

Editorial Guidelines for Submission and Acceptance of Articles

Please note: ChatGPT was used to write the section “Use of AI Tools in Manuscript Preparation” and to assist in the grammar and formatting of this guideline.

Please read these instructions carefully before submitting your manuscript. Submissions that do not follow the guidelines may be returned for revision or, in some cases, declined without review. Adhering to these instructions helps ensure an efficient review process and avoids unnecessary delays for both authors and the editorial team.

I. ARTICLE CONTENT AND PURPOSE

1. **Scientific Intent:** 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. **Results and Evidence:** 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. **Opinion Pieces and Peer Review:** 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 blinded fashion to make recommendations about its acceptance, further revision, or rejection.
4. **Promotion Not Allowed:** Articles submitted with the sole purpose of promotion or marketing will not be accepted.

II. ETHICS, DISCLOSURE, AND PERMISSIONS

5. **Conflicts of Interest and Funding:** Authors should acknowledge all funding sources that supported their work as well as any relevant corporate affiliation. Authors must disclose any potential conflicts of interest, including financial interests or relationships that could influence the content. This should be included at the top of the manuscript.
6. **Informed Consent and IRB Approval:** 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.
7. **Originality and Copyright:** Articles must be original work and not published in part or in whole elsewhere. Once an article is published in the *Forum*, all rights to reprint or republish the work are held by the ISHRS. Permission to reprint or reproduce the article elsewhere must be obtained from the ISHRS, not from the author. Any use of the work should include proper citation of the original publication. For a Permission to Reprint form, email forumeditors@ishrs.org.
8. **Trademarked Terms:** Trademarked names should not be used to refer to devices or techniques, when possible.

III. POLICY ON USE OF AI TOOLS IN MANUSCRIPT PREPARATION

9. **AI Guidelines:** Authors are welcome to use AI tools (e.g., ChatGPT, Grammarly, translation software) to assist with language, grammar, formatting, or idea generation. However, we ask that you disclose where and how AI was used in the preparation of your manuscript; for example, in editing, summarizing content, or drafting specific sections. Authors must not use AI tools to fabricate content or references. All information presented must be verifiable and accurately sourced.

Please note:

- Authors are fully responsible for the accuracy, originality, and integrity of the final content.
- AI-generated material should not replace proper citation of sources or the author’s own critical thinking.
- Authors must disclose if any images, figures, or illustrations were created, enhanced, or modified using AI tools.
- Add your AI use disclosure as a brief statement at the end of your article or in a footnote.

Example: “The author used ChatGPT to assist with grammar suggestions and reorganizing draft sections. All final content was reviewed and edited by the author.”

This helps us maintain transparency while recognizing the evolving role of AI in the writing process.

IV. MANUSCRIPT COMPONENTS

10. **Abstract Requirements:** All original research and review articles MUST include a structured abstract. Abstracts should be a brief summarization of the article. Scientific article abstracts should be structured into the following sections (IMRaD): Introduction, Materials/Methods, Results, and Discussion/Conclusion. 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.
11. **Keywords:** The abstract should include a Keywords section with up to 4 keywords from your article.

12. **References:** Article references are to be numbered in the order they appear in the text. In text, tables, and legends, identify references with superscript Arabic numerals. Example of reference format used: Author(s). Title. Journal. Year;Volume Number(Issue Number);pages.
13. **Figures and Tables:**
- Keep figures/tables no wider than 6 inches. Acceptable formats: JPEG, PNG, PDF, or TIFF.
 - Send them as separate attachments (not embedded in the document).
 - You may include embedded versions in the manuscript to show placement, but we need separate files for production.
 - Each figure must be cited in the article and include a caption.
 - If any images or figures are not original, include both the source and proof of permission for use.
 - For photos showing faces, blur or crop out identifying features.
 - Name each file using the lead author's last name and figure number (e.g., SmithFigure1).
14. **Author Information for Byline:** 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.

IV. SUBMISSION PROCESS

15. **Submission Requirements:** No manuscript will be reviewed until we have all required forms. Therefore, articles must be submitted together with all required Author Release forms, this checklist, and any figures, in a single submission. Please compress all required files into a single ZIP file and email it to forumeditors@ishrs.org.
16. **Author Release Form:** A completed Author Authorization and Release form must be completed by every author listed on the byline. The form can be found on the ISHRS website at <https://ishrs.org/physicians/journal/>. This is an editable Word document form. Please type your responses directly into the fields on your computer. There's no need to print or write by hand. Once completed, save the file and send it back electronically.
17. **Timing to Publication:** Once the manuscript is accepted, it will be published based on space availability.

V. ARTICLE SUBMISSION CHECKLIST

The below checklist is required to be completed and must be included with your submission. Articles will only undergo editorial review once all checklist requirements have been met. Please check off to acknowledge completion of each:

- ☐ 1. Author(s) byline(s) information provided; lead author email address included.
- ☐ 2. Structured abstract is included (following IMRaD method/includes keywords and is brief summary).
- ☐ 3. Figures and tables are provided as separate files, are referenced in text, and captions are provided.
If the image is not your own, you must include the source and proof that you have permission to use it.
- ☐ 4. The article is your original work and not published elsewhere.
- ☐ 5. Written informed consent or IRB has been attained (if required).
- ☐ 6. Individual Author Authorization Release forms are filled out by each author on the byline.
- ☐ 7. Any use of AI in the creation of this article has been clearly and appropriately disclosed.

I certify that I have read the submission guidelines and complied with all requirements for the article titled:

Name: _____ Date: _____