INSTRUCTIONS FOR AUTHORS

ENGLISH LANGUAGE EDITING

Manuscripts must be written in English, and authors are urged to aim for clarity, brevity, and accuracy of information and language. All manuscripts must include a structured abstract. Authors whose first language is not English should have their manuscripts checked for grammar and stylistic accuracy by a native English speaker.

For editors and reviewers to accurately assess the work presented in your manuscript you need to ensure the English language is of sufficient quality to be understood. If you need help with writing in English you should:

- Ask a colleague who is a native English speaker to review your manuscript for clarity.
- Visit the Springer English language tutorial that reviews a number of grammatical rules that should be followed when writing in English.
- Use a professional language editing service. Two such services are provided by our affiliates Nature Research Editing Service and American Journal Experts. Springer authors are entitled to a 10% discount on their first submission to either of these services; simply follow the links below.

English language tutorial

Nature Research Editing Service

American Journal Experts

Please note that the use of a language editing service is not a requirement for publication in this journal and does not imply or guarantee that the article will be selected for peer review or accepted.

If your manuscript is accepted it will be checked by our copyeditors for spelling and formal style before publication.

为便于编辑和评审专家准确评估您稿件中陈述的研究工作，您需要确保您的英语语言质量足以令人理解。如果您需要英文写作方面的帮助，您可以考虑：

- 请一位以英语为母语的同事审核您的稿件是否表意清晰。
● 查看一些有关英语写作中常见语言错误的教程。

● 使用专业语言编辑服务，编辑人员会对英语进行润色，以确保您的意思表达清晰，并识别需要您复核的问题。我们的附属机构 Nature Research Editing Service 和合作伙伴 American Journal Experts 即可提供此类服务。

教程

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如果您的稿件被接受，在发表之前，我们的文字编辑会检查您的文稿拼写是否规范以及文体是否正式。

エディターと査読者があなたの論文を正しく評価するには、使用されている英語の質が十分に高いことが必要とされます。英語での論文執筆に際してサポートが必要な場合には、次のオプションがあります：

・英語を母国語とする同僚に、原稿で使用されている英語が明確であるかをチェックしてもらう。

・英語で執筆する際のよくある間違いに関する英語のチュートリアルを参照する。

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- The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work; please provide transparency on the re-use of material to avoid the hint of text-recycling (“self-plagiarism”).
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• No data have been fabricated or manipulated (including images) to support your conclusions

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• Consent to publish has been received from all co-authors and responsible authorities at the institute/organization where the work has been carried out before the work is submitted.

• Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for results.

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• Changes in authorship or in the order of authors are not accepted after acceptance of a manuscript.

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If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If misconduct has been proven, this may result in the Editor-in-Chief’s implementation of the following measures, including, but not limited to:

• If the article is still under consideration, it may be rejected and returned to the author.
• If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be attached to the article, or in severe cases, the article will be completely retracted. The reason must be given in the published erratum or retraction note.
• The author’s institution will be informed of the investigation.

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Authors must disclose all relationships or interests that could influence or bias the work. Although an author may not feel there are conflicts, disclosure of relationships and interests affords a more transparent process, leading to an accurate and objective assessment of the work. Awareness of real or perceived conflicts of interests is a perspective to which the readers are entitled and does not imply that an inappropriate relationship. Examples of potential conflicts of interest that are directly or indirectly related to the research may include but are not limited to the following:

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• Financial support for attending symposia
• Financial support for educational programs
• Employment or consultation
• Support from a project sponsor
• Position on advisory board or board of directors or other type of management relationship
• Multiple affiliations
• Financial relationships, for example equity ownership or investment interest
• Intellectual property rights (e.g. patents, copyrights and royalties from such rights)
• Holdings of spouse and/or children that may have financial interest in the work

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See below examples of disclosures:

- Funding: This study was funded by X (grant number X).
- Conflict of Interest: Author A has received research grants from Company A. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of committee Z.

If no conflict exists, the authors should state:

Acknowledgement: The authors declare that they have no conflict of interest.

Conflict of Interest Form

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When reporting on studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and/or national research ethics committee and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study.

The following statements should be included in the text before the References section:

Ethical approval: “All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards.”
The welfare of animals used for research must be respected. When reporting experiments on animals, authors should indicate whether the institutional and/or national guidelines for the care and use of animals were followed.

For studies with animals, the following statement should be included:

“*All applicable institutional and/or national guidelines for the care and use of animals were followed.*”

If articles do not contain studies with human participants or animals by any of the authors, Springer recommends including the following sentence:

“*This article does not contain any studies with human participants or animals performed by any of the authors.*”

For retrospective studies, please add the following sentence:

“*For this type of study formal consent is not required.*”

**INFORMED CONSENT**

All individuals have individual rights that are not to be infringed. Individual participants in studies have the right to determine how personal data is gathered and used, especially when identifiable photographs are used. It is important that all participants give their informed consent in writing prior to inclusion in the study. Identifying details (names, dates of birth, identity numbers and other information) of the participants that are studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scientific purposes and the participant (or parent or guardian if the participant is incapable) has given written informed consent for publication. Complete anonymity is difficult to achieve in some cases, and informed consent should be obtained if there is any doubt. Masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic profiles, authors should provide assurance that alterations do not distort scientific meaning.
TYPES OF MANUSCRIPT SUBMISSIONS

- Original Articles
- Case Reports
- Multimedia Articles
- Dynamic Manuscripts
- Invited Book Reviews
- Invited Editorials
- Invited Discussion (author is asked by the Editor in Chief to write a Discussion on their paper; the Discussion will follow the original article in print)
- Invited Commentary (an expert on a specific topic is asked by the Editor in Chief to write on the topic)
- Invited Response (author is asked by the Editor in Chief to write a response to a published Letter to the Editor)
- Historical Notes
- Innovative Techniques
- Review Articles
- Letter To The Editor

DOUBLE-BLIND PEER REVIEW

This journal follows a double-blind reviewing procedure. Authors are therefore requested to submit two separate files for their manuscript:

- A title page including all authors and affiliations
- A blinded manuscript without any author names and affiliations in the text or on the title page. Self-identifying citations and references in the article text should either be avoided or left blank.

EVIDENCE–BASED MEDICINE

This journal requires that authors assign a level of evidence at the end of the Abstract whenever Evidence-Based Medicine rankings are applicable. This excludes Review Articles, Book Reviews and manuscripts that concern Basic Science, Animal Studies, Cadaver Studies, and Experimental Studies. Author assignments may be subject to review and modification by the Editor-in-Chief.

Example: author should include entire phrase at the end of the Abstract:

“**Level of Evidence: Level II, therapeutic study.”
EBM ratings will be based on a scale of 1-5 as follows:

Level I: Evidence obtained from at least one properly designed randomized controlled trial.

Level II: Evidence obtained from well-designed controlled trials without randomization.

Level III: Evidence obtained from well-designed cohort or case-control analytic studies, preferably from more than one center or research group.

Level IV: Evidence obtained from multiple time series with or without the intervention, such as case studies. Dramatic results in uncontrolled trials might also be regarded as this type of evidence.

Level V: Opinions of respected authorities, based on clinical experience, descriptive studies, or reports of expert committees.

No level of evidence is needed for Basic Science, Animal Study, Cadaver Study, and Experimental Study Articles.

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Title Page

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author
- Include a short title (not to exceed 30 characters in length, including spaces between words) for use as a running head
- Disclosure of any commercial interest that they may have in the subject of study and the source of any financial or materialsupport
- An Abstract of not more than 250 words that states concisely the background, methods, results, and conclusions of the manuscript.
- A Level of Evidence statement at the end of the Abstract.
- A maximum of six keywords, separated by a comma, that can be used for indexing purposes
Manuscript Text

Original Articles, Reviews, and Case Reports should be structured in the following order: Introductions, Materials and Methods, Results, Conclusion, Discussion, and Acknowledgements; References; Legends

- Use a normal, plain font (e.g., 12-point Times Roman) for text
- Double-space the text
- Use italics for emphasis
- Use the automatic page numbering function to number the pages
- Do not use field functions
- Use tab stops or other commands for indents, not the space bar
- Use the table function, not spreadsheets, to make tables

References

Reference citations in the text should be identified by numbers in brackets. The in-text references and the reference list at the end of the manuscript should be in citation order. Authors are fully responsible for the accuracy of their references. Only works referred to in the text and already accepted for publication should be listed.

Types of references

(1) Articles from journals: Name(s) and Initials of all author(s), year in parentheses, full title, journal name as abbreviated in Index Medicus, volume followed by a colon, first and last page numbers.


(2) Articles from electronic publications: Name(s) and initials of all authors, year in parentheses, full title, journal name as abbreviated in Index Medicus, DOI number, and publication date.


(3) Books: Name(s) and initials of all author(s), year in parentheses, title, edition, publisher, place of publication.

(4) Chapters in edited books: Names and initials of all authors, year in parentheses, title of chapter. In: names and initials of all editors, title of book, publisher, place of publication, first and last page numbers.


Tables

- All tables are to be numbered using Arabic numerals
- Tables should always be cited in text in consecutive numerical order
- For each table, please supply a table heading
- The table title should explain clearly and concisely the components of the table
- Identify any previously published material by giving the original source in the form of a reference at the end of the table heading
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included below the table body

Figures (Illustrations)

- All figures are to be numbered using Arabic numerals
- Figure parts should be denoted by lowercase letters
- Figures should always be cited in text in consecutive numerical order
- For each figure, please supply a figure caption
- Make sure to identify all elements found in the figure in the caption
- Identify any previously published material by giving the original source in the form of a reference at the end of the caption
- Individual, high-resolution (300+) TIF or JPG files (not Word) must be submitted for each figure in the article.

**ARTWORK INSTRUCTIONS**

Common graphics files such as GIF, JPEG, EPS, TIFF and many others are supported. Do not upload figures as PDF files.
All figures must be numbered using Arabic numerals. Figure parts should be denoted by lowercase letters. Figures should always be cited in text in consecutive numerical order. For each figure, include the figure legends at the end of the manuscript text. Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Photographs of patients in which the subject is identifiable must either have the majority of the face masked out, or be accompanied by written permission from the individual in the photograph before publication.

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format.

Every clinical article is going to require high resolution pictures of minimum 2 patients.

The required pictures for any rhinoplasty article includes front, profile and head tilted back high resolution views of the face above the shoulder (there is no need to include shoulder on a rhinoplasty picture). A quarter view picture of the face is highly recommended but is not a requirement.

All the graphics included in the article should be in color.

All breast related articles should include at least front and profile views. A quarter view is optional.

A frowning view is highly recommended with any forehead rejuvenation article that includes removal of the frowning muscles.

Vector Graphics: The preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable. Vector graphics containing fonts must have the fonts embedded in the files.

Line Art: Must be black and white with no shading. Ensure that all lines and lettering within the figures are legible at final size. All lines should be at least 0.1 mm (0.3 pt) wide. Scanned line drawings and line drawings in bitmap format should have a min. resolution of 1200 dpi.

Halftone Art (photographs, drawings or paintings with fine shading, etc.): If magnification is used in photographs, indicate this by using scale bars within the figure. Halftones should have a minimum resolution of 33 dpi.
Combination Art (combination of halftone and line art) should have a minimum resolution of 600 dpi.

Color Art: Color art is free of charge for online publication. If the print version will be published in black and white, make sure that the information will be visible; many colors are not distinguishable when converted to black and white. You may choose to use patterns rather than colors in such instances. Color illustrations should be submitted as RGB (8 bits/channel). Lettering and Numbering in Figures: Helvetica and Arial (sans serif fonts) text are preferred. Keep lettering size consistent throughout (preferably 2-3 mm / 8-12 pt). Avoid shading and other text features, and do not include titles or captions within your figures.

Guidelines for Sizing an Image: The final size of the image depends on its content. It should be displayed for best viewing and should therefore be neither too small nor too large. Before sizing, the images must be cropped. Frames must be deleted.

While sizing, the layout of the journal must be considered. The graphics operator must have access to the figure captions.

The following are the criteria for determining the correct size:

• **Letter size**: The size should neither be smaller than 6 pt nor larger than 14 pt. The optimum is 8–12 pt. If there are similar graphics in one article, the letters should also have the similar letter size.

Make sure that the figure lettering is always well readable

• **Content to be displayed**: In halftone images bones or cells or any other structures in the images must be clearly visible.

• Images of similar content have to be sized **consistently** within a article.

The maximum size and the optimal size for the typesetting process are determined by the journal layout. If possible, the image should have the optimal layout size.
Optimal layout size:

- **Double column**
- **Column + 1 gutter + sub-column**
- **Column**
- **Sub-column**

**Note:** If the image size is slightly (± 10%) larger or smaller than the optimal layout size, always enlarge or reduce the figure to the optimal size.

These rules are valid for all layouts. The values for the global standard layouts are given in Table 6.

<table>
<thead>
<tr>
<th>Layout</th>
<th>Double column</th>
<th>Column + 1 gutter + sub-column</th>
<th>Column</th>
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Multimedia articles are papers where the heart of the article is the video and, generally, only an abstract and references are included. Dynamic articles are regular articles with video(s) included as electronically supplementary material.

Upon submission of multimedia or dynamic articles, the author will be required to submit the video in the following format:

- The video should not exceed 9 minutes.
- An audio narration in English must accompany the video.
- The maximum size for all files (including videos) in the submission 350 MB.
- Videos must be in one the following formats: MPEG-1, QuickTime or Window media video (WMV).
- Videos in the QuickTime format cannot be mpg4.
- The video file must be playable on a Windows-based computer.
- No music sound tracks.
- Avoid “fancy” video transitions.
- Annotation of anatomic structures is encouraged.
- No authored DVDs.
- There should be a “manuscript” submitted with the video that includes a title page, abstract and key words, as well as references if needed.
DYNAMIC MANUSCRIPT

A dynamic manuscript is a print article with embedded video material. Up to 3 (one minute maximum each) videos per manuscript submission will be accepted. Make sure to note in your manuscript the placement of the video clips. All standard instructions for manuscript and video submission should be followed for a dynamic manuscript submission.

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List of Repositories

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