

Information for Authors

Scope and policy of the Journal

Clinical Chemistry and Laboratory Medicine (CCLM) publishes Research Articles, Reviews and Opinion Papers on all aspects of clinical chemistry and laboratory medicine. Articles in *CCLM* are published in English. Areas covered include: clinical biochemistry, clinical molecular biology and proteomics, hematology and coagulation, immunology, microbiology, drug monitoring and analysis, evaluation of diagnostic markers, new reagents, reference materials, reference values, and quality in laboratory medicine. *CCLM* publishes papers on novel teaching and training methods applicable to laboratory medicine. *CCLM* also publishes Guidelines and Recommendations, Short Communications, Letters to the Editor, Point/Counterpoint Papers, Editorials and Meeting Reports. Review Articles and Opinion Papers are normally published by invitation, but suggestions to the Reviews Editor/Editor in Chief are welcome. Abstracts of meetings can be published at page charges of EURO 110.00 per page, if provided electronically. Submission of a manuscript to *CCLM* implies that the work described has not been published previously, except in the form of an abstract, academic thesis or lecture; that it is not under consideration for publication elsewhere; that publication of the work is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out; and that, if accepted, it will not be published elsewhere, in English or in any other language, without the written consent of the Publisher. Manuscripts are accepted on condition of transfer of copyright to the Publisher. A copyright transfer statement (available online) must be signed by the corresponding author and returned either by e-mail, fax or regular mail upon acceptance of the article. If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source in the article.

Review of manuscripts and speed of publication

Manuscripts are reviewed independently by usually two reviewers selected by the Editors. Decisions are usually reached within 4 weeks from the date of submission. When papers are accepted subject to revision, the revised manuscript should be returned within 6 weeks. Revised manuscripts may be subject to a second peer review. It is the goal of the Journal to publish papers in print within 5 months after receipt, and in electronic form within 4 months or less following receipt.

Manuscript submission

Articles, both original and revised versions, should be submitted only through the online submission and peer review system available at: <http://cclm.edmgr.com>. After registration, authors receive their login data and can be upload their article. The submission tool will generate a PDF file consisting of all separate files submitted. Authors will receive a submission confirmation and the registration number for further correspondence.

When you submit your work, please ensure the following:

- The manuscript is complete and uploaded correctly. (The pdf file generated from the submitted files must be approved.)
- The full names of all authors are provided (personal name, middle initials, family name).
- Author affiliations are complete.
- All Figures and Tables have been uploaded and appear correctly at the end of the PDF.

- Abstract, Keywords, List of Abbreviations, Tables and Figures, and captions and legends are included.
- Number of words, Figures, Tables, and References are indicated on the title page.
- Manuscript is spell-checked and within the word limit for the type of article.
- Manuscripts must be written in clear and concise English.
- References are in the correct format (Vancouver style) and cited sequentially in the text.
- References mentioned in the reference list are cited in the text and vice versa.
- Figures for color prints are marked.
- Ethical approval has been obtained.
- Authors' conflict of interest declaration is included.
- A cover letter containing a brief statement describing the novelty and importance of the work is included.
- The names and e-mail addresses of up to five potential reviewers, preferably not from the same country as the authors, should be included (does not apply to invited articles).
- SI units are used.
- Numbers have decimal points, no commas, also in Tables and Figures.
- Supplier name, city and country are provided for reagents and apparatus reported in the manuscript.

General format and length of the types of articles accepted for submission

Full length Research Articles

Research Articles should describe original research and/or clinical studies. They should include a Title Page, a structured Abstract (250 words maximum), 3-6 Keywords, List of Abbreviations, Introduction, Materials and methods, Results, Discussion, Acknowledgements (if applicable), the Authors' conflict of interest declaration and References (50 references maximum), and Table(s) and Figure(s) (8 Tables/Figures maximum). Research Articles should consist of no more than 3500 words, excluding Abstract, References and legends.

Reviews and Mini-Reviews

Generally, Reviews and Mini-Reviews are invited submissions. Reviews and Mini-Reviews should focus on the most recent developments in the field of laboratory medicine. Reviews should provide a comprehensive overview of the topic, including potential future directions. The use of figures and tables to illustrate key points is encouraged. Mini-Reviews, in contrast to Reviews, should provide the reader with general overview of the topic. Selected references should allow the reader to obtain additional information about the subject. Reviews and Mini-Reviews should include a Title Page, Abstract (unstructured; 200 words maximum), 3-6 Keywords, List of Abbreviations, Introduction, the Review Body, Acknowledgements (if applicable), Authors' conflict of interest declaration and References, and Table(s) and Figure(s). In addition, authors are encouraged to include the following sections:

Expert Opinion: This section should provide a summary of the topic presented in the Review and allow the author(s) to provide a personal assessment of the advantages and limitations of the topic being discussed. Authors are encouraged to provide their expert opinion on the impact that the review topic has had on the treatment and management of disease, and patient outcomes.

Outlook: In this section the author should consider how the review topic will evolve during the subsequent 5 – 10 years.

Highlights: The Highlights section should consist of an executive summary consisting of 8 – 10 bulleted statements that represent key conclusion, unresolved issues, and important areas for future study.

Reviews should consist of no more than 6000 words, excluding Abstract, References and legends. The total number of references should not exceed 150. Reviews should have no more than 8 Tables and Figures. Mini-Reviews should consist of no more than 3500 words, excluding Abstract, References and legends. The maximum number of references for Mini-Reviews is 40. Mini-Reviews should have no more than 4 Tables and Figures.

Opinion Papers

Generally, Opinion Papers are invited submissions. These submissions describe the beliefs and opinions of an expert on a particular topic. Opinion Papers should include a Title Page, an Abstract (unstructured; 200 words maximum), 3-6 Keywords, List of Abbreviations, Main text, Acknowledgements (if applicable), Authors' conflict of interest declaration and References (40 references maximum), and Table(s) and Figure(s) (2 Tables/Figures maximum). Opinion Papers should consist of no more than 3500 words, excluding Abstract, References and legends.

Short Communications

Short Communications should include a Title Page, structured Abstract (200 word maximum), 3-5 Keywords, List of Abbreviations, a single section of main text without headings, and the Authors' conflict of interest declaration. Experimental procedures should be described in the legends to Figures or and Tables. Acknowledgements and References (15 references maximum) should be presented as in full length papers. Short Communications should consist of no more than 1500 words, excluding Abstract and References, but including legends to Figures and Tables. Short Communications may include either 2 Tables, or 2 Figures, or 1 Table and 1 Figure.

Letters to the Editor

Letters to the Editor are arranged like Short Communications but without an Abstract. Letters to the Editor should consist of no more than 1200 words, excluding References, but including legends to Figures and Tables. The maximum number of references is 10. Letters to the Editor may include either 2 Tables, or 2 Figures, or 1 Table and 1 Figure.

Letters to the Editor: Reply

These Letters are commentaries to published articles. They should consist of no more than 750 words, excluding References, but including legends to Figure and Table. The maximum number of Keywords is 3. The maximum number of references is 10. These Letters of Reply may include either 1 Table, or 1 Figure.

Point and Counterpoint

Generally, Point/Counterpoint articles are invited submissions. These articles provide differing viewpoints on a topic that may be controversial. This controversy may be due to a lack of consensus in the scientific community, or new information may now be available that challenges previous views on a particular topic. Point/Counterpoint articles should include a Title Page, an Abstract (unstructured; 200 words maximum), 3-5 Keywords, List of Abbreviations, text, Acknowledgements (if applicable), the Authors' conflict of interest declaration, and References (15 references maximum). They may include either 2 Tables, or 2 Figures, or 1 Table and 1

Figure. Point/Counterpoint articles should consist of no more than 1500 words, excluding Abstract, References and legends.

Guidelines and Recommendations

These articles contain guidelines or recommendations that have been approved at a local, national or international level. They should include a Title Page, a structured Abstract (250 words maximum), 3-6 Keywords, List of Abbreviations, Introduction, Main text (with subtitles), Acknowledgements (if applicable), the Authors' conflict of interest declaration and References (40 references maximum), and Table(s) and Figure(s) (6 Tables/Figures maximum). Guidelines and Recommendations should consist of no more than 3500 words, excluding Abstract, References and legends.

Editorials

Generally, Editorial are invited submissions. Editorials provide opinions and other background information about a particular topic or content of a scientific paper published in *CCLM*. Editorials are written by an expert in the field and are meant to help further educate readers about a selected topic. Editorial should include a Title Page, List of Abbreviations, Main text, Acknowledgements (if applicable), the Authors' conflict of interest declaration, and References (15 references maximum). Editorials should consist of no more than 1500 words, excluding References. An Editorial may include 1 Table, or 1 Figure.

Rejection of Manuscripts

Manuscripts dealing with subjects that have been well studied in the literature, and that do not resolve questions raised by previous studies, or manuscripts that are statistically underpowered, are likely to be rejected without peer review. This applies in particular to studies of genetic associations, which will be considered only if they contribute new insights and are statistically valid according to generally accepted criteria. Articles which are likely to affect the choice, performance or interpretation of clinical tests will be favored over those which do not, and animal or cell-culture studies need to justify their eligibility. Reporting of negative results must be justified by prior evidence that a positive result would be expected. Manuscripts are also returned to authors if they do not comply with the Information for Authors (e.g., if the number of words allowed for a certain article type will be exceeded).

Specific areas that authors should review prior to submission of manuscripts include the following:

Language

Please have your text proofread by a native English speaker before you submit it for consideration. Either British or American spelling is acceptable. At the proof stage, changes other than corrections of printer's errors will be charged to the authors.

General format and length

Type the manuscript (including table legends, figure legends and references) double-spaced using 12 font size. Do not use footnotes in the text, use parentheses instead.

Title page

The title page should include: (i) Short and informative title. (ii) Names of all authors (with one forename of each author in full). (iii) Author affiliations: department, institution, city without

postal code, country; if there is more than one institution involved, authors' names should be linked to the appropriate institutions by inserting consecutive numbers in superscript after the relevant names and before the relevant affiliations; if required, lowercase letters, in superscript after the author name(s), should be used to indicate the present address or if authors contributed equally to the work. (iv) Full name, mailing address, fax, phone number and e-mail address of the corresponding author, indicated by asterisk. (v) Running title containing 50 characters or less in length. (vi) Number of words of the manuscript (excluding Abstract, References), number of References, Number of Tables/Figures.

Abstract

If a structured Abstract is required, it should be structured as follows: **Background, Methods, Results and Conclusions**. The number of words depends on the type of article (see above). The Abstract must be easy to understand by readers before they have read the manuscript. The abstract should contain sufficient information to enable readers to understand why the study was performed, the methods used to perform the study, the results that were obtained, and the conclusions. Reference citations must not appear in the Abstract, abbreviations should be avoided.

Keywords

Below the Abstract, provide up to 6 Keywords (number depends on the article type) in alphabetical order, separated by a semicolon.

Abbreviations

Abbreviations should be kept at a minimum. The Journal accepts standard *Journal of Biological Chemistry* abbreviations. Uncommon abbreviations should be defined, in parentheses, when they first appear in text. Abbreviations in the Title and in the Abstract should be avoided. All nonstandard abbreviations should be listed according to the sequential order they have been used in the manuscript.

Acknowledgements

Acknowledgements should be placed at the end of the text. Names of the funding organizations should be written in full.

Conflict of Interest

Submission to *Clinical Chemistry and Laboratory Medicine* requires a Conflict of Interest Declaration. Upon submission, you will be required to complete and upload a form to declare any conflicts of interest, funding, employment or leadership and honorarium. This information must also be included in your manuscript after the Acknowledgements. If you have no declaration to make, please insert *None declared*.

A conflict of interest for a given manuscript exists when a participant in the peer review and publication process – author, reviewer, and editor – has ties to activities that could inappropriately influence his or her judgment, regardless of whether judgment is, in fact, affected. Financial relationships with industry (for example, employment, consultancies, stock ownership, honoraria, expert testimony), either directly or through immediate family, are usually considered the most important conflicts of interest. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion.

Ethical approval

Work involving humans should comply with the principles laid down in the Declaration of Helsinki, adopted by the 18th World Medical Assembly, Helsinki, Finland, June 1964, and amended at the 41st World Medical Assembly, Hong Kong, September 1989. In the Materials and methods section, or in a separate section, the manuscript should contain a statement that the study has been approved by the Ethical Committee of the institution where the study was performed, and that the study subjects, or their legal guardians, gave informed consent for participation in the study.

References

Adhere strictly to the reference style of the Journal (Vancouver). All references mentioned in the Reference list must be mentioned in the text, and vice versa. List and number the references consecutively in the order that they appear in the text, including Tables and Figures. In the text, identify references by Arabic numerals in parentheses. Italic and boldface font type in the Reference section is not allowed. List all authors; if the number is seven or more, list the first six names followed by et al. Identify authors by last name first, followed by an initial, without period, indicating the authors first name. Only the first name of the title is capitalized, as well as proper names within the title. Journal names are abbreviated according to the *World List of Scientific Periodicals*, without periods. After the abbreviated journal name, give the year of publication, followed by a semicolon, volume number (but no issue number), followed by a double colon, and the page numbers, with the last page number in shortened format.

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Authors must check the linking of their references to PubMed during the “Ready for You to Proof” stage of submission. Correct linking of the references depends on strict adherence to Journal style.

Examples

• Articles:

Huisman W, Horvath AR, Burnett D, Blaton V, Czikkely R, Jansen RT, et al. Accreditation of medical laboratories in the European Union. *Clin Chem Lab Med* 2007;45:268–75.

Söderberg J, Jonsson AP, Wallin O, Grankvist K, Hultdin J. Haemolysis index – An estimate of preanalytical quality in primary health care. *Clin Chem Lab Med* 2009;47:940–4.

• Supplements:

Ploder M, Schroecksnadel K, Spittler A, Neurauter G, Roth E, Fuchs D. Moderate hyperhomocysteinemia in trauma and sepsis indicates poor survival. *Clin Chem Lab Med* 2009;47:Suppl:S187.

• Abstracts

Zickler D, Epple C, Lun A, Briese S, Storr M, Beck W, et al. Randomized controlled trial with high-cutoff-membranes in chronic hemodialysis patients: humoral and cellular markers of inflammation [abstract]. *Clin Chem Lab Med* 2009;47:A50.

• Books and Monographs:

Kahn CR, Weir GC, editors. *Joslin’s diabetes mellitus*, 13th ed. Philadelphia: Lea and Febiger, 1994:1068pp.

- **Chapters:**

Karnofsky DH, Burchenal JH. The clinical evaluation of chemotherapeutic agents in cancer. In: Macleod CM, editor. Evaluation of chemotherapeutic agents. New York: Columbia University Press, 1949:191–205.

- **Website**

World Health Organization. WHO information for laboratory diagnosis of pandemic (H1N1) 2009 virus in humans update. Available at: http://www.who.int/csr/resources/publications/swineflu/WHO_Diagnostic_RecommendationsH1N1_20090521.pdf. Accessed: 6 November 2009.

Tables

Submit tables on separate pages and number them consecutively using Arabic numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. In the footnote, refer to information within the table with superscript lowercase letters, and do not use special characters or numbers. Separate units with a comma and use parentheses or square brackets for additional measures (e.g., %, range, etc). Cite all tables within the text in numerical order. Refer to tables in the text as Table 1, etc. Use Table 1, etc. in the table legends. Please indicate in the manuscript the approximate position of each table.

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Line drawings and photographs must be of high quality. Note that faint shading may be lost during reproduction. Lettering within all figures in the article should be uniform in style, preferably a sans serif typeface, and of sufficient size so that it is legible at the final size of approximately 2 mm. Uppercase letters A, B, C, etc. should be used to identify parts of multi-part figures. Cite all figures within the text in numerical order. Indicate the approximate position of each figure. Refer to figures in the text as Figure 1, etc. Use Figure 1, etc. in the figure legends.

Figure legends Provide a short descriptive title, and (if necessary) footnotes to make each figure self-explanatory on separate pages. Explain all symbols used in the figures. Remember to use the same abbreviations as in the text.

Color plates To offset partially the cost of production, color figures will be charged to the authors at a rate of EURO 250.– for the first illustration and EURO 200.– for each subsequent illustration in each article. Figures submitted in color will be published as color figures in the electronic version. Please indicate at the time of submission if you wish to have color printed figure(s).

Supplemental material

You may submit additional tables, figures, videos, appendices or other additional material (e.g. references) that exceeds the limitation of the article as Supplemental data for online only publication. Supplemental data should be uploaded as separate files during submission. Within the text, Supplemental data must be cited consecutively and be referred to as Supplemental data (e.g. see Supplemental data, Figure 1). Supplemental data is subject to peer review as part of the manuscript. If the manuscript is accepted and the Supplemental data is posted online, it will be

referenced at the end of the text of the printed version together with the URL where it can be found.

Nomenclature

Follow the rules of the IUPAC-IUB Commission on Biochemical Nomenclature, as in IUB *Biochemical Nomenclature and Related Documents*, 3rd edition, obtainable from Biochemical Society Book Depot, P.O. Box 32, Commerce Way, Colchester, CO2 8HP, U.K. Enzyme names should be in accordance with the recommendations of the IUPAC-IUB Commission on Biochemical Nomenclature, 1978, as in *Enzyme Nomenclature*, published by Academic Press, New York, 1992. Genotypes should be given in italics, phenotypes should not be italicized. Nomenclature of bacterial genetics should follow Damerec et al. *Genetics* 1966; 54:61–76.

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