

Information for authors

This information is based on the "Uniform Requirements" of the International Committee of Medical Journal Editors. You can find the detailed guidelines under <http://www.icmje.org/>.

■ Submitting the manuscript

The manuscript should be submitted in electronic form (text as Word and PDF file; images in JPG format with a resolution of 300 dpi) to the following address: hygmed@mhp-medien.de

With their submission, the authors confirm that the manuscript has not yet been published or submitted for publication elsewhere.

Furthermore, the corresponding author confirms that all the authors mentioned were involved in the work and agree with the present version as well as with the publication in **Hygiene & Medizin**.

■ Peer Review process

The decision whether to accept, reject or return to the author for revision is made in the anonymised peer review procedure. At least two reviewers are involved in the peer review process for original and review work. Articles from the field are examined by at least one expert according to practical criteria. In the case of conflicting opinions, a further expert will be involved in the peer review procedure.

In addition to the expert evaluation, the reviewers decide in which category the present manuscript is classified.

For guidelines that have not been developed or co-developed by the German Society for Hospital Hygiene (DGKH), the Association for Applied Hygiene (VAH), the Working Group "Hygiene in Hospitals and Medical Practices" of the Association of the Scientific Medical Societies in Germany (AWMF), the Working Group "General and Hospital Hygiene" of the German Society for Hygiene and Microbiology (DGHM) and the Task Group "Infection Prevention and Antibiotic Resistance in Hospital Hygiene" of the DGHM, the Editor in Chief reserves the right to initiate a peer review.

A facilitated peer review process is used for special focus issues: The editorial

board or the person responsible for the focal issue plus the authors of the respective focal issue are consulted for review.

■ Publications in Hygiene & Medizin

The right of editorial changes and typographical design is reserved for the publisher. Before printing, the author receives a proof (PDF) for correction, which must be checked for typographical and content errors. The author has to send corrections, if applicable, and the permission to print to the publisher on time. If the deadline specified by the editorial staff is not met, the publisher reserves the right to defer the publication. For main articles, the corresponding author receives a PDF file for personal use.

■ Definitions

Original articles

are experimental or epidemiological studies to answer a scientific question. They are divided into introduction, method, results and discussion.

In addition to a brief presentation of the purpose of the work, the Introduction should contain important information that contributes to the understanding of the work. Material and methods should be described in a way that is comprehensible to each reader. In the Results section, the self-obtained data should be presented in text and tables or figures without any evaluation. The data should be discussed and conclusions drawn in the subsequent discussion section.

Reviews

include a summary of the current literature on a particular topic and give the reader a detailed overview of the current status quo in science. An introduction describes the subject of the work.

The overview presents the relevant scientific publications on the subject which will be evaluated in a final analysis and,

if necessary, the consequences will be presented.

From the field

Articles from the field include case presentations, testimonials or practical studies that do not have the scope and design of an original scientific work. The introduction shows the background or reason for the article. Methods and results can be summarized. In the discussion, the conclusions drawn from the observations are discussed and, if necessary, compared with results from some literature references.

■ What you need to know when creating the manuscript

- The length of the manuscript should not exceed 6,000 words (includes summary, text, acknowledgements and references).
- The front page contains the title, the names and titles of all authors as well as the names and complete addresses of the institute or department where the work was conducted. The corresponding author should be clearly identified and his e-mail address specified.
- 4–6 keywords should be given reflecting the main topics discussed in the article.
- The summary should not exceed 250 words. In the case of original articles and articles from the field, the summary shall be divided into *Background*, *Method*, *Results* and *Conclusions* and the corresponding contents of the work shall be briefly presented.
- For a better structure, headings and subheadings should be used, and footnotes should be avoided.
- **Hygiene & Medizin** publishes a statement on a possible conflict of interest for all articles in the sections "Original article", "Review" and "From the field".

The indication of possible conflicts of interest serves to improve transparency for the editorial staff and, above all, for the readers. Of course, a possible conflict of interest alone does not normally speak against the scientific statements of a manuscript. The conflict of interest form can be obtained from the editorial office.

- A written consent of the patients for participation in a study must be available, if applicable.
- An explanation of compliance with human and animal rights when carrying out a study must be available, if applicable.
- The literature should be quoted in the “Vancouver Style” (Br Med J 1988; 286: 401–405).

The cited publications are listed numerically according to the order of their first mention in the text and marked in the text as Arabic numbers in square brackets (... was observed [1]...). The references in figures and tables are numbered according to their appearance in the text. All references are listed in numerical order at the end of the article. Only literature that is directly related to the publication may be quoted. Only scientific publications that have already been published or have been accepted for publication but have not yet been printed may be listed in the bibliography (reference: in print).

For six or fewer authors, all names are given; for seven or more authors, only the first three are specified and *et al.* is added. The authors guarantee the correctness of the literature, the correct mention of the references and the conformity of the references indicated in the text with the references indicated in the literature list.

Citation of journals

1. Fallon RJ. Nosocomial infections with *Legionella pneumophila*. J Hosp Infect 1980; 299–305.

The titles of the journals are abbreviated according to the Index Medicus.

Citation of Books

1. Washington JA, Barry AL. Dilution test procedures. In: Lennette EH, Spaulding EH, Truant JP, Eds. Manual of Clinical Microbiology, 2nd edn. Washington, DC: American Society for Microbiology 1979; 410–417.

- When submitting the manuscript, the following order should be followed: title page, text, references, tables, illustrations, captions.
- Tables must be given a meaningful title and numbered with Arabic numbers (Tables 1, 2, 3, etc.), with the numbering being in the order in which they are mentioned in the text. Any explanations that may be necessary may be given in footnotes to the table.
- The illustrations are to be submitted in printable form as jpg format with a resolution of 300 dpi. They are numbered with Arabic numbers (Figure 1, 2, 3, etc.), with the numbering being in the order in which they are mentioned in the text. A short caption is required for each image.
- Please note: It is the author's responsibility to obtain permission to reprint tables and illustrations, etc. from other publications or unpublished sources.
- Spelling and abbreviations according to SI and EN/ISO; Species and genus names of organisms should be written in italics. When first naming organisms, the full name should be given, after that the generic name should be abbreviated with the initial letter (e.g. *S. aureus*).

Use of AI tools

To ensure transparency and professional quality of our journals, we mark content for which AI support was used. If AI was used in the formulation, structure or linguistic revision of the manuscript, this must be indicated in the acknowledgements or as a footnote.

Example: “An AI-supported tool (e.g. ChatGPT) was used for the linguistic revision. The responsibility for the final review

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Letters to the Editor

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Questions?

If you have any questions, please feel free to contact the editorial office:

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