

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



mhp Verlag, Bahnstrasse 8, 65205 Wiesbaden, Germany, E-mail: [hygmed@mhp-medien.de](mailto:hygmed@mhp-medien.de)

### *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.
  - 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  
E-mail: [alexandra.becker@mhp-medien.de](mailto:alexandra.becker@mhp-medien.de)  
Phone: +49-611-505 93 33

Dr. med. Gudrun Westermann  
Managing Editor Hygiene and MD Reprocessing  
mhp Verlag GmbH  
Bahnstrasse 8, 65205 Wiesbaden Germany  
E-mail: [gudrun.westermann@mhp-medien.de](mailto:gudrun.westermann@mhp-medien.de)  
Phone: +49-611-505 93 34

## Template for a manuscript (Hygiene & Medizin)

### Technical notes

**Text:** one page of text in Word, font Arial, font size 12, contains about 350 words

### Tables, figures and graphs

- must be submitted in separate files in high resolution (JPG, 300 dpi)
- must be provided with captions / explanations
- must be referred to at the respective point in the text

### Cover page

- **Title:** not too long, possibly with subtitles; clearly reflects what the text is about
- Author names and full address of all 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