

# BAHRAIN MEDICAL BULLETIN

## Summary of requirements

TYPE the manuscript double spaced, including title page, abstract text, acknowledgements, references, tables, and legends.

Each manuscript component should begin on a new page, in this sequence: title page; abstract and key words; text; acknowledgements; references; tables: each table, complete with title and footnotes, on a separate page; legends for illustrations.

Illustrations must be good quality, unmounted glossy prints usually 127 x 173 mm (5 x 7 in) but no larger than 203 x 254 mm (8 x 10 in).

Submit the three copies of manuscript and figures in a heavy-paper envelope. The submitted manuscripts should be accompanied by a covering letter, as described under "Submission of manuscripts," and permissions to reproduce previously published materials or to use illustrations that may identify human subjects.

Authors should keep copies of everything submitted.

## Prior and duplicate publication

Most journals do not wish to consider for publication a paper on work that has already been reported in a published paper or is described in a paper submitted or

## Uniform Requirements for Manuscripts Submitted to Biomedical Journals

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accepted for publication elsewhere. This policy does not usually preclude consideration of a manuscript that has been rejected by another journal or of a complete report that follows publication of a preliminary report, usually in the form of an abstract. When submitting a manuscript an author should always make a full statement to the editor about all submissions and prior reports that might be regarded as prior or duplicate publication of the same or very similar work. Copies of such material should be included with the submitted manuscript to help the editor decide how to deal with the matter.

## Preparation of Manuscript

Type the manuscript on white bond paper, 216 x 279 mm (8½ x

11 in) or ISO A4 (212 x 297 mm), with margins of at least 25 mm (1 in). Type only on one side of the paper. Use double spacing throughout, including title page, abstract, text, acknowledgements, references, tables and legends for illustrations. Begin each of the following sections on separate pages: title page, abstract and key words, text, acknowledgments, references, individual tables, and legends. Number pages consecutively, beginning with the title page. Type the page number in the upper righthand corner of each page.

## TITLE PAGE

The title page should carry (1) the title of the article, which should be concise but informative; (2) a short running head or footline of no more than 40 characters (count letters and spaces) placed at the foot of the title page and identified; (3) first name, middle initial, and last name of each author, with highest academic degree(s); (4) name of department(s) and institution(s) to which the work should be attributed; (5) disclaimers, if any; (6) name and address of author responsible for correspondence about the manuscript; (7) name and address of author to whom requests for reprints should be addressed, or statement that reprints will not be available from the author; (8) the sources(s) of support in the form of grants, equipment, drugs, or all of these.



## ABSTRACT AND KEY WORDS

The second page should carry an abstract of no more than 150 words. The abstract should state the purposes of the study or investigation, basic procedures (study subjects or experimental animals; observational and analytical methods), main findings (give specific data and their statistical significance, if possible), and the principal conclusions. Emphasise new and important aspects of the study or observations. Use only approved abbreviations.

Below the abstract, provide, and identify as such, three to 10 key words or short phrases that will assist indexers in crossindexing your article and that may be published with the abstract. Use terms from the medical subject headings list from *Index Medicus* when possible.

## TEXT

The text of observational and experimental articles is usually — but not necessarily — divided into sections with the headings Introduction, Methods, Results, and Discussion. Long articles may need sub-headings within some sections to clarify their content, especially the Results and Discussion sections. Other types of articles such as case reports, reviews, and editorials are like to need other formats.

### Introduction

Clearly state the purpose of the article. Summarise the rationale for the study or observation. Give only strictly pertinent references, and do not review the subject extensively.

### Methods

Describe your selection of the observational or experimental subjects (patients or experimental

animals, including controls) clearly. Identify the methods, apparatus (manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations.

When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the committee on human experimentation of the institution in which the experiments were done or in accordance with the Helsinki Declaration of 1975. When reporting experiments on animals, indicate whether the institution's or the national research council's guide for the care and use of laboratory animals was followed. Identify precisely all drugs and chemicals used, including generic name(s), dosage(s), and route(s) of administration. Do not use patients' names, initials, or hospital numbers.

Include numbers of observations and the statistical significance of the findings when appropriate. Detailed statistical analyses, mathematical derivations, and the like may sometimes be suitably presented in the form of one or more appendixes.

### Results

Present your results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables, illustrations, or both: emphasise or summarise only important observations.

## Discussion

Emphasise the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data given in the Results section. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies. Like the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them as such. Recommendations, when appropriate, may be included.

## ACKNOWLEDGEMENTS

Acknowledge only persons who have made substantive contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name because readers may infer their endorsement of the data and conclusions.

## REFERENCES

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by arabic numerals (in parentheses). References cited only in tables or in legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration.

Use the style of the examples below, which are based on the formats used by the US National Library of Medicine in *Index Medicus*.

The titles of journals should be abbreviated according to the style used in *Index Medicus*. Consult the



"List of the Journals Indexed," printed annually in the January issue of *Index Medicus*.

Try to avoid using abstracts as references; "Unpublished observations" and "personal communications" may not be used as references, although references to written, nor verbal, communications may be inserted (in parentheses) in the text. Include among the references manuscripts accepted but not yet published; designate the journal followed by "in press" (in parentheses). Information from manuscripts submitted but not yet accepted should be cited in the text as "unpublished observations" (in parentheses).

The references must be verified by the author(s) against the original documents.

Examples of correct forms of references are given below.

#### Journals

1. *Standard journal article* — (List all authors when six or less; when seven or more, list only first three and add *et al.*.)

You CH, Lee KY, Chey WY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterology* 1980;79:311-4.

2. *Corporate author*

The Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of syngeneic bone-marrow graft without pre-conditioning in post-hepatitis marrow aplasia. *Lancet* 1977;2:242-4.

3. *No author given*

Anonymous. Coffee drinking and cancer of the pancreas (Editorial). *Br. Med J* 1981;283:628.

4. *Journal supplement*

Mastri AR. Neuropathy of diabetic neurogenic bladder. *Ann Intern Med* 1980;92(2 Pt 2):316-8.

Frumin AM, Nussbaum J, Esposito M. Functional asplenia: demonstration of splenic activity by bone marrow scan (Abstract). *Blood* 1979;54 (suppl 1):26a.

5. *Journal paginated by issue*

Seaman WB. The case of the pancreatic pseudocyst. *Hosp Pract* 1981;16(Sep):24-5.

6. *Personal author(s)*

Eisen HN. Immunology: an introduction to molecular and cellular principles of the immune response. 5th ed. New York: Harper and Row, 1974:406.

7. *Editor compiler, chairman as author*

Dausset J, Colombani J, eds. Histocompatibility testing 1972. Copenhagen: Munksgaard, 1973:12-8.

8. *Chapter in a book*

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. Pathologic physiology: mechanisms of disease. Philadelphia: W B Saunders, 1974:457-72.

9. *Published proceedings paper*

DuPont B. Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor. In: White HJ, Smith R, eds. Proceedings of the third annual meeting of the International Society for Experimental

Hamatology. Houston: International Society for Experimental Hematology, 1974:44-6.

10. *Monograph in a series*

Hunninghake GW, Gadek JE, Szapiel SV, et al. The human alveolar macrophage. In: Harris CC ed. Cultured human cells and tissues in biomedical research. New York: Academic Press, 1980:54-6. (Stoner GD, ed. Methods and perspectives in cell biology; vol I).

11. *Agency publication*

Ranofsky AL. Surgical operations in short-stay hospitals: United States — 1975. Hyattsville, Maryland: National Centre for Health Statistics, 1978; DHEW publication no. (PHS)78-1985. (Vital and health statistics; series 13; no 34).

12. *Dissertation or thesis*

Cairns RB. Infrared spectroscopic studies of solid oxygen. Berkeley, California: University of California, 1965. 156 pp.

#### Other articles

13. *Newspaper article*

Shaffer RA. Advances in chemistry are starting to unlock mysteries of the brain: discoveries could help cure alcoholism and insomnia, explain mental illness. How the messengers work. *Wall Street Journal* 1977 Aug 12:1(col 1), 10(col 1).

14. *Magazine article*

Roueché B. Annals of medicine: the Santa Claus culture. *The New Yorker* 1971 Sep 4:66-81.



## TABLES

Type each table on a separate sheet; remember to double space. Do not submit tables as photographs. Number tables consecutively and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all non-standard abbreviations that are used in each table. For footnotes, used the following symbols, in this sequences:

\*, †, ‡, §, ||, ¶, \*\*, ††...

Identify statistical measures of variations such as SD and SEM.

Do not use internal horizontal and vertical rules.

Cite each table in the text in consecutive order.

If you use data from another published or unpublished source, obtain permission and acknowledge fully.

The use of too many tables in relation to the length of the text may produce difficulties in the layout of pages. Examine issues of the journal to which you plan to submit your manuscript to estimate how many tables can be used per 1000 words of text.

## ILLUSTRATIONS

Submit the required number of complete sets of figures. Figures should be professionally drawn and photographed; freehand or typewritten lettering is unacceptable. Instead of original drawings, roentgenograms, and other material, send sharp, glossy black-and-white photographic prints, usually 127 x 173 mm (5 x 7) in) but no larger than 203 x 254 mm (8 x 10 in). Letters, numbers, and symbols should be clear and even throughout, and of sufficient size that when

reduced for publication each item will still be legible. Titles and detailed explanations belong in the legends for illustrations, not on the illustrations themselves.

Each figure should have a label pasted on its back indicating the number of the figure, the names of the authors, and the top of the figure. Do not write on the back of the figures, mount them on cardboard, or scratch or mar them using paper clips. Do not bend figures.

Photomicrographs must have internal scale markets. Symbols, arrows, or letters used in the photomicrographs should contrast with the background.

If photographs of persons are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph.

Cite each figure in the text in consecutive order. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. Permission is required, regardless of authorship or publisher, except for documents in the public domain.

For illustrations in colour, supply colour negatives or positive transparencies and, when necessary, accompanying drawings marked to indicate the region to be reproduced; in addition, send two positive colour prints to assist editors in making recommendations.

## LEGENDS FOR ILLUSTRATIONS

Type legends for illustrations double spaced, starting on a separate page, with arabic numerals corresponding to the illustrations.

When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain internal scale and identify method of staining in photomicrographs.

## Units of Measurement

Measurements of length, height, weight, and volume should be reported in metric units (metre, kilogram, litre) or their decimal multiples.

Temperatures should be given in degrees Celsius. Blood pressures should be given in millimetres of mercury. Other measurements should be reported in the units in which they were made.

In most countries the Internals System of Units (SI) is standard or is becoming so. Journals may use these units or convert them to other units according to their editorial policies. Editors may request that alternative units (SI or non-SI units) be added by the author before publication of the paper.

## Abbreviations and Symbols

Use only standard abbreviations. Consult the following sources for additional abbreviations: (1) CBE Style Manual Committee. Council of Biology Editors Style Manual: a Guide for Authors, Editors, and Publishers in the Biological Sciences. 4th ed. Arlington, Virginia: Council of Biology Editors, 1978; (2) O'Connor M, Woodford FP. Writing Scientific Papers in English: an ELSE-Ciba Foundation Guide for Authors. Amsterdam: Elsevier-Excerpta Medica, 1975. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.



### **Submission of Manuscripts**

Mail the required number of manuscript copies in a heavy paper envelope, enclosing the manuscript copies and figures in cardboard, if necessary, to prevent bending of photographs during mail handling. Place photographs and transparencies in a separate heavy-paper envelope.

Manuscripts should be accompanied by a covering letter from the author who will be responsible for correspondence regarding the manuscript. The covering letter should contain a statement that the manuscript has been seen and approved by all authors. The letter should give any additional information that may be helpful to the editor, such as the type of article

the manuscript represents in the particular journal, information on prior or duplicate publication or submission of any part of the work, and whether the author(s) will be willing to meet the cost of reproducing colour illustrations. Include copies of any permissions needed to reproduce published material or to use illustrations of identifiable subjects. □□