

10th Symposium International on Auriculotherapy

4th, 5th, 6th of JUNE 2020 – LYON (France)

PAPER SUBMISSION GUIDELINES

ALL PUBLICATION, ORAL COMMUNICATION OR POSTER, must be submitted to the **Scientific Committee** for evaluation and acceptance as:

- Fundamental research,
- Clinical research or
- Free communication.

The speakers are free to propose their publication to be classified as a fundamental or clinical research or a free communication. Nevertheless, the final decision to accept the classification proposal will be taken by the scientific committee and is no subject to revocation.

The arguments expressed in the communication concern their author only. The authors agree to provide the Scientific Committee (and at demand) with the total of the scientific data (i.e. charts).

The oral presentation time is 15 minutes + 5 minutes discussion time.

ABSTRACT GUIDELINES

All communications will be published in the summary book of the symposium in the same form, as they were submitted. Therefore, the authors shall absolutely respect the following abstract guidelines:

1. Language: preferably in English, including a summary (10 lines in French) or contrariwise in French with a summary of 10 lines in English. Other languages are accepted in place of French, but there must always be a summary in English.
2. The written presentation shall not extend 30 000 letters (spaces, bibliography included). The details on denominations and institutions ***can be treated apart***.
3. The font style shall be "**Times New Roman**" **12 points** with adjusted lateral distances, the final document must be in **Word for Windows** (.doc is preferred to .docx).
4. The space between the title, the name/or names of the author/or authors, the institution/affiliation service of the author and the communication text shall be one-line pitch.
5. The communication title shall be in **bold** (no capitals).
6. The author's name shall be written using capitals for initials. The family name at first position before the first name (e.g.: Dupont Pierre).
7. The principal author's name shall be underlined (e.g.: Dupont Pierre).

8. The author's institution/ affiliation service, telephone number, city and country shall be written using capitals for the first letter using ***italic style*** for the whole text (e.g.: *Service for Internal Medicine, University of Rouen - 76821 MONT-SAINT-AIGNAN, FRANCE*).
9. If it possible, the communication shall be subdivided in several parts (titles written in bold using capitals for the first letter), which can be the following:
Introduction and the aim of the communication – Methods – Results – Discussion - Conclusions – Bibliography.
10. The submitted text can contain standard abbreviations, drawings, diagrams and photos/images, under the condition that they respect the margin (the authorized volume of the text being not more than 30 000 letters – as already indicated above). The images, pictures, photos and figures will be included and referenced in the text, but will also be sent as separate files (preferably .jpg), the tables (spreadsheets) in xls format for Excel.
11. **All ear points or areas mentioned shall be presented together with a photo or image showing in a clear way the anatomic situation of the point or the area. This rule must be strictly respected; otherwise the work can be refused by the Scientific Committee.**
12. The presented paper must deal if possible the symposium topic, which is:
« **The cartography of the auricle**».
13. We kindly ask you to indicate in which category you wish your paper to be presented:
 - oral presentation (plenary session) of fundamental research,
 - oral presentation (plenary session) clinic research,
 - free oral presentation or clinic case (which do not enter in the abovementioned categories),
 - poster (only posted communication).
14. Regarding posters, **A1 format display spaces (64x60)** will be made available to you during the symposium.

Please be aware that the Scientific Committee will examine all submitted communications (oral and posters). The Scientific Committee reserves the right to modify the communication type and/or its category, in respect of the content, the author's request and after taking note of the author's opinion.

PAPER SUBMISSION

The text and the images, photos and other drawings shall be sent as a Microsoft Office Word file format (Doc or Docx file, images jpg, charts in Excel xls), following the abovementioned instructions, at the following email address: symposium2020@gmail.com

Please find more information regarding the expedition and down load of voluminous files using the following links:

<https://www.webrankinfo.com/dossiers/gmail/piece-jointe>

<https://support.google.com/drive/answer/37603?hl=fr>

Please indicate in the email subject the title and the author's name of the communication.

Deadline for the abstract submission: **the 28th of February 2020.**

No communication will be accepted after this date.

In case no internet access is available or for any other reasons (which shall remain an exception), the communication can be sent by post at the following address:

*Dr Michel MARIGNAN
9, impasse PAUL
13011 MARSEILLE (France)*

Every picture, drawing, diagram or chart mentioned in the text shall receive a reference number and added separately in jpg format (as for images) and in xls format (as for charts).

All communication will receive a confirmation of the reception and we kindly ask the authors to confirm its reception. Therefore, it is very important to provide us with a correct email address to assure communication.

NOTE

1. Deadline: **the 28 of February 2020.**
2. A registration to the congress of at least one of the authors is compulsory to present a communication.
3. The communication will be examined by the Scientific Committee, coordinated by Michel Marignan M.D.

The authors will be informed by email (email address given by the author) about the state of their paper submission (accepted – refused - accepted with demand for revision), paper category and of course the date and hour of the presentation. The Scientific Committee's decision will be addressed not later than **the 15th of April 2020.**

Regarding the poster communications (posted communications):

4 posters will be selected by the Reward Committee will be honoured and given the opportunity to be presented in plenary session during 10 minutes + 5 minutes discussion time.

Consequently, please be prepared to give a Power Point summary of your poster in a plenary session during your participation at the congress in Lyon.

Yours sincerely,

Michel MARIGNAN (M.D.)
Scientific Committee President

HOW TO SUBMIT A PUBLICATION FOR MEDICAL ACUPUNCTURE JOURNAL

After receiving acceptance by the Scientific Committee of the symposium, you must follow these instructions.

It is imperative that you enter all of the coauthors' names when your manuscript is submitted.

Original Articles should not exceed 3,000 words (excluding references, tables, figures, legends, acknowledgements, and disclosures).

Case Reports should follow same style guidelines as an original article but with a word limit of 2000 words excluding abstract, references and any tables.

Reviews and Perspectives should not exceed 5,000 words (excluding references, tables, figures, legends, acknowledgments, and disclosures.)

Prepare the entire manuscript, including figure legends, in Microsoft Word. Use Times New Roman, font 12.

On the title page please include the main title and a brief running title (short version of the main title). The running title should be placed below the main title.

The author's names and degrees should be listed across the title page. The affiliations should be listed below the list of names and include department, institution, city, state, and country. The author's names should be linked to the affiliations using superscript numbers.

Please provide the full contact information for the Corresponding Author: Full name, degrees, affiliation (department, Institution), full mailing address, telephone and fax numbers, and email address.

The abstract should be on page 2 and should not exceed 250 words. Uploading your abstract into the appropriate field in Manuscript Central will NOT automatically incorporate it into the text file, so please include the abstract within the manuscript file.

The abstract should be structured and include information as applicable for the following headings: Background, Objective, Design, Setting, Patients (or Subjects), Intervention, Main Outcome Measures, Results, Randomizations (If applicable, elaborate), Blinding (Investigators and Subjects), Conclusions, Registration and Funding.

Underneath the abstract, provide 3–10 key words (preferably Medical Subject Heading terms) that will assist indexers and researchers using electronic databases such as MEDLINE.®

Your files must be saved in Word format. Tables must be saved in Word Format. Figures must be saved as TIF or EPS files. Please upload EACH table and EACH figure as INDIVIDUAL files, and not part of the main text.

IMPORTANT:

Please upload individual files of all manuscript material — do NOT upload a single PDF file containing all text, figure, and table files of your paper. Once all individual files are uploaded on to Manuscript Central, the system will automatically create a single PDF proof for you and the peer-review process.

Your article should include the following sections:

Abstract

Key Words

Introduction

Methods

Results

Discussion

Conclusions

Acknowledgments (if any)

Author Disclosure Statement

References

Figure keys are to be included in the figure. Any other explanatory information should be given in the legend. The complete legend will be included as a separate word document. Figures

reprinted from other sources should be acknowledged in the legend, and permission must be granted.

Please use the following guidelines to create the figures:

- Do NOT include any illustrations as part of your text file.
- Do NOT prepare any figures in Word as they are not usable.
- Line illustrations must be submitted at 600 dots per inch (dpi).
- Halftones and color photos should be submitted at a minimum of 300 dpi.
- Adobe is the preferred software. Do not submit PowerPoint files.
- Save art as either .tiff or .eps files. Avoid submitting .jpeg files.
- Color art must be saved as CYMK, not as RGB.

Tables MUST be in Word and they MUST be editable. Images inserted into Word documents are not acceptable; we cannot edit them. Note that each acronym must be spelled out in EACH table.

Each table should have a title and clearly marked as to which table it is.

REFERENCES

References must be typed double spaced and numbered consecutively as they are cited in the text (using superscript numbers). Example: Recently, many surgical improvements have been proposed, among them the use of the carbon dioxide laser.^{1-5,8} References appearing for the first time in tables and figures must be numbered in sequence with those cited in the text where the table or figure is mentioned.

Use journal abbreviations as provided by MEDLINE.[®] List all authors when there are six or less. When there are more than six, list the first three, followed by et al.

If references to personal communication or unpublished data are used, they are not to be in the list of references. They should be referred to in the text in parentheses: (A.G. Bearn, personal communication).

Sample references are:

Journal article with up to six authors:

1. O'Driscoll K, Foley M. Correlation of decrease in perinatal mortality and increase in cesarean section rates. *Obstet Gynecol*. 1983;61(1):1.

Journal article with more than six authors:

2. Maheuz R, Guilloteau C, Lemay A, et al. Regression of leiomyomata uteri following hypoestrogenism induced by repetitive luteinizing hormone-releasing hormone agonist treatment: Preliminary report. *Fertil Steril*. 1984;42(4):644.

Book:

3. Pritchard JA, MacDonald PC, Gant NF. *Williams obstetrics*. 17th ed. Norwalk, CT: Appleton-Century-Crofts, 1985:457.

Edited book:

4. Baggish MS, Barbot J, Valle RF, eds. *Diagnostic and operative hysteroscopy*. Chicago: Year Book Medical Publishers, 1989.

Chapter in a book:

5. March CM. Hysteroscopy for infertility. In: Baggish MS, Barbot J, Valle RF, eds. *Diagnostic and operative hysteroscopy*. Chicago: Year Book Medical Publishers, 1989:136.

Web site:

6. List all authors and initials, title of paper or article, name of site, and web address, starting with www unless there is no www in the address. Then you may use http:// Include month, date, and year accessed.

We cannot use product websites as references, however, we can include the product name, manufacturer, city and state, in parenthesis next to the product.

The superscript numbers citing the references throughout the text need to be placed after punctuation points.

Please do not hesitate to contact this following address if you should you have any questions regarding the formatting revisions requested.

Yael BenPorat, DAOM, LAc, MPH

Managing Editor

Journal of Medicinal Food

Medical Acupuncture

yaelbenporat@me.com