

## AUTHOR GUIDELINES

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### Editorial Guidelines

The European Medical Journal welcomes contributions from professionals, consultants, academics and industry leaders on relevant and topical subjects. This guide includes instructions for layout and style, with guidance on editorial policy and copyright.

### Address for submissions

Articles should be sent to the Production Administrator as an email attachment:  
**peter.wilkes@emjreviews.com**

Please check your article has the following before submitting:

- ✓ Abstract for review (max. 250 words)
- ✓ All Author names, affiliations and disclosures, and email addresses
- ✓ Email address of the author responsible for correspondence
- ✓ Main text (strictly <3000 words-excluding abstract and references)
- ✓ Figures/tables (max. 3: high resolution 300 dpi JPEG/Tiff or hard copy)
- ✓ Keywords for the article
- ✓ Up-to-date references (max. 60) formatted into EMJ style (examples provided on page 3)
- ✓ Copyright permission should be sought before submission

**NB:** Please provide a prospective article title to your EMJ contact at your earliest convenience.

### Editorial Policy

The European Medical Journal is able to accommodate a wide variety of style and content. Articles accepted for publication within the eJournals and website include review articles, practice guides, theoretical discussions, review articles, proposals for special reports, and original research. The European Medical Journal endeavours to publish unbiased content. All articles submitted must be of an impartial nature. Any references to companies or products must be strictly on an essential basis only.

### Types of Submissions

**Review articles** - Reviews should provide an overview of the agreed topic, but must include an additional perspective from the authors.

**Practical guides** - Practical guides should provide a clear, detailed explanation of how to manage a particular aspect for discussion. This can be supported with photographs and/or illustrations to help support explanations given in the text. The literature should be used to justify the rationale given; when this is not available the author must provide a supportive argument.

**Editorial Formatting** - Articles should be supplied in **Microsoft Word**, with all pages numbered clearly.

**Main text** - Include the title of the article, all author names, affiliations and disclosures, and email address of the author responsible for correspondence.

**Layout** - Use headings within the text to make it easier to read and understand. Subdivide the text into main sections with subheadings. Keep these short and succinct and similar in sense and style.

**Language** - All articles should be written in plain English, free from jargon, and the writing should be clear and direct. Abbreviations should be kept to a minimum and shown in full when first used.

**Tables, illustrations, screenshots and photographs** – maximum 3 can be included. These are welcome where they add emphasis, clarity and/or interest to articles and should be clearly labelled, with relevant legends (no more than a few lines each). They should be referred to in the main text. Tables should not exceed one A4 page (portrait). Illustrations can be accepted as line drawings, mono or coloured or as photographs or slides (do not send glass mounted slides/transparencies), but must be of a high quality. Do not send originals. Digital files can be used, but must be saved as .tif or .jpeg files and be at least 300 dpi.

**Acknowledgements** – The author may acknowledge substantive contributions to the article to mark the receipt of financial assistance, materials and other resources.

**Disclaimer** – Please include details of any conflicts of interest.

**References** – (Maximum 60) References must be numbered in order of first mention. They must be indicated in the text by a number with the full list at the end of the article in numerical order. No references should appear in the abstract and references should not be provided in EndNote.

**Journal articles** – Journal abbreviations are used as per the ANSI/NISO Z39.29-2005 (R2010) Bibliographic References standard used by MEDLINE/PubMed. Details should be ordered as: Surname Initials. Paper title. Journal name. Year;volume:page numbers.

**Example: Freedman SB, Adler M. Oral ondansetron for gastroenteritis in a pediatric emergency department. N Engl J Med. 2006;354(16):1698-705.**

**Author Information** – Name, position in organisation, organisation, location. Advertiser / sponsor by-lines are not permitted on editorial content across all print publications.

**Example: Professor Jonathan Smith, Chairman of Department of Surgery, University Hospital of Zurich, Zurich, Switzerland**

Authorship implies responsibility and accountability for published work as well as providing credit for a researcher's contributions to a study. Assignment of authorship is to individuals who have contributed to the analysis and interpretation of a study but who may not have contributed to its conception and design. The contribution and responsibility of every author should be included. Authors may wish to acknowledge other contributors, such as a professor, who has helped during the process but who may not have made the required contribution to the article to be labelled as an author.

The lead author of a paper is defined as one who takes the lead for writing and managing each publication. Clear descriptions of the role of each contributor during preparation of the article should be included in the manuscript submission. A medical writer may qualify for authorship if they have defined the scope of a review article, and are willing to take public responsibility for relevant portions of the content.

### **Permissions & Copyright**

Permission must be obtained for all copyright material and acknowledged as specified by the copyright holder by the author(s). Evidence will need to be provided where permission has been granted upon request. Unless otherwise stated/agreed in writing, copyright will remain with the European Medical Journal. This is an open access journal which means that all content is freely available without charge to the user or his/her institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles in this journal without asking prior permission from the publisher or the author. This is in accordance with the BOAI definition of open access.

### **Proofs**

Proofs will be sent, upon request, to the corresponding author, following the first stage of editing. Any requests for changes must be returned by the deadline given. Only minor changes can be made at the proofing stage; major changes will not be accepted. (Articles are considered final upon initial submission). Changes submitted after the given deadline will not be incorporated. All accepted manuscripts will be subject to editorial revisions for clarity, punctuation, syntax, and conformity to house style.

### **Errors and Omissions**

The European Medical Journal will take every care possible to try to ensure that all content is reproduced correctly, however, due to human or mechanical errors we cannot guarantee the accuracy, adequacy or completeness of any information and cannot be held responsible for any errors or omissions, or for the results obtained from the use thereof.

## Selection Process

Papers will be selected for publication based on peer review feedback, compliance of the Author to make the modifications, and Editor's final choice. There is an opportunity for papers not published in the Journal to feature in the 'Articles' section of the website. Articles which fail peer review will be rejected.

## Formatting References

Please ensure references follow the formats below:

**Journals/Documents:** Surname & Forename Initials. Paper title. Journal name. Year;Volume:Page number.

(If there are only two authors then separate their names with a comma, more than two authors and the first author names should be noted followed by 'et al')

**Example: Lazarus K, Diggins B. Hepatic arterial embolization and chemoembolization for imatinib-resistant gastrointestinal stromal tumours. Eur Med J. 2013;345(16)1234-5**

**Books:** Surname & Initial, "title of chapter", edited author (eds), Name of book (Year), City: Place of publication, pp.numbers

**Example: Poole AR et al. "Etiopathogenesis of Osteoarthritis", Moskowitz RW et al. (eds), Osteoarthritis: Diagnosis and Medical/Surgical Management (2007), Philadelphia: Williams and Williams, pp. 27-49**

**PDFs and Websites:** Organisation Author (surname & forename initials). Title. Date created. Link. Date Accessed.

**Example: International Diabetes Federation. The IDF Consensus worldwide definition on the metabolic syndrome. 2006. Available at: [http://www.idf.org/webdata/docs/IDF\\_Meta\\_def\\_final.pdf](http://www.idf.org/webdata/docs/IDF_Meta_def_final.pdf). Last accessed: 16th December 2015**

**Clinical Trials:** Company. Title. Clinical Trial: NCT (number). Link (remove hyperlink)

**Example: Onyx Therapeutics, Inc. A study of carfilzomib vs best supportive care in subjects with relapsed refractory multiple myeloma (FOCUS). NCT01302392. <http://clinicaltrials.gov/show/NCT01302392>.**

**Abstracts:** Surname & Forename Initials. Title. Abstract Number. Meeting, location dates, year.

**Example: Shah JJ et al. Phase I/II dose expansion of a multi-center trial of carfilzomib and pomalidomide with dexamethasone (Car-Pom-d) in patients with relapsed/refractory multiple myeloma. Abstract 690. ASD Annual Meeting, New Orleans, LA, USA, 6-9 December 2013**