Caspian Journal of Surgery

Quick Guide to Completing the Manuscript Template

Purpose. This guide explains how to complete the downloadable CJS Word manuscript template and prepare files for submission. It is a practical companion to the journal's full Guide for Authors; it does not replace the official instructions.

1. Before you start

- Download the CJS Manuscript Template (.docx) and save a working copy using a file name that identifies your manuscript.
- Select the correct article type before drafting. Check the corresponding word, abstract, reference, and figure/table limits in the table on page 2.
- Complete the template fields shown in square brackets [ ]. Delete instructional notes, unused article-type options, and empty sections before submission.
- Use the reporting guideline appropriate to your study: PRISMA (systematic reviews/meta-analyses), CONSORT (randomized trials), STROBE (observational studies), STARD (diagnostic accuracy), CARE (case reports), or ARRIVE (animal research).

2. Prepare two separate manuscript files

Title Page (identified file)

- Include article type, full title, running title (maximum 12 words), all authors' full names and academic qualifications, ORCID iDs, affiliations, and corresponding-author contact details.
- List authors in the intended publication order. Use superscript Arabic numerals to link authors to affiliations.
- Include previous presentation details, if applicable, and the abstract/main-text word counts and number of references, tables, and figures.

Main Manuscript (anonymized file)

- Do not include author names, affiliations, ORCID iDs, or acknowledgments and other details that could reveal author identity.
- Check the document properties and file name for identifying information before uploading.

3. Document formatting

File	Microsoft Word (.doc or .docx)
Page size	A4 (210 × 297 mm)
Margins	At least 2.5 cm on all sides
Font	12 pt; preferred fonts: Times New Roman, Arial, Courier, or Helvetica
Layout	Single column; double-spaced throughout
Pagination	Arabic numerals at the bottom of each page
Line numbering	Continuous line numbers on the left-hand side of each page

Write the manuscript in English. Define abbreviations at first use, use Arabic numerals, report measurements in SI units, use °C for temperature, and italicize species and gene names.

4. Article types and manuscript limits

The following limits are taken from the article-type descriptions and summary table in the supplied CJS Guide for Authors. “Tables/figures” indicates the combined maximum unless the guide specifically says figures.

Article type	Abstract	Main text	Refs	Tables / figures
Original Article	Structured; ≤250 words	≤4,000 words*	≤30	≤7
Case Report / Case Series	Unstructured; ≤250 words†	≤1,500 words†	≤20	≤7
Review Article	≤250 words; format clarification‡	≤5,000 words	≤100	≤7
Editorial	Not required	≤2,000 words	≤10	≤5
Letter to the Editor	Not required	≤1,500 words	≤10	≤5
Invited Commentary	Unstructured; ≤150 words	≤2,000 words	≤20	≤5
Systematic Review / Meta-analysis	Structured; ≤250 words	≤5,000 words	≤100	≤7
Technical Note	≤250 words	≤3,000 words	≤20	≤7
Short Communication / Brief Report	Unstructured; ≤150 words	≤2,000 words	≤20	≤5
Commentary	Unstructured; ≤150 words	≤2,000 words	≤20	≤5
Viewpoint / Perspective	≤150 words	≤2,000 words	≤20	≤2
Study Protocol	≤250 words, including registry no.	≤10,000 words	No limit stated	≤10
Image in Surgery	Not required	≤500 words	≤5	≤5 figures

* Original Articles: the 4,000-word main-text limit excludes the abstract, references, tables, and figures.

? Case Reports / Case Series: the abstract should be cohesive and unstructured (maximum 250 words); the confirmed main-text limit is 1,500 words.

‡ Review Articles: Section C.3 permits a structured or unstructured abstract, while Section D says review abstracts should be cohesive and unstructured. Confirm the preferred format with the Editorial Office.

For Study Protocols, the guide specifies a 250-word abstract including the clinical trial registry number, up to 10,000 words, and up to 10 figures/tables. Clinical trial protocols must be registered in a public registry before submission; SPIRIT is encouraged. Pilot/feasibility protocols are not considered, and protocols are not considered if related data have already been published.

5. Manuscript structure

Original Article

Title Page → Abstract → Introduction → Materials and Methods → Results → Discussion → Conclusion → Declarations → References → Figure Legends → Figures (uploaded separately) → Tables (each on a separate page).

Case Report / Case Series

Use Introduction, Case/Series Presentation, Discussion, and Conclusion. Preserve patient anonymity. The main text is described as Introduction, Case, and Discussion in Section C.2; the format description also lists Conclusion. The abstract should be a cohesive, unstructured summary.

Review Article

Use a clear topic-based structure. The guide contains conflicting instructions on whether the abstract should be structured or unstructured; see the note on page 2. Systematic reviews/meta-analyses require a structured abstract with Background, Methods, Results, and Conclusions.

Technical Note

Use Introduction, Technique, Discussion, and Conclusion.

Other article types

For editorials, letters, commentaries, viewpoints, study protocols, and images in surgery, follow the article-specific format and limits in the full Guide for Authors.

6. Abstract and keywords

- Structured abstract: use Background, Methods, Results, and Conclusions where required.
- Unstructured abstract: write one cohesive paragraph that clearly states the context, key points, findings, and conclusion.
- Provide 3–8 keywords and use MeSH terms where applicable. Viewpoint/Perspective articles specify 3–5 keywords.

7. Research ethics and reporting

- Human research: follow the Declaration of Helsinki, obtain Institutional Review Board approval, preserve patient anonymity, and obtain written informed consent where applicable.
- Identifiable patient information or photographs: obtain the patient’s signed permission for publication of identifying material.
- Animal research: obtain approval from the relevant animal ethics committee and report the approval code. Follow ARRIVE.
- Clinical trials: register in a public database before the first participant is enrolled. Interventional clinical trial manuscripts must include a data-sharing statement; the data should be de-identified and the DOI/registered site reported as required by the guide.
- Use the relevant reporting checklist: PRISMA, CONSORT, STROBE, STARD, CARE, or ARRIVE.

8. Authorship and originality

- CJS accepts one corresponding author only and does not allow co-first authorship.
- Authorship requires substantial contribution to conception/design/data acquisition; drafting or important revision; final approval; and accountability for the integrity of the work. Contributors who do not meet all criteria should be acknowledged.
- The manuscript must be original and not under consideration elsewhere. Plagiarism, fabricated data, citation manipulation, and improper authorship are prohibited.
- Generative AI tools cannot be authors. The guide permits their use only for language editing, grammar correction, and readability improvement, and requires disclosure of the tool and its role.

9. Mandatory Declarations section

Every manuscript must include a Declarations section immediately before the References. The following headings must appear in this exact order. Incomplete Declarations may result in the manuscript being returned without peer review.

1. Acknowledgments

Name non-author contributors and obtain permission from anyone named. The guide also states that financial support sources should be included here, while a separate Funding statement is also required.

2. Conflict of Interest

Disclose financial and non-financial conflicts. If none: “The authors declare that they have no conflict of interest.”

3. Ethics Approval and Consent to Participate

Provide the approving committee and approval code for human/animal research, and state consent status where applicable.

4. Declaration of AI-Assisted Technologies

If used, name the tool and its permitted role (language editing, grammar correction, readability). Authors remain responsible. Do not use AI to generate scientific data, analyses, or unsupported content.

5. Funding

Disclose all funding. If none: “This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.”

6. Availability of Data and Materials

State where supporting data can be accessed. If unavailable publicly, explain why and provide access conditions where applicable.

7. Authors’ Contributions

Specify each author’s role: concept/design; analysis/interpretation; data collection; writing; critical revision; final approval; statistical analysis; funding; overall responsibility.

10. References, tables, and figures

- Use Vancouver style. Number references in the order they first appear in the text. Ensure every in-text citation appears in the reference list and vice versa.
- The guide prefers recent references (generally within the last 10 years), except for relevant classic works.
- Number tables consecutively in order of citation. Put each table on a separate page. Give each a concise title; capitalize only the first letter and do not add punctuation at the end. Define abbreviations below the table.
- Upload figures separately in an accepted format (e.g., JPG, TIFF, EPS, GIF, PNG, PPT, or PDF) at a minimum resolution of 300 dpi. Number figures in order of citation.
- Provide figure legends separately in the manuscript. For microscopy images, state staining method and magnification and include scale bars.
- Upload supplementary material (e.g., videos or additional methods) separately through the submission system.

11. Submission and revision

- Submit through the journal’s online submission system after registering. Editorial correspondence and decisions are sent by email.
- CJS uses double-blind peer review; at least two reviewers are appointed by the editor.
- If revision is requested, resubmit through the online system within four weeks. Use Track Changes in Word (preferred) or the specified strikethrough/red-font method, and provide a point-by-point response to reviewers.

- The corresponding author must submit the completed Copyright Transfer Agreement on behalf of all authors.
- The guide states that there are no submission fees or publication-related charges.

Before uploading: remove all bracketed placeholders and instructional notes; check article limits; verify anonymization; complete all seven Declarations headings; confirm references, tables, figures, ethics statements, and required forms.

This quick guide is based on the CJS Guide for Authors supplied for preparation of the manuscript template. If any instruction is unclear or internally inconsistent, authors should seek clarification from the Editorial Office and follow the latest official journal guidance.