

Submitting your article

- Please send your article in Rich Text or MS Word format (avoiding EndNote, bookmarks or footnotes).
- Attach graphics separately. Photographs must be in JPEG, TIFF or EPS format. For artwork graphics, please tell us which MAC or PC application you used to prepare them.
- You can send your article to us by email: edit@hayward.co.uk or, if you prefer, you can post material on a CD-rom or on a USB to: Hayward Medical Communications, 8–10 Dryden Street, London WC2E 9NA.

Our editorial process

- The Editor and the Review Board reserve the right to revise material or request amendments. The HMC Editorial Department reserves the right to amend material during production in accord with HMC house style and the demands of space, layout, and so on.
- Proofs will be sent to the author designated, so that edited material can be reviewed before publication. Please keep corrections to a minimum and do not change editorial amendments made to HMC house style.
- All material is accepted for publication on the understanding that it has not been published before, or is not due for publication elsewhere.
- Copyright in all languages and all media lies with the Publisher on acceptance for publication. The Publisher grants the author(s) the right to use the published article for personal use only.

Style and content

- In addition to a concise, informative title, the title page should also contain the following:
 - * The names and initials of all authors, their qualifications and appointments
 - * The name, preferred contact address, email, telephone and fax numbers of the author responsible for correspondence concerning the typescript, proofs and published article
 - * The preferred times for contact; and any planned absence, such as holidays.
- The use of subheads is encouraged to promote readability. Articles should have an introduction and a short summary (about five key points).
- Where appropriate, please obtain informed consent when submitting articles that include patient information.

Measurements and abbreviations

- Measurements should be given in the units in which they were made, but non-metric units should be accompanied by metric (SI) equivalents (principal exceptions: blood pressure in mmHg; haemoglobin in g/dl).
- If an abbreviation is used, the term for which it stands should be given in full at its first mention.

Products and indications

- Authors should be aware that reference to unlicensed products and/or uses outside products' licensed indications could be construed as recommendation and, therefore, should be avoided.

Declaration of interest

- Please submit a brief declaration of interest; this will be published at the end of your article. If none is made, the statement: *None declared* will be added. Alternatively, you may wish to state: *The author/s declare/s that there is no conflict of interest.*

Acknowledgements

- Only the help of those who have made substantial contributions to the article/report (excluding secretarial assistance) should be acknowledged.

Tables and illustrations

- If relevant, illustrations and tables should be submitted apart from the body of the text. Each should have a short explanatory caption.
- The inclusion of illustrations/tables is encouraged and allowances should be made for their inclusion by reducing the wordage accordingly (1/2 page illustration = 400 words approx).
- Any tables or illustrations previously published should be accompanied by the written consent of the copyright holder to republication, with an acknowledgement included in the caption, and the full details of the source included in the reference list or the caption.
- Tables should not duplicate information given in text unless a useful summary is desirable. Each table should be typed on a separate page, with a short heading for each column.
- Illustrations/line drawings are generally redrawn by our Design Department, so hand-drawn originals are acceptable, provided that all lettering is clearly legible and representations are drawn accurately. However, all illustrations are submitted at the owner's risk; the Publisher accepts no liability for loss or damage while in possession of the material.
- We prefer to receive photographs electronically as hi-resolution (minimum 300 dpi) JPEG, TIFF or EPS files that you can attach to your email or burn onto a CD-rom. If you only have prints or transparencies available, please take care to package them appropriately. Write the details of the photograph on a sticker on the reverse and do not mark the front or back in any way.

References

- Statements and claims should be backed up with clear and appropriate primary references.
- Ideally, please cite no more than 10–15 references.
- Please adopt the Vancouver style for references. References are identified in the text by superior Arabic numerals and are numbered and listed consecutively at the end of the article in the order in which they are first cited in the text. The full list of references should include:
 - * Names and initials of all authors (unless more than five, when only the first three are given, followed by *et al*)
 - * The title of the paper
 - * The journal title abbreviated according to the style found in *Index Medicus*
 - * The year of publication; volume number (issue/supplement number if applicable) and first and last page numbers.

References to books should include:

- * The names and initials of all author(s)
- * The book title
- * The place of publication and publishing house
- * The year of publication and relevant page numbers.

Those of multiple authorship should also include the chapter or article title, first and last page numbers, and name(s) and initial(s) of editor(s).

Examples:

Friesema EC, Docter R, Moerings EP *et al*. Identification of thyroid hormone transporters. *Biochem Biophys Res Commun* 1999; **254**: 497–501.

Kohner EM, McLeod D, Marshall J. Diabetic eye disease. In: Keen H, Jarret H (eds). *Complications of Diabetes*. London: Edward Arnold, 1982: 57–58.

- The HMC Editorial Department reserves the right to ask the author to clarify any discrepancies between statements made in the article and the references listed, in order to support the statement in the text.
- Any statements that might be construed as being potentially defamatory must be avoided.

Contact us at: Hayward Medical Communications, 8–10 Dryden Street, London WC2E 9NA.
Tel: +44 (020) 7240 4493. Fax: +44 (020) 7240 4479. email: edit@hayward.co.uk