

Instructions to authors

All material submitted for publication is assumed to be submitted exclusively to the *BMJ* unless the contrary is clearly stated. All named authors must give signed consent to publication. Priority and time of publication are governed by the Editor's decision.

Manuscripts will *not* be acknowledged unless the author encloses a stamped addressed postcard or an international reply coupon.

Original Articles are usually up to 2000 words long, with no more than six tables or illustrations; they should normally report original research of relevance to clinical medicine. The summary should set out what was done and the principal findings and their implications in terms which will be understood by clinicians in other specialties. *Short Reports* are up to 600 words in length, with one table or illustration and no more than five references; clinical case histories and brief or negative research findings may appear in this section. *Medical Practice* articles are mostly written by invitation, but we welcome reports of 2000 words about the organisation or assessment of medical work in hospitals and general practice and about sociological aspects of medicine. Contributions for the *Personal View* and *Materia Non Medica* columns are always welcome, and should contain up to 1150 and 400 words respectively. *Letters* should be of not more than 400 words, and must be signed personally by all the authors.

Manuscripts

Authors should keep one copy of their manuscripts for reference. Three copies should be submitted, typed double or treble spaced. The title should be brief and informative. Details of the authors should include their names and initials, no more than two degrees for each author, and current appointments. Original articles should conform to the conventional structure of summary and conclusions, introduction, methods, results, discussion, and references. Spelling should conform to *Chambers Twentieth Century Dictionary*. Drugs should be given their approved names, not their proprietary names. Abbreviations should be spelt out when first used in the text. Scientific measurements should be given in SI units followed, in the text, by traditional units in parentheses; in tables and illustrations values should be expressed only in SI units, but a conversion factor should be given. For general guidance on the International System of Units, and some useful conversion factors, see *The SI for the Health Professions* (WHO, 1977). There are two exceptions: blood pressure should be expressed in mm Hg and haemoglobin as g dl. Full points should not be used after contractions or abbreviations: FRCS, 17 g dl, Dr, *et al*, etc.

Statistics, tables, and illustrations

Any statistical procedure used should be detailed in the methods section of the paper, and any not in common use should be either described in detail or supported by references. Two copies of all tables and illustrations should be submitted, separate from the text of the manuscripts, and legends to illustrations should also be typed on a separate sheet. Tables are numbered with roman and illustrations with arabic numerals. Tables should be simple and brief and should not duplicate information in the text of the article. Illustrations should be used only when the data cannot be expressed clearly in any other way. When graphs or histograms are submitted the

numerical data on which they are based should be supplied. Line drawings should be in Indian ink on heavy white paper or card; any labelling should be on a copy, not on the original illustration. Other illustrations should usually be prints, not negatives or colour slides or x-ray films; they should not be larger than 30 x 21 cm (A4). They should be trimmed to remove all redundant areas, and an indication of the top given on the back of the print. Staining techniques and the original magnification of photomicrographs should be stated. Again, any labelling should be on copies, not on the prints. Photographs of patients should be accompanied by written permission from the individual or his parents or guardian for reproduction in a journal; the eyes should be masked unless they are the point of interest in the picture, when the patient's identity should be concealed in some other conventional way. If any tables or illustrations submitted have been published elsewhere written consent to republication should be obtained by the author from the holders of the copyright (usually the authors and the publishers).

References

References should be numbered in the order in which they appear in the text, and these numbers should be inserted above the line on each occasion the author is cited (Mansor confirmed other reports²⁻⁵...). At the end of the article the full list of references should give the names and initials of all authors (unless there are more than six, when only the first three should be given, followed by *et al*). The authors' names are followed by the title of the article in full; the title of the journal abbreviated according to the style used in *Index Medicus* (see the "List of Journals Indexed," printed annually in the January issue of *Index Medicus*); the year of publication; the volume number; and the first and last page numbers. Titles of books should be followed by the place of publication, the publisher, and the year.

¹ Soter NA, Wasserman SI, Austen KF. Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *N Engl J Med* 1976;294: 687-90.

² Osler AG. *Complement: mechanisms and functions*. Englewood Cliffs: Prentice-Hall, 1976.

Avoid using abstracts as references. "Unpublished observations" and "personal communications" may not be used as references. Manuscripts accepted but not yet published may be included among the references, followed by (in press). Information from manuscripts not yet accepted may be cited only in the text, followed by (unpublished observations). References must be verified by the author against the original documents before the article is submitted.

Proofs and reprints

After acceptance of an article or report the manuscript will be prepared for press. Manuscripts of articles and reports should bear the name and address of the author to whom the proof is to be sent. Most letters are printed without the author seeing a proof: if the text is heavily edited a copy of the revised manuscript will be sent to the author for his approval. Proof corrections should be kept to a minimum—proofs are not the place for second thoughts on literary style—and should conform to the conventions described in *Whitaker's Almanack* (pp 1219-20). Reprints are available at cost of any article, report, or letter; a scale of charges is included when a proof is sent.

COMING EVENTS

Institute of Urology—Course on nephrology for membership examination, 30 January. For details see classified advertisements.

Maria Curie Memorial Foundation—Teach-in on skin tumours, 30 January, London. Details from Mrs Mountain, 138 Sloane Street, London SW1X 9AY. Tel 01-730 9157 ext 13.

Guy's Hospital—"Paediatric Topics XI," 9 February, London. Details from Dr Michael Joseph, Dept of Paediatrics, Guy's Hospital Medical School, London SE1 9RT. Tel 01-407 7600 ext 3342.

London School of Hygiene and Tropical Medicine Centre for Extension Training in Community Medicine—Course 215 "The Royal Commission: the White Paper and beyond," 22 February, London. Details from the centre administrator, Peter Waters, Keppel Street (Gower Street), London WC1E 7HT. Tel 01-636 8636.

Society of Community Medicine—Seminar "Imported disease," 18 March, London. Details from the administrative secretary of the society, Miss W A Webb, 28 Portland Place, London W1N 4DE. Tel 01-580 2731.

"Gliomas"—International interdisciplinary course, 24-26 March, Strasbourg. Details from Professor A Wackenheim, Institute of Radiology, 11 rue Humann, 67085 Strasbourg Cedex, France.

Prevention in stomatology—International symposium, 5-7 June, Dolny Kubin. Details from Dr V Fažandlák, Oünz, Nemošična 4, 026 14 Dolny Kubin, Czechoslovakia.

Medical Women's International Association Diamond Jubilee Congress—17-23 August, Birmingham. Details from the congress secretariat, c/o Medical Women's Federation, Tavistock House North, Tavistock Square, London WC1H 9HX.

Vth International Symposium on Inhaled Particles—Organised by the British Occupational Hygiene Society, 8-12 September, Cardiff. Details from Mr D A Phillips, MRC Pneumoconiosis Unit, Llandough Hospital, Penarth, Glamorgan CF6 1XW.

XIIth International Congress of the International Academy of Pathology and IVth World Congress of Academic and Environmental Pathology—15-19 September, Paris. Details from Dr Christian Nezelof or Dr Francis Jaubert, Hôpital Necker Enfants Malades, 149 rue de Sèvres, 75730 Paris Cedex 15, France.

British Council—Details of course 041, "Acute injury—clinical management, pathophysiology and biochemistry," 21 September-3 October, Glasgow and London, from the director of the courses department of the council, 65 Davies Street, London W1Y 2AA. (Tel 01-499 8011.)

XI Congress of the European Academy of Allergology and Clinical Immunology—6-10 October, Vienna. Details from Dr H Ludwig, c/o Wiener Medizinische Akademie, Alser Strasse 4, A-1090 Vienna, Austria.

Fondazione Giovanni Lorenzini—Details of the 1980 programme are now available from the foundation, Via Monte Napoleone 23, 20121 Milan, Italy.

South-Essex Postgraduate Medical Centre—Details and copies of the January to March programme are now available from the centre, Basildon Hospital, Nether Mayne, Basildon, Essex. Tel 0268 3911 ext 3360.

Institute of Urology—Course "Scientific basis of urological practice," January-March. For details see classified advertisements.

Royal Society—Details of the January to March programme are now available from the society, 6 Carlton House Terrace, London SW1Y 5AG. Tel 01-839 5561 ext 278.

BMA NOTICES

Central Meetings

JANUARY

9 Wed	Central Ethical Committee, 10 am.
14 Mon	Scottish Committee for Community Medicine, 7 Drumsheugh Gardens, Edinburgh EH3 7QP, 10.30 am.
15 Tues	Hospital Junior Staff Committee, 10 am.
16 Wed	Finance and General Purposes Committee, 10 am.
16 Wed	Scottish Council (7 Drumsheugh Gardens, Edinburgh EH3 7QP), 10.45 am.
16 Wed	Negotiating Subcommittee (CCHMS), 2 pm.
17 Thurs	General Medical Services Committee, 10 am.
17 Thurs	General Purposes Subcommittee (CCHMS), 10 am.
22 Tues	Joint Consultants Committee.
23 Wed	BMA Council Executive, 10 am.
30 Wed	Council, 10 am.

UNIVERSITIES AND COLLEGES

MANCHESTER

MD—Elaine Murphy, A D Redmond, D M Large.

ROYAL COLLEGE OF GENERAL PRACTITIONERS

At the annual general meeting of the college held on 17 November, Dr John Horder was elected president. At the subsequent council meeting, the following officers were elected—Dr A G Donald (chairman); Dr D G Garvie (vice-chairman); Dr V W M Drury (deputy vice-chairman); Dr S J Carne (honorary treasurer); Dr J C Hasler (honorary secretary).

LONDON

The title of professor of chemical physiology has been conferred on Dr H G Britton in respect of his post at St Mary's Hospital Medical School.

The title of professor of biochemical endocrinology has been conferred on Dr S L Jeffcoate in respect of his post at the Institute of Obstetrics and Gynaecology.

The title of reader in metabolic medicine has been conferred on Dr J L H O'Riordan in respect of his post at the Middlesex Hospital Medical School.

The title of reader in oral microbiology has been conferred on Dr J M A Wilton in respect of his post at Guy's Hospital Medical School.

ROYAL COLLEGE OF PSYCHIATRISTS

The following candidates were successful in the membership examination in November 1979—M O Agbayewa, K M O Allam, P L Amies, S Ananthakopan, R J Ancill, Bernice Andrew, M K Au, P G Barnes, E F W Baker, R W K Bamber, S E Baracat, J C Barnes, Yvonne M Barton, Margaret A Beedie, R N Bloor, Helen R Bond, M W Braidwood, Olga Burma Wilson,

S P Calloway, I Cameron, D V Carpy, T G Chand, N K Chawla, J D Colledge, A Constantopoulos, Violet Dadds, I F M Daly, A M Daniels, Nancy P Darroch, J F W Deakin, O J Delany, Maureen M Denham, V De Silva, A S R De Zoysa, J M Dingwall, R Dolan, R C Donmall, S Y Dunstan, Dorothy M Edwards, M E H El Gaddal, A El-Hadi, M A R Elhouri, D G Eyre, Irene A Fairbairn, J Fernando, Jenny R Fookes, Diana M Fountain, Alison M Fraser, H M Gadzhiv, J-B M Gauthier-Letendre, K V Girijashanker, H L Gordon, N V Griffin, D C Griffiths, Helen J Harbison, F M J Hiles, J W Hill, R P Hobson, Susan P Hodgson, D Horgan, M E Hunt, S P Jacob, M R Jacobson, Patricia A Jones, S H Kennedy, Kristin M Kerr, J R King, T Kitamura, Jennifer G Knill-Jones, Patricia B R Kolman, T S Kumar, V Kumar, Diane C Le Feuvre, Clara Lew, J M Ludlow, L J McCafferty, J A T McCullagh, D A McGovern, Janet F Macmillan, D A McNab, Lesley H Magrill, C C Mambwe, A Mangion, G Masterton, J P Meehan, J D Menzies, K Michel, I G Moonie, A K Munshi, M J Murphy, Tharuna M Naidoo, C L Narayana, A S C Neder, J J Nehau, Carol A Newlands, H-S Ng, F G Njenda, J G O'Grady, R T Owen, M Place, Sheena M Pollett, M K J Power, P J Prendergast, A L D Ramsay, G Resek, J J Ryder, T L Stacks, D N R Senapathy, R K Shelley, J C Shemilt, E Shur, S K Singh, A G Sirag, L I Sireling, K Sivakumar, Saraswathy Sivaloganathan, M R W Smith, Sheila M Spedding, H M A S Standish-Barry, R E Sturdy, Maureen M Sturrock, J A J Sylvester, V Thomas, G Tomlinson, Margaret S Towse, I H Treasaden, K S Vaddadi, Kathryn E Vale, R Varadaraj, Eileen Vizard, S N Waghair, P H B F Widyasekera, M C Waithena, A O Williams, A F Wright, Denise L Yeldham, A S Zigmund.

ROYAL COLLEGE OF PATHOLOGISTS

The following candidates were successful in the October-December 1979 examinations and have been admitted to the membership—Sushila M Abraham, S A A Al-Jitawi, A K Al-Sani, Helen Armitage, Chitra Bharucha, I R F Brown, D W Bullock, C M Chabrel, D T Chalmers, T J Chambers, R M Davie, Jennifer Dove, P H Eldridge, R G Finch, M W France, D B Garrick, U R P Goonetilleke, G J Griffiths, N J Gwava, Catherine Haworth, Eadie Heyderman, J B Houghton, S A N Johnson, M C Kelsey, D W G Kennett, M A Khalig, R Khoosal, N F Lightfoot, D M McCarthy, D E Macfarlane, J L McPhie, M Muzaffar, K G Naik, W C Ng, R P O'Hare, P J Ojwang, Elizabeth E Peters, N L Reeve, T M S Reid, A W W Roques, S Shahriari, M J Shield, Mary P E Slack, P R M Steele, P A Stevenson, G Stockdill, P Sudhakaran, R Swaminathan, Jane M Symonds, R E Tettmar, A C Thomas, M F Tungekar, C H Webb, D B Wheldon, G T Williams, Helen C Zeitlin.

CONSULTANT APPOINTMENTS

CAMBRIDGESHIRE AHA(T)—Dr J R Jenner (rheumatology and rehabilitation); Dr N D L Olsen (district community physician); Dr R H Dryburgh (paediatrics); Dr M C Farrell (anaesthetics); Mr S J S Kent (general surgery).

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The following are the minimum requirements for manuscripts submitted for publication.

A stamped addressed envelope or an international reply coupon *must* accompany the manuscript if acknowledgment of its receipt is desired.

(1) Typing should be on one side of the paper, with double or triple spacing between the lines and 5-cm margins at the top and left-hand side of the sheet.

(2) Three copies should be submitted.

(3) Spelling should conform to that of *Chambers Twentieth Century Dictionary*.

(4) References must be in the Vancouver style (*BMJ*, 24 February 1979, p 532) and their accuracy checked before submission.

(5) SI units are used for scientific measurements. In the text they should be followed by traditional units in

parentheses. In tables and illustrations values are given only in SI units, but a conversion factor must be supplied. For general guidance on the International System of Units, and some useful conversion factors, see *The SI for the Health Professions* (WHO, 1977).

(6) Authors should give their names and initials, their current appointments, and not more than two degrees or diplomas. Each author must sign the covering letter as evidence of consent to publication.

(7) Letters to the Editor submitted for publication must be signed personally by all the authors.

(8) Acknowledgments will not be sent unless a stamped addressed envelope or an international reply coupon is enclosed.

(9) Detailed instructions are given on page 6 of this issue.