

# Journal of Accident & Emergency Medicine

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## GUIDELINES FOR AUTHORS

### *Submission of manuscripts*

The journal will consider for publication original papers, review articles, case reports, short reports, equipment reviews and book reviews in the field of international emergency medicine. Letters to the Editor will be considered. Authors are requested to supply full references to any articles that are cited. Letters may be edited. The original and two copies should be submitted together with a covering letter signed by the first author. All papers and correspondence should be sent to: Editorial Office, *Journal of Accident and Emergency Medicine*, Blackwell Scientific Publications, 23 Ainslie Place, Edinburgh EH3 6AJ, UK. Tel: 031-226 7232 and Fax: 031-226 3803.

Please inform the editorial office immediately of any change of address.

### *Preparation of manuscripts*

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The title page should contain: a full title; a running title of not more than 50 characters including spaces; the names of each author; the name and full postal address of the hospital/institution; and the name, telephone and fax numbers (if available) and full postal address of the person to whom correspondence, proofs and offprint requests should be addressed.

The second page should contain an abstract of not more than 150 words. Followed by up to six keywords in alphabetical order. Subsequent pages should contain the following: introduction, subjects and methods, results, discussion, acknowledgements, references, tables, figures, figure legends and clearly marked photostat copies of the figures. There should be minimal duplication of results between text, tables and figures.

Authors are requested to restrict the length of articles as far as possible according to the following guidelines: original papers (1500–2500 words); review articles (3000–5000 words); short reports (500–1000 words); case reports (500–1000 words); equipment reviews (500–1000 words); and book reviews (500 words).

### *Submission on disk*

Manuscripts will be accepted on disk. Further details can be obtained from the Editorial Office.

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Only closely related and essential references should be quoted. In the text, references should appear as superscript numbers and, correspondingly, in the reference list they must be numbered consecutively, i.e. in the order in which they appear in the text. The reference list should be in numerical order in the following style:

#### *(1) Journal article*

1. Dallos V. & Mouzas G.L. (1981) An evaluation of the function of the short stay observation ward. *British Medical Journal* **282**, 37–40.

#### *(2) Chapter in book*

2. Maslanka A.M. (1993) Hypertension/hypertensive emergencies. In: Markovchick V.J., Pons P.T. & Wolfe

R.E. (eds) *Emergency Medicine Secrets*, pp. 104–107. Hanley & Belfus, Philadelphia.

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Written consent to republication must be obtained by the first author from the copyright holder (usually the publishers) and the authors if any table or illustration has been published elsewhere. Tables should be numbered consecutively in Arabic numerals (e.g. Table 1) within the text and typed on separate sheets. They must be accompanied by an appropriate short caption. Only horizontal lines should be used; one above and one below the column heading and one at the table foot. All abbreviations should be explained in a footnote.

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Figures should also be numbered consecutively in Arabic numerals (e.g. Fig. 1) within the text and drawn on separate sheets. Each figure should be marked on the back with its number, orientation, author(s) and title of the manuscript. Line drawing should be either drawn by hand in black ink or produced on a good quality printer. Lettering should be no less than 4mm high. Figures should be capable of being reduced to fit either a single (72mm) or a double (150mm) column. Photographs (and prints of radiographs) should be unmounted, good quality, black and white, glossy prints. Arrows should be used where interpretation may present problems.

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All measurements should be in SI units in both text and figures. Negative indices should be used (e.g. mg h<sup>-1</sup>). Numbers are written in full up to nine, numerals are used from 10 upwards. Abbreviations should be kept to a minimum and must be written in full at the beginning of the sentence.

### *Statistics*

The methods of statistical analysis must be defined in the methods section of the manuscript. Those not in common use must be described in detail or supported by references. Authors are responsible for the validity of statistics.

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