World Journal for Pediatric and Congenital Heart Surgery

Information for Authors

Editorial Office
Marshall L. Jacobs, M.D., Editor
Johns Hopkins School of Medicine
Baltimore, MD, USA

Virginia F. Hawkins, Managing Editor

Telephone: 302-326-9313
E-mail: WJPCHS@gmail.com
Website: http://wjpchs.sagepub.com
Submission & Review: http://mc.manuscriptcentral.com/wjpchs

General Information

World Journal for Pediatric and Congenital Heart Surgery (WJPCHS) is a quarterly, peer-reviewed, scientific publication dedicated to the advancement and dissemination of knowledge pertaining to congenital cardiac anomalies, pediatric heart diseases in general, and surgical management in particular.

World Journal for Pediatric and Congenital Heart Surgery publishes original reports of clinical and/or basic scientific investigations and observations relevant to the surgical and medical care and management of patients with congenital heart disease, as well as features such as case reports, “how to do it” articles, image reports, new technology evaluations, review articles, historical reviews, book reviews, invited editorials, correspondence, and commentary. In addition to the publication of reports of original scientific and clinical observations and investigations, WJPCHS also provides a forum for individuals and organizations interested in advancing the Mission of the World Society for Pediatric and Congenital Heart Surgery: “to promote the highest quality comprehensive cardiac care to all patients with pediatric and/or congenital heart disease, from the fetus to the adult, regardless of the patient’s economic means, with an emphasis on excellence in education, research and community service.”

All manuscripts, correspondence, and editorial material must be submitted via the online submission site at http://mc.manuscriptcentral.com/wjpchs. Authors must register with an e-mail address and password to submit manuscripts online. Unregistered authors can create an account by following the instructions on the login screen at the above address.

Two or more referees are assigned to review each full length original article. Acceptance is based upon significance and originality, as well as validity of the material submitted and interest to the readers of WJPCHS. If an article is accepted for publication, editorial revisions may be made to enhance clarity and understanding without altering the meaning.
Each submission should include a cover letter, indicating the category of article (see below), the complete manuscript, including title page, abstract, text, supplemental files description (if applicable), acknowledgments, required disclosures (see below), references, tables, figure legends, figures separately, and supplementary files as appropriate. All of this material is submitted via the online submission and review system at http://mc.manuscriptcentral.com/wjpchs.

All authors are expected to adhere to the highest professional and ethical standards. Ethical breaches include scientific misconduct, plagiarism, and redundant publication. A Contributor Agreement, which includes disclosures of individual conflicts of interest; sources of funding; scientific responsibility; freedom of investigation; undisclosed authors; and copyright transfer, must be signed. Illustrative work (art, drawings, and photographs) may not be separately copyrighted. The corresponding author of an accepted manuscript will receive directions for submitting the Contributor Agreement form electronically. The completed form must be received by the publisher before an accepted manuscript is processed.

Written permission from the copyright owner is required to reproduce any previously published table(s), illustration(s), or photograph(s) in print and/or electronic media. Written permission from unmasked patients appearing in photographs is also required. Audio-Visual Likeness Release Form.

The signed Contributor Agreement, permission letters, and other supplemental material should be submitted through the online submission system as possible. Alternatively, these documents can be scanned and emailed to the Editorial Office.

## Submitting and Formatting Manuscripts

Submit manuscripts through the online submission and review site. Enter the “Author Center” and follow the instructions for submitting a complete manuscript. Guidelines specified in the AMA Manual of Style 10th edition should be followed.

Manuscripts should be typed double-spaced throughout (including title page, abstract, text, references, tables, and legends) with one (1) inch (2.5 cm) margins all around.

Arrange the Main Document of the manuscript as follows: (1) title page; (2) abstract; (3) text; (4) supplementary files description (if applicable); (5) acknowledgments; (6) disclosures if required; (7) references; (8) tables; and (9) figure legends. Number pages consecutively, beginning with the title page as page 1 and ending with the legends page. Figures will be submitted as individual files.

Microsoft Word is the preferred software program. Manuscripts written in 12 point Arial or Times New Roman fonts are preferred and more reliably convert to PDF files during electronic submission. (Do not submit your manuscript in PDF format.)

American rather than British spelling should be used throughout the manuscript, including within figures.

### Word Limits by Category of Manuscript
Original articles should not exceed 5000 words. The counted words include title page, abstract, text, tables, figure legends, and references. The combined total of figures and tables should not exceed 10 and the number of references should not exceed 40. Supplementary material may be submitted for publication in the electronic copy of the journal, which is the version of record, but will not be included in the print journal.

New Technology articles are limited to 2500 words including title page, abstract, text, figure legends, and references. The number of tables should not exceed 3; the number of figures should not exceed 6 if tables are included; 8, if there are no tables. The number of references should not exceed 10.

Case Reports and “How to do it” articles should not exceed 2000 words. The counted words include title page, abstract, text, tables, figure legends, and references. These reports should not include tables; if the author deems a table essential, he or she should provide justification for the table in the cover letter. References are limited to 8. A “How to do it” article should be a description of a useful technique and contain descriptive, illustrative material describing the innovation. Case Reports must include a statement confirming that permission was granted by the patient, family, or parent/guardian to publish the case report.

Images in congenital heart disease may include up to 3 figures and should not exceed 550 words. The counted words include title page, text, tables, figure legends, and references.

Review articles should not exceed 6500 words. The counted words include title page, abstract, text, tables, figure legends, and references. The total number of references should not exceed 80. The editor is willing to discuss more specific guidelines about the subject matter and content of review articles via e-mail.

Historical review should not exceed 2500 words. The counted words include title page, abstract, text, tables, figure legends, and references.

End Notes is a manuscript category for brief essays. End Notes may convey the author's insights or opinion on a subject of current interest to readers of WJPCHS. End Notes do not include an abstract. The text is limited to 1500 words and may be accompanied by up to 6 references and not more than one figure.

Correspondence (Letters to the Editor) and commentaries are limited to 500 words. Do not include tables and subtract 100 words for each illustration.

Invited Editorials should not exceed 2500 words. The counted words include title page, text, and references.

Sections of the Manuscript (items in order from front to back; pages must be numbered)

(1) Title Page (first page)

Title. The title is limited to 100 characters (including spaces). The title may not contain acronyms or abbreviations. All submissions, including correspondence, must have a descriptive title.
Authors. List all authors by first name, all initials, family name and highest earned academic degree (eg, MD) or degrees (eg, MD, PhD). Institution and Affiliations. List the name and full address of all institutions in which the described work was done. List departmental affiliations of each author affiliated with that institution after each institutional address. Connect authors to departments using numbered superscripts.

Meeting Presentation. If the paper has been or is to be presented at the annual meeting of the World Society for Pediatric and Congenital Heart Surgery or another professional society, provide the name, location, and dates of the meeting in the following format: Meeting Name; City, Country; Month, Day, Year.

Keywords. Provide a minimum of 4 keywords, a list of which is available online, to describe the manuscript.

Word Count. Provide the electronic total word count of the entire manuscript including title page, abstract, text, tables, figures legends, and entire reference list.

Corresponding Author. Provide the name, exact postal address with zip or postal code, telephone number, fax number, and e-mail address of the author to whom communications, proofs, and requests for reprints should be sent after publication. (It does not have to be the same person designated in the online submission system to handle pre-publication correspondence.) The corresponding author must attest that no undisclosed authors contributed to the manuscript.

(2) Abstract (second page)

Original articles. Provide a structured abstract, no longer than 250 words, divided into four sections: Background, Methods, Results, Conclusions. Avoid abbreviations and acronyms. Indicate the abstract word count below the abstract.

New Technology. Provide a structured abstract, no longer than 175 words, divided into four sections: Purpose, Description, Evaluation, Conclusions. Avoid abbreviations and acronyms. Indicate the abstract word count below the abstract.

Case reports, “How to do it” articles, Review articles, and Historical Review articles. Provide an unstructured abstract of no more than 100 words.

Images, correspondence, commentaries, End Notes, and Editorials. No abstract is required.

(3) Text (third page, after the Abstract and continuing through Disclosures)

Text should be organized as follows: Introduction, Material (or Patients) and Methods, Results, and Comment.

Cite references, tables, and figures in numeric order by order of mention in the text.
Avoid abbreviations. Consult the *American Medical Association Manual of Style*, 10th edition, for recommended abbreviations. Define abbreviations at first appearance in the text. If 8 or more abbreviations or acronyms are used, provide a separate table of abbreviations and acronyms. This table should be submitted on a separate page between the Abstract and Text pages of the Main Document.

**Measurements and weights** should be given in standard metric units.

**Statistical Nomenclature and Data Analysis.** Methodology for all statistical analysis should be described, and references should be cited. Use of standard tests (chi-square test, student’s T-test, etc.) do not require citation of references. Use of proprietary software for statistical analysis should be documented.

**Footnotes.** Type footnotes at the bottom of the manuscript page on which they are cited.

**Suppliers.** Credit suppliers of drugs, equipment, and other commercial material mentioned in the article within parentheses in text, giving company name, city and state or city and country.

**Supplementary Files Description.** See Supplementary Files guidelines below.

**Acknowledgments.** Grants, financial support and technical or other assistance are acknowledged at the end of the text before the references. *All financial support for the project must be acknowledged and will be printed in the article.*

**Disclosures and Freedom of Investigation.** A disclosure statement is required for all studies, regardless of category of article, which specifies any financial, property or intellectual aid from a commercial source. The disclosure statement must state the source(s) of all funds used to support the study or to perform the evaluation and whether or not property or tested technology was purchased, borrowed or donated to the study. In addition, the authors must state that they had full control of the design of the study, methods used, outcome parameters, analysis of data and production of the written report. These disclosures are mandatory for all manuscripts and conflicts of interest statements are published in the articles. The Contributor Agreement includes definitions of financial support and freedom of investigation. The existence of undisclosed authors must be declared on the Contributor Agreement, and their identity provided to the editorial office.

(4) **References (new page)**

Identify references in the text using Arabic numerals in brackets on the line (do not use superscripts or EndNote). Do not cite personal communications, manuscripts in preparation, and other unpublished data.

Type references *double-spaced* after Acknowledgments, beginning on a separate page. Number consecutively in the order in which they appear in the text. The references must not be linked to the manuscript with EndNote.

**Journal references** should provide *inclusive* page numbers; **book references** should cite *specific* page numbers.

Authors are solely responsible for accuracy, completeness, and nonduplication of references.
**Journal abbreviations** should conform to those used in Index Medicus. The style and punctuation of the references should follow the formats outlined below:

**Journal Article**


(List all authors if 6 or fewer; otherwise list first 3 and add “et al.”)

**Chapter in Book**


**Internet Address**


**(5) Tables (new page)**

Tables should be typewritten *double-spaced* on separate pages. Do not use vertical lines. Each table should be numbered (Arabic) and have a title above. Legends and explanatory notes should be placed below the table. Abbreviations used in the table follow the legend in alphabetic order. Lower case letter superscripts beginning with “a” and following in alphabetic order are used for notations regarding statistics. Exact p values must be used; “NS” is obsolete. **Tables** should be self-explanatory, and the data should not be duplicated in the text or figures. *Tables must be created within and submitted as part of the text file and not imported or pasted as images.*

**(6) Figure Legends (new page)**

Figure legends should be numbered (Arabic) and typed double-spaced in order of appearance beginning on a separate page. Identify (in alphabetical order) all abbreviations appearing in the figures at the end of each legend. Give the type of stain and magnification power for all photomicrographs.

Cite the source of previously published (print or electronic) material in the legend and indicate permission has been obtained. Proof of permission must be scanned and uploaded with manuscript files or emailed to the editorial office.
(7) Figures

Improperly formatted figures and illustrations will be returned and will slow down production of accepted manuscripts.

Submit figures online as individual files, which may contain one or more panels of one figure. For each figure file, use the figure number (e.g., Figure 1A) as the filename. The system accepts image files formatted in TIFF and EPS. PowerPoint (.ppt) files are also accepted, but for line drawings only. Images should be created in grayscale or CMYK color and have a resolution of at least 300 dpi. Please be sure to add the figure number and legend to the Caption/Legend field on the submission page.

Figures may not be separately copyrighted or have a copyright logo. Illustrations may have a discrete signature of the artist if permitted by the payer of the illustrative work.

Symbols, letters, numbers and contrasting fills must be distinct, easily distinguished and clearly legible when the illustration is reduced in size. Use only standard fonts; Helvetica or Arial (sans serif fonts) are best. Maintain consistently sized lettering throughout your submission; minimum 12 pts. is best. Most figures will be reproduced at a width of one column (8.25 cm; 3-1/4 inches). Do not include titles or captions within figures or illustrations.

Black, white and widely crosshatched bars are preferable; do not use stippling, gray fill or thin lines. Some commercial software generates graphs and plots using multiple colors. It is preferable to submit graphs prepared in black and white to insure that lines and data points will be easily distinguished in the print version of your article.

All diagnostic images and related materials must be devoid of any patient identification information.

Written permission from unmasked patients appearing in photographs must be obtained by the authors and must be scanned and uploaded with manuscript files or emailed to the editorial office once the manuscript is accepted. Download an Audio-Visual Likeness Release Form.

Color Figures. Figures submitted in color will be published in the online version of the journal at no cost. If you wish to have figures printed in color in hard copy, the following fees will apply: $800 for the first and $200 for each additional color figure within the same article. The authors’ agreement to assume this cost must be indicated by checking the appropriate box on the online submission form. If opting for online-only color, please ensure that: (1) the figure legends indicate that the color image is available in the online version of the article, (2) the text is an accurate description of both the black and white and color versions of the figure, and (3) the style of lines used for graphing will translate well to a black and white printed image.

Audio and Video Files

Authors are encouraged to submit audio/video clips to further illustrate their work. These files will be posted online as Supplementary Files and permanently linked to articles. Acceptable video file types are QuickTime (.mov), MPEG Movie (.mpg), and Microsoft AVI Video (.avi); acceptable audio files include
Windows Media Player (.wma) and MP3 (.mp3). Signed release from all participants in audio and video clips is required. See the Permissions and Releases section below.

**Supplementary Files**

Supplementary files are supporting material that cannot be included in the printed version for reasons of space or format and that is not essential for inclusion in the full text of the manuscript but would nevertheless benefit the reader. This information should not be essential to understanding the conclusions of the manuscript but should contain data that is additional or complementary and directly relevant to the article content. Supplementary files will be made available by the publisher as online-only content permanently linked to the online manuscript.

Supplementary files will be subject to the same editorial standards and peer review process as the printed article and must be submitted along with the main manuscript. Supplementary files will not be copyedited so it is important that the data are clearly and succinctly presented, and that the style of terms conforms to the rest of the paper. The information should be submitted in separate files and clearly named as supplementary, eg., Table S1. Please ensure that the supplementary data is referred to in the main manuscript at an appropriate point in the text. Please provide a brief description of the supplementary data content which will provide a brief description of the supplementary files and will appear in the print version after the main body of the article.

**Permissions and Releases**

Material taken directly from a copyrighted source should be clearly identified, and the copyright holder’s written permission to reproduce it must be submitted in a separate file. *Note: Obtaining permission to reproduce copyrighted material is the author’s responsibility, as is the payment of any fees the copyright holder may request.* Further information and a template Permission Request Letter is available on the Journal Author Gateway (see Obtaining Permissions).

Identifiable audio and visual recordings and images of people should be accompanied by a signed release granting permission for their likeness to be reproduced in an article. (In children’s cases, the release form must be signed by a parent or guardian.) Download an Audio-Visual Likeness Release Form.

**Manuscript Revision**

Revised manuscripts must be submitted in two parts as word-processing files (PDF files are not acceptable): (1) revised, marked manuscript showing additions and deletions, preferably using Track Changes strike through format for deletions; (2) revised, unmarked manuscript. A point-by-point response to reviewers’ comments must be pasted into the appropriate field on the submission form.

**Manuscript Processing**
Each manuscript is assigned a unique number. Receipt of each manuscript is acknowledged by e-mail. The editorial office staff will release information about manuscripts only to authors who provide the manuscript number.

**Protection of Human and Animal Subjects**

**Human Investigation**

*WJPCHS* adheres to the principles of the Helsinki Declaration ([http://www.wma.net/e/policy/b3.htm](http://www.wma.net/e/policy/b3.htm)) regarding all reported research conducted with human participants. Reports including data obtained from research conducted with human participants must contain a statement in the Methods section indicating whether or not your Institutional Review Board (IRB) (or Ethics Committee or comparable group) approved this study and whether or not individual consent for the study was obtained or waived. This information should be stated in the first paragraph under “Patients and Methods”. This policy applies for both prospective and retrospective studies. It is understood that Institutional Review Boards often waive the requirement for individual patient consent for retrospective studies. When this is the case, it must be so stated in the “Patients and Methods” section. When no formal ethics review process is available, authors must state that informed consent to participate in prospective studies was obtained from each human subject in accordance with relevant guidelines.

**Humane Animal Care**

When animals are used as subjects, institutional approval of the protocol is necessary and authors should include a statement in “Methods” indicating that investigators complied with the 1996 “Guide for the Care and use of Laboratory Animals” (See [http://www.nap.edu/readingroom/books/labrats/contents.html](http://www.nap.edu/readingroom/books/labrats/contents.html)), recommended by the U.S. National Institutes of Health, or with equivalent guidelines administered by the author’s governmental regulatory body. When no formal ethics review process is available, authors must state that humane care was provided in animal experiments, in accordance with either of the above.

**Policies**

**Scientific Responsibility Statement**

Upon submission, the submitting author will be required to attest that each author has participated sufficiently in the work to take responsibility for a meaningful share of the content of the manuscript, and that each author has had full “freedom of investigation” before, during and after this study. “Freedom of investigation” is defined as freedom from outside interests in controlling the design of the study, acquisition of data, collection, analysis and interpretation of data, and having freedom to fully disclose all results.
Exclusive Publication Statement

Upon submission, the submitting author will be required to attest that none of the material in the manuscript has been published previously in either print or electronic form, and that none of the material is currently under consideration for publication elsewhere. This includes symposia, transactions, books, articles published by invitation, posting in electronic format, and preliminary publications of any kind except an abstract of 400 words or fewer.

Disclosures: Conflicts of Interest; Sources of Funding; Scientific Responsibility; and Freedom of Investigation

*Individual disclosures* will appear on the last page of the final article. Disclosures relating to funding of research appear in the Acknowledgments at the end of the text, before the references. All original submissions must state sources of funding for the work described in the article, within the Acknowledgments. Except for New Technology articles, statements regarding Scientific Responsibility and Freedom of Investigation do not appear in the published manuscript, but are required of every author on the Contributor Agreement. In addition, the corresponding author is required to name any undisclosed authors of the manuscript.

Copyright

Authors of articles accepted for publication in *World Journal for Pediatric and Congenital Heart Surgery* must transfer the exclusive license for the World Society for Pediatric and Congenital Heart Surgery and SAGE Publications to publish the entire article, including artwork, photographs and other matter, to the World Society for Pediatric and Congenital Heart Surgery by signing the Contributor Agreement. SAGE Publications, Inc. maintains copyright records for the World Society for Pediatric and Congenital Heart Surgery. No part of the published material may be reproduced elsewhere without written permission from SAGE Publications, Inc.

NIH Initiative

The National Institutes of Health “requests” that all authors, whose paper describes research wholly or in part supported by NIH, post the “final version” of their accepted paper to Pub Med Central: [http://www.pubmedcentral.nih.gov](http://www.pubmedcentral.nih.gov) within 12 months of publication ([http://www.nih.gov/about/publicaccess/Enhanced_Public_Access.pdf](http://www.nih.gov/about/publicaccess/Enhanced_Public_Access.pdf)). The final version is defined as “the final version accepted for journal publication, and includes all modifications from the publishing peer review process.”

Registration of Clinical Trials

*World Journal for Pediatric and Congenital Heart Surgery* supports mandatory registration of all publicly or commercially funded clinical trials, including Phase 1 and 2 trials, as a condition for publication. Information regarding requirements for registration of a clinical trial may be found at

**English Language**

American rather than British spelling should be used throughout the manuscript, including within figures. Authors who want to refine the use of English in their manuscripts might consider using SAGE Language Services. To find more information please visit http://languageservices.sagepub.com/en/.