Author Guidelines

The JDDG is the official organ of the German Dermatological Society (Deutsche Dermatologische Gesellschaft – DDG). The aim of the journal is to be an international ambassador for German-language clinical and scientific dermatology. The language of publication is German, but original contributions and review articles in English are preferred. All manuscripts are evaluated by reviewers. The editors and the publishers endeavour to keep the time to publication under six months.

Editorial Guidelines

1. General

Manuscripts not conforming to the Guidelines will not be processed but will be returned to the author for correction or completion. Correspondence from the editors or the publisher will be sent to the author named under "correspondence to". The author is responsible for retaining a complete copy of the submitted manuscript until it has been published. The publisher cannot be held responsible for any damage or loss of the manuscript or its parts. The publisher will destroy the manuscript three months after publication. Only unique copies specifically designated as such will be returned. The publisher assumes no guarantee for these or for their intact return by post.

2. Types of manuscripts

- **Review Articles** can be submitted either in German or in English. Maximum length: 27,000 characters (15 typewritten pages), 12 figures and/or tables and 50 references.
- **Minireviews** (preferably in English, but also in German): Max. length: 11,000 characters (six typewritten pages), three figures and 20 references.
- **Original Articles** (preferably in English, but also in German): Max. length: 22,000 characters (12 typewritten pages), 12 figures and/or tables and 30 references. The summary must be structured (see item 4.2).
- **Case Reports** (in German and English): Maximum length: 8,000 characters (4.5 typewritten pages), five figures and ten references.
- **Dermatopathology** (in German and English): Max. length: 8,000 characters (4.5 typewritten pages), five figures and ten references.
- **Hypotheses, Perspectives** (in German and English): Max. length: 7,000 characters (four typewritten pages).
- **Continuing Medical Education** (in German): Articles in this category are assigned by invitation. Enquiries to Prof. Dr. M. Landthaler.
- **History Articles** (in German): Articles on the history of dermatology, including state of the art and future prospects. Max. length: 15,000 characters (seven typewritten pages), ten figures or tables.
- **Case for Diagnosis** (in German): Max. length: 4,000 characters (two typewritten pages), five figures and ten references. The diagnosis must appear only in the solution (back page), not in the heading (1st printed page). The title of the article, the diagnosis, and figure and table legends must also be provided in English.
- **News, Letters to the Editor, Book Reviews**
3. Submission of manuscripts

Please submit manuscripts to the responsible editor.

3.1 Section editors

Review Articles, Case for Diagnosis Hypotheses, History Articles, and Book Reviews
Prof. Dr. med. E.-B. Bröcker (Editor-in-Chief)
Klinik und Poliklinik für Dermatologie, Venerologie und Allergologie
Josef-Schneider-Str. 2
97080 Würzburg, Germany
Tel.: +49-9 31-2 01-2 63 51
Fax: +49-9 31-2 01-2 64 62
Email: Braun_G@klinik.uni-wuerzburg.de

Original Articles, Case Reports, and News
Prof. Dr. med. P. Fritsch (Editor-in-Chief)
Dermatologische Universitätsklinik
Anichstr. 35
6020 Innsbruck, Austria
Tel.: +43-5 12-5 04-2 48 01
Fax:+43-5 12-5 04-2 30 02
Email: gabriele.willim@uklibk.ac.at

Dermatopathology
Prof. Dr. med. Helmut Kerl
Submission to:
Prof. Dr. med. P. Fritsch
Dermatologische Universitätsklinik
Anichstr. 35
6020 Innsbruck, Austria
Tel.: +43-5 12-5 04-2 48 01
Fax: +43-5 12-5 04-2 30 02
Email: gabriele.willim@uklibk.ac.at

Continuing Medical Education
Prof. Dr. med. M. Landthaler
Universitäts-Hautklinik
Franz Josef-Strauß-Allee 11
93053 Regensburg, Germany
E-Mail: michael.landthaler@klinik.uni-regensburg.de
(Author guidelines to be obtained from Uschi Ertl, uschi.ertl@klinik.uni-regensburg.de)

One printed original and two copies of manuscripts and figures must be submitted. Manuscript submission by email only is not accepted. The original remains with the editors and the copies go to the reviewers. The text must also be sent as a standard word processing programme file (Microsoft Word, Word Perfect) or in rtf format on diskette, zip disk or CD-ROM. Do not use automatic or manual syllabification. Avoid footnotes. Data carriers must be PC/ Windows-compatible and may not contain any files other than those for the current manuscript. Please include a list of the files noting the file names, the computer program and its version number.

The Exclusive Licence Form must accompany the manuscript. It includes the copyright transfer agreement and is available for downloading in pdf format at the JDDG homepage.

Please include a covering letter declaring that the paper has not been published previously or submitted for publication elsewhere and will not be submitted for publication elsewhere before a decision is reached concerning publication in the JDDG. Please state in the covering letter for which category the manuscript is intended.

Manuscripts describing studies carried out on human beings must contain a declaration indicating that the studies have been approved by the relevant ethics commission in accordance with the ethical standards of the Declaration of Helsinki, and further that the patients and probands or their authorised
representatives have given their written consent after being thoroughly informed of any risks. In the case of experiments on living animals, the authors must give proof that the experiments were authorised by the relevant local authorities and that they were conducted in accordance with their ethical guidelines.

4. Manuscript requirements

4.1. External form

The manuscript consists of a print-out of the text (printed on one side, page format DIN A4, left margin 5 cm, line spacing 1.5, font size 12 pt, font Times New Roman, 30 lines per page). Please number pages consecutively in the bottom right corner. Please use standard British English. Any abbreviations must be explained in the text. Please enclose a list of all figures with their legends (in English and German) on a separate sheet; the same applies to the tables. Please number figures and tables consecutively in the order in which they occur in the text. The terms Figure and Table must not be abbreviated. All figures must be provided in reproducible form. The name of the first author, a short title and the figure number must appear on the back. The "top" must be indicated with an arrow.

4.2. Manuscript sequence

Page 1: Title in English and German, authors with first names, name of institute or clinic, short title (55 characters at most) in English and German, corresponding author with postal address, phone and fax numbers and email address.

Page 2: Summary. Maximum length: 200 words. The summary should be easy to understand and not require references to the text. In the case of original contributions the summary must have four sections: background, patients and methods, results, and conclusions. Problem and results must be consistent with the text. Only very important results should be presented numerically in the abstract; it must not contain any abbreviations or statistical details.

Page 3: German summary ('Zusammenfassung'). This must be identical in content to the English summary and its wording must be as close as possible to the English.

Page 4 and following: The text proper, structured according to the requirements of the category (Original contributions: introduction, patients/material and methods, results, discussion; Case reports: introduction, case report, discussion) and lists of references, figures and tables.

Provide a maximum of seven key words to the abstract for original contributions, review articles, case reports, and dermatopathology (each in English and German). These should be taken from the 'Medical Subject Headings' list from Index Medicus and there should be no overlapping with the title.

4.3. Reference list

Please number the references consecutively in the order in which the citations appear in the text. References are cited in the text by inserting the appropriate numbers in square brackets. Each figure, table, and bibliographic entry must have a reference in the text (and vice versa).

References
3 Book author AA. Book Title, 2nd Edition, Publisher, Place, 1996.
Give the names of all authors in the reference list. Use the abbreviations in the Index Medicus for journals. When authors' names appear in the text, if there are only two authors, give the names of both; if there are three or more, name the first followed by "et al."

4.4. Citing pharmaceuticals

Use the generic names of pharmaceutical preparations. The trade name can be cited once in brackets. The editors reserve the right to delete trade names if they are not essential to the paper.

4.5. Tables and figures

Documentation of the same results in tables and diagrams is not acceptable. It is essential that text and image files be kept separate. Each table and figure must have a reference in the text. Distinct originals or artwork prints (no photocopies) are required for copying. Submit distinct, well-focused, full-contrast glossy prints for halftone images.

Save images (always with a printout) in a neutral data format such as JPEG, TIFF or EPS. MS PowerPoint and Word Graphics are unsuitable. Do not use pixel-oriented programs. Scans (TIFF only) should have a resolution of 400 dpi (halftone) or 600 to 1200 dpi (line drawings) in relation to the reproduction size. The whole journal is in colour: Please save all colour illustrations in CMYK mode.

Motif and scale (e.g. of microscopic photographs) should be appropriate to the reproduction size. Please indicate the desired detail on a copy of the illustration or greaseproof paper. Printouts should be made with a laser printer at the highest resolution (≥ 600 dpi). Line drawings should only be contour drawings without halftones (photo, shades of grey). Please do not use patterns; rough hatching is possible.

Graphs with an x and y axis should not be enclosed in frames; only 2-dimensional representations are possible. Do not forget the labels and units. Captions for the figures should give a precise description of the content and should not be repeated within the figure.

Tables should be created using the table function in Word or the tabulator in other programs.

5. Resubmission of revised manuscripts

The same rules apply for the resubmission of manuscripts that have been revised following the review process as for the first submission. Three identical copies and an electronic version on a storage medium must be sent in; one copy is retained by the author. Mark passages that differ from the initial manuscript with a highlighter on one copy. Observe the Editorial Guidelines.

6. Copyright Assignment

In submitting the manuscript to the publisher, the author certifies that neither the author's contribution nor any text or figures procured and included by the author infringes upon the rights of a third party, and that the author alone is authorized to dispose of the existing right of utilization with regard to copyright. The author will refrain from any other duplication and distribution or digital transfer and reproduction (e.g., on the Internet) during the period of the contract. The author grants the publisher, regardless of location, the exclusive licence of duplication and dissemination without restriction as to the amount or number of downloads and for all print and electronic editions in tangible or intangible form as well as the issuance of licences to third parties nationally and abroad for the exercise of the ancillary rights granted. The publisher is authorized to make use of the utilization rights to which he is entitled; however, he is not obligated to do so.
7. Authorship and conflict of interest

According to the International Committee of Medical Journal Editors authorship depends on the following conditions:

- substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
- drafting the article or revising it critically for important intellectual content;
- final approval of the version to be published.

Conditions 1, 2, and 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group by themselves do not justify authorship. More detailed information can be found on the following website: http://www.icmje.org/index.html#authorship.

Conflict of interest for a given manuscript exists (again, according to the International Committee of Medical Journal Editors) when a participant in the peer review and publication process – author, reviewer, or editor – has ties to activities that could inappropriately influence his or her judgment, whether or not judgment is in fact affected. Financial relationships with industry (i.e. through employment, consultancies, stock ownership, honoraria, expert testimony), either directly or through immediate family, are usually considered to be the most important conflicts of interest. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion. More detailed information can be found on the following website: http://www.icmje.org/index.html#conflict.

8. Proof correction and offprints

The corresponding author will receive electronic proofs (pdf) which should be reviewed, countersigned and returned without delay. If the proofs are not returned to the publisher after an established grace period, the publisher will assume that the article can be published unchanged. Authors' corrections are limited to typesetting errors.

Authors will be provided with electronic offprints of their paper which are sent to the email address of the corresponding author. Paper offprints can be ordered on the form attached to the proofs. Later special requests entail extra charges.

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