

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. Manuscripts will not be acknowledged unless the author encloses a stamped addressed postcard.

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. Short reports are up to 600 words in length, with one table or illustration and no more than five references; clinical case histories, side effects of drugs, 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. Letters should be of not more than 400 words, and short letters have a better chance of publication than long ones.

Manuscripts

Authors should keep one copy of their manuscripts for reference. Two copies should be submitted, typed double or treble spaced on quarto or A4 paper; margins of 5 cm should be left at the top of the page and on its left-hand side. Pages should be numbered. 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, introduction, methods, results, discussion, and references. Spelling should conform to *Chambers Twentieth Century Dictionary*. Abbreviations should be spelt out when first used in the text. Numerals under 10 should usually be spelt; those of 10 and over should be typed as figures except at the start of a sentence (Thirty of the 54 patients . . .). Scientific names giving genus and species should be italicised (underlined in typescript) with an initial capital; use abbreviations only after the first mention: *Escherichia coli*, then *E coli*. 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. A full account of the system appeared in the *Journal of Clinical Pathology*, 1974, 27, 590. (Reprints are available from the publishing manager, *BMJ*, at 50p.) 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 procedures 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, so that they are available should the illustration need to be redrawn. 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 30×21 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 magnification of photomicrographs should be stated. Again, any labelling should be on copies, not on the prints themselves. 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 of the picture, when the patient's identity should be concealed in some other conventional way. If any illustrations submitted have been published elsewhere written consent to republication should be obtained by the author from the holders of the copyright.

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 (Manson¹ 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 over three, when only the first need be given, followed by *et al*). The authors' names are followed by the full title of the journal, with the year of publication, volume, and page number. Book titles should be followed by the place of publication, publisher, and year:

- Lawson, H E, and Devereaux, Q, *Journal of Mediaeval Medicine*, 1904, 3, 217.
 Stansgate, E P J, *The Diagnosis of Fevers*. Glossop, Harebell Press, 1975.

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*. Reprints can be supplied of any article, report, or letter, and a scale of charges is included when a proof is sent.

COMING EVENTS

King's Fund Centre—Day conference "Problems of Communication Between the Overseas Doctor and his Patient," 21 October, London. Details and application forms from Miss M D Hinks, Research Officer, King's Fund Centre, 24 Nutford Place, London W1H 6AN.

Royal College of Physicians of London—Clinicopathological conference, 30 October, London. Details from Assistant Secretary of RCP, 11 St Andrew's Place, Regent's Park, London NE1 4LE. (Tel 01-935 1174).

North-east Thames Region Society of Community Medicine—Day symposium, "Vaccination and Immunisation," 31 October, London. Details from Dr W T Orton, District Community Physician, Haringey Health District, Mountford House, the Green, London N15 4AN. (Tel. 01-808 1081, ext 113.)

Manchester Medical Society—Details and copies of the October programme are now available from the Honorary Secretary, Manchester Medical Society, the University, Manchester M13 9PL.

The Chest and Heart Association—Day conference, "Bronchitis and Asthma Today," 4 November, London. Details from Miss Hilda V Walsh, Chest and Heart Association, Tavistock House North, Tavistock Square, London WC1H 9JE. (Tel 01-387 3012.)

Edinburgh Postgraduate Board for Medicine—The programme of courses 1975-6 is now available from the Postgraduate Dean, Mr J M Matheson, Edinburgh Postgraduate Board for Medicine, Pfizer Foundation, Hill Square, Edinburgh EH8 9DR. (Tel 031-667 1011 ext 2502/3.)

Hunterian Society—The programme for 1975-6 is now available from Dr Anne Jepson, 46 Brondesbury Park, London NW6.

Gwent Postgraduate Medical Centre—Details and copies of the programme 1975-6 are now available from the Postgraduate Secretary, Gwent Postgraduate Medical Centre, Royal Gwent Hospital, Newport, Gwent. (Tel Newport 52244.)

Midland Thoracic Society—Copies of the programme 1975-6 are now available from the Honorary Secretary, Dr C W Edwards, Department of Pathology, East Birmingham Hospital, Birmingham B9 5ST.

University of Dundee—Details and copies of the programme of postgraduate medical education, 1975-6, are now available from Dr Hamish Watson, Postgraduate Dean and Director of Postgraduate Medical Education, Faculty of Medicine, the University, Dundee DD1 4HN. (Tel 0382 23181 ext 412.)

Nuffield Department of Orthopaedic Surgery—Postgraduate course on "The Basic Sciences of the Musculo-Skeletal System," October-December, Oxford. Details and copies of the programme are available from the Nuffield Department of Orthopaedic Surgery, Nuffield Orthopaedic Centre, Headington, Oxford.

Bateman Centre for Postgraduate Medical Studies—Details and copies of the programme 1975-6 are now available from the Postgraduate Tutor, Birch Hill Hospital, Rochdale OL12 9QB. (Tel 0706 78294, ext 253.)

Institute of Urology—Symposium "Gynaecological Urology," 7-8 November, London. For details see advertisement at p xv.

"Entertainment Noise as a Hazard to Hearing"—Conference held by the Institute of Acoustics, 29 October, London. Details from the Institute, 47 Belgrave Square, London SW1X 8QX. (Tel 01-235 6111.)

BMA and MIA Music Society—Rehearsals of Christmas carols begin on Tuesday, 7 Octo-

ber, 1.15 pm, BMA House. New members are very welcome; an average singing voice is required.

SOCIETIES AND LECTURES

Saturday, 4 October

MIDLAND THORACIC SOCIETY—At Birmingham Medical Institute, 2.30 pm, ordinary meeting: The management of infective endocarditis.

Monday, 6 October

INSTITUTE OF LARYNGOLOGY AND OTOTOLOGY—5.30 pm, clinicopathological conference.

ROYAL COLLEGE OF SURGEONS OF ENGLAND—6 pm, Mr Selwyn F Taylor: Surgery of the thyroid.

Tuesday, 7 October

ROYAL COLLEGE OF SURGEONS OF ENGLAND—6 pm, Mr P M Aichroth: Internal derangements of the knee.

Wednesday, 8 October

ROYAL COLLEGE OF SURGEONS OF EDINBURGH—At University of Liverpool, 4.30 pm, Mr W R Tyldesley: Oral leukoplakia.

CARDIOTHORACIC INSTITUTE—5 pm, Mr R Pitts Crick: Ocular sarcoidosis.

ROYAL FREE HOSPITAL—5 pm, Professor David Todd (Hong Kong): Alpha-thalassaemia.

ROYAL COLLEGE OF SURGEONS OF ENGLAND—6.15 pm, Mr M S Owen-Smith: Gunshot wounds.

INSTITUTE OF ORTHOPAEDICS—Dr S Y Ali: Osteogenesis Imperfecta: Biological considerations. 7 pm, Dr Roger Smith: Osteogenesis imperfecta.

Thursday, 9 October

ROYAL COLLEGE OF SURGEONS OF ENGLAND—6 pm, Mr P S London: Management of multiple trauma.

MEDICO-LEGAL SOCIETY—8.15 pm, presidential address.

Friday, 10 October

INSTITUTE OF UROLOGY—12.30 pm, Professor J J Iglesias (New Jersey): The use of a new suction resectoscope.

ROYAL COLLEGE OF SURGEONS OF ENGLAND—6 pm, Mr J S P Wilson: The scope of surgery in the treatment of cancer of the head and neck.

MEDICAL WOMEN'S FEDERATION CARDIFF ASSOCIATION—At Bear Hotel, Cowbridge, 7.30 for 8 pm, annual dinner.

B.M.A. NOTICES

Diary of Central Meetings

OCTOBER	
7 Tues	Armed Forces Committee, 2 pm.
9 Thurs	Scottish Council (7 Drumsheugh Gardens, Edinburgh EH3 7QP), 10.45 am.
9 Thurs	Education Subcommittee (GMS), 2 pm.
10 Fri	Charities Committee, 10.30 am.
16 Thurs	General Medical Services Committee 10 am.
16 Thurs	Anaesthetists Subcommittee (CCHMS), 2 pm.
21 Tues	Joint Consultants Committee (Royal College of Surgeons, London WC2), 9.30 am.
22 Wed	Council, 10 am.
23 Thurs	Scottish Committee for Community Medicine (7 Drumsheugh Gardens, Edinburgh EH3 7QP), 10.45 am.
24 Fri	Working Party on Services for the Elderly (Board of Science and Education), 10.30 am.
29 Wed	Compensation and Superannuation Committee, 10.30 am.

Branch and Division Meetings to be Held

Members proposing to attend meetings marked* are asked to notify in advance the honorary secretary concerned.

Bath District Division—At postgraduate centre, Royal United Hospital, Bath, Tuesday, 7 October, 8 pm, business meeting.

Durham Division—At Dryburn Hospital, Monday, 6 October 8.30 pm, Mr J Bell: "Tyneside pottery." (Preceded by supper, 7 pm.)*

East Yorkshire Branch—At postgraduate centre, Hull Royal Infirmary, Wednesday, 8 October, 7.30 pm, agm.

Exeter Division—At West of England Eye Infirmary, Wednesday, 8 October, 7 pm, clinical meeting: "Diabetes and the eye."

Gloucestershire Branch—At Carlton Hotel, Cheltenham, Thursday, 9 October, 7.15 pm, business meeting and presidential address.* (Followed by supper, 8.30 pm.)

Greenwich Division—At 73 Mycenae Road, B'ckheath, Saturday, 11 October, 8 pm, Chairman's cheee and wine party.*

Harrow Division—At Harrow Hospital, Tuesday, 7 October, 8.45 pm, agm.

Manchester Division—At Boyd House, Tuesday, 7 October, 8 pm, agm.

North Warwickshire Division—At Chase Hotel, Nuneaton, Tuesday, 7 October, 7.30 for 8.30 pm, annual valedictory dinner.* (Guests are invited.)

Rotherham Division—At Grosvenor House Hotel, Sheffield, Wednesday, 8 October, 8.00 for 8.30 pm, annual dinner and dance.*

Scunthorpe Division—At Scunthorpe General Hospital, Tuesday, 7 October, 8 pm, special general meeting.

Woking and Chertsey Division—At Botleys Park Hospital, Wednesday, 8 October, 8.30 pm, general meeting.

Worcester and Bromsgrove Division—At Ronskwood Hospital, Saturday, 11 October, 7.45 p.m., meeting to discuss divisional visit to Holland and proposed return visit of Dutch colleagues, and social evening.*

UNIVERSITIES AND COLLEGES

ROYAL COLLEGE OF OBSTETRICIANS AND GYNAECOLOGISTS

At a meeting of the council held on 27 September the following assumed office for the ensuing year: Professor C J Dewhurst (president), Dr R Murdoch (senior vice-president), Mr T L T Lewis (junior vice-president), Mr G D Pinker (honorary treasurer), Mr R T Booth (honorary secretary).

APPOINTMENTS

CITY AND EAST LONDON AREA HEALTH AUTHORITY (TEACHING)—The following consultants have been appointed: Dr M J Pick (anaesthetics); Dr K E Britton (nuclear medicine); Dr M G Wright (rheumatology and rehabilitation); Dr Rosalyn M Reid (radiology).

EALING, HAMMERSMITH AND HOUNSLOW AREA HEALTH AUTHORITY (TEACHING)—Mr M. Grippaudo (consultant ear, nose, and throat surgeon).

HAMPSHIRE AREA HEALTH AUTHORITY (TEACHING)—Mr C J Smart, consultant urologist.

NORTH WESTERN RHA—The following consultants have been appointed: Dr S R Tangye (psychiatry (mental handicap)); Mr R Gupta (ophthalmology).

WESSEX RHA—Dr D W Hide (consultant paediatrician).

Corrections

The mite and childhood asthma

We regret that owing to a printing error the signature of Dr D G Wraith at the foot of this letter (27 September, p 766) was incorrectly spelt.

Prevention of contact dermatitis

We regret that reference 2 in this article (6 September, p 557) was omitted. This should have read Wilkinson, D S, *Contact Dermatitis*, 1975, 1, 11.

NHS superannuation

In paragraph 29 of this article on NHS superannuation (20 September, p 720) the date in the third line should have read: "30 June 1950." We apologise for this error.

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