

Guide for ZEFQ Authors

The German *Journal for Evidence, Continuing Medical Education and Quality in Health Care* (ZEFQ) is one of the oldest medical journals in the German-speaking area. It was founded in 1904 by E. von Bergmann, M. Kirchner and R. Kutner and published under the title “*Zeitschrift für ärztliche Fortbildung*” [“Journal of Continuing Medical Education”].

In accordance with its original editors’ intention the *German Journal for Evidence, Continuing Medical Education and Quality in Health Care* (ZEFQ) provides a platform for interdisciplinary medical education. In this way, ZEFQ complements specialised publication platforms of the individual medical fields on the one hand, and continuing medical education programmes and quality circle activities on the other.

In an interdisciplinary approach ZEFQ addresses important topics in all medical fields that are relevant to clinical practice in the form of review articles, series, pro and con debates, short reports, commentaries, letters to the Editor, and book reviews. In particular, ZEFQ is concerned with topics exhibiting a general demand for further education.

When selecting topics, the editors take into account the CME recommendations of medical associations, scientific medical societies and both medical and non-medical health care organisations. In addition to the more specialised medical topics ZEFQ offers a platform for original papers and discussions in educational research for medical educators/teachers and facilitators of continuing medical education programmes and quality circles.

ZEFQ welcomes CME contributions and original papers conforming to the journal’s above-mentioned objectives.

Manuscripts can be submitted online at <http://ees.elsevier.com/zefq/> or via the link at <http://shop.elsevier.de/zefq>. If you are a new user of the online system, please click the “Register” button. A password will then be sent to your E-mail address. (Once you have logged into the system you may change the assigned password as needed by selecting “Change Details.”) If you are an existing user for this system, click “Log in”, enter your user name and password and select “Author Login” to access the Author Main Menu. To submit a manuscript, please click the “Submit New Manuscript” or “Submit Paper” button. When submitting a manuscript please follow the instructions; they will guide you through the process. The text file of your manuscript, the individual figures/illustrations and tables will be uploaded as separate files. You will be notified by E-mail about the successful submission of your manuscript. Also, a reference number will be E-mailed to you. You will be able to track the progress (current status of processing or reviewing) of your manuscript after Author Login. If you experience any problems during the online submission of your paper, please contact the Editorial Office at authorsupport@elsevier.com.

During a transitional period manuscripts may also be submitted by E-mail to the Editorial Office (buenger@azq.de).

Manuscripts must be written in German or English and organised as follows:

- Title of the paper
- English or German translation of the title
- Names of authors (please supply full first name(s), do not use initials); order of names: first name(s) - last name
- Authors’ affiliations (institute or clinic) indicating the full mailing address and the corresponding author’s E-mail address
- Summary (in both German and English)

- Approx. 6 key words each in German and English
- Main text: Please do not incorporate tables and figures/illustrations within the main text.
- Acknowledgements
- List of references (numbered consecutively and encased in square brackets)
- List of figure captions (prepared on a separate sheet and numbered)
- Tables (numbered and provided along with a list of table captions in a separate file)
- Figures to be sent in separate files.

Technical Instructions:

- Prepare your manuscript by using standard text processing software.
- For creating your manuscript pages use the preset standard format.
- Use one of the standard fonts (for example, Times New Roman font size 12).
- When you need to use special characters/symbols only use the ones available with the standard character set supplied by your software.
- Create a continuous text without tabs, i.e., only use hard returns at the end of a paragraph or for title, subtitle, enumerations and the like.
- Do not add manual page breaks, except with a new first-level chapter which should always start on a new page.
- Finally, insert the automatic page numbers in the upper right-hand corner.
- Write your text with double line spacing.
- Half a blank line should be left between two paragraphs.
- Headings should be formatted bold and their hierarchy clearly established by using graded lettering size. There should be 2 blank lines above and 1 blank line below each heading.
- Use *italics* for key words to be highlighted in your text.
- Tables should not be incorporated within the running text of your manuscript but included in a separate file.
- Do not leave space for illustrations/figures in the running text. Legends to illustrations/figures should be stored in a separate file.
- Do not use automatic hyphenation!

Figures and Tables

Figures need to be submitted in acceptable file formats: TIFF or EPS. The relation between the font size used and the image size (measured diagonally) should at least be 0.02. The resolution should be 300 dpi for photographs and 1,000 dpi for line drawings. Figures/illustrations and tables that have previously been published elsewhere must be reported as such by providing reliable source data. The permission for reprint from the original publishers must be submitted together with your manuscript. Please use a shortened form for textual references to figures and tables, for example: Fig. 1, Tab. 1. Further information can be found at:
<http://www.elsevier.com/artworkinstructions>.

References

For references in your text please use numbers enclosed in square brackets [1] (Vancouver system), and number and list the literature used and references cited at the end of the text in increasing order of appearance. Please, also provide the title of the publication cited in the text. If the reference is a journal article, please provide the year of publication, volume number as well as first and last page number (shortened form).

How to cite journal articles:

[1] Gundlich B, Musmann P, Weber S, Nix O, Semmler W. From 2D PET to 3D PET: Issues of Data Representation and Image Reconstruction. *Z Med Phys* 2006;16:31-46.

How to cite books:

[2] Weinberg RA. *The Biology of Cancer*. New York Abingdon: Garland Science, Taylor & Francis Group; 2006.

How to cite book chapters:

[3] Paganetti H, Bortfeld T. Proton Therapy. In: Schlegel W, Bortfeld T, Grosu AL, editors. *New Technologies in Radiation Oncology*. Berlin Heidelberg New York: Springer; 2006, p. 345-63.

Footnotes should preferably be avoided, except those used for dedications or the like on the first page.

Spelling Rules

The latest edition of “The Concise Oxford Dictionary of Current English” or “Merriam-Webster's Collegiate Dictionary” is considered binding for spelling, hyphenation and abbreviations. For spelling, hyphenation and abbreviations of medical terms please refer to the latest edition of *Pschyrembel – Clinical Dictionary*”.

Citing Pharmaceuticals

Please use international non-proprietary (generic) names only, unless the naming of a trademark is relevant to the understanding and discussion of a topic.

Randomised Clinical Trials

Randomised clinical trials (RCTs) to be published in ZEFQ should be presented according to the CONSORT guidelines for the publication of RCTs. The CONSORT Checklist and the CONSORT Flow Chart together with detailed explanations are readily accessible at <http://www.consort-statement.org/>.

Length limits for original papers and review articles to be published in ZEFQ

The manuscript should not exceed 8 manuscript pages (or approx. 20,000 characters including all blanks) encompassing tables, figures and approx. 15 references.

Short reports cover events related to important issues of health, social or occupational policy, practice-relevant innovations, content and results of CME events, and scientific conferences. Single-case descriptions will only be accepted for publication if they are of wider scientific interest. Size: The manuscript should not exceed 4 pages (or approx. 10,000 characters including all blanks) and encompass a summary of no more than 100 words.

Letters to the Editor in which readers may comment on general or any other topics published in ZEFQ, are very welcome. The editorial board is pleased to receive such letters if they do not exceed 500 words.

Cover Letter

The accompanying or cover letter should include the responsible author's complete mailing

address, phone and fax numbers and E-mail address. All individuals and/or organisations should be mentioned that have financially and/or organisationally assisted the author with the preparation of his contribution and/or the data mentioned in the paper.

Statement on Conflict of Interest

It is the policy of ZEFQ that each manuscript must be submitted along with a Conflict of Interest statement which each author is required to sign.

Please include such a statement with your manuscript (an example is given below).

Explanatory note

A conflict of interest in the sense of the ICMJE (International Committee of Medical Journal Editors) Uniform Requirements for Manuscripts Submitted to Biomedical Journals arises when an author is maintaining financial or close personal relationships that are suitable for biasing the content of his manuscript. A material conflict of interest may be affiliations or business dealings with companies whose products are directly or indirectly affected by the paper in question. This might be, for example, a pharmaceutical company producing or marketing a drug mentioned in the manuscript or producing or marketing a competing product. By financial relationships and interests we mean for example: employment relations, consulting activities, share ownership, remuneration of lectures, reimbursement of travel expenses, grants and scholarships or other third-party funds.

A conflict of interest is considered immaterial, for example, when there is a close personal relationship to someone whose economic or non-materialistic interests are affected by the manuscript (partnerships, family relations, etc.).

Example of a Statement of Conflict of Interest

Title of the manuscript:

Authors:

I hereby declare the following (actual or potential) conflict of interest in the sense outlined above:

1. Material conflict of interest:
2. Immaterial conflict of interest:

I hereby declare that no conflict of interest in the sense outlined above exists, i.e. no conflict of interest according to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (Effective October 2004).

Place and date, signature

Reviewing Process

The corresponding author will automatically receive a confirmation of submission for his/her manuscript. One of the co-editors will initiate the reviewing process for this contribution and ensure that the author can download the respective files containing the anonymous referees' proposals requesting modifications. The author is asked to submit a revised manuscript in reasonable time, including a point-by-point response to the referees' comments. The revised version of the manuscript must be re-submitted online within the next three months. The responsible co-editor and/or the reviewers will then finally decide on the acceptance of the submission. A confirmation of acceptance of the paper will be sent to the author via E-mail. The corresponding author will receive PDF proofs which he/she is asked to check carefully. Along with the PDF file the author receives a link to download the Adobe Acrobat Reader programme for free, which he/she can use to view, print and directly correct his/her PDF file. Corrections should be limited to printer's errors and sent back immediately and in one communication. After

the author's final amendments have been incorporated, a digital version of the manuscript will directly appear in ScienceDirect (<http://www.sciencedirect.com/>) and can be cited using its DOI number. The DOI number is printed on the first sheet of the manuscript.

Offprints

Each first author is entitled to receive a PDF file or, alternatively, 30 paper offprints of his/her contribution at no additional costs. The PDF file is a watermarked version of the published article and includes a cover sheet with the journal's cover image and a disclaimer outlining the terms and conditions of use.

Additional paper offprints can be ordered for a reasonable price. The copyright in all articles accepted is owned by the publishing company, Elsevier – Urban & Fischer, and may be reprinted only with permission of Elsevier – Urban & Fischer.

Editor-in-Chief:

Prof. Dr. Dr. med. *Günter Ollenschläger*, FRCPE, FACP
Leiter des ÄZQ [Director of the Agency for Quality in Medicine, AQuMed]
Ärztliches Zentrum für Qualität in der Medizin [Agency for Quality in Medicine]
(Gemeinsames Institut von Bundesärztekammer
und Kassenärztlicher Bundesvereinigung) [Joint Institution of the German Medical Association and the National
Association of Statutory Health Insurance Physicians]
Tiergarten Tower
Strasse des 17. Juni 106-108
D-10623 Berlin
Germany
Phone (Fax): 030 - 4005 - 2500 (-2555)
E-mail: go@azq.de

Deputy Editor-in-Chief:

Prof. Dr. med. et phil. *Heiner Raspe*,
Seniorprofessur für Bevölkerungsmedizin [Distinguished Senior Professor in Population Medicine]
Akad. Zentrum für Bevölkerungsmedizin und Versorgungsforschung [Academic Centre of Population Medicine and
Health Services Research]
Universität Lübeck [Lübeck University]
Ratzeburger Allee 160, Haus 50
D-23538 Lübeck
Germany
Phone: 0049 451 500 - 5878
E-mail: Heiner.Raspe@uk-sh.de

Prof. Dr. med. *Heinrich Geidel*
Friedrichstrasse 39
D-01067 Dresden
Germany
prof.heinrich.geidel@web.de

Editorial Office:

Dr. Babette Bürger
Zeitschrift für Evidenz, Fortbildung und Qualität im Gesundheitswesen (ZEFQ)
Redaktion
c/o Ärztliches Zentrum für Qualität in der Medizin
Postfach 12 02 64
D-10592 Berlin
Germany
Phone: 0221/4848 915
Fax: 030/4005 2555

E-mail: buerger@azq.de