Information for authors

1. Aims and scope

The International Journal of Risk and Safety in Medicine is concerned with rendering the practice of medicine as safe as it can be; that involves promoting the highest possible quality of care, but also examining how those risks which are inevitable can be contained and managed. Particular attention is given to a number of major fields, including drugs and vaccines, surgery and anesthesia, gynecology and obstetrics, medical equipment and materials, and alternative medicine. The ethical and legal aspects of risk in all these fields are examined.

Fields of special concern include: Risk management programmes in particular fields of medicine; side effects and interactions of drugs, and the development of safer and more specific pharmaceuticals; safety of medical and surgical practice; quality assurance in medical equipment and materials; legal liability, compensation and insurance programmes and ideals.

2. Manuscripts

2.1. Organization of the paper and style of presentation

1. Manuscripts must be written in English. Authors whose native language is not English are recommended to seek the advice of a native English speaker, if possible, before submitting their manuscripts.

2. Submit the original and two copies of your manuscript as well as a floppy disc. Instructions concerning submission of files are given in a separate section.

3. Manuscripts should be typed on one side of the paper only, with wide margins and double spacing throughout, including the abstract, footnotes and references; this leaves room for editorial instructions to the typesetter. Every page of the manuscript, including the title page, references, tables, etc., should be numbered in the upper right-hand corner. However, in the text no reference should be made to page numbers; if necessary, one may refer to sections. Underline words that should be in italics, but try to avoid the excessive use of italics.

4. Manuscripts should be organized in the following order:
   - title page;
   - introduction;
   - body of text (divided into section and/or subsections);
   - conclusion (if any);
   - acknowledgements;
   - references;
   - tables;
   - figure captions.
Any information concerning research grants, etc., should be included in the acknowledgement section preceding the references.

5. Headings and subheadings should be typed on a separate line, without indentation; do not type the whole heading in capitals.

6. SI units should be used, i.e., the units based on the metre, kilogramme, second, etc.

7. Any special instruction to the desk editor or typesetter written on the copy should be encircled. The typesetter will then know that the instruction is not to be set in type. When a typewritten character might have more than one meaning (e.g., the lowercase letter ‘l’ may be confused with the numeral 1), a note should be inserted in a circle in the margin to make the meaning clear to the typesetter. If Greek letters or uncommon symbols are used in the manuscript, they should be written very clearly, and if necessary a note such as ‘Greek lowercase chi’ should be put in the margin and encircled.

8. IOS Press reserves the right to return accepted manuscripts and illustrations to the author for revision if they are not in the proper form given in this guide.

2.2. Title page

1. The title page should provide the following information:
   - title (should be clear, descriptive and not too long);
   - name(s) of author(s);
   - full affiliation(s);
   - present address of author(s), if different from affiliation;
   - complete address to which correspondence should be sent;
   - abstract.

2. The abstract should be clear, descriptive, self-explanatory and not longer than 150 words. It should also be suitable for publication elsewhere.

2.3. Tables

1. Authors should take notice of the limitations set by the size and layout of the journal. Large tables should be avoided. It may be better to divide large tables into smaller ones.

2. Drawn tables intended for direct reproduction should not be folded.

3. Tables should be numbered according to their sequence in the text. The text should include references to all tables.

4. Each table should be typewritten on a separate page of the manuscript. Tables should never be included in the text.

5. Each table should have a brief and self-explanatory title.

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1. All publications cited in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the spelling of the authors’ names is exactly the same in the text as in the reference list, and that the reference list is complete.
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(c) For papers in proceedings: [initials, name], [title paper], in: [title book (italics)], [volume, if any], [initials + names of editors], eds, [publisher], [place of publication], [year], pp. [first page]–[last page].

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Examples


4. Do not abbreviate the titles of periodicals, or use only standard abbreviations, in the list of references.

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6. Citation in the text is indicated by numbers in square brackets. Multiple citations are set with spaces: [25–27, 31]. More detailed citations are set as in following examples: see [12, p. 760] and also [5, Chapter V, p. 233].

Sometimes author’s name(s) can be given along with the reference by number. Then, if reference is made to a publication written by more than two authors, the name of the first author should be used followed by ‘et al.’. However, you should never use ‘et al.’ instead of author’s names in the list of references.

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2. If used, they should be numbered in the text, indicated by superscript numbers and kept as short as possible.

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