

Author Submission Guideline

General format: Please use a 12-point font, and double space all text, references, and figure legends. Tables may be single spaced. Headers, footers, and footnotes are not to be used except in tables, where footnotes may be used if needed.

peer review policy: Please note that as part of the submission process you may be asked to provide the names of a number of peers who could be called upon to review your manuscript. Recommended reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript. Please be aware of any conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the below:

- The reviewer should have no prior knowledge of your submission
- The reviewer should not have recently collaborated with any of the authors
- Reviewer nominees from the same institution as any of the authors are not permitted
Please note that the journal's editors are not obliged to invite any recommended/opposed reviewers to assess your manuscript.

Authorship: papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:

- Made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
- Drafted the article or revised it critically for important intellectual content,
- Approved the version to be published.
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section.

Research ethics and patient consent:

Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative.

Please also refer to the ICMJE Recommendations for the Protection of Research Participants

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted.

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References: The authors are responsible for the accuracy of the references. Key the references (double spaced) at the end of the manuscript. At least 6 references and no more than 50 are required or the article will not be accepted for review. Do not use endnotes or footnotes for references. Cite the references in text in the order of appearance. If there are more than 3 authors, name only the first 3 authors and then use et al. Refer to the List of Journals Indexed in Index Medicus for abbreviations of journal names, or access the list at <http://www.nlm.nih.gov/tsd/serials/lji.html>. Sample references are given below:

Journal article

1. Mathews WC, McCutchan JA, Asch S, et al. National estimates of HIV related symptom prevalence from the HIV Cost and Services Utilization Study. *Med Care* 2000;38:750-762.

Book chapter

2. Todd VR. Visual information analysis: frame of reference for visual perception. In: Kramer P, Hinojosa J, eds. *Frames of Reference for Pediatric Occupational Therapy*. Philadelphia: Lippincott Williams & Wilkins; 1999:205- 256.

Entire book

3. Kassirer JP, Kopelman RI. *Learning Clinical Reasoning*. Baltimore: Lippincott Williams & Wilkins; 1991.

Software

4. Epi Info [computer program]. Version 6. Atlanta: Centers for Disease Control and Prevention; 1994.

Online journals

5. Friedman SA. Preeclampsia: a review of the role of prostaglandins. *Obstet Gynecol* [serial online]. January 1988;71:22 -37. Available from: BRS Information Technologies, McLean, VA. Accessed December 15, 1990.

Database

6. CANCERNET PDQ [database online]. Bethesda, MD: National Cancer Institute; 1996. Updated March 29, 1996.

World Wide Web

7. Gostin LO. Drug use and HIV/AIDS [JAMA HIV/AIDS web site]. June 1, 1996. Available at: <http://www.ama-assn.org/special/hiv/ethics>. Accessed June 26, 1997.

Tables: No more than a total of 5 tables and/or figures will be accepted. Cite tables consecutively in the text, and number them in that order. Upload each table as a separate Word file (not as a PDF or graphics file). Include the table title, appropriate column heads, and explanatory legends (including definitions of any abbreviations used). Do not embed tables within the body of the manuscript. Tables should be self-explanatory and should supplement, rather than duplicate, the material in the text. Name tables in the format: table 1.doc, etc.