

Instructions for Authors – Reviews

Geburtshilfe und Frauenheilkunde (“GebFra”) addresses the whole field of obstetrics and gynecology and is concerned with research as much as with clinical practice. In its scientific section (“*GebFra Science*”), it publishes original articles and reviews in all fields of the discipline, including gynecological oncological issues, breast cancer, obstetrics and perinatal medicine as much as papers covering reproductive medicine or urogynecology. Only *GebFra Science* accepts free submissions, please be aware that contributions to the *GebFra Magazine* (study reports, commentaries, news, politics etc.) are usually by invitation only. The journal also publishes the official clinical guidelines of the German, Swiss and Austrian societies for gynecology and obstetrics, please contact leitlinien@dggg.de for more details.

Submission process

All manuscripts for *GebFra Science* must be submitted online at: <http://mc.manuscriptcentral.com/gebfra>.

By submitting a manuscript the authors confirm that the manuscript has not been published previously and that it is not currently under consideration by any other journal. In the course of the submission and production process the authors will be asked to declare possible “conflicts of interest” (COI), confirm that the manuscript has been prepared in accordance with *Good Clinical Practice* and the *Declaration of Helsinki*, and that the tenets of the *Guide for the Care and Use of Laboratory Animals* have been followed. It is important that all mentioned co-authors agree to the publication.

All articles are published both in print and online. All articles in *GebFra Science* are published online Open Access under a CC-BY-NC-ND license (<http://creativecommons.org/licenses/by-nc-nd/3.0/>); with the exception of guidelines.

Articles submitted in German and accepted for publication will be translated into English by the Thieme publishing group (title, abstract and main text); the German version of those articles will be published online only.

Manuscripts submitted in English and accepted for publication will be published with a German translation of the title and abstract; all articles of the scientific section (*GebFra Science*) are published both with an English and German abstract.

Preparing the manuscript

Please read the following instructions carefully. Manuscripts that do not comply with the format detailed below will be rejected by the editorial office prior to peer review.

- Language: *Geburtshilfe und Frauenheilkunde* accepts manuscripts written in English or German. Spelling should be US English or British English, but not a mixture. Also, articles with poor or insufficient language (German or English) will not be admitted to peer review.

NB: The review should be written in a way that is comprehensible to readers who are not specialists in the respective scientific field.

- Quality: Manuscripts with poor results, low scientific value or providing no new aspects to the scientific community will not be considered for publication.
- Length, abbreviations: There is no explicit limit on the length of articles submitted, but authors are reminded to be concise. If abbreviations are used in the text they should be defined in the text at first use.

Arrangement

Manuscripts must be presented in the following order: introduction, review, conclusions, conflict of interest, acknowledgements, references, figure legends, tables and figures.

Abstract

A short, unstructured single-paragraph summary of the major points of the article suffices. The abstract of the manuscript should not exceed 250 words. The abstract must not contain abbreviations or references.

Key words

Give three to five key words. Choose your key words from the list provided by the online submission system or add key words of your own.

Introduction

The Introduction summarize the rationale for the review and what it aimed to add to the particular scientific field.

Review

The Review section itself should contain the main body of the manuscript and outline and discuss background literature where necessary. The Review section has to be broken into sections with short, informative subheadings.

Conclusions

The authors should state clearly the main conclusions of the review and give a clear explanation of their importance and relevance. Summary illustrations may be included.

Conflict of Interest

A conflict of interest exists when your interpretation of data or presentation of information may be influenced by your personal or financial relationship with other people or organizations. Authors must disclose any financial conflicts of interest. All conflicts of interest that are declared will be listed at the end of published articles. Where an author states no conflict of interest, the listing will read “The author(s) declare that they have no competing interests”.

Acknowledgements

Please acknowledge anyone who contributed to the article by making substantial contributions to conception, design, acquisition of data, or analysis and interpretation of data, or who was involved in drafting the manuscript or revising it critically, but who does not meet the criteria for authorship. Please also include the source(s) of funding for each author, and for the manuscript preparation.

References

References are listed at the end of the text in the order in which they appear in the text using Arabic numerals [in square brackets]. All references listed must be cited in the text. If cited in tables or figure legends, continue numbering according to the first identification of the table or figure in the text.

If automatic numbering systems are used, the reference numbers must be finalized and the bibliography must be fully formatted before submission.

The publisher provides various style sheets for different literature management programs – under: <https://www.thieme.com/en-us/who-we-serve/authors/journals/prepare-your-manuscript>
Abbreviate journal names according to Index Medicus (PubMed). Authors are responsible for the accuracy of the references.

Examples of the *Geburtshilfe und Frauenheilkunde* reference style:

Journal article: Juhasz-Böss I, Laschke MW, Müller F et al. Endometriosis: survey of current diagnostic and therapeutic options and latest research work. *Geburtsh Frauenheilk* 2014; 74: 733–742

Journal article – in press: von Wolff M, Rohner S, Santi A et al. Modified natural cycle In-vitro fertilization – an alternative IVF treatment with lower costs per achieved pregnancy but longer treatment time. *J Reprod Med* 2013; in press

Journal article – e-pub ahead of print: Stupin J, Arabin B. Overweight and obesity before, during and after pregnancy. Part 1: Pathophysiology, molecular biology and epigenetic consequences. *Geburtsh Frauenheilk* 2014; DOI: 10.1055/s-0034-1368486

Book: Gätje R, Eberle C, Scholz C, Lübke M, Hrsg. *Kurzlehrbuch Gynäkologie und Geburtshilfe*. Stuttgart: Thieme; 2011: 110–119

Chapter in a book: Zaino R, Carinelli SG, Ellenson LH et al. Tumours of the uterine Corpus: epithelial Tumours and Precursors. In: Kurman RJ, Carcanglu ML, Herrington CS, Young RH, eds. *WHO Classification of Tumours of female reproductive Organs*. 4th ed. Lyon: WHO Press; 2014: 125–126

Electronic material: Beckmann MW, Denschlag D, Gaß P et al. 195. Stellungnahme der DGGG – Durchführung des Medizinproduktegesetzes – Gynäkologische Morcellatoren. 2014. Online: http://www.dggg.de/leitlinienstellungnahmen/aktuelle-stellungnahmen/?eID=dam_frontend_push&docID=2607; last access: 17.10.2014

Figures and legends

Figures and photographs should be numbered and cited in the order they appear in the text. In general, full length articles will contain up to 6 figures and/or tables. Each figure should be submitted in a separate file. The figure number should be placed above each figure.

The figure legends should be included in the main manuscript text file at the end of the document. For each figure, the following information should be provided: Figure number (i.e. Fig. 1, 2, 3 etc); short title of figure (maximum 15 words); detailed legend (up to 1000 characters).

Figures must be provided in sufficient quality. Illustrations should be provided as separate files, not embedded in the text file. Suitable formats for figures are “tif”, “gif”, “jpg” and “bmp” files (resolution 300 dpi). All figures, tables and graphs should be numbered consecutively and be accompanied by a caption. There is no charge for the use of colour figures. We cannot accept **images that have already been published in books, journals, or electronic products of other publishers**. That is because it is almost impossible to obtain the necessary rights of use even when licensing fees are paid. Therefore, **please do not pay any licensing fees** (e.g. to “RightsLink”/Copyright Clearance Center). Standard license contracts from “Creative Commons” are also insufficient for our purposes. Please contact us if you have any questions regarding the use of images.

The **personal rights** of people who are recognizable on images must be protected. Please provide a **written consent form** for publication signed by every recognizable person. For persons under 18 years of age/persons supervised, please provide the signature of both parents/the legal guardian/supervisor. A suitable declaration of consent form can be obtained in our authors’ lounge.

We cannot accept or store illustrations in which **personal data of third parties** are included. Please submit images in completely anonymous form, **free of personal data only!**

Such data may not only be directly visible in the image (e.g., a patient name or a date of birth in an X-ray image); they can also be included in the metadata of the image, which is accessible with the appropriate software. They may also be obscured by a cropping feature (such as Powerpoint or Word), but can be made visible underneath. If you have questions about data protection regulations, please contact us before submitting your manuscript.

Tables

Each table should be numbered and cited in sequence using Arabic numerals (i.e. Table 1, 2, 3 etc.) and should always be cited in the text. Tables should not duplicate the content of the text. Tables should also have a title that summarizes the whole table. Detailed legends may then follow, but they should be concise.

Peer review and revision process

Every manuscript submitted to the scientific section will be subject to peer review. Authors will receive a review report including comments of the reviewers, together with requests of change or improvement of the manuscript.

Please note: You will not be able to make revisions of your manuscript within the manuscript system. You are asked to revise your manuscript on your computer and upload it by submitting it through your Author Center in ScholarOne Manuscripts™: <http://mc.manuscriptcentral.com/gebfra>

Please highlight the changes you have made in the document, for example by using the “track changes” mode in MS Word, and respond to the reviewers’ comments in a “point-to-point” reply, for example in the cover letter. **If changes are not highlighted in the manuscript, the documents will not be reconsidered for further peer review.**

Do not upload any earlier versions parallel to the revised version of the manuscript.

Upload only the revised version with the changes clearly visible (no additional “clean” version of the revised manuscript).

Galley proofs, corrections, publication process, reprints

After acceptance by the journal’s editors, the corresponding author will receive a galley proof in the form of a PDF file. Authors are asked to check the proofs carefully and return the corrections to the publisher as soon as possible.

Together with the proofs, the corresponding author will receive an electronic form of the Conflict of Interest (COI) and the Copyright Transfer Agreement which he is asked to fill in on the part of all co-authors.

NB: We will not be able to publish your manuscripts without these forms!

All scientific articles (*GebFra Science*) are published eFirst. This means that your fully citable online publication will appear before the print version. Please note, however, that the findability in PubMed is only guaranteed after the publication of the printed version.

After publication, the corresponding author will receive a PDF author reprint for private use.