

# British Journal of Hospital Medicine

## INSTRUCTIONS TO AUTHORS

Articles must be no longer than 3000 words with 20–30 references, and editorials 1000–1200 words with 5–8 references. They should be submitted electronically at <http://www.epress.ac.uk/bjhm/webforms/author.php>. If there are any difficulties keeping to the specifications of the article, discuss the matter with the Editor (email: [bjhm@markallengroup.com](mailto:bjhm@markallengroup.com)). Please note that we do not publish original research articles, but review articles. The *British Journal of Hospital Medicine (BJHM)* reviews require a computer-assisted or manual literature search. Following acceptance for publication, MA Healthcare will hold exclusive rights to articles.

### Title page

The title page should carry:

1. Title of the article.
2. The names of the authors (with initials or first names, whichever is preferred).
3. Institutional affiliation of each author.
4. Full details of each author's current appointment.
5. Name, address, email address and contact telephone number of the author responsible for correspondence.

### Short introduction

This is typeset in bold at the beginning of the article and should be between 30 and 40 words in length. It should entice the readers' interest in the article and indicate the way the review is handled.

### Main introduction

The main introduction should state the main question that the review sets out to answer.

### Headings

1. Please use plenty of headings.
2. Indicate clearly the 'importance' you attach to each one.

### Abbreviations and units

Abbreviations should be defined at their first mention. SI units should always be used.

### Key phrases

Please supply five to eight key phrases that summarize the major themes of your article. These will appear at the end of the article.

### Tables and figures

Tables and figures are a help to readers. It is the author's responsibility to ensure that permission is received from the copyright holder for the reproduction of figures and tables before submission.

### Tables

1. Place references and explanatory matter in footnotes, not headings.
2. Explain in footnotes all abbreviations that are used in each table.
3. If you use data from another published or unpublished source, obtain permission and acknowledge fully.
4. Number tables consecutively in order of their first citation. Ensure that each table is cited in the text.

### Figures (illustrations, graphs, bar charts and photographs)

1. Colour is encouraged.
2. If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.
3. Figures should be numbered consecutively in order of their first citation in the text.
4. When submitting an article low resolution GIF or JPG images should be used, ideally placed at or very near the position that they will run in the article. Figures should be scaled so that they are between about 300 and 600 pixels in height and width.
5. If the article is accepted for publication, electronic copies of images will be requested. These should be high resolution (at least 300 dpi) with an image width of 10cm, saved as jpegs or tiffs.

### Conclusions

The conclusions should be succinct and logically ordered summaries of data you have presented. Identify gaps in present knowledge and suggest future initiatives.

### Conflict of interest

All authors should provide a conflict of interest statement. This should include any details which may embarrass the authors or the journal if revealed later.

### References

#### In the text

1. Use the name and year (Harvard) system for references in the text:  
As Black and White (1987) have shown...  
As already reported (Black and White, 1987)...
2. For three or more authors print the first author's name followed by et al:  
e.g. As Black et al (1987) have shown...
3. When several references are cited simultaneously, the order should be chronological.
4. The total number of references should not exceed 20.

#### In the reference list

1. Arrange references alphabetically by first author's name.
2. Print the names and initials of all authors for references with six or less authors:  
Black B, Green G (1965)...  
Black B, White W (1963)...  
Black B, White W, Green G, Brown B, Tan T (1973)...  
Black B, Green G, Tan T (1974)...  
Black B, Abel C, Tan T (1975)...

The last three references in the above list are in chronological order as they are cited in the text as 'Black et al'.

For seven or more authors print the first three and add 'et al'—these references are arranged chronological order.

3. The sequence for a journal article is: author(s) (year) Title. *Journal (abbreviated as in PubMed)* volume(issue): first–last page numbers. For example:  
Smith B, Abel CH (1987) Sexual hypersensitivity. *Br J Hosp Med* 33(1): 40–6
4. The sequence, layout and punctuation for books are:

#### Personal author:

Ellis H (1980) *Lecture Notes on Psychiatry*. 5th edn. Blackwell, Oxford

#### Editor:

Scott H, Brown B, eds (1973) *Histocompatibility Testing*. Vol 5. Raven Press, New York: 418–19

#### Chapter in Book:

Samuels B (1979) Pulmonary complications of AIDS. In: Rand A, Long B, eds. *Management of AIDS*. Butterworths, London: 387–95

5. Articles that have been submitted for publication but not yet accepted are not acceptable as references. They should be cited in the text as 'unpublished observations' (XY Smith, unpublished observations, with or without a date). Similarly, 'personal communication' should be inserted in the text in parentheses.
6. Articles that have been accepted for publication but not yet published may be included in the reference list:  
Abel HL (1988) Endometriosis. *Br J Hosp Med* (in press)

### When the article is submitted

You will receive an email confirming that your article has arrived and is being reviewed. All articles submitted are reviewed before publication; this will take four to six weeks.

### Case reports

These should be no more than 500 words, with three to five references. Otherwise, article instructions apply. Please note that we have a large backlog of case reports awaiting publication—presently the wait from acceptance to publication is at least six to nine months.

### Informed consent

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in your article. Where there is an unavoidable risk of breach of privacy (e.g. in a clinical photograph or in case details) the patient's written consent, or that of the next of kin, to publication must be obtained. We will ask you to send a signed consent form before publication.