

About *International Forum of Allergy & Rhinology*

International Forum of Allergy & Rhinology is a peer-reviewed scientific journal, and the Official Journal of the American Rhinologic Society and the American Academy of Otolaryngic Allergy, published by John Wiley & Sons, Inc. *International Forum of Allergy & Rhinology* provides a forum for clinical researchers, basic scientists, clinicians, and others to publish original research and

explore controversies in the medical and surgical treatment of patients with otolaryngic allergy, rhinologic, and skull base conditions. The application of current research to the management of otolaryngic allergy, rhinologic, and skull base diseases and the need for further investigation will be highlighted. Unsolicited manuscripts must meet pre-submission requirements.

Format of Manuscript Elements

Manuscripts must be in English with wide (1 inch) margins, typed and double-spaced throughout. Please number pages consecutively, and include the corresponding author's name on each page. Manuscripts should contain each of the following elements in sequence: 1) Title page 2) Abstract 3) Text 4) Acknowledgments 5) References 6) Tables 7) Figure/Video legends. Start each subdivision on a new page. Define unusual abbreviations at the first mention in the text.

Manuscripts should follow the *AMA Manual of Style (10th ed.)* for grammar, punctuation, and style, and should meet the Uniform Requirements for Manuscripts Submitted to Biomedical Journals established by the ICMJE for general authorship guidelines.

Use generic drug names in the text; use of brand names is optional, and these should be specified in parentheses. The text should be written in a uniform style, and its contents as submitted for consideration should be deemed final by the author and suitable for publication as follows:

Title Page

The title page should contain the complete title of the manuscript, names and affiliations of all authors, institution(s) at which the work was performed, and name, address, telephone and fax numbers, and E-mail address of the author responsible for correspondence. Authors should also provide a short title of not more than 45 characters (including spaces), and must identify a minimum of five key words (5-10), not in the title but taken from *Index Medicus*, that will highlight the subject matter of the article. Any funding sources for the study (whether financial or in-kind) and any authors' financial disclosures and conflict of interest should be listed on this page as well as in the cover letter. No financial disclosures should be noted as well.

Abstract

Abstracts must be 250 words or less, and should be intelligible without reference to the text. Abstracts must be organized into four sections: Background, Methods,

Results and Conclusions. Purpose of the study should be included in Background and sample sizes must be included in Methods.

References

References should be numbered consecutively according to the order in which they are cited in the text. A reference cited only in a table or figure is numbered within the sequence established by the first mention of that table or figure in the text.

References must be current. Use of references more than 10 years old is discouraged unless they are classic or unique works. Authors must verify all references. The reference list should follow the text of the manuscript. Follow the *AMA Manual of Style (10th ed.)* for reference formatting and punctuation.

In the reference list, abbreviate names of journals according to MEDLINE/*Index Medicus*. For five or more authors, list the first three names followed by "et al." Please note the following examples for format and punctuation:

Journal

1. Kobler JB, Chang EW, Zeitels SM, et al. Dynamic imaging of vocal fold oscillation with four-dimensional optical coherence tomography. *Laryngoscope* 2010; 120:1354-1362.

Book

2. Kay AB, Kaplan AP, Bousquet J, et al. *Allergy and Allergic Diseases*. 2nd ed. Hoboken, NJ: Wiley-Blackwell; 2009.

Chapter in a book

3. Corrigan C. T Cells and Cytokines in Asthma and Allergic Inflammation. In: Kay AB, Kaplan AP, Bousquet J, et al., eds. *Allergy and Allergic Diseases*. 2nd ed. Hoboken, NJ: Wiley-Blackwell; 2009:48-82.

Web site

4. Health on the Net Foundation. Health on the Net Foundation code of conduct (HONcode) for medical and health Web sites. Available at: <http://www.hon.ch/HONcode/Conduct.html>. Accessed August 26, 2008.

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Authors are encouraged to submit their figure files in color. There is no charge associated with color figures.

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Figures (line art): Electronic Formatting

- Each figure should be saved in a separate file.
- Text/labeling within figures should be in 9 pt Arial font, to ensure readability in print.
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- The following resolutions are required to ensure print quality: 1200 dpi for line art; 300 dpi for halftones/color (CMYK); 600 dpi for combination halftones/color.

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Video file size limitations: Files may be no larger than 50 MB.

General Information: When submitting manuscripts online, authors must indicate whether the article has an accompanying video. Video must be submitted with manuscripts online in a digital format. If an article includes video, the upper right corner of the title page of the manuscript must be marked "Video is part of ms." Videos are limited to one and a half minutes in length or uploaded as 3 separate videos at 30 seconds each. Formal approval is needed from the editorial office for longer videos. Authors must also supply, as part of the manuscript, a video legend for the video clip. If the author does not have the capacity to generate an electronic video, the author may contact the editorial office for assistance.

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imal efficiency and make the specific point; particularly, it should demonstrate the features described in the text of the manuscript. In addition, the video should be labelled and should directly follow the sequence and content of the video legend. The use of text and/or special transition effects between the titles, subtitles and video segments is permitted. The video you submit should be the final product that will be published with the article. The Editors reserve the right to request additional video editing by the authors (which may delay publication).

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The submission of figures that do not conform to journal requirements will cause a delay in publication.

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Manuscript Types

Original Research

Research Articles. Research articles are generally 3500 words or fewer, exclusive of tables, figures, and references, and include Introduction, Materials and Methods, Results, Discussion, and Conclusion sections conforming to standard scientific reporting style. The introduction should include a succinct summary of the known literature in the area and a rationale for and justification of the purpose of the study and why the experimental question and hypothesis are important or novel. Whenever possible, information on why the study is important for the practicing clinician should be provided. In the Methods and Results sections, detailed information on statistics should be provided such as name of statistical test, whether tests were one- or two-tailed, test used for each set of data, and correction factors, if any, for multiple comparisons. Data and figures should present or reflect standard deviations rather than standard error of means. All significant and relevant non-significant results must include test values, degree(s) of freedom, and probability. The Discussion section should include a clear exposition of the clinical and scientific importance of the study. Articles should strive to highlight the clinical meaning of the constructs and results as opposed to their methodological and mechanistic implications. Conclusions must be clearly justified from the study. Videos are encouraged. We

allow three video files no longer than 30 seconds each or one video at one and a half minutes in length. Connected and continually-playing segments are allowed within each video file. In exceptional cases, a longer segment may be considered with prior permission of one of the editors.

Ask the Experts

'Ask the Experts' is an online commentary column which allows the readership to ask questions regarding of the Journal Editorial Board and other leading experts within the field. Submissions should be no more than 250 words but may also include up to 5 references. The submission may not be directed to a particular individual, but rather should be directed to the Editor. The questions must be problem-specific and not patient-specific, and a decision whether to accept a question and to solicit a response will be made based upon the level of interest to the broader rhinology and allergy community. Selected questions and responses will be published in the print version of the Journal.

Specialty Techniques

Specialty Techniques are short articles describing innovative solutions to clinical problems within the field of rhinology and allergy. Practical value to the readership, originality and quality of illustrations (when appropriate) are essential ingredients, and it is recommended that the manuscripts be accompanied by short video or multimedia presentations that will be accessible to the reader, providing additional information through the journal website. Specialty techniques articles are generally limited to no more than 6 double spaced pages and an abstract is not required. Videos are encouraged. We allow three videos files no longer than 30 seconds each or one video at one and a half minutes in length. Connected and continually-playing segments are allowed within each video file. In exceptional cases, a longer segment may be considered with prior permission of one of the editors.

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Editorials are usually solicited; however, unsolicited editorials may be considered in some cases. Topics usually relate to the content of an article featured in the issue. Editorials are four to six double-spaced pages in length.

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- Comments that are anonymous or written under a pseudonym
- Comments that are not directly relevant to a recent *International Forum of Allergy & Rhinology* article
- Comments that are incomprehensible or are not written in English

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Peer-review Process

Manuscripts that adhere to submission guidelines are initially reviewed by the Editor of *International Forum of Allergy & Rhinology*. Manuscripts qualifying for peer-review are sent to at least two expert reviewers. The corresponding author will receive all editorial communications regarding the status of the manuscript, revisions, and reviews. All revisions and the dissemination of the reviewers' comments and other manuscript information to co-authors are the corresponding author's responsibility.

Pre-submission Requirements: Unsolicited Manuscripts

International Forum of Allergy & Rhinology requires all pre-submissions to contain an article outline and abstract for review by the Editors before any unsolicited manuscript can be submitted for peer-review. All pre-submissions that do not contain this information will be returned without review. Please e-mail an abstract, full author list, manuscript length, and information about the author to the Editorial Office for consideration (see Editorial Office contact information below).

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Material submitted to *International Forum of Allergy & Rhinology* must be original and not published or submitted

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