INSTRUCTION FOR AUTHORS

HepatoBiliary Surgery and Nutrition (HBSN; Print ISSN 2304-3881; Online ISSN 2304-389X)

Thank you for your interest in HepatoBiliary Surgery and Nutrition (HBSN). The following instruction for authors are drafted according to CODE OF CONDUCT AND BEST PRACTICE GUIDELINES FOR JOURNAL EDITORS (1), COPE (Committee on Publication Ethics). Please consult the instructions to help you prepare your manuscript, and feel free to contact us with any questions. To ensure fast peer review and publication, manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical revision before undergoing peer review. We are looking forward to your submission.

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1. ABOUT THE JOURNAL

HepatoBiliary Surgery and Nutrition (Print ISSN 2304-3881; Online ISSN 2304-389X; Hepatobiliary Surg Nutr; HBSN) is a bi-monthly peer-reviewed publication that is dedicated to the advancement of hepatobiliary surgery and nutrition. The main focus of the journal is to describe new findings in hepatobiliary diseases, provide current and practical information on diagnosis and nutrition and to prevention and clinical investigations. Specific areas of interest include, but not limited to, multimodality therapy, biomarkers, imaging, biology, pathology, immunology, drug metabolism and technical advances related to hepatobiliary diseases and nutrition research. Contributions pertinent to hepatobiliary diseases are also included from related fields such as public health, human genetics, basic sciences, education, sociology, and nursing. Article categories of the journal include Original Article, Review, Research Highlight, Editorial, How We Do It, Commentary, Editorial, Viewpoint and Images in Clinical
The aim of the Journal is to provide a forum for the dissemination of progresses in all areas related to hepatobiliary diseases worldwide. It is an international, peer-reviewed journal with a focus on cutting-edge findings in this rapidly changing field, while providing practical up-to-date information on diagnosis, prevention, and treatment. The editorial board brings together a team of highly experienced specialists in hepatobiliary diseases treatment and research. The diverse experience of the board members allows our editorial panel to lend their expertise to a broad spectrum of hepatobiliary subjects. The entire submission and review process are managed through OJS system, an electronic system, which provides an efficient way and ensures a rapid turnaround of papers submitted for publication.

2. MANUSCRIPT CATEGORIES

Original Article
Word limit: 5,000 words maximum including abstract but excluding references, tables and figures.
Abstract: 450 words maximum, structured with sub-headers (background, methods, results and conclusions).
References: no limit.
Figures/tables: no limit, but 8 figures should be sufficient.
Description: Full-length reports of current research in either basic or clinical science. Original article should entail a section describing the contribution of each author made to the manuscript. See section “Author contributions” for details. Meta-analysis will be categorized into this type.

Review Article
Word limit: 6,000 words maximum including abstract but excluding references, tables and figures.
Abstract: 450 words maximum, unstructured (no use of sub-headers).
References: no limit.
Figures/tables: minimum 1 image or figure.
Description: Reviews are comprehensive analyses of specific topics. They are submitted upon invitation by the Editors. Proposals for reviews may be submitted; however, in this case authors should only send an outline of the proposed paper for initial consideration. Both solicited and unsolicited review articles will undergo peer review prior to acceptance. Review article should entail a section describing the contribution of each author made to the manuscript. See section “Author contributions” for details.

How We Do It
Word limit: 1,000 words maximum, but excluding references, tables and figures.
Abstract: Not required.
References: 5 maximum.
Figures: 5 maximum.
Description: “How We Do It” should present a novel or improved technique or procedure. The article should focus on the technique or procedure itself and describe the detailed surgical procedure. The case can be briefly introduced but discussions on specific preoperative evaluation, postoperative care, and outcomes are not necessary. Photos, illustrations and videos are encouraged.

Commentary
Word limit: 1,000 words maximum excluding references, tables and figures.
Abstract: not required for this manuscript type.
References: 10 maximum, including the article discussed.
Figures/tables: 2 maximum.
Description: Commentary, upon Editor’s invitation, discusses a paper or report or event within the past few months or so, or in the near future. It should set the problems addressed by the paper/report/event in the wider context of the field. Proposals for Commentary may be submitted; however, in this case authors should only send an outline of the proposed paper for initial consideration. Commentaries will be reviewed and decided to be accepted or not by the (Deputy) Editors-in-chief without peer-review process.

Editorial
Word Limit: 1,500 words maximum excluding references, tables and figures.
Abstract: not required for this manuscript type.
References: 15 maximum.
Figures/tables: 2 maximum.
Description: Editorial is written by recognized leader(s) in the field. Editorials will be reviewed and decided to be accepted or not by the (Deputy) Editor(s)-in-chief without peer-review process.

Viewpoint
Word limit: 1000 words maximum excluding references, tables and figures.
Abstract: not required for this manuscript type.
References: 7 maximum.
Figures/tables: Only 1 table or figure.
Authors: no more than 3 authors.
Description: Viewpoints may address virtually any important topic in medicine, public health, research, ethics, health policy, or health law and generally are not linked to a specific article. Viewpoints should be well focused, scholarly, and clearly presented.

Letter to the Editor
Word limit: 1000 words maximum excluding references, tables and figures.
Abstract: not required for this manuscript type.
References: 10 maximum.
Figures/tables: Only 1 table or figure.
Description: Letter to the Editor on content published in the Journal or on other topics of interest to our readers is welcomed. The journal might invite replies from the authors of the original publication, or pass on letters to these authors.

Images in Clinical Medicine
Word Limit: Should contain no more than 150 words. No abstracts are required.
Title: Should contain no more than eight words.
Authors: No more than two authors may be listed.
References: Not allowed.
Description: Images in Clinical Medicine are classic images of common medical conditions. Images are an important part of much of what we do and learn in medicine. This feature is intended to capture the sense of visual discovery and variety that physicians experience. Images in Clinical Medicine are not intended as a vehicle for Original, high-quality images are considered for publication (subject to editing and abridgment) provided they do not contain material that has been submitted or published elsewhere. Images in Clinical Medicine will be reviewed and decided to be accepted or not by the (Deputy) Editor(s)-in-chief without peer-review process. To submit an image for publication in the Journal, please follow the submission instructions below. Please include a title for your submission. The title should contain no more than eight words. No more than two authors may be listed. The maximum length is 150 words. No abstracts are required.

3. STRUCTURE OF THE MANUSCRIPT

The length of manuscripts must adhere to the specifications under the section Manuscript Categories. Manuscripts should be presented in the following order: (i) title page; (ii) abstract and key words; (iii) text; (iv) acknowledgments; (v) disclosure; (vi) references; (vii) supplementary material; (viii) figure legends; (ix) tables (each table complete with title and footnotes) and (x) figures. Footnotes to the text are not allowed and any such material should be incorporated into the text as parenthetical material.

Title Page
The title page should contain (i) the title of the manuscript. Authors should include all information in the title that will make electronic retrieval of the article both sensitive and specific; (ii) the full names of the authors and (iii) the addresses of the institutions at which the work was carried out together with (iv) the full postal and email address, plus facsimile and telephone numbers, of the corresponding author. The present address of any author, if different from that where the work was carried out, should be supplied in a footnote; (v) a short running title (less than 60 characters) should also be provided.

In keeping with the latest guidelines of the International Committee of Medical Journal Editors, for the original article and review article, the information of author contribution is needed (See section “Author Contributions” for details).

Abstract and Keywords
The length of abstracts must adhere to the word count specifications under the section Manuscript Categories. The abstract should state the main problem, methods, results and conclusions. Do not use reference, table or figure in the abstract. It must be factual and comprehensive. The use of abbreviations and acronyms should be limited and general statements (e.g., “the significance of the results is discussed”) should be avoided. The abstract of an original article should be structured into four paragraphs with subheaders: background, methods, results and conclusions. The abstracts for other manuscript types should be unstructured. Three to five key words should be supplied below the abstract. Use terms from the medical subject headings (MeSH) list of Index Medicus (2).

Text
Authors must use the following subheadings to divide the sections of their Original Article manuscript: Introduction, Methods, Results, Discussion, Acknowledgment, Disclosure, References, and when relevant, Supplementary Material. However, review, perspective, opinion and commentary articles do not require these specifically outlined sections, and they can be written in several sections with their own headings, as suitable.

Author Contributions
This section is only required for systematic review/
It describes the contribution of each author made to be manuscript. Authorship credit should be based on: (I) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; (II) drafting the article or revising it critically for important intellectual content; (III) final approval of the version to be published. (IV) Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. Author should meet conditions (I), (II), (III), and (IV), and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged (see section “Acknowledgements” for details). Please note that acquisition of funding, collection of data, language editing or general supervision of the research group alone does not constitute authorship.

The “Author Contributions” section should be completed as follow:

(I) Conception and design:  
(II) Administrative support:  
(III) Provision of study material or patients:  
(IV) Collection and assembly of data:  
(V) Data analysis and interpretation:  
(VI) Manuscript writing: All authors.  
(VII) Final approval of manuscript: All authors.

Note: I) Manuscript writing part and Final approval of manuscript part are required to be included while other parts are based on actual applicability; II) contribution is not required when there is only one author.

Acknowledgements

I) All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. Examples of those who might be acknowledged include a person who provided purely technical help, writing or language editing assistance, or a department chairman who provided only general support. Financial and material support should also be acknowledged.

II) Funding: Details of all funding sources for the work in question should be included in the Acknowledgment section. The following rules should be followed: The sentence should begin: “This work supported by...”; The full official funding agency name should be given, i.e. “National Institutes of Health”, not “NIH” (full RINapproved list of UK funding agencies). Grant numbers should be given in brackets as follows: “[grant number XXX]”. Multiple grant numbers should be separated by a comma as follows: “[grant numbers XXX, YYY]”; Agencies should be separated by a semi-colon (plus “and” before the last funding agency). Where individuals need to be specified for certain sources of funding the following text should be added after the relevant agency or grant number “to [author initials]”; An example is given here: “This work was supported by the National Institutes of Health [AA123456 to C.S., BB765432 to M.H.]; and the Alcohol & Education Research Council [hfygr667789]”.

III) When there is nobody or funding to be acknowledged, please describe as “None”.

Footnote

I) Conflicts of Interest: See section “Conflicts of Interest” for details.

II) Financial Disclosure: Some variables, such as “measures of income inequality and degree of financial openness, are not included in our study because of the limited availability of good quality data across countries over the sample period”. When there is no financial disclosure, this section should be removed.

References

In the text, references should be cited using Arabic numerals in round brackets in which they appear consecutively [e.g., “cancer-related mortality (19); “heart failure (29,30)”]. If cited in tables or figure legends, number according to the first identification of the table or figure in the text.

In the reference list, the Vancouver system of referencing should be used (3). Cite the names of all authors when there are three or fewer; when more than three, list the first three followed by et al. Do not use ibid. or op cit. Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g. Smith A, 2000, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list. Names of journals should be abbreviated in the style used in Pubmed (4). Authors are responsible for the accuracy of the references.

The format of reference sees as follow.

• Journal article  

• Online article not yet published in an issue  
  An online article that has not yet been published in an
issue (therefore has no volume, issue or page numbers) can be cited by its Digital Object Identifier (DOI). The DOI will remain valid and allow an article to be tracked even after its allocation to an issue. e.g.: Furuya R, Takahashi R, Furuya S, et al. Is urethritis accompanied by seminal vesiculitis? Int J Urol. DOI: 10.1111/j.1442-2042.2009.02314.x.

- Book

- Chapter in a Book
e.g.: Gilchrist RK. Further commentary: Continent stroma. In: King LR, Stone AR, Webster GD (eds). Bladder Reconstruction and Continent Urinary Diversion. Year Book Medical, Chicago, 1987; 204-5.

- Electronic material

### Tables
Tables should be self-contained and complement (but not duplicate) information contained in the text. Number tables consecutively in the text in Arabic numerals. Type tables on a separate page with the legend above. Legends should be concise but comprehensive – the table, legend and footnotes must be understandable without reference to the text. Vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations must be defined in footnotes. Footnote symbols: †, ‡, §, ¶, should be used (in that order) and *, **, *** should be reserved for $p$-values. Statistical measures such as SD or SEM should be identified in the headings. If tables have been reproduced from another source, a letter from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be attached to the covering letter.

### Figures
All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Magnifications should be indicated using a scale bar on the illustration. If figures have been reproduced from another source, a letter from the copyright holder (usually the Publisher), stating authorization to reproduce the material, must be attached to the covering letter.

### Video
HBSN will accept digital files in mp4, flash video (flv.), MPEGl(MPEG video file), DVD video format, mov., avi., and m4v. formats or video on CD/DVD. Contributors are asked to be succinct, and the Editor-in-chief reserves the rights to require shorter video duration if necessary. Video files can be submitted with a manuscript online: http://hbsn.amegroups.com/pages/view/submit-multimedia-files.

**Duration:** Video files should be limited to 20 minutes.

**Quality:** Please set the video aspect ratio as 4:3 or 16:9 (widescreen). The original video should be of high quality. The resolution is no less than 1280*720, the frame rate no less than 24 frames per second and the bit rate no lower than 5Mbps.

**Text in video:** All the text notes, explanations or descriptions, etc. in the video must be in English. And the logo or watermark of hospital should not be stick on the screen. Plus, the information of patients should be erased from the video.

**Video legends:** Legends for the video files should be provided.
The video files should be numbered consecutively in the order of reference in the text.

Appendix
The supplementary appendix should be paginated, with a table of contents, followed by the list of investigators (if there is one), text (such as methods), figures, tables, and then references. The supplementary appendix should not be included in the article’s reference list.

The appendix must be submitted in a Word file. The appendix will not be edited for style. It will be presented online as additional information provided by the authors.

The published article will contain a statement that supplementary material exists online and will provide the reader with a URL and link. To reference the supplementary appendix in the text of the article, refer to it as in the following example:

“Many more regressions were run than can be included in the article. The interested reader can find them in a supplementary appendix online”.

Equations
Equations should be numbered sequentially with Arabic numerals; these should be ranged right in parentheses. All variables should appear in italics. Use the simplest possible form for all mathematical symbols.

4. ETHICAL CONSIDERATIONS

Authors must state that the protocol for the research project has been approved by a suitably constituted Ethics Committee of the institution within which the work was undertaken and that it conforms to the provisions of in accordance with the Helsinki Declaration as revised in 2013, available at: http://www.wma.net/en/30publications/10policies/b3/%20index.html. The journal retains the right to reject any manuscript on the basis of unethical conduct of either human or animal studies. All investigations on human subjects must include a statement that the subject gave informed consent. Patient anonymity should be preserved. Photographs need to be cropped sufficiently to prevent human subjects being recognized (or an eye bar should be used).

◆ For other categories:

Retrospective and ambispective cohort studies: In these studies, the patients’ exposure to risk factor(s) were retrospectively identified, followed by the retrospective follow-up of the patients to determine the relationship between the future or current endpoints (with or without disease; or, dead or alive) and the exposure.

• For studies in this category, authors must state whether their study had been approved by an institutional review board (IRB) (if yes, please provide the number of approval document). For a multi-center study, IRB approval must be obtained from each center.

• The authors should state whether the study outcomes will affect the future management of the patients.

• The authors must state whether all the subjects had signed the informed consent forms before enrollment. For deceased patients or those who had lost capacity for civil conduct, the informed consent...
forms could be signed by their family members or caregivers. For studies on patient data retrieved from hospital medical record system or social insurance systems, an informed consent form is not required; however, the authors still need to declare whether the patient’s personal data have been secured.

**Systematic review and meta-analysis, review, opinion, hypothesis, and editorial**
- No statement on medical ethics is required.

**Visualized surgery:**
- No statement on medical ethics is required. However, in cases of involving new and controversial treatments, approval from IRC might be required.
- Informed consent must be obtained from the subjects or their caregivers.

**Diagnostic accuracy tests:** These studies are performed to evaluate the efficiency of a specific index test in disease diagnosis.
- For studies in this category, authors must state whether their study had been approved by an institutional review board (IRB) (if yes, please provide the number of approval document). For a multi-center study, IRB approval must be obtained from each center.
- Also, the authors should state whether the study outcomes will affect the future management of the patients.
- If the study has a prospective design: the authors must state whether all the subjects had signed the informed consent forms before enrollment. For subjects under 18 years of age or those with limited capacity for civil conduct, the authors must state whether their caregivers had signed the informed consent forms. However, for retrospective studies based on a hospital medical record system, no informed consent is required.

**Nested case-control study:** In a nested case-control study, the patients were followed up after the biological samples are obtained from the subjects, and then a subset of patients are chosen for the analysis.
- If the study has a prospective design:
  - Authors must state whether their study had been approved by an institutional review board (IRB) (if yes, please provide the number of approval document). For a multi-center study, IRB approval must be obtained from each center.
  - Also, the authors should state whether the study outcomes will affect the future management of the patients.
  - The authors must state whether all the subjects have signed the informed consent forms before they enter the study, no matter whether they enter the final analysis. For subjects under 18 years of age or those with limited capacity for civil conduct, the authors must state whether their caregivers had signed the informed consent forms.
- If the study is based on a previously available specimen bank, the authors must:
  - State whether the specimen bank had been approved by the IRB upon its establishment;
  - State whether all the subjects had signed the informed consent forms during the establishment of the bank (attached with the numbers of approval documents).

**Post hoc analysis:** In a post hoc analysis, the authors re-examines the currently available data from different perspectives.
- The authors need to state whether the previous studies had been approved by the local medical ethics committee(s)
- Also, it is important to state whether all the subjects had signed the informed consent forms in the previous studies.
- For more information on statement of ethics, please feel free to consult our editorial staff.

### 5. INFORMED CONSENT

Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent is required for original/research articles and visualized surgery. The statement should be included in the footnote.

It may be possible to publish without explicit consent if the report is important to public health (or is in some other way important); consent would be unusually burdensome to obtain; and a reasonable individual would be unlikely to object to publication (all three conditions must be met).

### 6. POLICIES ON CONFLICTS OF INTEREST

Our journal complies with the International Committee of
Medical Journal Editors’ uniform requirements on Conflict of Interest statement.

Conflict of Interest exists when an author (or the author’s institution), reviewer, or editor has financial or personal relationships with other persons or organizations that inappropriately influence (bias) his or her actions. The existence of such relationships does not necessarily represent true conflict of interest. The potential for conflict of interest can exist whether or not an individual believes that the relationship affects their judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony, patents) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself (http://www.icmje.org/index.html).

1. Participants
All participants in the peer-review and publication process—not only authors but also peer reviewers, editors, and editorial board members of journals—must consider their conflicts of interest when fulfilling their roles in the process of article review and publication and must disclose all relationships that could be viewed as potential conflicts of interest.

a. Authors
When authors submit a manuscript of any type or format they are responsible for disclosing all financial and personal relationships that might bias or be seen to bias their work.

b. Peer Reviewers
Reviewers should be asked at the time they are asked to critique a manuscript if they have conflicts of interest that could complicate their review. Reviewers must disclose to editors any conflicts of interest that could bias their opinions of the manuscript, and should recuse themselves from reviewing specific manuscripts if the potential for bias exists. Reviewers must not use knowledge of the work they’re reviewing before its publication to further their own interests.

c. Editors and Journal Staff
Editors who make final decisions about manuscripts should recuse themselves from editorial decisions if they have conflicts of interest or relationships that pose potential conflicts related to articles under consideration. Other editorial staff members who participate in editorial decisions must provide editors with a current description of their financial interests or other conflicts (as they might relate to editorial judgments) and recuse themselves from any decisions in which a conflict of interest exists. Editorial staff must not use information gained through working with manuscripts for private gain. Editors should publish regular disclosure statements about potential conflicts of interests related to the commitments of journal staff. Guest editors should follow these same procedures.

2. Reporting Conflicts of Interest
Articles should be published with statements or supporting documents, declaring:

- Authors’ conflicts of interest;
- Sources of support for the work, including sponsor names along with explanations of the role of those sources if any in study design; collection, analysis, and interpretation of data; writing of the report; the decision to submit the report for publication; or a statement declaring that the supporting source had no such involvement;
- Whether the authors had access to the study data, with an explanation of the nature and extent of access, including whether access is on-going.

To support the above statements, editors may request that authors of a study sponsored by a funder with a proprietary or financial interest in the outcome sign a statement, such as “I had full access to all of the data in this study and I take complete responsibility for the integrity of the data and the accuracy of the data analysis.” If there is conflict of interest for the authors, authors must state conflict of interest based on the actual condition; if there is no conflicts of interest, state conflict interest section as the following format: “The author has no conflicts of interest to declare.” or “The authors have no conflicts of interest to declare.”

7. CLINICAL TRIALS REGISTRY

We require, as a condition of consideration for publication, registration in a public trials registry. Trials must register at or before the onset of patient enrollment. This policy applies to any clinical trial starting enrollment after January 1, 2006. For trials that began enrollment before this date, we require registration by April 1, 2006, before considering the trial for publication. We define a clinical trial as any research project that prospectively assigns human subjects to intervention or comparison groups to study the cause-and-effect relationship between a medical intervention and a health outcome. Studies designed for other purposes, such as to study pharmacokinetics or major toxicity (e.g., phase 1 trials) are exempt.

We do not advocate one particular registry, but registration must be with a registry that meets the following...
minimum criteria:

• accessible to the public at no charge;
• searchable by standard, electronic (Internet-based) methods;
• open to all prospective registrants free of charge or at minimal cost;
• validates registered information;
• identifies trials with a unique number;
• includes information on the investigator(s), research question or hypothesis, methodology, intervention and comparisons, eligibility criteria, primary and secondary outcomes measured, date of registration, anticipated or actual start date, anticipated or actual date of last follow-up, target number of subjects, status (anticipated, ongoing or closed) and funding source(s).

Registries that currently meet these criteria include:
• the registry sponsored by the United States National Library of Medicine (6); the International Standard Randomized Controlled Trial Number Registry (7);
• the Australian Clinical Trials Registry (8); the Chinese Clinical Trials Register (9); and the Clinical Trials Registry - India (10).

8. RANDOMIZED CONTROLLED TRIALS

Reporting of randomized controlled trials should follow the guidelines of The CONSORT Statement (11).

9. COPYRIGHT

All rights of the submitted article is to be transferred and assigned to AME Publishing Company, for sole right to print, publish, distribute and sell in all languages and media internationally. The transfer of copyright is deemed in effect if and when the submitted article is accepted for publication. If the submitted article contains any material already protected by prior copyright, the corresponding author will deliver to the AME Publishing Company written permission from the copyright holder, for the reproduction of the material in this article.

Permission from AME Publishing Company (permissions@amegroups.com) is required if one would like to reuse any materials published and copyrighted. Royalty fee is exempted in case of the authors asking permission to reuse the materials (figure, tables) for non-commercial purposes.

10. STYLE OF THE MANUSCRIPT

Manuscripts must follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors’ revised ‘Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication’ (12).

Author name

Each author’s given name should be followed by his/her surname. Capitalize each letter of the surname. A hyphen could be used in surname according to the rule in the Author’s region. Capitalize the first letter of those words/syllables that they hope to be abbreviated in their given name, otherwise, DO NOT capitalize the first letter and use a hyphen to connect it with its anterior word.

Spelling

The HBSN uses US spelling and authors should therefore follow the latest edition of the Merriam–Webster’s Collegiate Dictionary.

Units

All measurements must be given in SI or SI-derived units. For more information about SI units, please go to the Bureau International des Poids et Mesures (BIPM) website (13).

Abbreviations

Must be used sparingly – only where they ease the reader’s task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.

Trade names

Drugs should be referred to by their generic names. If proprietary drugs have been used in the study, refer to these by their generic name, mentioning the proprietary name, and the name and location of the manufacturer, in parentheses.

11. SUPPORTING INFORMATION

Supporting Information is provided by the authors to support the content of an article but they are not integral to that article. They do not appear in the print version of the article. Supporting Information must be submitted together with the article for review; they should not be added at a later stage. They can be in the form of tables, figures, appendices and even video footage.

Reference to Supporting Information in the main body of the article is allowed. However, it should be noted that excessive reference to a piece of Supporting Information may indicate that it would be better suited as a proper
reference or fully included figure/table.

The materials will be published as they are supplied and will not be checked or typeset in any way. All Supporting Information files should come with a legend, listed at the end of the main article. Each figure and table file should not be larger than 5MB, although video files may be larger.

12. SUBMISSION OF MANUSCRIPTS

Please make sure the publication ethics (14) are followed strictly before your submission.

Please note that change of author information (except for grammatical error) and retraction of manuscript are not allowed after the manuscript is accepted.

General Requirements

All articles submitted to the HBSN must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

- Submissions must be double-spaced.
- All margins should be at least 30 mm.
- All pages should be numbered consecutively in the top right-hand corner, beginning with the title page.
- Do not use Enter at the end of lines within a paragraph.
- Turn the hyphenation option off; include only those hyphens that are essential to the meaning.
- Specify any special characters used to represent non-keyboard characters.
- Take care not to use l (ell) for 1 (one), O (capital o) for 0 (zero) or ß (German esszett) for (Greek beta).
- Use a tab, not spaces, to separate data points in tables. If you use a table editor function, ensure that each data point is contained within a unique cell (i.e. do not use carriage returns within cells).

Each figure should be supplied as a separate file, with the figure number incorporated in the file name. For submission, low-resolution figures saved as .jpg or .bmp files should be uploaded, for ease of transmission during the review process. Upon acceptance of the article, high-resolution figures (at least 300 dpi) saved as .eps or .tif files should be uploaded. Digital images supplied only as low-resolution files cannot be used for publication.

Cover Letter

Papers are accepted for publication in HBSN based on the understanding that the content has not been published or submitted for publication elsewhere except as a brief abstract in the proceedings of a scientific meeting or symposium. This must be stated in the covering letter. The covering letter must also contain an acknowledgment that all authors have contributed significantly, and that all authors are in agreement with the content of the manuscript. In keeping with the latest guidelines of the International Committee of Medical Journal Editors, each author’s contribution to the paper is to be quantified (12).

13. REVIEW PROCESS

Manuscripts are assigned sequentially to Associate Editors. An Associate Editor solicits reviewers (typically, two external reviews are sought). The reviewers’ evaluations and Associate Editor’s comments are compiled by the Editor-in-Chief for disposition and transmittal to the authors. A decision is made usually within six weeks of the receipt of the manuscript.

The Editor-in-Chief will advise authors whether a manuscript is accepted, should be revised or is rejected. Minor revisions are expected to be returned within four weeks of decision; major revisions within three months. Manuscripts not revised within these time periods are subject to withdrawal from consideration for publication unless the authors can provide extenuating circumstances.

A number of manuscripts will have to be rejected on the grounds of priority and available space. A manuscript may be returned to the authors without outside review if the Editor-in-Chief and Associate Editor find it inappropriate.
for publication in the Journal. Similarly, the Editors may expedite the review process for manuscripts felt to be of high priority in order to reach a rapid decision. Such ‘fast-track decisions’ will normally occur within one week of receipt of the manuscript.

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