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Instructions to Authors for ENDOCRINE REVIEWS

Expectation of Ethical Conduct

The Endocrine Society's mission is to advance excellence in endocrinology and be an integrative force in scientific research and medical practice. Such progress depends on integrity in the conduct of scientific research and truthful representation of findings. Specific guidelines regarding the Society’s expectations for ethical conduct can be found in the Code of Ethics of The Endocrine Society and the Ethical Guidelines for Publications of Research.

The journal editors and publication oversight committees of The Endocrine Society are dedicated to upholding high ethical standards in its publications and expect authors and reviewers to do the same.

Purpose and Scope

Endocrine Reviews publishes bimonthly scholarly review articles in all areas of experimental and clinical endocrinology. The Journal considers articles addressing traditional hormones, locally acting regulatory molecules, and other molecules that act in ways that are hormone-like, e.g., cytokines or growth factors. The Journal strives to publish a mixture of basic, transitional, and clinically relevant articles of general interest.

Each manuscript should present a timely, authoritative review of its focal topic. Authors should provide sufficient background information to allow both endocrinologists and other scientists to gain both knowledge and perspective of the subject. We emphasize publication of articles that present a critical review of previous findings, as opposed to a simple compilation of previously published data and interpretations. While a limited amount of new data may be included to buttress the author’s point of view, manuscripts that deal primarily with new findings should be submitted to Endocrinology or The Journal of Clinical Endocrinology & Metabolism (JCEM) or Molecular Endocrinology.

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Note that all articles submitted to Endocrine Reviews, whether solicited or not, will undergo peer review. Manuscripts will be reviewed for scientific accuracy, clarity, and balance of perspective by members of the Editorial Board and other experts in the field. Manuscripts that focus entirely on the author’s previous contributions to the literature will not be accepted. The bibliography should be comprehensive for current or recent citations but need not include all previous references. To this end, appropriate recent reviews should be cited whenever possible. However, we consider historical perspective very important; use of reviews should not preempt citation of early seminal publications.

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Manuscripts may be solicited by the Editor-in-Chief, or proposals for manuscripts may be submitted independently by interested individuals. When submitting a proposal, authors must include the following items:

1. A full outline of the proposed review, listing all topics to be covered
2. A brief (1 page) narrative of the material to be covered in the manuscript, including a statement on why the topic is important and timely
3. A curriculum vitae for each author, including a full bibliography of published work
4. A completion date for the manuscript.

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General Format

The Journal requires that all submissions be submitted in a two-column format that follows these guidelines:

- Format text from the Introduction through the Acknowledgments in two single-spaced columns. All text should be single spaced with one-inch margins on both sides using 11-point type in Times Roman font.
- The abstract, references, and legends should be set in one column.
- All tables and figures must be placed after the text and must be labeled. Submitted papers must be complete, including the title page, abstract, figures, and tables. Papers submitted without all of these components will be placed on hold until the manuscript is complete.

Title Page

The title page should include the following:

- Full title (a concise statement of the article’s major contents)
• Authors’ names and institutions. At least one person must be listed as an author; no group authorship without a responsible party is allowed. A group can be listed in the authorship line, but only on behalf of a person or persons. All group members not listed in the authorship line must be listed in the acknowledgment.

• All papers with U.S. National Institutes of Health funding must include the paragraph indicated in the The Endocrine Society NIH statement.

• Abbreviated title of not more than 40 characters for page headings

• At least three key terms for indexing and information retrieval

• Word count (excluding abstract, figure captions, and references)

• Corresponding author’s e-mail and ground mail addresses, telephone and fax numbers

• Name and address of person to whom reprint requests should be addressed

• Any grants or fellowships supporting the writing of the paper

Abstract

Please use the following guidelines when preparing the abstract:

• Do not exceed 250 words.

• Briefly describe in complete sentences the purpose of the investigation, the methods used, the results obtained, and the principal conclusions.

• Do not refer to the text or references.

• Write the abstract with a general audience in mind.

Outline

An outline of the manuscript’s contents helps to lead the reader by providing preliminary information on the structure of the review.

Introduction

The article should begin with a brief introductory statement that places the work to follow in historical perspective and explains its intent and significance.

Body of Manuscript

The organization of this privileged section of the review is left to the authors. However, the organization should be logical and readily comprehended by the reader. As indicated above, an outline that indicates this organization is desirable.

Acknowledgments

The acknowledgment section should include the names of those people who contributed to a study but did not meet the requirements for authorship. The corresponding author is responsible for informing each person listed in the Acknowledgments section that they have been included and providing them with a description of their contribution so that they know the activity for which they are considered responsible.

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References to the literature should be cited in numerical order (in parentheses) in the text and listed in the same numerical order at the end of the manuscript on a separate sheet or sheets. There must be only one reference to a number.

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Examples of the reference style that should be used are given below. The titles of journals should be abbreviated according to the style used in the Index Medicus.

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Tables must be constructed as simply as possible and be intelligible without reference to the text. Each table must have a concise heading. A description of experimental conditions may appear together with footnotes at the foot of the table. Tables must not simply duplicate the text or figures. The width of the table must be designed to occupy one or two journal columns, with no more than four (4) table columns or eight (8) to 10 table columns, respectively.

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### Nomenclature of Steroids


2. Trivial names may be used but, with the exception of cholesterol, estrone, 17β-estradiol, estradiol, aldosterone, androstosterone, etiocholanolone, dehydroepiandrosterone, androsterone, androstenedione, pregnenedione, progesterone, corticosterone, deoxycorticosterone, cortisone, cortisol, must be defined systematically in a single footnote. This footnote should also contain the definitions of all letter abbreviations.

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### Nomenclature of Vitamin D Metabolites: Analogous and Structurally Related Compounds

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promptly, within the editor’s deadline. Should a delay in their review occur, the reviewer has the obligation to notify the editor at once.

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[Please see paper of Rossner and Yamada (Journal of Cell Biology, 2004, 166:11–15), which was consulted in developing these policy issues, for additional discussion and The CSE’s White Paper on Promoting Integrity in Scientific Journal Publications, published by The Council of Science Editors, 2006.]

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Expectation of Ethical Conduct

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The journal editors and publication oversight committees of The Endocrine Society are dedicated to upholding high ethical standards in its publications and expect authors and reviewers to do the same.

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The Society requires that all studies involving the use of animals published in its journals be conducted in accordance with mandated standards of humane care. The appropriateness of the experimental procedures, as well as the species and required number of animals used, must be considered in the design of any study. All research animals must be acquired and used in compliance with federal, state, and local laws and institutional regulations. In particular, the Society recommends that animals be maintained in accordance with the NIH Guide for the Care and Use of Laboratory Animals [1996 (7th ed.) Washington, DC: National Academy Press, aka National Research Council Guide.]

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Introduction

The fundamentals of good conduct as they apply to research are honesty, fairness, good manners, and the subordination of self-interest to the common interest of our profession and our society. In these notes, the Publications Committee sets forth its rules of good conduct for authors, reviewers, and editors.

Obligations of Authors

Authorship Conditions

An author should have participated in either the conception or planning of the work, the interpretation of the results and the writing of the paper. An acknowledgment accompanying the paper is appropriate recognition for others who have contributed to a lesser extent, e.g., provision of clones, antisera or cell lines, or reading and reviewing manuscripts in draft. The signature of each author on the Affirmation of Originality and Copyright Release form that must be sub-
mitted with the manuscript indicates that all authors have had a part in the writing and final editing of the report, all have been given a copy of the manuscript, all have approved the final version of the manuscript, and all are prepared to take public responsibility for the work, sharing responsibility and accountability for the results.

Authorship Obligations

The foremost obligation of an author is to present a clear, honest, accurate, and complete account of the research performed. Each manuscript should describe a complete study or a completed phase of an extended study. Fragmentation of reports should be avoided. When some of the results are to appear in another journal, in publications of congresses, symposia, workshops, etc., details plus a copy of the other paper(s) should be supplied to the editor. Any preliminary accounts or abstracts of the work, already published, must be referenced in the complete report.

The author has an obligation to: 1) describe the work in sufficient detail to allow others to repeat the work; 2) adhere to the journals’ policy regarding preparation of digital images as outlined below; 3) include all relevant data, including those which may not support the hypothesis being tested; 4) cite those publications which have a direct bearing on the novelty and interpretation of the results; 5) make unique resources available to other investigators for academic research purposes, as a condition of publication. The Endocrine Society endorses the philosophy of open exchange of research materials and requires this; 6) ensure no substitution, addition, or deletion of data or text during the proof correction process (after acceptance). Answers to author queries and changes to typographical or printer’s errors may be made to proofs. Any other changes will require that the proofs be returned to the editorial office for re-review of the manuscript; 7) If there are any additions, deletions, or changes in position of the names that appear in the authorship line of the originally submitted manuscript, the corresponding author must send to the Editorial Office a brief letter, signed by all authors, stating that they agree to the change.

Image Integrity

When preparing digital images, authors must adhere to the following guidelines (as stated in Reference 8):

- No specific feature within an image may be enhanced, obscured, moved, removed, or introduced.
- Adjustments of brightness, contrast, or color balance are acceptable if they are applied to the entire image and as long as they do not obscure, eliminate, or misrepresent any information present in the original.
- The grouping of images from different parts of the same gel, or from different gels, fields, or exposures must be made explicit by the arrangement of the figure (e.g., dividing lines) and in the figure legend.
- Deviations from these guidelines will be considered as potential ethical violations.

Note that this is an evolving issue, but these basic principles apply regardless of changes in the technical environment. Authors should be aware that they must provide original images when requested to do so by Editors-in-Chief who may wish to clarify an uncertainty or concern.

Please see paper of Rossner and Yamada (Journal of Cell Biology, 2004, 166:11–15), which was consulted in developing these policy issues, for additional discussion.

Scientific Misconduct and Unethical Practices

The Endocrine Society accepts the definitions of plagiarism, fabrication and falsification proposed in the ORI Handbook for Institutional Research Integrity Officers, February 1997, Office of Research Integrity, Public Health Service of the U.S. Department of Health and Human Services (Washington, DC). Scientific misconduct and unethical acts include, but are not limited to, plagiarism, fabrication, falsification, redundant or duplicate publication, violation of federal, state or institutional rules, and honorary authorship.

The list below includes, but is not limited to, the following prohibited acts:

1. Plagiarism, which includes the theft or misappropriation of intellectual property and the substantial unattributed textual copying of another’s work. It does not include authorship or credit disputes. The theft or misappropriation of intellectual property includes the unauthorized use of ideas or unique methods obtained via a privileged communication, such as a grant or manuscript review. Substantial unattributed textual copying of another’s work is defined as the unattributed verbatim or nearly verbatim copying of sentences and paragraphs which materially misleads the ordinary reader regarding the contributions of the author. It does not include the limited use of identical or nearly identical phrases which describe a commonly used methodology or previous research. The author must show the editor written permission to quote any information learned personally from another investigator or by reviewing applications for research grants. In the introduction, and especially in the discussion of a paper, the author should cite fairly the work of others that is relevant either to the origin or to the outcome of the research described.

2. Fabrication, which includes making up results and recording or reporting them, in whole or in part.

3. Falsification is manipulating research, materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. It includes the suppressing or altering of data not in agreement with one’s hypothesis.

4. Redundant or duplicate publication, which includes the submission of a paper, or portion thereof, that overlaps with one already submitted or published. An author may not submit reports of the same or substantially overlapping research to more than one journal at the same time, unless the author can justify it in letters to both editors.

5. Submission of animal or clinical research conducted without the approval of the institutional animal care and use committee or review board.

6. Honorary authorship is not permitted in The Endocrine Society publications. Honorary authorship is the inclusion of authors who have not met The Endocrine Society’s definition of authors as described above. An author’s signature on the
Embargo Policy and the Ingelfinger Rule

Copyright Assignment and Affirmation of Originality

Prior Publication

Failure to notify the editor that some results in the manuscript are being or have been previously published will result in placement of a notice in the journal that the authors have violated the Ethical Guidelines for Publication of Research in The Endocrine Society Journals. The journal publishes original research and review material. Material previously published in whole or in part shall not be considered for publication. This includes materials published in any form of mass communication. At the time of submission, authors must divulge in their cover letter all prior publications or postings of the material in any form of media. Abstracts or posters displayed for colleagues at scientific meetings need not be reported. Other postings of any part of the submitted material on web pages, as well as those essential for participation in required registries will be evaluated by the Editor-In-Chief, who shall determine if those postings are material enough to constitute prior publication.

Copyright Assignment and Affirmation of Originality

Acceptance and publication of any article in The Endocrine Society journals is contingent upon the author’s warranty that the manuscript has not been published in total or in part, nor is it being submitted or considered for publication in total or in part elsewhere. In addition, the acceptance of any work for publication in The Endocrine Society journals is contingent upon the author’s assignment and transfer of rights and interest in and the copyright of that work in its current form, and in any subsequent form revised for publication to The Endocrine Society.

Embargo Policy and the Ingelfinger Rule

The embargo policy is an agreement between reporters and the journal. All press activity and/or interactions with the media prior to the publication of an article in The Endocrine Society journals either in print or online will be initiated and coordinated by The Endocrine Society’s Department of Public Affairs in conjunction with the Society’s Media Advisory Committee. Neither authors nor their institutions and/or organizations may initiate press activity at any point while an article is under consideration for print or online publication by The Endocrine Society journals without the express prior consent of The Endocrine Society Department of Public Affairs. All articles published by The Endocrine Society journals are embargoed until 6:00 a.m. on the date of the specific issue of the journal in which that article will be published. Articles published online before the print edition of the journal are embargoed until they appear online. Additionally, The Endocrine Society’s Department of Public Affairs may alone authorize and/or coordinate press activities prior to the embargo date such as interviews, comment
Obligations of Editors

The Editor-in-Chief directs and supervises the policies of a journal and is responsible for maintaining its scientific and literary quality. The first obligation of an Editor-in-Chief and the journal Editors is to make certain that all authors receive confidential, expert, critical, and unbiased reviews of their work in a timely fashion. The editors and members of the editor’s staff should not disclose any information about a manuscript submitted for review to anyone except the reviewers or authors or those working on their behalf.

An editor may not take part in the editorial management of any report of the editor’s own research because it involves conflict of interest. An editor must also avoid conflict of interest in the editorial management of reports of research closely related to the editor’s own research. An editor may not use unpublished information of any kind from a submitted manuscript without written permission of the author.

If an editor is presented with convincing evidence that the main substance or conclusions of a report published in an editor’s journal is erroneous or determined to be the result of misconduct, the editor should facilitate prompt publication of a report pointing out the error and, if possible, correcting it. The report may be written by all the authors. In those cases where it is not possible, or there is disagreement, the Editor-in-Chief may consider the report written by some of the authors, academic or institutional sponsor, editor, or the Society.

Electronic Publications

It is now recognized that manuscripts appearing in Rapid Electronic Publication are considered to be published the day they are posted. If a serious error or ethical violation is identified before print publication, the Editor-in-Chief has the prerogative to print a revised manuscript or even withdraw a manuscript from print publication. While the rapid electronic version cannot be removed, it can be appropriately identified and stamped as a withdrawn or retracted manuscript.

Due Process/Administrative Procedures

The Society has approved the following procedures for administering allegations of scientific misconduct. However, establishment of these procedures does not supersede or diminish the authority of a journal to reject a manuscript as set forth in the Editorial Policies and Procedures. Further, the Society, in its discretion, may choose to suspend this policy, in whole or in part, in specific instances.

The Editor-in-Chief of each journal shall investigate all allegations of scientific misconduct with a prompt and discreet initial inquiry to assess the veracity, severity and scope of the perceived impropriety or violation. The Editor-in-Chief shall also provide written notification to the author against whom the violation is alleged and obtain information to assist him or her in this initial inquiry. The Editor-in-Chief may delay publication of a challenged paper pending the outcome of an investigation. The ability to effectively investigate and administer an allegation of scientific misconduct shall be carefully balanced with the need to maintain confidentiality in order to protect the rights and reputations of all concerned.

If the Editor-in-Chief, after any needed consultation with their Editorial Board, determines that there is reasonable cause to proceed with further investigation, he or she shall contact the institution with which the author is associated, and where the work was conducted. The Editor-in-Chief shall request to be informed of the progress and outcome of any inquiry or investigation, including any administrative or disciplinary action taken by the institution as a result. The pace of the inquiry or investigation and the frequency of progress reports will be set in reference to timelines established by the institution, if they exist, or by a mutually agreed upon timeline established between the institution and the Editor-in-Chief. In instances where the institution fails to meet expected timelines, the matter will be referred back to the Publications Committee for treatment as a special case. Similarly, in the rare event that the author against whom the allegation is made does not have an institutional affiliation, the matter will also be treated as a special case by the Publications Committee. A “special case” is a matter involving allegations of scientific misconduct in which the Publications Committee, rather than an author’s institution, undertakes an investigation.

All parties involved are expected to cooperate fully to ensure fairness in the investigation. Authors are expected to cooperate by providing access to original data and laboratory notebooks or in other ways. The accused is considered innocent of wrongdoing until the evidence or investigation indicates otherwise. Any individual who brings forward allegations of scientific misconduct in good faith shall not be subjected to retaliation, however, allegations not brought in good faith, or maliciously motivated, may be subject to disciplinary action by the Council.

The outcome of the institutional investigation (or the special case investigation if no institution is involved) shall be reported to the Council of The Endocrine Society for a determination as to appropriate action, if any, including rejection of a manuscript or retraction of a publication. If the Council determines that, due to scientific misconduct, the validity or authoritativeness of a previously published article is in question, or the article contains a material error, then a correction or retraction must be published prominently in the journal in which the original report appeared and contain the full bibliographic reference to the original article. It shall be listed in the contents page and be prominently labeled, i.e., erratum or retraction.

The Council also reserves the right to reprimand the author, and co-authors, as it deems appropriate. Sanctions may include, but are not limited to, dismissal from the Society for
a number of years, expulsion, written notification to other professional societies, institutions and funding agencies.

Policy Regarding Advertisements

All Endocrine Society Journals contain advertisements but advertising is not allowed to influence editorial decisions. Readers will be able to readily distinguish between editorial material and advertising. The juxtaposition of advertisements promoting specific products and scientific articles discussing such products is, as far as possible, avoided. The Endocrine Society and the editors do not provide unpublished advance information about journal content for forthcoming issues to agencies involved in soliciting advertisements or companies purchasing advertising space. The appearance of any advertisement does not imply warranty, endorsement, or approval of the products or services or of their effectiveness, quality, or safety by The Endocrine Society. The Society has the prerogative to reject any advertisement it deems inappropriate. It accepts advertisements only if the advertisers warrant that the advertisement does not contravene legal requirements on trade descriptions, medicines, race relations, or sex discrimination.

Bibliography

In assembling these guidelines, the Publications Committee has relied on the following published reports:


In addition, the Committee recommends reading the following:

1. Association of American Medical Colleges 1982 The maintenance of high ethical standards in the conduct of research.