

Journal of Plastination

Instructions for Authors

(Revised July 2017)

JOURNAL OF PLASTINATION is owned and controlled by the International Society for Plastination (ISP).

Goals - The Journal of Plastination (ISSN 1090-2171) aims to provide a medium for the publication of scientific papers dealing with all aspects of plastination and preservation of biological specimens.

Submission Guidelines

All manuscripts must be submitted to the Editorial Office via the e-mail: editor.plastination@gmail.com. If you experience any problems or need further information, please contact **Philip J. Addis**, padds@sgul.ac.uk.

Authors must have an e-mail address at which they may be reached.

Necessary Files for Submission Include:

- Cover letter
- Manuscript (including references and figure legends)
- Table(s) (when appropriate)
- Figure(s) (when appropriate)
- Copyright Release Form (after acceptance)

Note: The above items should be prepared as separate files. Each file must contain a file extension (.doc, tif, jpg, eps).

- File formats appropriate for text and table submissions: Microsoft Word
- File formats appropriate for figure submissions: TIFF, JPEG (JPG) and EPS

Categories of submissions:

Articles published in Journal of Plastination are grouped into general article types (listed below). Final designation of a manuscript's article type is determined by the EDITOR.

- Original Research – Plastination
- Original Research – preservation
- Education
- Case reports
- Technical brief notes
- Review - by invitation only
- Legacy – institutions and people
- Correspondence
- Editorial

Acceptance of a submission implies the transfer of copyright from the authors to the publisher. It is the author's responsibility to obtain permission to reproduce illustrations, tables and figures from other publications.

Copyright Transfer Form may be downloaded from <http://www.journal.plastination.org/downloads/copyright.pdf>.

After the form is completed and signed by all the authors, it should be submitted to the Editorial Office (editor.plastination@gmail.com) as a pdf or jpeg file via an e-mail attachment.

Manuscript preparation

Cover Letter

The cover letter should include a statement of authorship, notification of conflicts of interest, ethical adherence, and any financial disclosures.

Cover letters may be addressed to the Editor-in-Chief, Journal of Plastination.

Manuscript

The manuscript should consist of subdivisions in the following sequence:

Title Page

Abstract with keywords

Text

Introduction

Materials and methods

Results

Discussion

References

Figure Legends

Title Page

The first page of the manuscript should include:

- Title of paper
- Each author's name
- Institution from which paper emanated, with city, state, and postal code. Each affiliation should be listed as a separate entity, with a superscript number that links it to the individual author.

For example:

S. D. HOLLADAY^{1*}, B. L. BLAYLOCK² and B. J. SMITH¹

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²College of Pharmacy and Health Sciences, University of Louisiana at Monroe, Monroe, LA 71209, USA.

- **Corresponding Author's** name, address, telephone and telefax numbers, and e-mail address.

For example:

*Correspondence to: Dr Shane D. Holladay, Department of Biomedical Sciences and Pathobiology, Virginia Maryland Regional College of Veterinary Medicine, Virginia Polytechnic Institute and State University, Blacksburg, VA 24061-0442, USA. Tel.: +001 404 739 6403; Fax: +001 404 739 6492; E-mail: journal93@plastina.org

It is the corresponding author's responsibility to notify the Editorial Office of changes of address. Only the corresponding author should communicate with the Editorial office for matters regarding each manuscript.

Abstract & Key Words

The abstract should be no longer than 250 words. It should contain a description of the objectives, materials and methods, results, and conclusions. The abstract should include a section on technique/technical development if the paper is significantly technical in nature. The abstract must be written in complete sentences and be intelligible without reference to the rest of the paper. No references should be used in the abstract.

On the same page, list, in alphabetical order, five **Key Words** that reflect the content of the manuscript. Consult the Medical Subject Headings for appropriate key words. Key words should be set in lower case (except for essential capitals), separated by a semicolon and bolded.

Text

The body of the text should be written using American English spelling.

Where quantities are specified, S.I. units should be used. Equivalent Imperial or U.S. units, if desired, should follow in parentheses e.g. 1 Kg (2.2 pounds).

References

- References to published works, abstracts and books must include all that are relevant and necessary to the manuscript.
- Citations in the text should be in parentheses and listed chronologically; e.g. (Bickley et al., 1981; von Hagens, 1985; Henry and Haynes, 1989) except when the authors name is part of a sentence; e.g. "...von Hagens (1985) reported that..." When references are made to more than one paper by the same author published in the same year, designate each citation as 1999 a, b, c, etc.
- Literature cited may only include the publications, which are cited in the text. References are to be listed alphabetically using abbreviated journal names according to Index Medicus. Page numbers of the citation must be included.
- Examples of the reference style are as follows:
- For a journal article:
Bickley HC, von Hagens G, Townsend FM. 1981: An improved method for preserving of teaching specimens. Arch Pathol Lab Med 105:674-676.
- For a book section:
Henry R, Haynes C. 1989: The urinary system. In: Henry R, editor. An atlas and guide to the dissection of the pony, 4th ed. Edina, MN: Alpha Editions, p 8-17.

Von Hagens G. 1985: Heidelberg plastination folder: Collection of technical leaflets for plastination. Heidelberg: Anatomisches Institut 1, Universität Heidelberg, p 16-33.

- For other publications:
 - Internet references: Author last name, initial(s). Year: Title of article. URL: Internet address [accessed month, year].

Figure legends

- Legends for all figures should be brief, specific and not be a substitute listing for the result section, and appear on a separate page at the end of the manuscript, following the list of references.
- Legends must be numbered consecutively as they first appear in the text. All symbols or abbreviations appearing in any figure must be defined in the legend.

Tables

- All tables must be cited in the text and have titles. Table titles should be complete but brief. Information other than that defining the data should be presented as footnotes.
- Create tables using the table creating and editing feature of Microsoft Word. Do not use Excel or comparable spreadsheet programs.
- Each table should be simple and uncomplicated, with NO vertical and as few horizontal lines as possible.
- Each table is to appear on a separate page and must include the table title and appropriate column heads.
- Save each table in a separate word document file and upload individually, like figures.
- Do not embed tables within the body of the manuscript.

Figures

- All figures must be cited in the text and must have legends.
- Each figure should be attached as a separate file and labeled with the appropriate number.
- Figures should be created, saved and submitted as either a TIFF, JPEG (JPG) or an EPS file.
- Line drawings must have a resolution of at least 1200 dpi, and electronic photographs, scanned images, radiographs, CT and MRI scans must have a resolution of at least 300 dpi.
- The size of each figure should be at least 8.25 cm / 3.25 inches (one-column width) or 16 cm / 6 inches (two-column width).
- Magnification must be recorded and have a "scale bar" in the photo. Since reproduction of illustrations is costly, authors should limit the number of figures to those which adequately present the findings, and add to the understanding of the manuscript.
- Figures that are submitted in color must be published in color.

Statement of Publication and Research Ethics:

This statement is based mainly on the Code of Conduct and Best-Practice Guidelines for Journal Editors (Committee on Publication Ethics, 2011).

Responsibilities of the Editor and Editorial Board:

- Publication decisions

The editor (in consultation with the Editorial Board where appropriate) is responsible for deciding which of the manuscripts submitted to the Journal of Plastination will be accepted for publication, and into which category of submission they should be placed.

The decision will be based solely on the paper's importance, originality and clarity, and the study's validity and its relevance to the scope of the journal. The Editor and Editorial Board will also consider, where appropriate, current legal requirements regarding libel, copyright infringement, and plagiarism.

- Confidentiality

The Editor undertakes not to disclose details about any submitted manuscripts to anyone other than the corresponding author, reviewers (and potential reviewers), and the publisher, as appropriate.

- Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted paper will not be used by the editor or the members of the editorial board for their own research purposes without the author's explicit written consent.

- Responsibilities of the Reviewers

Contribution to editorial decisions

The peer-reviewing process assists the Editor and the Editorial board in making editorial decisions and will also, where appropriate, inform the author of improvements that will, in the opinion of the reviewer, enhance the paper.

- Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and withdraw from the review process.

- Confidentiality

Manuscripts sent for review must be treated by them as confidential documents. They must not be disclosed to or discussed with others unless specifically authorized by the Editor.

- Standards of objectivity

Reviews must be conducted objectively, without personal criticisms of the author(s). Referees should express their opinions clearly, and justify their comments with examples and supporting arguments.

- References and reference citations

Reviewers should check that published works cited in the manuscript have also been listed accurately in the References section, and that all references listed have also been correctly cited in the text. Reviewers may also wish to indicate other relevant papers in the literature of which the author(s) may not have been aware. Reviewers will notify the Editor of any substantial similarity or overlap between the manuscript under review and other published papers of which they are aware.

- Disclosure and conflict of interest

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider a manuscript in which they have a conflict of interest resulting from competitive, collaborative, or other relationships, or connections with any of the authors, companies, or institutions associated with the manuscript. Any such conflict should be declared to the Editor before agreeing to undertake the review.

Duties of the Authors

- Reporting standards

Authors of original research reports should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

- Data access and retention

Authors may be asked to supply the raw data for their study, and should be prepared to make the data publicly available where appropriate and practicable.

- Plagiarism, originality, and acknowledgement of sources

Authors will submit only entirely original works. The work and/or words of others, where they have been used or quoted, will be appropriately acknowledged and cited.

- Multiple, redundant or concurrent publication

In general, papers that describe essentially the same research should not be published in more than one journal. Submitting the same paper to more than one journal is considered to be unethical and is unacceptable.

Manuscripts that have been published as copyrighted material elsewhere cannot be submitted. Manuscripts that are undergoing the review process should not be resubmitted elsewhere. By submitting a manuscript, the author(s) retain the rights to the published material, although in case of publication, copyright of the published paper passes to the Journal of Plastination.

- Authorship of the paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study and its subsequent write-up for publication. All those, and only those, who have made significant contributions should be listed as co-authors.

The corresponding author must ensure that all contributing co-authors are included in the author list. The corresponding author will also verify that all co-authors have approved the final version of the paper and have agreed to its submission for publication.

- Disclosure and conflicts of interest

The corresponding author should include a statement disclosing any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of the manuscript. All sources of financial support for the project should be disclosed. Where there are no conflicts of interest, a statement to that effect should be included.

- Fundamental errors in published works

When an author subsequently discovers a significant error or inaccuracy in their own published work, it is the author's obligation promptly to notify the Editor of the Journal and to cooperate with the Editor to retract or correct the paper by issuing an erratum.

- Research involving human or animal subjects

In research involving human subjects, The Journal of Plastination requires that all such studies adhere to the principles of the Declaration of Helsinki. Each manuscript must include details of the a) number of subjects, b) age and sex of the participants, c) inclusion and exclusion criteria, and f) a statement that ethical approval was obtained for the study, and that informed consent was given by the participants. For cadaveric studies, appropriate consent must be in place prior to utilizing the cadavers or specimens.

Studies involving experimental animals must be conducted in a humane manner and in accordance with relevant guidelines for the care and utilization of laboratory animals. Animal care should be in line with the NIH Guidelines for the Care and Use of Laboratory Animals (NIH, 2015). The manuscript must include a statement that ethical approval of the protocol was obtained.

The Journal of Plastination will reject manuscripts if the Editor and/or Editorial Board are not satisfied with the standards of ethical use of animals or data from humans in research.

References

Committee on Publication Ethics (COPE). (2011, March 7). Code of Conduct and Best-Practice Guidelines for Journal Editors. Retrieved from: https://publicationethics.org/files/Code_of_conduct_for_journal_editors_Mar11.pdf (accessed 5th September 2017)

NIH Office of Laboratory Animal Welfare - Public Health Service Policy on Humane Care and Use of Laboratory Animals (NIH, 2015). Retrieved from: <https://grants.nih.gov/grants/olaw/references/phspol.htm>