Cambridge Quarterly of Healthcare Ethics

GUIDELINES FOR CONTRIBUTORS

SCOPE OF THE JOURNAL. Cambridge Quarterly of Healthcare Ethics is an international journal that explores both broad issues in healthcare and society and organizational concerns that arise in institutions where ethics committees work. To respond to the diverse needs of ethics committee members, the journal publishes articles devoted to medicine, law, philosophy, economics, research, theology, education, and behavioral and social sciences, with a focus on practical application in committee settings.

PREPARATION OF MANUSCRIPTS. Manuscripts must be typed, double spaced, on one side of good quality 8 ½ X 11 inch or ISO A4 paper, with margins of at least 25 mm (1 inch). All papers submitted for publication should contain in the following order: title page, text, references, and, if desired, tables and figures. On a separate sheet, supply a brief entry listing academic degrees, institutional affiliation, and current projects for a "Contributors" section that appears in each issue of CQ. More detailed guidelines follow.

Title Page: Title of the article, name of each author with institutional affiliation and complete mailing address for correspondence, plus phone and fax numbers and e-mail address. Include a short title of 45 characters or fewer to be used as a runninghead. Acknowledgments, if any, should be provided here as an unnumbered footnote.

References: Responsibility for accuracy and thoroughness of citations rests with the author(s). References are to be placed at the end of the article (not as footnotes on each page) and are to be numbered in the order of the callouts. *Each callout of a reference is to be given its own superscript arabic number* (for multiple callouts of a reference, use a cross-reference as shown below in sample ref. 4). The names of the first six authors of each reference item should be provided, followed by ", et al." if there are more than six authors. References should follow the format of the International Committee of Medical Journal Editors, *with the CQ modification that titles of journals and books are to be spelled out in full and italicized.* Sample references in the style of the ICMJE Uniform Requirements for Manuscripts Submitted to Biomedical Journals can be obtained at http://www.nlm.nih.gov/bsd/uniform_requirements.html. Lawyers may use their own standard style ("The Bluebook") but avoid abbreviations. Examples of the correct CQ format follow.

Parker SG, Kassirer JP. Decision analysis. *New England Journal of Medicine* 1987;316:250–8. or: . . 1987;316(2):250–8.

Beauchamp TL, Walters L, eds. *Contemporary Issues in Bioethics*, 4th ed. Belmont, California: Wadsworth; 1994.

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. *Pathologic Physiology: Mechanisms of Disease*. Philadelphia: WB Saunders; 1974:457–72.

See note 2, Beauchamp, Walters 1994:431–512.

"Unpublished observations" and "personal communications" should not appear in the references, but should be inserted in parentheses in the text.

Quotations. Extensive quotations should be set off in a separate paragraph with double indentation. Short quotations remain in the text, enclosed in double quotation marks. When quoting another author, always indicate the specific source page number in parentheses at the end of the quotation.

Abbreviations and Symbols. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text.

Tables: Type each table on a separate sheet with a brief title; number tables consecutively (with arabic numbers) in the order they are called out in the text. If data from another published or unpublished source are used, acknowledge permission fully.

Figures: Only camera-ready figures can be accepted (computer-generated graphs that are output on a laser printer are acceptable). On the back, indicate the number of the figure (use arabic numerals in the order called out in the text) and the author's name. On a separate sheet give a detailed caption for each figure (typed doublespaced). If a figure has been published, acknowledge the original source and permission to reproduce.

Charges apply for all color figures that appear in the print version of the journal. At the time of submission, contributors should clearly state whether their figures should appear in color in the online version only, or whether they should appear in color online and in the print version. There is no charge for including color figures in the online version of the journal. If you request color

figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

MANUSCRIPT SUBMISSION. Manuscript submissions should be sent to Thomasine Kushner, Ph.D. To facilitate review, manuscripts are to be submitted as electronic copy, preferably in MS Word, and addressed to: TKushner@aol.com.

Author(s) should state, in a covering letter, that the material has not been previously published elsewhere nor submitted for publication elsewhere. Authors should also disclose financial or other relationships that might lead to a conflict of interest.

Copyright. Authors of accepted articles will be asked to sign a Transfer of Copyright form, transferring copyright of the article to the publisher.

Last updated: 22nd May 2014