

Information for authors

1. Aims and scope

Clinical Hemorheology and Microcirculation, a peer-reviewed international scientific journal, serves as an aid to understanding the flow properties of blood and the relationship to normal and abnormal physiology. The rapidly expanding science of hemorheology concerns blood, its components and the blood vessels with which blood interacts. It includes perihemorheology, i.e., the rheology of fluid and structures in the perivascular and interstitial spaces as well as the lymphatic system. The clinical aspects include pathogenesis, symptomatology and diagnostic methods, and the fields of prophylaxis and therapy in all branches of medicine and surgery, pharmacology and drug research.

The endeavour of the Editors-in-Chief and Publishers of *Clinical Hemorheology and Microcirculation* is to bring together contributions from those working in various fields related to blood flow all over the world. The Editors of *Clinical Hemorheology and Microcirculation* are from those countries in Europe, Asia, Australia and America where appreciable work in clinical hemorheology and microcirculation is being carried out. Each Editor takes responsibility to decide on the acceptance of a manuscript. He is required to have the manuscript appraised by two referees and may be one of them himself. The Executive Editorial Office, to which the manuscripts have been submitted, is responsible for rapid handling of the reviewing process.

Clinical Hemorheology and Microcirculation accepts original papers, brief communications, mini-reports and letters to the Editors-in-Chief. Review articles, providing general views and new insights into related subjects, are regularly invited by the Editors-in-Chief. Proceedings of international and national conferences on clinical hemorheology (in original form or as abstracts) complete the range of editorial features.

The following professionals and institutions will benefit most from subscribing to *Clinical Hemorheology and Microcirculation*: medical practitioners in all fields including hematology, cardiology, geriatrics, angiology, surgery, obstetrics and gynecology, ophthalmology, otology, and neurology. Pharmacologists, clinical laboratories, blood transfusion centres, manufacturing firms producing diagnostic instruments, and the pharmaceutical industry will also benefit.

Important new topics will increasingly claim more pages of *Clinical Hemorheology and Microcirculation*: the role of hemorheological and microcirculatory disturbances for epidemiology and prognosis, in particular regarding cardiovascular disorders, as well as its significance in the field of geriatrics.

Authors and readers are invited to contact the Editors for specific information or to make suggestions.

2. Manuscripts

2.1. Organization of the paper and style of presentation

1. Manuscripts must be written in English. Authors whose native language is not English are recommended to seek the advice of a native English speaker, if possible, before submitting their manuscripts.

2. Submit the original and three copies of your manuscript as well as a floppy disc. Preferred format of the floppy is \LaTeX , \TeX , WP 5 or ASCII format. Illustrations and graphics should be formatted in Encapsulated Postscript Format. Enclose the original illustrations and two sets of photocopies (three prints of any photographs).

3. *Manuscripts should be typed on one side of the paper only, with wide margins and double spacing throughout, including the abstract, footnotes and references; this leaves room for editorial instructions to the typesetter.* Every page of the manuscript, including the title page, references, tables, etc., should be numbered in the upper right-hand corner. However, in the text no reference should be made to page numbers; if necessary, one may refer to sections. Underline words that should be in italics, but try to avoid the excessive use of italics.

4. Manuscripts should be organized in the following order:

- Title page;
- Introduction;
- Body of text (divided by subheadings);
- Conclusion;
- Acknowledgements;
- References;
- Tables;
- Figure captions.

Any information concerning research grants, etc., should be included in the acknowledgement section preceding the references.

5. Headings and subheadings should be typed on a separate line, without indentation; do not type the whole heading in capitals.

6. SI units should be used, i.e., the units based on the metre, kilogramme, second, etc.

7. Any special instruction to the desk editor or typesetter written on the copy should be encircled. The typesetter will then know that the instruction is not to be set in type. When a typewritten character might have more than one meaning (e.g., the lowercase letter l may be confused with the numeral 1), a note should be inserted in a circle in the margin to make the meaning clear to the typesetter. If Greek letters or uncommon symbols are used in the manuscript, they should be written very clearly, and if necessary a note such as “Greek lowercase chi” should be put in the margin and encircled.

8. IOS Press reserves the right to return to the author for revision accepted manuscripts and illustrations which are not in the proper form given in this guide.

2.2. Title page

1. The title page should provide the following information:

- Title (should be clear, descriptive and not too long);
- Name(s) of author(s);
- Full affiliation(s);
- Present address of author(s), if different from affiliation;
- Complete address to which correspondence should be sent;
- Abstract.

2. The abstract should be clear, descriptive, self-explanatory and not longer than 150 words. It should also be suitable for publication elsewhere.

2.3. Tables

1. Authors should take notice of the limitations set by the size and layout of the journal. Large tables should be avoided. It may be better to divide large tables into smaller ones.
2. Drawn tables intended for direct reproduction should not be folded.
3. Tables should be numbered according to their sequence in the text. The text should include references to all tables.
4. Each table should be typewritten on a separate page of the manuscript. Tables should never be included in the text.
5. Each table should have a brief and self-explanatory title.
6. Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses.
7. Vertical lines should not be used to separate columns. Leave some extra space between the columns instead.
8. Any explanations essential to the understanding of the table should be given in footnotes at the bottom of the table.

2.4. Illustrations

1. IOS Press does not redraw or typeset illustrations; they are reproduced photographically from the author's original drawings. *It is therefore very important that the original drawings be of the highest quality.*
2. Illustrations (line drawings and photographs) should be on separate sheets of paper, not pasted on pages and not folded.
3. Illustrations should be numbered according to their sequence in the text. References should be made in the text to each illustration.
4. Each illustration should be identified on the reverse side (or, in the case of line drawings, on the lower front side) by its number and the name of the author. If it is not clear which is the top and which is the bottom of the illustration, indicate which is which.
5. Illustrations should be designed with the format of the page of the journal in mind. They should be of such a size as to allow a reduction of 50%.
6. If the illustrations are not produced by software, lettering should be done using transfer letters or Indian ink. Make sure that the size of the lettering is big enough to allow a reduction of 50% without it becoming illegible. The text in the illustration should be in English. Use the same kind of lettering on every illustration.
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11. Colour illustrations cannot usually be included, unless the cost of their reproduction is paid for by the author. Please advise the publisher upon submission of the manuscript.

2.5. References

1. All publications cited in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the spelling of the authors' names and the dates are exactly the same in the text as in the reference list, and that the reference list is complete.

2. The list of references should be arranged alphabetically by authors' names, and chronologically per author. If an author's name is mentioned separately as well as with one or more co-authors, the following order should be used: publications of the single author, arranged in chronological order – publications of the author with one co-author – publications of the author with more than one co-author. Publications by the same author(s) in the same year should be listed as, for example, 1985a, 1985b, etc.

3. Use the following system for arranging your references:

- (a) For periodicals: [initials, name], [title paper], [title periodical (*italics*)] [volume (**bold**)] ([number, if any]) ([year]), [first page]–[last page].
- (b) For books: [initials, name], [title book (*italics*)], [publisher], [place of publication], [year].
- (c) For papers in proceedings: [initials, name], [title paper], in: [title book (*italics*)], [volume, if any], [initials, name of editors], eds, [publisher], [place of publication], [year], pp. [first page]–[last page].
- (d) For unpublished reports, departmental notes, etc.: [initials, name, if any], [title paper]. Unpublished [description], [name of institute, department, etc.].

4. Do not abbreviate the titles of periodicals in the list of references.

5. In the case of publications in any language other than English, the original title is to be retained. However, the titles of publications in non-Latin alphabets should be transliterated, and a notation such as "(in Russian)" or "(in Greek, with English abstract)" should be added.

6. *Citation in the text is indicated by numbers in square brackets.* Multiple citations are set without spaces: [25–27,31]. More detailed citations are set as in following examples: see [12, p. 760] and also [5, Chapter V, p. 233].

Sometimes author's name(s) can be given along with the reference by number. Then, if reference is made to a publication written by more than two authors, the name of the first author should be used followed by 'et al.'. However, you should never use 'et al.' instead of author's names in the list of references.

2.6. Footnotes

1. Footnotes should only be used if absolutely essential. In most cases it will be possible to incorporate the information in the text.

2. If used, they should be numbered in the text, indicated by superscript numbers and kept as short as possible.

3. Electronic submission guide

All accepted papers will be processed electronically. To complete the production and final printing of your paper, the Executive Editorial Office (address below) will need to receive your manuscript (disk plus four paper/hard copies) in the format described below.

3.1. General instructions

1. Papers should be submitted on floppy disk (3 1/2"). *Please do not send the files via e-mail.*
 2. Include four hard copies of the printed version of *exactly what is sent on disk.*
 3. Note the operating system, software, and version number used to create your disk. Write this information on the disk label or in an accompanying letter.
 4. Do not import graphics and table files in your text file. Illustrations and graphics should be formatted in Encapsulated Postscript Format (preferably).
 5. Graphics and table files should be submitted separately, numbered on the disk, as referred to in the paper. A hard copy printout of the graphics and tables should be submitted along with the text.
 6. Make sure your files are self-contained, i.e., there are no pointers to your system set-up.
 7. Check that your files are complete. Include: abstract, text, references (bibliography), footnotes, biographies, photos, tables, figure/table captions, subject and keywords.
 8. Package diskettes to protect them in mailing.
 9. Please include your postal address and fax number, where proofs of the manuscript can be sent.
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2. IOS Press, at its discretion, is entitled to recover from the author of any paper or report published in the journal, any cost occasioned by alterations made by the author in the printer's proof other than correction of typesetting errors and essential additions which update information in the paper; the latter preferably as sentences at the end of existing paragraphs or as new paragraphs.

6. Reprints

1. The first author of a contribution to the journal shall be entitled to receive 25 complimentary offprints of the article in question.

2. Reprints of articles can be ordered separately. Prices are available upon request from the Publisher, IOS Press, Van Diemenstraat 94, 1013 CN Amsterdam, The Netherlands. Fax: +31 20 620 34 19. E-mail: Editorial@iospress.nl.

7. Submission of manuscripts

Submission of an article is understood to imply that the article is original and unpublished and is not being considered for publication elsewhere.

If the address to which proofs should be sent is different from the correspondence address, authors are kindly requested to indicate this. Both the editor and the publisher should be informed of any changes in either or both of these addresses. Please also supply a direct telephone number and a fax number, if available.

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