

## INSTRUCTIONS TO AUTHORS

### MANUSCRIPTS

The following types of manuscripts are considered: Original Articles, Short Communications, Letters to the Editors, Review Articles and Editorials. Original Articles should be based on original rather than confirmatory data, and should conform to the format described below. It is assumed that all human investigations have been conducted according to the principles expressed in the Declaration of Helsinki.

Short Communications should be no longer than eight double-spaced typewritten pages (including text, illustrative material and bibliography). They will be specially processed to permit printing of accepted articles in the next available issue. These papers may represent either a final report on definitive studies which do not require a larger space for complete documentation, or a preliminary report on new observations of sufficient significance to warrant a more rapid publication. Submission of Original Articles and Short Communications implies that no part has been, or will be published elsewhere. Manuscripts are published in the order of final acceptance after review and revision, except for the priority given to Short Communications.

Letters to the Editors are reserved to comments on recently printed papers provided that the correspondence is short, of a high standard and pertinent to the aims of the Journal. Publication of this material is at the discretion of the Editors.

Review Articles, Editorials, and Symposium Proceedings are published on invitation from the Editors.

### PROCEDURE FOR SUBMISSION

In order to assure that the reproduction of the text be adherent to the original and to speed up publication times, Authors are kindly requested to send manuscripts **preferably on 3,5 inch disks (both MAC and WINDOWS Microsoft Word formats are accepted)**, together with the original and 3 complete copies of the manuscript (including text, tables and figures) typewritten with double-spacing, 70 characters per line, 25 lines to the page. **Graphs should be submitted as high quality computer print-outs.**

### COVER LETTER

A cover letter listing the name, address and telephone number and/or telefax of the corresponding author must

accompany the manuscript. The cover letter must include or be accompanied by a statement, signed by all authors, that the material submitted for publication has not been previously reported and is not under consideration for publication elsewhere. Copies of material that might be considered as prior or duplicate publication should be submitted with the manuscript and clearly marked as such so as not to be confused with the actual manuscript submitted.

### ORGANIZATION AND STYLE

Manuscripts should be written in the English language, using either American or British spelling. They should be carefully checked for accuracy of typing, spelling and grammar before they are submitted. Manuscripts should be organized as follows: title page, abstract, text, acknowledgements, references, figure legends and tables. Each section should begin on a new page; pages should be numbered consecutively, starting with the Abstract on page 1.

### TITLE PAGE

This should include: title of paper; a running head not exceeding 40 letters and spaces; name(s) of Author(s) including initial(s), department(s) and institution(s) in which the work was carried out, along with full postal address; list of 3-5 key words for indexing purposes; name and full postal address of the author to whom the proofs and requests for reprints should be sent.

The title should be concise and clear, and should not contain abbreviations other than those specifically indicated in the Appendix.

### ABSTRACT

An abstract of no more than 250 words should state the aim of the study, the main findings and the conclusions drawn from the observations. The abstract should be self-explanatory, without reference to the text. Abbreviations may be included, provided that they are defined in the abstract as well as in the main text.

### MAIN TEXT

Original Articles should conform to the following format: Introduction, Materials and Methods, Results and Discus-

sion. The Introduction should include both a brief review of data in the literature which are strictly related to the object of the paper and a short statement on the aims of the work presented.

Materials and Methods should be described in sufficient detail to allow other workers to duplicate the study. Previously reported procedures may be referred to by citation, but newly adopted modifications should be specified in detail.

Results must be clearly and concisely described with the help of appropriate illustrative material.

The Discussion should be limited to the reported findings and their implications.

## REFERENCES

Each reference should be cited in numerical order (in parentheses) in the text and listed in the same order at the end of the paper. Articles in press (i.e. accepted for publication) may be included in the bibliography. References to unpublished material are not accepted. Abstracts may be cited only when they contain substantial data not published elsewhere, with the addition of the term "Abstract" at the end of the reference.

Authors should check references against original sources for accuracy.

*References to articles in journals should be listed as follows:* Authors' names and initials, title of article, name of journal, volume, pages and year. The style of journal abbreviations is that used in the current edition of the Index Medicus published by the National Library of Medicine. For example:

Aronow W.S., Starling L., Etienne F., D'Alba P., Edwards M., Lee N.H., Parungao R.F.: Risk factors for coronary artery disease in persons older than 62 years in a long-term health care facility. *Am. J. Cardiol.* 57: 518-520, 1986.

*References to articles or chapters in books should be listed as follows:* Authors' names and initials; title of article or chapter, name and initials of editor(s), title of book, edition (other than first), publisher, city of publication, year, volume, pages. For example:

Rosenthal R.N., Andersen D.K.: Surgery in the Elderly. In: Andres R., Bierman E.L., Hazzard W.R. (Eds.), *Principles of Geriatric Medicine*. McGraw-Hill Book Company, New York, 1985, pp. 909-932.

*References to books should be listed as follows:* Authors' name and initials, title of book, edition (other than first), publisher, city of publication, year, volume, pages. For example:

Anderson F., Williams B.: *Practical Management of the Elderly*, ed. 5. Blackwell Scientific Publications, Oxford, 1989, pp. 1-380.

## ILLUSTRATIONS

Figures should be numbered consecutively with arabic numbers. Legends should be typed double-spaced on a separate sheet. Four complete sets of unmounted illustrations must be submitted. Graphs should be submitted as photographs (glossy prints).

Name of first author, number and top of the figure should be indicated by a soft pencil on the back of each figure. Colour prints are acceptable, although the Author(s) will be asked to contribute to the additional printing costs. One transparency and three copies of colour prints should be provided for this purpose. The approximate position of each illustration in the text should be indicated by the author.

## TABLES

Tables must be typewritten on separate sheets and four copies submitted. They should be numbered consecutively using arabic numbers. Each table must have a concise heading and should be comprehensible without reference to the text. Tabular data should in general not be duplicated in the text or figures. Authors are also requested to indicate the approximate position of each table in the text.

## ABBREVIATIONS, SYMBOLS AND TERMINOLOGY

When applicable, abbreviations and symbols should conform to the list reported in the Appendix. Abbreviations and symbols for other terms and units should be clearly defined, preferably in the text.

Terminology should conform to the standardisation of the International Continence Society. It is suggested that acknowledgement of these standards be indicated by a footnote to the section "Materials and Methods" or its equivalent, to read as follows:

"Methods, definitions and units conform to the standards recommended by the International Continence Society, except where specifically noted".

## PROOFS

Galley proofs will be sent to the first Author, unless otherwise indicated. Proofs should be returned within 48 hours from receipt.

## REPRINTS

Reprints may be purchased at the prices indicated in the reprint order form accompanying the galley proofs.

*Authors will not be charged for publication costs*

## Guarantee of Confidentiality

The handling of personal data concerning subscribers is managed by our Publishing House electronic data base and in accordance with the law 675/96 regarding the tutorship of personal data.

The use of data, for which we guarantee full confidentiality, is to keep our readers up to date with new initiatives, offers and publications which concern Editrice Kurtis. Data will not be released or disseminated to others and the subscriber will be able to request, at any time, variation or cancellation of data by notification in writing to us.