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For instructions see section 3.1 below.

Author Guidelines

The JDDG is the official journal of the German Society of Dermatology (DDG) and the Austrian Society of Dermatology and Venerology (ÖGDV) as well as other professional societies.

Papers can be submitted in German or English. In the print version, all articles are published in German. In the online version, all key articles are published in English. The translations are provided by JDDG.

All manuscripts are evaluated by reviewers. The editors and the publishers endeavor to keep the publication time under six months.

1. General

Manuscripts not conforming to these guidelines cannot be processed and 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.

2. Types of manuscripts

Reviews: Maximum length: 27,000 characters (with spaces)/ ca. 3,650 words incl. summary excl. 12 figures and/or tables, 1 portrait photo of the first author and 50 references.

Minireviews: Maximum length: 11,000 characters/ ca. 1,500 words incl. summary excl. 3 figures and 20 references.

Original Articles: Maximum length: 22,000 characters/ ca. 3,000 words incl. summary excl. 12 figures and/or tables, 1 portrait photo of the first author and 30 references. The summary must be structured (see item 4.2).

Letters: Letters to the Editor are considered for publication (subject to editing and abridgment), if they do not contain material that has been submitted or published elsewhere. 3 types of letter will be considered for publication (see below).

Clinical Letters: These letters to the Editor – describing patient cases – do not require a summary, and should be formatted in one continuous section. A Letter should be signed by no more than three authors. Maximum length: 4,300 characters/ ca. 600 words excl. 1 figure and 10 references. The corresponding author will be asked to include a full postal address and e-mail address.

Scientific Letters: A short stand-alone letter not exceeding 3,700 characters/ 500 words, incl. references and no more than 1 table or figure, may be accepted for publication, if it serves to promote communication between clinicians and research workers. A stand-alone scientific letter should be signed by no more than 3 authors. The corresponding author will be asked to include a full postal address and e-mail address.

Comments and Notes These are published as part of the Forum section (see below). These contributions must not exceed 1,350 characters/ 200 words (excluding references), and must relate to articles published in JDDG within the last 3 years. These are views and assessments of professional, society or scientific topics which reflect the subjective opinions of the authors. The corresponding author will be asked to include a full postal address and e-mail address.

Perspectives (in German only): Views and assessments of professional, society or scientific topics which reflect the subjective opinions of the authors. Maximum length: 12,000 characters/ ca. 1,650 words excl. 5 figures or tables.

Case for Diagnosis (in German only): Maximum length: 4,000 characters/ ca. 550 words excl. 5 figures and ten references. The diagnosis must appear only in the solution (back page), not in the heading (1st printed page).

CME Article: Articles in this category are assigned by invitation. Enquiries to Prof. Jan Simon, Section Editor (jddg@derma.de). 1 portrait photo of the first author must be submitted.

Dermatological Surgery – Tricks of the Trade: This section contains brief details of surgical procedures. Maximum length: 4,000 characters/ ca. 550 words excl. 2–6 figures and 5 references.

Dermatopathology: Maximum length: 3,000 characters/ ca. 450 words excl. 2–4 figures and 3 references.

Evidence-based dermatology and health-services research: This section contains controlled clinical trials, systematic reviews/ meta-analyses, validation studies of outcome measurements/ diagnostic tests and manuscripts related to health-services research. Articles can be submitted in the form of Mini-, Reviews or Original Articles. Authors are asked to indicate the relevance of the submitted manuscript for the section Evidence-based dermatology and health-services research on the first page of the manuscript and in the submission letter.

Guidelines: Guidelines must be accepted by DDG and BVVD. Section Editor: Prof. Alexander Nast.

Forum – History Articles (in German only): Articles on the history of dermatology, including state of the art and future prospects. Maximum length: 15,000 characters/ ca. 2,000 words excl. 10 figures or tables.

Forum – Conference Reports, News, Book Reviews (in German only)

3. Submission of manuscripts

All manuscripts except Guidelines, History Articles and those in the Forum section are to be submitted online at <http://mc.manuscriptcentral.com/jddg>

For queries on electronic submissions, please contact:

JDDG Editorial Office

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E-mail: jddg@derma.de

3.1 Electronic submission

To submit a manuscript online, please follow the instructions below.

Getting Started

1. Go to <http://mc.manuscriptcentral.com/jddg>
2. Log-in or click the “Create Account” option if you are a first-time user of ScholarOne Manuscripts.
3. After you have logged in, select “Author Center.”

Submitting Your Manuscript

4. Click the “Submit a Manuscript” link in the menu bar.
5. Enter data and answer questions as appropriate.
6. Click the “Next” button on each screen to save your work and advance to the next screen.
7. You are required to upload your files. When you have selected all files you wish to upload, click the “Upload Files” button.

8. Review your submission carefully (in PDF format) before sending to JDDG. Click the “Submit” button when you are finished reviewing. Changes are not possible after that.

You may suspend a submission at any phase before clicking the “Submit” button and save it to submit later. After submission, you will receive a confirmatory e-mail with a manuscript number. Please use this number in all future correspondence. You can also access ScholarOne Manuscripts any time to check the status of your manuscript. The Journal will inform you by e-mail once a decision has been made.

Manuscripts should be uploaded as Word (.doc) or Rich Text Format (.rtf) files (not write-protected). **IMPORTANT:** Your original files are available to you when you upload your revised manuscript. Please delete any redundant files before completing the submission and *use no tracked changes* in your revision. Figures have to be submitted as separate files. Only high-resolution TIF, JPG or EPS files are suitable for printing. The files will be automatically converted to a PDF document on upload and will be used for the review process. The text file must contain the entire manuscript including title page, abstract, text, references, tables, and figure legends, but *no* embedded figures. Figure tags should be included in the file.

When preparing your manuscript, please use only standard fonts such as Times, Times New Roman or Arial for text, and Symbol font for Greek letters, to avoid inadvertent character substitutions. In particular, please do not use Japanese or other Asian fonts. Do not use automated or manual hyphenation.

Once your manuscript is accepted, please be sure that the final version is submitted, as well as high-resolution figures (TIF, JPG or EPS files). Information on standards for electronic illustrations is available at <http://authorservices.wiley.com/bauthor/illustration.asp>

3.2 Cover letter

Please include a cover 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 cover letter for which category the manuscript is intended.

3.3 Exclusive License Form and Statement on Conflict of Interest

The [Exclusive License Form](#) (ELF) must accompany the manuscript. It includes the copyright transfer agreement and the Conflict of Interest form and is available for downloading in PDF format at the JDDG homepage.

The Editor requests that authors provide a statement of any conflicts of interest (see also section 8). The statement of declared interests will be published at the end of the article.

3.4 Ethics

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 test subjects or their authorized representatives have given their written consent after being thoroughly informed of any risks. In the case of experiments on live animals, the authors must give proof that the experiments were authorized by the relevant local authorities and that they were conducted in accordance with their ethical guidelines.

4. Manuscript requirements

4.1 External form

Please number pages consecutively in the bottom right corner. Any abbreviations must be explained in the text. 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 supplied electronically (JPEG, TIFF, EPS) and must be numbered.

Please use American English.

Authors are encouraged to visit the Wiley-Blackwell [website for authors](#) which details further information on the preparation and submission of articles and figures.

4.2 Manuscript sequence

Page 1: Title in English and German (if possible), 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 reference to the text. For original contributions the summary must be structured (see below).

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 proper text, structured according to the requirements of the category (Original contributions: introduction, patients/material and methods, results, discussion, conflict of interest) and lists of references, figures and tables.

Structured summary

For **Original Articles**, the summary must have four sections: background, patients and methods, results, and conclusions. The information in the abstract must correspond with that in the text. Only very important results should be presented numerically in the abstract which should not contain any abbreviations or statistical details.

Keywords

Provide a maximum of seven keywords to the abstract for original contributions, review articles, and CME (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 References

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 bibliographic entry must have a reference in the text (and vice versa).

The reference list must contain **the names of all authors** ("et al." is not allowed). 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."

JDDG Output Styles are available for download for both ReferenceManager and EndNote: [ReferenceManager](#), [EndNote](#).

References

- 1 Author AA, Author BB, Author CC. Title of the paper. Journal 1996; 50: 423–429.
(Example: Sidbury R, Hanifin JM. Systematic therapy of atopic dermatitis. Clin Exp Dermatol 2000; 25: 559–566.)
- 2 Author DD, Author EE. Title of the book article. In: Editor AA, Editor BB: The Book of Book Articles. 2nd Edition. Place: Publisher, 1996: 423–429.
(Example: Gasparro F, Edelson RL. Extracorporeal photochemotherapy. In: Krutmann J, Elmetz CA: Photoimmunology. Oxford: Blackwell Scientific, 1995: 231–245.)
- 3 Book author AA. Book Title, 2nd Edition, Publisher, Place, 1996.
(Example: Tietz H-J, Sterry W: Antimykotika von A–Z, 2. Auflage, Blackwell Verlag, Berlin, 2002.)
- 4 Author A. Title of paper. Doctoral thesis, Name of university, 1989.
(Example: Jekler J. Phototherapy of atopic dermatitis with ultraviolet radiation. Doctoral thesis, University of Göteborg, 1992.)
- 5 Autor AA, Autor BB, Autor CC. Title of online paper. Journal 2008; DOI: 10.1234/1234-0123.2008.01234.x.
(Example: Lin J, Hocker TL, Singh M, Tsao H. Genetics of melanoma predisposition. Br J Dermatol 2008; DOI: 10.1111/j.1365-2133.2008.08682.x.)

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

Do not repeat data from the tables and diagrams in the text. It is essential that text and image files be kept separate. Each table and figure must have a reference in the text.

Tables should be created using the table function in Word. If possible, please submit captions in English and German.

Save images in a neutral data format such as JPEG, TIFF or EPS. Only high-resolution figures are suitable for print. 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 color: Please save all color illustrations in CMYK mode.

Motif and scale (e.g. of microscopic photographs) should be appropriate to the reproduction size. 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.

5. Resubmission of revised manuscripts

Revised manuscripts should be re-submitted within 30 days using the same manuscript number. Passages that differ from the original manuscript should be marked or highlighted and each change addressed in an accompanying letter or in the appropriate field in ScholarOne Manuscripts. Observe the Author 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 license 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 licenses 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.

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acceptance or as soon as possible after that (preferably within 24 hours to avoid any delays in processing). Prior to acceptance there is no requirement to inform the Editorial Office that you intend to publish your paper OnlineOpen if you do not wish to.

8. 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>.

9. 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 online. These entail extra charges.

Checklist for Manuscript Submission

- Complete manuscript as a Word file or compatible format, including text, references, legends, tables (without “tracked changes”)
- High-resolution Figures as *.TIF, *.EPS or *.JPG
- [Exclusive License Form and Conflict of Interest Form](#)
- Title in English and German, authors, short title, correspondence address
- Summary in English and German, for original contributions: structured in background, patients and methods, results, and conclusions
- Keywords in English and German
- Text with pagination
- List of references:
 - numbered in the order of appearance in the text
 - correct style
- Tables (numbered consecutively, with a reference in the text)
- Figures (numbered consecutively, with a reference in the text)
- Captions for tables and figures

Last update: December 2011