

Instructions for contributors

Submitting new papers

One printed copy to: The Editor, Mac Keith Press, 3rd Floor, 30 Furnival Street, London EC4A 1JQ. Manuscripts should be double-spaced with 3cm (1.25") margins, and printed on one side of the paper only. Pages should be numbered. An electronic copy of the text, tables, and figures should be submitted to: e&a@mackeith.co.uk or sent on disk.

Title pages should include only the title of the paper, the authors' names, degrees, main appointments, and word count. Please identify the corresponding author and give his or her postal address, fax number, and E-mail address.

The second page should include a summary of 100–150 words, which covers the aims, methods, results, and conclusions of the study; and a shortened form of the title for use as a running foot.

Tables, figures, and appendices should be set out on separate pages, not incorporated within the text. Figure and table legends, which should be brief, should be presented on a separate sheet.

Manuscripts must not be submitted simultaneously to another journal.

All submissions are sent to at least two referees. Authors may suggest three suitable independent referees (with their addresses) but the choice of referee rests with the Senior Editor.

Rejected manuscripts and illustrations will not be returned unless specifically requested.

Owing to the popularity of the journal, we are running at about a four-month delay from the final acceptance of a paper to its publication. However, papers thought to have important consequences, particularly for our readers, may be considered for fast-track publication. The decision to prioritize remains with the Senior Editor.

Style

For original articles, our normal style is to have an introductory section (but not headed 'Introduction'), followed by 'Method' (with optional subheadings such as 'Patients' and 'Statistical Analysis'), 'Results', and 'Discussion' sections, and a 'Conclusion' if necessary. Subheadings, otherwise, should be kept to a minimum.

For case reports, there is an introductory section as above, followed by the 'Case Report', then a 'Discussion' section, with a 'Conclusion' if appropriate.

Abbreviations may be used but must be spelled out in full on first usage in text, figure captions, and table footnotes.

Provide all participant details: mean (SD) age (years and months, not decimal years) and sex (*n*, not %). Ensure this information is included in the abstract. In the body text indicate where study and comparison groups are from and how participants were selected.

Measurements should be given in SI units, except for blood pressure (mmHg), and imperial units converted to metric. Percentages should not be used for sample sizes below 50; the symbol '%' should be used in tables. 'Centile' is used in preference to 'percentile'. Standard deviations should be presented as (SD), not \pm . Probability is abbreviated with a lower case italicized *p*.

In general, numerals should be used. However, numbers at the beginning of sentences are spelled out. One to nine are spelled out if they refer to nouns which are not solely units of measurement, e.g. 'The results from four children confirm the findings'.

When referring to technical or medical equipment, include (in brackets) the name of the manufacturer, the city, and country of production.

Please strenuously avoid jargon. The journal aims to communicate and educate across disciplines, and many of its readers do not have English as their first language, so plain language is always preferred. To this end, the Editors reserve the right to clarify and shorten manuscripts accepted for publication. Also avoid the use of abbreviations.

Accuracy

Every effort is made to check the accuracy of all papers published (e.g. drug dosages), but the Editors consider that the primary responsibility for accuracy rests with the authors. Please take special care with references, checking at source and ensuring journal title abbreviations are accurate (see References).

Legal requirements

The letter accompanying a submitted manuscript must be signed by all the authors, or the corresponding author must state that all authors have read it and agree to it being submitted for publication. Authors in the United States should also append the following statement:

In consideration of Mac Keith Press taking action in reviewing and editing my submission entitled (title), the author(s) undersigned hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership to Mac Keith Press in the event that such work is published by Mac Keith Press.

If the manuscript includes work previously published elsewhere, it is the authors' responsibility to obtain permission to use it, and they must indicate that such permission has been granted. Authors must also state that they have the informed consent of patients or carers for the use of recognizable photographs or verbal descriptions.

Conflict of interest and financial disclosure

Authors of articles should declare any financial arrangement with any product or rival product featuring in the article, sources of funding, institutional affiliations, and any possible financial or personal conflicts of interest.

Ethical approval and consent

In general, authors of research articles should document that research has been approved by a named research ethics committee, that their recommendations have been adhered to, and that written informed consent for participation and publication has been obtained. All case reports and clinical photographs require consent. Where recognizable photographs or verbal descriptions are used in an article, written consent from the appropriate person(s) must be submitted to the journal.

Figures

If the paper is accepted for publication, authors will be asked to submit a copy of all figures without any overlapping text or numbers, so that they can be set in the house style. The originals of all figures (photographs, line drawings, and graphs) should be as close as possible to their likely printed size.

Photographs and line drawings should be submitted as glossy prints if possible, trimmed so that only the essential image is shown. Photocopies are not acceptable. Figures should be labelled on the back with the first author's name, the number of the figure, and where appropriate, an indication to show which way up the figure should be viewed.

Graphs should be as simple as possible, not three-dimensional, and not framed. Shading should be white, black or strong hatching; grey does not reproduce well. No background lines should be used – only bars and axes. Symbols used should be large enough to remain clear when reduced in size.

Figures may be submitted electronically provided that the file format is tiff or eps, with minimum 300 dpi for photographs/scans and 1200 dpi for line art, and in greyscale (unless the image is to be reproduced in colour in which case a contribution towards additional printing costs is required: see Michael Pountney). Please do not send photographs from digital cameras, as the resolution is generally too low.

References

For original articles and case reports, authors and dates are cited in text (et al. for three or more authors), with full listing in alphabetical order at the end of the paper. For annotations, works are numbered in the references and these numbers are inserted in the text as superscripts.

Journal articles: All authors should be listed with initials,

followed by the date, full title of the article, then abbreviated journal title in italics (go to www.nlm.nih.gov/tsd/serials/lji.html for the Index Medicus list of recognized abbreviations), followed by volume number and page numbers.

Miller H. (1961) Accident neurosis. *BMJ*5230: 919–925.

Heydarian K, Akbarnia BA, Jabalameli M, Tabador K. (1984) Posterior capsulotomy for the treatment of severe flexion contractures of the knee. *J Pediatr Orthop*4: 700–704.

Page range should be in full (162–168, rather than 162–8).

If an article has only one page number, the nature of the publication should be stated in parentheses at the end of the reference:

Smith AB, Jones CD, Bloggs EF. (1990) A developmental study of 3-year-old children in a London borough. *Dev Med Child Neurol*33: 123. (Letter).

Book – chapter: All authors, followed by date, then chapter title, then editor/authors of book and book title, followed by city/state of publication and publisher's name, then page numbers:

Smith AB. (1990) The development of 3-year-old children. In: Jones CD, Bloggs EF, editors. *Development of Children in Inner-city Boroughs*. London: Mac Keith Press. p 23–34.

Book – whole book: All authors/editors, followed by date, title of book, then city/state of publication and publisher's name. Page numbers are not necessary:

Jones CD, Bloggs EF, editors. (1990) *Development of Children in Inner-city Boroughs*. London: Mac Keith Press.

Please note that the journal does not recognize abstracts or submitted (as opposed to accepted, or 'Forthcoming') papers as proper citations; where possible, cite only peer-reviewed, published material; submitted material should not be listed with the references but cited only in text, followed by '(personal communication)'.

Disks

Authors will be asked to provide a disk of the final version of accepted papers. All text should be included in a single file, which should be saved in its native format and as an ASCII or text only file.

Reprints

Authors of original articles, review articles, case reports, and annotations receive 25 free offprints soon after publication. Reprints may be ordered when returning proofs. Please send no payment: an invoice will be sent shortly after you receive the reprints.

There is generally a delay of some weeks between the ordering and receipt of reprints, owing to the printing procedure and surface post.