

INSTRUCTION TO AUTHORS

Failure to submit an article in accordance with these instructions will result in a delay in processing a manuscript and its subsequent publication. The Editorial Board does not necessarily agree with the views expressed in articles published in the Journal.

A manuscript is reviewed for publication in “The Professional” Medical Journal on the understanding that it has not been submitted simultaneously to another journal, has not been accepted for publication elsewhere, and has not already been published. On acceptance, a manuscript becomes the copyright of The Professional Medical Journal. Manuscripts are subject to peer review but the Editor reserves the right to make the final decision regarding publication and to make literary amendments where considered necessary.

“The Professional” accepts the criteria for authors proposed by PM&DC. A covering letter signed by all authors must accompany submissions, stating that all authors have seen and approved the manuscript and are fully conversant with its contents. Authors must disclose in the covering letter any potential or actual personal, financial or political interest they may have in the material. It should be disclosed if an abstract of the work has previously been published or if any articles using the same data set or relating to the same topic have been published or submitted by any of the authors elsewhere. Results of multi-centre studies should be reported under the name of the organizing study group. We aim to reach a decision on submitted articles within 8 weeks. Rejected manuscripts will not be returned.

All manuscripts must be supplied as follows:

“The Professional” requires articles to be provided on disk, plus three copies of the manuscript as follows: text should be in 12 pt font size, double spaced, and the hard copies supplied on A4 paper.

Authors must provide a disk. Please ensure that the disk are made after any final corrections. Label your disks clearly. Text must be in PC compatible form, preferably in Microsoft Word or WordPerfect.

Tables, references and legends should be at the end of the text file both on disk and in the manuscript.

Illustrations and equations should be in separate files on the disk and appear in the manuscript. Please submit all photographs in color wherever possible.

If submitting artwork in electronic form please provide standard TIFF or EPS formats. Photographic images must be submitted in non-compressed files with 300-dpi resolution. Place each illustration in a separate file. Three high-quality copies of any artwork must still be supplied.

Manuscripts

The Professional requires articles to be provided on disk as described previously. Each of the following sections should begin on a new page: title page; abstract; text; acknowledgment(s); references; tables; and legends for illustrations.

Title page:

The title page should contain the following

information: (1). Title of the article; (2) names and initials of each author; (3) department and institution to which the work should be attributed; (4) name, address, telephone, fax and e-mail address of the author responsible for correspondence; (5) sources of financial support; (6) category in which the article is being submitted (case report, original articles, review etc); (7) keywords; (8) short title. Words appearing as Medical Subject Heading (MeSH) in the supplement to the Index Medicus may be used as key words.

Abstract:

The second page of the manuscript should carry an abstract of no more than 250 words. It should include: (1) objectives; (2) data source; (3) design of study; (4) setting; (5) period; (6) materials & methods; (7) results; (8) conclusions.

Text:

A suggested outline would be; (1) introduction; (2) methods & materials; (3) results; (4) discussion, which should be concise and not digress from the direct results; (5) conclusion. Randomized controlled trials should be clearly identified as such. Text should be gender-neutral. Patient confidentiality must be maintained in articles and illustrations unless specific written consent has been provided to the journal. Articles reporting studies that relate to human investigation (e.g controlled trials) or animal experimentation are published only if the design of the work has been approved by local/hospital and/or national ethics committees.

Tables and Illustrations

Three copies of all illustrations and tables must be submitted. Ensure that all unit measurement are included and that all tables are cited in the text. If a table or illustration has been reproduced from a published work the source thereof must be given in full, written permission

having been granted by the author and by the publisher. Figures should be submitted in the form of glossy. Each illustration should have a label pasted on the reverse side giving in reference number in the text.

References

Where relevant authors must supply the complete URL for each reference as cited on Medline.

All types of articles except review articles, should have a maximum of 20 references.

The accuracy of references is the responsibility of the author and articles found to contain inaccuracies in references will be returned. Authors must not cite references to works they have not read without explicitly stating that their information derives from a secondary source. Authors must also ensure that the material is quoted with the approval of the originator. Please superscript the references in the text (for example.²) References, numbered in the order in which they are mentioned in the text, should be listed on a separate page. Journal abbreviations should be as listed in Index Medicus.

References to journals should give: name(s) of author(s), title of article, title of journal, date, volume number, page numbers. For example:

Soter NA, Wasserman SI, Austen KF. Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *N Engl J Med* 1976; **78**: 687-90.

References to books/monographs should give: name(s) of author(s), chapter title; editors; title of book; place of publication; publisher's name; date; page numbers. For example:

Rhodes AJ, Van Rooyen CE. Textbook of Virology for Students and Practitioners of

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References to unpublished material is not recommended.

Statistics and Units of Measurement

Decimal points, not commas, should be used. All measurements should be expressed in SI (Systeme Internationale) units. Numerical data should be analyzed by appropriate statistical methods and these should be stated clearly in the methodology section of the text. Authors are required to ensure the validity of any statistical data presented as a significant component of a submitted article. The Journal encourages authors to use Br J Surg 199; 78: 782-4 for guidance on the presentation of statistics.

A disk containing the manuscript plus three copies of the manuscript and three copies of all artwork as set out above, should be submitted to:

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