation to text • Between 300 and 1,000 words • No discussion of results! • Results shown in tables / graphs do not have to be repeated in the text! • Figures must be suitable to illustrate the results and must be clearly captioned!

#### Discussion

- Analysis / discussion of the methodology in terms of suitability, significance, sources of error
- Analysis / discussion of the results: comparison with expectations, meaning...
- Discussion in the context of literature: comparison with similar studies and discussion of the causes of possible differences in the results ...
- approx. 500 words
- No repetition of methodology / results!
- No speculation!

### Conclusion(s)

- Short (!) Summary of the main results of the discussion
- Conclusions / Outlook for the future
- State need for further investigation, if applicable
- max. 100 words
- No repetition of the abstract!
- No conclusions that cannot be derived from the data / results presented!

#### Acknowledgements (if applicable)

#### References

- Complete list of all references used
- Format according to the specifications: author(s), title, source, year of publication, possibly vintage, if applicable edition, page numbers

Examples (1 = articles from a magazine, 2 = book, 3 = chapters from a book):

- 1 Coghill SB, Mascon CH, Studley JG: Endoscopic biopsy forceps and transfer of tissue between cases. Lancet 1989;1(1):388.
- 2 Eisen HN: Immunology: An introduction to molecular and cellular principles of the immune response. 5<sup>th</sup> ed. New York: Harper and Row, 1974:406.
- 3 Weinstein L, Swartz MN: Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. Pathologic physiology: Mechanisms of disease. Philadelphia: WB Saunders, 1974:457–472.
- Order according to the appearance in the text (not in alphabetical order!)
- All references must be marked by [numbers] in the text