# CAMBRIDGE Instructions for Contributors

### **Breast Cancer Online**

Authors are encouraged to submit their article electronically by email or by post on an IBM formatted disk.

#### BY EMAIL

Authors are requested to submit their article by email to BCO's Editorial Assistant at: <a href="mailto:Deborah.Bailey@nottingham.ac.uk">Deborah.Bailey@nottingham.ac.uk</a>

### **BY POST**

Authors are requested to submit two copies of their typescript and illustrations as well as a disk containing the final version of the manuscript (see 'Presentation of Manuscripts') to Deborah Bailey at the following address:

Breast Cancer Online c/o Professorial Unit of Surgery City Hospital Nottingham NG5 1PB UK

Rejected papers will not be returned to authors except on request. The Editor cannot accept responsibility for damage to or loss of material or disks.

Papers that contain the results of human and/or animal studies will only be accepted for publication if it is clear that a high standard of ethics was applied in carrying out the investigations. In the case of invasive studies in humans, papers should include a statement that the research protocol was approved by a local ethical committee.

The Editor reserves the right to make editorial and literary corrections. Any opinions expressed or policies advocated do not necessarily reflect the opinions or policies of the Editor.

#### PRESENTATION OF TYPESCRIPTS

These instructions are in accordance with the International Committee of Medical Journal Editors uniform requirements for manuscripts submitted to biomedical journals. Br Med J 1991:302 (6772).

**Disk submission**. We require submission of the final version of your article on disk or by email (<a href="Deborah.Bailey@nottingham.ac.uk">Deborah.Bailey@nottingham.ac.uk</a>). We prefer 3.5" disks prepared on IBM or Macintosh compatible hardware and software. We require an identical disk and 3 hard copies (along with tables and illustrations) of the final version. They must be exact copies as the manuscript may be used to set your paper if setting from disk proves impracticable.

Please ensure that all sections of your article are saved as a single file in the order set out below and that the references are in the correct style. Figures and tables will be handled separately and should be supplied on disk. Tables, with their captions, and figure legends should be supplied on disk in a separate file.

**Instructions for typing**. Please read these carefully and give a copy to your typist if you are not preparing the typescript yourself.

- Set your line spacing to double space and type on one side of the paper only.
- Do not justify your text. Allow it to run ragged on the right hand margin. Many word processing packages have the justification mode automatically turned on and this must be turned off.
- Turn off the automatic hyphenation option. Only use hyphens when they are part of a word.
- Never use the letter 'I' for the number 1. Never use the letter 'O' for the number 0.
- Never use the carriage return (enter) at the end of lines within a paragraph. Use the carriage return only at the end of the paragraph or after a first heading.
- Use normal type for headings. Capitalise the first letter of the word only. Headings should be ranged to the left hand margin and not centred.
- Type headlines in bold or italic.
- Please use single quote marks only. Only use double quotation marks for quotes within quotes.
- If your PC has italics, use sparingly. You may underline words if you want to indicate italics and this is not available on your word processor.
- Always insert a space between a number and a unit, e.g. 5 mm.
- Do not indent lists. However, if preparing a list within a list, use a tab, not a space to indent the sublist. Bullets, numbers, alphabet characters or dashes may be used but please use rationally and consistently.
- Retain a copy of the disk and printout you sent.
- Remove any backup or other files from the disk before submission.
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#### **PAPERS**

Papers should be set out as follows, with each section beginning on a separate sheet: title page, summary/abstract, text, acknowledgements, references, tables, captions to illustrations.

**Title Page.** The title page should give the following information: 1) title of the article; 2) initial and surname of each author, with their highest academic degree(s); 3) name and address of the department or institution to which the work should be attributed; 4) name, address, telephone and fax number of the author responsible for correspondence and to whom requests for offprints should be sent and 5) sources of support in the form of grants.

**Text.** Headings should be appropriate to the nature of the paper. In general, those for experimental papers should follow the usual conventions. Other papers can be subdivided as the author desires; the use of

headings enhances readability. Do not use 'he', 'his', etc. where the sex of the person is unknown; say 'the patient' etc. Avoid inelegant alternatives as he/she. Patients should not automatically be designated as 'she' and the doctor as 'he'.

**References.** The accuracy of references is the responsibility of the author. References should be numbered consecutively by Arabic numbers in parentheses in the text. The reference list should be organised in numerical order on a separate sheet in double or triple spacing. References to journals should include the author's surname and initials (list all authors when six or fewer; when seven or more, list only the first three and add et al.), full title of the paper, journal's title abbreviated using Index Medicus abbreviations, year of publication, volume number, first and last page numbers.

For example: Albert M J, Faruque S M, Ansaruzzaman M et al. Sharing of virulence-associated properties at the phenotypic and generic levels between enteropathogenic Escherichia coli and Hafnia alvei. J Med Microbiol 1992; 37:310-314

References to books should be set out as follows: Facklam R R, Carey R B. Streptococci and aerococci. In: Lennetti E H (ed) Manual of Clinical Microbiology, 4th edn. Washington DC. American Society for Microbiology 1985: 156-157

**Tables.** Tables should be presented on a disk in a separate file. Use only one tab (not spaces) to separate each column in a table. Do not worry about the alignment of columns on the screen, but if you wish to lay the table out on the hard copy, set each tab as appropriate.

Each table should be presented on a separate page and should contain only horizontal rules. Do not submit tables as photographs.

Care should be taken to ensure that all units are included. A short descriptive title should appear above each table and any footnotes, suitably identified, should appear below. Ensure that each table is cited in the text.

#### **ILLUSTRATIONS**

Please note that it is the responsibility of the authors to produce and supply artwork at their own cost.

**Preparation of figures/illustrations.** Illustrations will be handled conventionally and can be supplied on disk or by email in these formats: gif, jpeg, tiff and psd. Images are best sent in a native graphics format rather than embedded into a Word document or a PowerPoint file.

**Photographic illustrations and radiographs.** These should be submitted as clear, highly contrasted black and white or colour prints (unmounted) or on disk. Photomicrographs should have the magnification and staining techniques shown. X-ray film should be submitted a photographic prints, carefully made to bring out the details to be illustrated, with an overlay indicating the area of importance.

All illustrations should be clearly marked (by a label pasted on the back or by a soR crayon) with the figure number and author's name, and the top of the figure should be illustrated with an arrow. Never use an ink of any kind. Never use paperclips as these can mark or scratch illustrations. Captions should be typed, - double space, on separate sheets from the main text.

**Patient confidentiality.** Where illustrations must include recognizable individuals, living or dead, and of whatever age, great care must be taken to ensure that consent for publication has been given.

If identifiable features are not essential to the illustration, please indicate where the illustration can be cropped. In cases where consent has not been obtained and recognizable features may appear, it will be necessary to retouch the illustration to mask the eyes or otherwise render the individual 'officially unrecognizable'.

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## **PROPRIETARY NAMES**

Proprietary names of drugs, instruments etc. should be indicated by the use of initial capital letters.

(Revised 19/1/06)