

British Journal of Hospital Medicine

INSTRUCTIONS TO AUTHORS: Case reports

Case reports submitted to the British Journal of Hospital Medicine should report unusual presentations or novel findings. They must keep within the word limits specified below and should be submitted electronically at www.epress.ac.uk/bjhm/webforms/author.php. If there are any difficulties keeping to the article specifications, discuss the matter with the Editor (e-mail: bjhm@markallengroup.com). 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). There should be a maximum of 4 authors.
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.

Abstract

This should be no longer than 150 words and should summarise the case presented, the process followed and the outcomes.

Case report

This should be no longer than 500 words, and should present all relevant details concerning the case. This should include the patient's relevant demographic information (without any details that could lead to the identification of the patient); any relevant medical history of the patient; the patient's symptoms and signs; any tests that were carried out and a description of any treatment or intervention.

Discussion

This should put the case report in context, indicating what this adds to the literature. Any references should be included in this section.

Learning points

Please supply a maximum of five learning points which will appear at the end of the article. These should cover what is unique about this case, what it adds to the literature and what a clinician gains from reading this report.

Informed consent

Publication of any personal information about an identifiable living patient requires the signed consent of the patient or guardian (this is a requirement under the UK's Data Protection legislation). This should be supplied as a supplementary file.

Abbreviations and units

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

Figures

Figures (illustrations, graphs, bar charts and photographs)

1. Colour is encouraged.
2. Figures should be numbered consecutively in order of their first citation in the text, and there should be a maximum of 3 figures.
3. 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. All figures need to be de-identified/anonymized. Figures embedded in PowerPoint are not accepted. The figures should be initially implemented into the Word file, but have to be uploaded altogether in a zip file for the high quality final version.
4. All black and white images should be saved to a minimum of 300 dpi. Colour images should be saved and supplied as a high quality file to a minimum of 600 dpi. Colour images should not exceed 2MB at a minimum resolution of 600 dpi. If you choose a higher resolution your image dimension should be reduced accordingly to keep the file under 2MB.

5. If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.

References

Case reports should contain no more than 10 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.

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.