

INFORMATION FOR AUTHORS

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What is *Topics in Obstetrics & Gynecology*?

Topics in Obstetrics & Gynecology is published 18 times per year to provide continuing education and in-depth coverage of current topics to help physicians improve the diagnosis and treatment of patients with obstetric and gynecologic conditions. Each CME lesson is topic-focused and expected to provide practical, clinically applicable direction for practicing physicians.

How Should Manuscripts Be Prepared?

- 1) Prepare manuscripts, including tables and figure legends, using commercially available word-processing software. Provide references, tables, and figure legends after the text. The word count for the manuscript is 6000 words, including objectives and test questions.
- 2) Include a title page with the name, address, e-mail address, and telephone and fax numbers of the author responsible for correspondence with the editorial office and review of page proofs. All relevant conflicts of interest and sources of funding should be included on the title page of the manuscript with the heading "Conflicts of Interest and Source of Funding." The author should indicate that no conflict of interest or funding source exists if this is the case.
- 3) Begin each article with three or four learning objectives that reflect the desired outcomes for learners in terms of competence or performance. These objectives should generally be couched in terms of practical application using verbs such as "Diagnose, Treat, Differentiate, Apply, Prescribe." Passive verbs such as "Understand, Appreciate, Consider" should generally be avoided.

- 4) In your introduction, please describe the scope of the problem or issue being addressed and identify for learners how they can apply the educational activity to their practice. Mention any audience-specific competencies that your activity will address.
- 5) Your content and recommendations should be evidence-based and fair balanced, using generic names of products or devices (if any) whenever possible, and identifying any off-label or investigational uses of drugs or devices. Include tables, figures, algorithms, or other tools that support your content and that learners can use in practice.
- 6) Original or adapted figures and tables are preferred. If you wish to include copyrighted material in your lesson you must obtain written permission from the copyright holder. If a fee for permission to reprint the copyrighted material is charged, it is the responsibility of the author to pay the fee. The publisher of *Topics in Obstetrics & Gynecology* does not provide a budget or reimbursement for any charge incurred in obtaining approval for reprinting copyrighted material.
- 7) Cite references, numbered consecutively throughout the text, and format according to AMA/Index Medicus style. In general, manuscripts should not contain more than 30 references, and will usually contain less. Because of space limitations, try to limit references to no more than 30 critical sources.
- 8) In your conclusion, please summarize the patient care recommendations and strategies that learners can incorporate into their practice. If the word count permits, include a table of “practice pearls” summarizing the recommendations.
- 9) Submit manuscripts and figures electronically (via e-mail) to the Editors or to the Associate Editor with whom you worked. Please submit a word-processing file with all final text, tables, and figure legends to be published; submit figures as separate JPEG or TIF files.
- 10) Provide 10 questions at the end of the document that assess attainment of the learning objectives. Your questions should be clearly stated and reinforce an important concept or point you wish to make in your lesson. Please ensure that the correct answers to your questions are clear to any learner who has attentively read your paper, and that you have indicated to the Editor which of the answer choices is correct. It is also very helpful to our CME editorial staff if you would index each question to the relevant learning objective you specified at the beginning of your manuscript. Each learning objective must have at least one question indexed to it, though each question need not be specifically indexed to a learning objective.

The important elements of your lesson are summarized in the following table:

Title	<ul style="list-style-type: none"> • Be as specific as possible • Reflect the practice gap that will be narrowed by the activity
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Introduction

- Explain why this topic is important; describe the scope of the issue
- Describe the practice gaps that the activity is designed to narrow (what are learners doing now versus best practice?)
- Delineate the competencies (desired physician attributes) that this activity will address
- Discuss the desired outcomes of this activity in terms of learners' competence, performance or patient outcomes (should reflect the learning objectives)

Content

- Reference all important data and patient care recommendations
- Ensure that content is practical and relevant
- Use generic names of drugs and devices and disclose off-label or investigational uses
- Engage the learner in the content; include case studies and thought-provoking questions whenever possible; encourage learners to reflect on their practice; use questions as headings throughout text
- Explain how learners can apply content in their practice (provide strategies for application)
- Describe barriers learners may have in implementing the strategies and include suggestions for overcoming them

Summary

- Summarize what learners should be able to do after completing the activity
- Reiterate the importance of the topic and how practical application of the content will narrow the identified practice gap

Practice

- Include a table or list of the take-home educational messages

Pearls

- Tell learners what they should do to improve their competence or performance based on the content provided

References and permissions

- Include complete citations for all references
- Note the source of all graphics unless they are original artwork (obtain permission to use previously published work)

Test questions

- Include a total of 10 test questions
- Ensure that each learning objective is addressed by 1 (or more) of the questions
- Use multiple-choice format
- Focus on decision making and practical application rather than recall of facts
- Use mini case studies whenever possible to measure application of the content
- Ensure that the answer can be found within the content provided
- Indicate the correct answer

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- Note which learning objective the question addresses
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What about CME Disclosure, Copyright Transfer, and Informed Consent?

Conflicts of interest: Authors must state all possible conflicts of interest in the manuscript. In addition, each author must complete and submit the copyright transfer agreement, which is available at http://journals.lww.com/postgradobgyn/Documents/PGO_CTA%20Dec%202011.pdf

Articles will not be published without this documentation.

Patient anonymity and informed consent: It is the author's responsibility to ensure that patients' privacy is protected. Informed consent should be obtained in writing from the patient if there is concern that a patient's anonymity cannot be maintained in written text or with use of photographs or video. In such cases, authors must provide a statement to be published with the manuscript indicating that patient consent has been obtained.

Human studies and institutional review board approval: Any experimental investigation with human subjects reported in the manuscript must have informed consent and follow all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated.

How Does the Production Process Work?

The authors will electronically submit their manuscript (including all elements as described in the summary table) to the Co-Editors of *Topics in Obstetrics & Gynecology*. The Co-Editors will review the manuscript and suggest editorial changes as may be appropriate. Any queries identified by the Co-Editors will need to be resolved. The final manuscript will then be submitted to the publisher by the Co-Editors. The publisher will send page proofs via e-mail for review to the corresponding author. The page proofs will be sent in Adobe PDF format containing all text and artwork. The corresponding author must review the proofs, answer editorial and CME-related queries, and return corrections by fax to the publisher (877-395-0685) within 72 hours of receipt.

How Are Honoraria Paid?

An honorarium of \$300 will be paid for each article published in *Topics in Obstetrics & Gynecology*. An Author Payment form and Form W9 will be sent from the publisher with page proofs, to be returned with page corrections. Payments may be paid to one author or split among authors. In addition, 2 copies of the article and a complimentary one-year electronic subscription to the publication will be provided to one author of each article.