

FORUM

HAIR TRANSPLANT FORUM INTERNATIONAL

Editorial Guidelines for Submission and Acceptance of Articles

1. Articles should be written with the intent of sharing scientific information with the purpose of advancing the art and science of hair restoration and improving patient outcomes.
2. If results are presented, the medical regimen or surgical techniques that were used to obtain the results should be disclosed in detail. If intra-operative or immediate post-operative photos are presented, please submit photos that show results (at least 6 months after surgery) of the procedure being presented.
3. Articles submitted with the sole purpose of promotion or marketing will not be accepted.
4. Authors should acknowledge all funding sources that supported their work as well as any relevant corporate affiliation.
5. Trademarked names should not be used to refer to devices or techniques, when possible.
6. Although we encourage submission of articles that may only contain the author's opinion for the purpose of stimulating thought, the editors may present such articles to colleagues with experience in the area in question for the purpose of obtaining further opinions to be published alongside the original article. Occasionally, a manuscript might be sent to an external reviewer who will judge the manuscript in a blind fashion to make recommendations about its acceptance, further revision, or rejection.
7. Once the manuscript is accepted, it will be published as soon as possible, depending on space availability.
8. All manuscripts should be submitted to forumeditors@ishrs.org.
9. An Author Authorization and Release form must be individually completed by every author listed on the byline and the Word document (not a fax) submitted at the time of article submission. The form can be obtained in the Members Only section of the ISHRS website at www.ishrs.org. This release is meant to be signed electronically directly in the Word document. Simply open on your computer, fill in the highlighted fields, and return the Word document with your submission.
10. All figures and tables should be sized down to no greater than 6 inches in width and sent as separate attachments to your email. Figures and tables should also meet the following requirements:
 - They must be in JPEG, png, pdf, or TIFF format.
 - They must be attached to the email; we will NOT accept images embedded in the document (you can, however, include them to show placement within the article).
 - All figures must be referenced in the body of the article and individual captions for each figure must be supplied.
 - If you are using someone else's image, it must be properly referenced and you must have permission.
 - When using full face photographs, identifying characteristics must be blurred or cropped out unless you supply proof of permission at time of submission (see #16).
 - Figure/table images should be named using the lead author's last name and figure number (e.g., TrueFigure1).
11. For the byline (author's information below the article title), please provide each author's name and credentials (e.g., MD, PhD, FISHRS), and the city and country of their residence. The lead author should also provide his/her contact email address to be published with the article.
12. All original research and review articles MUST include a structured abstract at the start of the article. Abstracts should be brief and follow the IMRaD method: Introduction, Materials/Methods, Results, and Discussion/Conclusion (IMRaD). If applicable, the Discussion/Conclusion should state the benefit for the physician and the patient. Also if applicable, if part of an ongoing IRB approved trial the reference number should be included. There are many websites available to help you write a concise scientific abstract following the IMRaD method.
13. All Abstract sections must also include a "Key words" section with up to 6 key words from your article.
14. Article references should be numbered in the order they appear in the text. In text, tables, and legends, identify references with superscript Arabic numerals. For multiple authors, list only the first 3 followed by et al. Example of reference style:
Authors. Title. Journal. Year; volume(issue):pages.
Rassman, W.R., R.M. Bernstein, R. McClellan, et al. Follicular unit extraction: minimally invasive surgery for hair transplantation. *Dermatol Surg.* 2002; 28(8):720-728.
15. Articles should be original work and not published in part or in whole elsewhere. Once published in the *Forum*, this work is not to be published elsewhere without referencing the original published article.
16. For articles that include patients, written informed consent must have been obtained as well as IRB approval where appropriate and should be stated in the Methods section. The ISHRS reserves the right to ask for proof of these items.

17. Articles will only undergo editorial review once all of the requirements on the following checklist have been met:

Article submission checklist:

- | | | |
|--|--------------------------|------------------------------|
| 1. Title concisely describes the article. | <input type="checkbox"/> | |
| 2. Author(s) byline(s) information provided. | <input type="checkbox"/> | |
| 3. Brief abstract appears at start of article (follow IMRaD method and include Key Words section). | <input type="checkbox"/> | |
| 4. Figures and tables are provided as separate files; captions provided. | <input type="checkbox"/> | <input type="checkbox"/> N/A |
| 5. Article is original work and not published elsewhere. | <input type="checkbox"/> | |
| 6. Written informed consent or IRB attained (if required). | <input type="checkbox"/> | <input type="checkbox"/> N/A |
| 7. Individual Author Authorization Release attached for each author listed on the byline. | <input type="checkbox"/> | |

Name of corresponding author: _____ Date: _____