Manuscript Submission Guidelines: Journal of Cutaneous Medicine and Surgery

This bimonthly refereed journal aims to reflect the state of the art in cutaneous biology and dermatology by providing original scientific writings, as well as a complete critical review of the dermatology literature for clinicians, trainees, and academicians. The journal endeavours to bring readers cutting-edge dermatologic information by featuring scholarly research and articles on issues of basic and applied science, insightful case reports, comprehensive continuing medical education, and in-depth reviews, all of which provide theoretical framework for practitioners to make sound practical decisions. The evolving field of dermatology is highlighted through these articles.

This Journal is a member of the Committee on Publication Ethics.

This Journal recommends that authors follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals formulated by the International Committee of Medical Journal Editors (ICMJE)

Please read the guidelines below then visit the Journal's submission site http://mc.manuscriptcentral.com/jcms to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of the Journal of Cutaneous Medicine and Surgery will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

1. Article types
2. Editorial policies
   2.1 Peer review policy
   2.2 Authorship
   2.3 Acknowledgements
   2.4 Funding
   2.5 Declaration of conflicting interests
   2.6 Research ethics and patient consent
   2.7 Clinical trials
   2.8 Reporting guidelines
   2.9 Data
3. Publishing Policies
   3.1 Publication ethics
   3.2 Contributor's publishing agreement
   3.3 Open access and author archiving
   3.4 Permissions
4. Preparing your manuscript
   4.1 Word processing formats
   4.2 Artwork, figures and other graphics
   4.3 Supplementary material
   4.4 Journal layout
   4.5 Reference style
   4.6 English language editing services
5. Submitting your manuscript
   5.1 How to submit your manuscript
1. Article types

Journal of Cutaneous Medicine and Surgery invites you to submit original scientific articles, reviews, case reports and commentaries for possible inclusion in upcoming issues of the journal. Manuscripts must be original material, not under simultaneous consideration by another publication, dealing with clinical and research aspects of skin disease and skin biology. Brief case presentations reporting new or unusual information, and Letters to the Editor, with or without illustrations, are welcome. Papers are generally scheduled for publication, after peer review, in the order of acceptance.

Word counts should not exceed the following:
- Structured abstracts – 250 words
- Original research articles – 3000 words
- Review articles – 4500 words
- Short communications; Clinical techniques; case reports 700 – 900 words
- Letters to the Editor – 500 words with no more than 5 references and 2 figures or tables

2. Editorial policies

2.1 Peer review policy
The Journal of Cutaneous Medicine and Surgery strongly endorses the value and importance of peer review in scholarly journals publishing. All papers submitted to the journal will be subject to comment and external review. All manuscripts are reviewed initially by the Editors and only those papers that meet the scientific and editorial standards of the journal, and fit within the aims and scope of the journal, will be sent for outside review.

The Journal of Cutaneous Medicine and Surgery adheres to a rigorous double-blind reviewing policy in which the identity of both the reviewer and author are always concealed from both parties.

2.2 Authorship
Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:
(i) Made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
(ii) Drafted the article or revised it critically for important intellectual content,
(iii) Approved the version to be published.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.
Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section.

Please refer to the International Committee of Medical Journal Editors (ICMJE) authorship guidelines for more information on authorship.

2.3 Acknowledgements
All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair that provided only general support.

2.3.1 Writing assistance
Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual’s name, company and level of input – and identify the entity that paid for this assistance”). It is not necessary to disclose use of language polishing services. Please supply any personal acknowledgements separately to the main text to facilitate anonymous peer review.

2.4 Funding
The Journal of Cutaneous Medicine and Surgery requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the Funding Acknowledgements page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

2.5 Declaration of conflicting interests
It is the policy of the Journal of Cutaneous Medicine and Surgery to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles. For each manuscript accepted for publication, authors are responsible for recognizing and disclosing any conflict of interest that could be perceived to bias their work, acknowledging all financial support and any other personal connections. The ICMJE Disclosure form should be submitted for each author upon initial manuscript submission to provide the reviewers and editors information regarding any reported conflicts during the review process. These forms must be in our possession before the manuscript can be reviewed.

Please ensure that a ‘Declaration of Conflicting Interests’ statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that ‘The Author(s) declare(s) that there is no conflict of interest’. For guidance on conflict of interest statements, please see the ICMJE recommendations here.

2.6 Research ethics and patient consent
Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki.

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.
For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

For case reports, in terms of patient privacy, authors are required to follow the ICMJE Recommendations for the Protection of Research Participants. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients’ names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published.

2.7 Clinical trials
The Journal of Cutaneous Medicine and Surgery conforms to the ICMJE requirement that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

2.8 Reporting guidelines
The relevant EQUATOR Network reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed Consolidated Standards of Reporting Trials (CONSORT) flow chart as a cited figure, and a completed CONSORT checklist as a supplementary file.

Other resources can be found at NLM’s Research Reporting Guidelines and Initiatives.

2.9 Data
SAGE acknowledges the importance of research data availability as an integral part of the research and verification process for academic journal articles.

The Journal of Cutaneous Medicine and Surgery requests all authors submitting any primary data used in their research articles to be published in the online version of the journal, or provide detailed information in their articles on how the data can be obtained. This information should include links to third-party data repositories or detailed contact information for third-party data sources. Data available only on an author-maintained website will need to be loaded onto either the journal’s platform or a third-party platform to ensure continuing accessibility.

Examples of data types include but are not limited to statistical data files, replication code, text files, audio files, images, videos, appendices, and additional charts and graphs necessary to understand the original research. The editor may consider limited embargoes on proprietary data. The editor can also grant exceptions for data that cannot legally or ethically be released. All data submitted should comply with Institutional or Ethical Review Board requirements and applicable government regulations. For further information, please contact the editorial office at Brinda.Sharma@sagepub.in.

3. Publishing Policies

3.1 Publication ethics
SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics’ International Standards for Authors and view the Publication Ethics page on the SAGE Author Gateway.

3.1.1 Plagiarism
The Journal of Cutaneous Medicine and Surgery and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or
misuse of articles published in the journal. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked using duplication-checking software. Where an article is found to have plagiarised other work or included third-party copyright material without permission or with insufficient acknowledgement, or where authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article (removing it from the journal); taking up the matter with the head of department or dean of the author’s institution and/or relevant academic bodies or societies; banning the author from publication in the journal or all SAGE journals, or appropriate legal action.

3.2 Contributor’s publishing agreement
Before publication, SAGE requires the author as the rights holder to sign a Journal Contributor’s Publishing Agreement. SAGE’s Journal Contributor’s Publishing Agreement is an exclusive licence agreement which means that the author retains copyright in the work but grants SAGE the sole and exclusive right and licence to publish for the full legal term of copyright. Exceptions may exist where an assignment of copyright is required or preferred by a proprietor other than SAGE. In this case copyright in the work will be assigned from the author to the society. For more information please visit our Frequently Asked Questions on the SAGE Journal Author Gateway.

3.3 Open access and author archiving
The Journal of Cutaneous Medicine and Surgery offers optional open access publishing via the SAGE Choice programme. For more information please visit the SAGE Choice website. For information on funding body compliance, and depositing your article in repositories, please visit SAGE Publishing Policies on our Journal Author Gateway.

3.4 Permissions
Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our Frequently Asked Questions on the SAGE Journal Author Gateway

4. Preparing your manuscript

4.1 Word processing formats
Preferred format for the text and tables of your manuscript is Word DOC. RTF, XLS, and LaTeX files are also accepted, though may delay production of your article. Tables may be formatted in Word or Excel. The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point. Word and LaTeX templates are available on the Manuscript Submission Guidelines page of our Author Gateway.

4.2 Artwork, figures and other graphics
For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE’s Manuscript Submission Guidelines. Colour photographs or illustrations will be published in the print and online version of the journal at no cost to the authors.

4.3 Supplementary material
SAGE is able to host approved supplementary materials online, alongside the full-text of articles. They should generally be files that were used to create the research (such as datasets) or be additional pieces to the article that could not be included in the print version (such as audio/video material that is impossible to produce in print form). Supplementary files will be subjected to peer-review alongside the article. Decisions about whether to include supplementary files will be made by the Editor as part of the article acceptance process.
Supplementary files will be uploaded as supplied. They will not be checked for accuracy, copyedited, typeset, or proofread. The responsibility for scientific accuracy and file functionality remains with the authors. SAGE will only publish supplementary material subject to full copyright clearance. This means that if the content of the file is not original to the author, then the author will be responsible for clearing all permissions prior to publication. The author will be required to provide copies of permissions and details of the correct copyright acknowledgement.

Please note that data supplements are permanent records just like the articles themselves – i.e., they may not be altered after they have gone live (been published) in the journal. The file sizes should be kept as small as possible, as large files will deter some users. Aim for less than 10 MB, where possible.

**File formats**

**General:** Any standard MS office format (Word, Excel, Powerpoint, Project, Access, etc.), PDF

**Graphics:** GIF, TIF (or TIFF), EPS, PNG, JPG (or JPEG), BMP, PS (postscript). Images should be 300 dpi to print in high quality. Embedded graphics (i.e. a GIF pasted into a Word file) are also acceptable, but may decrease image quality.

**Audio:** MP3, AAC, WMA, .WAV, SPHERE, TIMIT

**Video:** Quicktime, MPEG, AVI

Video files should be tested for playback before submission, preferably on computers not used for its creation, to check for any compatibility issues.

For more information please refer to our guidelines on submitting supplementary files, which can be found within our Author Gateway: [http://www.sagepub.com/journalgateway/authorGateway.htm](http://www.sagepub.com/journalgateway/authorGateway.htm).

### 4.4 Journal layout

Correct preparation of the manuscript will expedite the review and publishing process. Manuscripts must conform to acceptable English usage. For further questions concerning style, consult a recent issue of this journal or the *American Medical Association’s Manual of Style*.

### 4.5 Reference style


### 4.6 English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal’s specifications should consider using SAGE Language Services. Visit [SAGE Language Services](http://www.sagepub.com) on our Journal Author Gateway for further information.

### 5. Submitting your manuscript

#### 5.1 How to submit your manuscript

The *Journal of Cutaneous Medicine and Surgery* is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit [http://mc.manuscriptcentral.com/jcms](http://mc.manuscriptcentral.com/jcms) to login and submit your article online.
IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne.

5.2 Title, keywords and abstracts
Please supply a title, short title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on How to Help Readers Find Your Article Online.

5.3 Corresponding author contact details
Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

6. On acceptance and publication

6.1 SAGE Production
Your SAGE Production Editor will keep you informed as to your article’s progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly.

6.2 Access to your published article
SAGE provides authors with online access to their final article.

6.3 Online First publication
Online First allows final revision articles (completed articles in queue for assignment to an upcoming issue) to be published online prior to their inclusion in a final journal issue which significantly reduces the lead time between submission and publication. For more information please visit our Online First Fact Sheet.

7. Further information
Any correspondence, queries or additional requests for information on the manuscript submission process should be sent to the editorial office at: Brinda.Sharma@sagepub.in.