

Writer's Guide for Climacteric

This guide should be read in conjunction with the journal's Instructions for Authors, which can be found at <http://informahealthcare.com/page/Description?journalCode=cmt#Instructions>

Why write a paper

* The point of writing a scientific paper is to communicate the findings and significance of your research. It may be required as part of your job, to pursue promotion, as an ethical obligation to the study participants or a way of paying back those who fund you. However, ultimately the purpose of publishing scientific research is to inform. It allows the reader to repeat an experiment and verify published results, and to use published results as a guide to further research. If accepted for publication, there is some agreement, at least by the peer reviewers, that your work is credible.

* Writing a paper also sharpens your focus on the research and allows you to think clearly about the value of your work and its role in advancing science. Publication attracts useful comments and input that you may not have considered. This allows your ideas to progress and improves your future work.

* When looking to the future, a good track record of publications makes it easier to attract funds or collaborators. Publication may also lead you to be invited to peer-review the work of others or to join editorial boards.

* *Climacteric*, the journal of the International Menopause Society, publishes research on all aspects of aging in men and women, especially during the [menopause](#), as well as position statements and workshop proceedings from the Society.

This guide will take you through the steps to ensure successful manuscript writing.

The structure of your manuscript

1. Title

* It should be no longer than 100 characters, including spaces

The function of your title is to describe the contents in a concise and comprehensive way.

* It should contain some key words, which will be useful for indexing and abstract services. However, your title should not contain abbreviations or unnecessary words.

* Most importantly, your title should encourage the reader to read further – to turn a browser into a reader.

2. Keywords

* *Climacteric* requires a minimum of three and maximum of ten keywords. They can include and be in addition to the words in your title and should be specific and relevant to your paper.

* Together with the title and abstract, the keywords will assist researchers to locate your paper, and enable indexing and abstract services to use them for reference.

* Editors may use the keywords to select appropriate peer reviewers.

3. Abstract

* This can be the most important part of your paper, and probably the most (and only) read part of your manuscript. It should thus be an accurate and relevant summary of your study, and will certainly be the first item looked at by the editor.

* Abstracts for *Climacteric* should be no longer than 250 words.

* The abstract should be clearly structured into Objectives, Methods, Results, and Conclusion. It may, therefore, be best to write your abstract once the paper is fully written, so that you have a clear overview.

4. Introduction

* Your introduction should concisely set the scene of your study, providing a brief description of its background, aims and justification. This introduction should also explain what is known and not known within the context of the study; this may be achieved with a brief literature review and summary of relevant research.

* The objectives of the study are best clearly stated in the final paragraph of the introduction.

* It is important that your introduction does not include data from the study or any conclusions.

5. Methods

* This is usually a quite formal process and should explain how your study was designed and undertaken. This information should include, if appropriate:

- venue and study population
- inclusion/exclusion criteria

- design, methods, and equipment
- drugs used and dosage
- method of error elimination and randomization
- measurement instruments and data collection
- analysis and statistical methods with references
- * Information provided should be sufficiently described to enable others to replicate the research.

6. Results

- * Results are best presented as a combination of words and tables (in which the text is based on the results set out in the tables and figures). Usually, the information presented in tables is the result of analysis, and is rarely a presentation of raw data. All tables and figures must be referenced in order (and cross-referred to the text), with a brief legend (caption) explaining the substance of each. Results should be presented in logical sequence.
- * Your findings should be presented objectively. This is not the place for comment on the results.
- * *Climacteric's* Instructions for Authors note that results from randomized clinical trials should be reported according to the latest CONSORT statement, which can be found at <http://www.consort-statement.org>.
- * You should also ensure that any negative or unexpected results are adequately reported.

7. Discussion and conclusion

- * This is the opportunity to add your own comment on the results, with some exploration of their implications (to further research, public health, etc?). So it is important to make any comment within the context of previous studies on the subject.
- * However, the first paragraph in your discussion should be a summary of your findings, with a clear take-home message. This message should be based on the evidence of your study, and not be speculative. It should therefore address the aims of the study as set out in your introduction and, if possible, summarize how your results have moved research forward.
- * You should next list and discuss the limitations of your study. This is an increasingly important requirement in any manuscript submission, and will usually involve consideration of study numbers, design methodology, and scope.
- * A suitable closing point before your final summary conclusion –may well be a comment on future research and the opportunities that your results provide.
- * Finally, remember to acknowledge help, support and funding.

How to write your paper

1. Clarity

- * Your overall consideration in writing your paper is clarity. The journal, its reviewers and its readers must clearly understand what you are writing. This can best be achieved in your choice of words, sentence and paragraph structure, and the direction of your narrative. Clarity of language reflects clarity of thought and will ensure that your paper is understood.

Word, sentence and paragraph

- * Make sure that each word you use has clear meaning so avoid subjective descriptions ("an important study", "a simple test"), unqualified comparisons ("a cheaper treatment", "a better outcome") and unnecessary language, such as repetition, redundant terms, and wordiness.
- * Ensure that each sentence is concise and makes one essential point or introduces one piece of information.
- * Ensure that sentences with a common theme are combined into a single paragraph. Paragraphs introducing a fresh subject will often begin with familiar information (a previous study, for example) and move towards a new piece of information or proposal. Paragraphs, therefore, should contain linked, and not loose, sentences.

Format

- * Most medical journals will edit accepted manuscripts for style. However, your manuscript will be clearer to the journal editors if it follows the accepted style of *Climacteric*.
- * It will otherwise be helpful to avoid complicated automated formats such as for alignments, paragraph indents, bullet points, and paragraph numeration. These formats can rarely be imported into page layouts once the manuscript is accepted for publication.

Overall structure

The overall structure of your manuscript is defined by the *Climacteric* Instructions for Authors – that is from Introduction to Results and to Discussion. However, your manuscript will benefit if it follows a progressive direction which moves from hypothesis to evidence and finally to implication. Adherence to this narrative will ensure that your manuscript has focus and retains an overall clarity of purpose. Re-reading your manuscript will best allow you to judge its overall shape.

2. English language

* Like all international medical journals, *Climacteric* is published in English. It will therefore help the presentation of your manuscript if it follows a good standard of English. If English is not your mother tongue, it will be helpful to have your manuscript edited. However, it is the policy of *Climacteric* that manuscripts will not be penalised by peer reviewers on the grounds of language.

Grammar and spelling

* As an international journal, *Climacteric* uses American English (rather than UK English). This implies certain rules of spelling, notably -ize rather than -ise (organize, not organise), -or rather than -our (color, not colour) and -er rather than -re (center, not centre).

* Numbers and units are printed in accordance with the International System of Units.

* When you refer to the specific results of your study, use the simple past tense (e.g. '323 women were randomized to the treatment group') but when presenting background information, it is often better to generalize in the present tense (e.g. 'Weight gain is a known side-effect of hormone therapy').

* The passive (and not active) voice will usually remove any personal emphasis in your text thus, '323 women were randomized to the treatment group' is a more objective expression than 'We randomized 323 women to the treatment group'.

* Spell out all abbreviations at first use, and thereafter use the abbreviated form.

References

* Please note that *Climacteric's* Instructions for Authors advise that references should be numbered consecutively throughout the manuscript and cited as superscript numerals before any punctuation thus, 'Jones and colleagues have reported on recent work on noise-induced deafness²¹'. The references should be listed in full at the end of the article in Vancouver style.

Why Climacteric?

1. Journal of respected society

Climacteric is the mouthpiece of the International Menopause Society (IMS) – its high standards are therefore influenced by the society that it represents. The Editorial Board is comprised of international opinion leaders in menopause medicine who maintain and enhance the standards of the journal. The Council of Affiliated Menopause Societies of the IMS ensures that the journal has a truly international representation.

2. Respectable impact factor

The impact factor of the journal is currently 1.961 and is expected to increase in the next year. This increases the chances that your paper will be both read and cited.

3. Global distribution

Climacteric is the most widely distributed international scientific journal on the menopause – the total circulation is more than 15,000 institutions per issue in printed and online versions. It is widely taken up by international institutions.

4. Wide range of formats for submission

Articles can be submitted in a number of formats including long and short reviews, commentaries, original articles, short reports, position statements, recommendations, case reports and letters to the Editors. There is also the opportunity to produce a supplement if a number of related papers are to be submitted simultaneously.

5. Rapid turnaround times

The turnaround of manuscripts is efficient. The average time from submission to first decision is 39 days. The average reviewer turnaround time is 14 days. The majority of manuscripts are fully processed in under 2 months.

6. Publication ahead of time

Issues are published bimonthly, usually ahead of the expected time.

7. Acceptance/rejection ratio

The acceptance/rejection ratio is around 50%, i.e. there is a one in two chance of your paper being published, which is a higher acceptance rate than other journals. Nonetheless, poor-quality manuscripts are not acceptable.

8. Online submission (ScholarOne Manuscripts, S1M)

The online manuscript editorial system S1M facilitates online submission and peer review and is a highly efficient way for your manuscripts to be handled.

9. Online publication

Manuscripts can be available for viewing as soon as they are accepted through the “Just accepted” facility. Following copy-editing, the manuscripts are then available through “Early online” which makes them available for citation, downloading and PubMed/Google Scholar referencing. An increasing number of readers are now also using Facebook and Twitter to access the manuscripts.

10. Global publisher

The publisher of the journal, Informa, is a global publisher based in the UK, USA and Sweden with agents in many countries. Informa actively campaigns to maintain subscriptions (especially institutions) through mails, direct mailings, telephone calls to key libraries/agents; 4800 institutions in 105 developing countries have access to Informa journals and 9200 institutions world-wide via EBSCO. There is proactive attraction of new customers through researchers, academics, academic institutions and hospitals. Marketing initiatives include free trials, article promotion, calls for papers, press releases, advertising and conference activities.

11. Publicity

The profile of the journal is kept high through the following:

- Electronic alerts of forthcoming issues
- *Climacteric Commentaries (Menopause Live)* – online and hard-copy reviews of current high impact papers
- IMS press officer available for newsworthy papers
- Reprint availability
- Dedicated website: <http://informahealthcare.com/cmt>

12. The Team

The Co-Editors-in-Chief are Nick Panay (Europe and Middle East) and Anna Fenton (Rest of World); they are ably assisted by:

- * Managing Editor, Jean Wright, who is responsible for manuscripts from acceptance to publication
- * Editorial Assistant, Susan Brown, who is responsible for manuscripts from submission to final decision

Help is available for authors through:

- * Information for authors (IFA) on the dedicated website
<http://informahealthcare.com/page/Description?journalCode=cmt#Instructions>
- * Assistance is given during the submission and processing of manuscripts
- * Any queries are answered by e mailing Susan Brown, Editorial Assistant
susanbrownpress@gmail.com

And for referees!

- * Regular reminders to respond early
- * Technical support