

Information for Authors

Research Papers should ordinarily report work not previously published or being considered for publication elsewhere. An exception may be made for important work which has earlier been published only for a small audience, e.g. in a language which is not widely accessible.

The **Length** of articles can vary very much depending on the topic. Very short reports on specific findings will be gladly considered.

Style. Clarity of expression and presentation, good syntax and the avoidance of technical jargon will be appreciated by readers and will play an important role in the acceptance of papers. The title should be clear and informative. It is generally better to avoid abbreviations; if a particular term occurs frequently in the text, it can be abbreviated, but in that case the full term should be given in parentheses the first time the abbreviation is used.

The **Title Page** should include author's names and addresses, highest earned degrees, academic addresses, address for correspondence and grant support. Authorship should be assumed only by those workers who have contributed materially to the paper and to the underlying work; others who have assisted or collaborated in some way should be recognized at the end of the paper under the heading "Acknowledgement".

The **Structure** of a paper should be clear from the section headings. A research paper will as a rule logically proceed through an Introduction, presentation of Materials and Methods, Results, Discussion and Conclusion. In such a paper the discussion of the background and review of the literature should not be disproportionate to the actual presentation of the study. Research papers should include a clear summary, and all papers should be accompanied by a proposed list of key words for indexing purposes.

References should be numbered consecutively (with parentheses) as they appear in the text. Type the reference list with double spacing on a separate sheet. References should accord with the system used in *Uniform requirements for manuscripts submitted to biomedical journals* (Br Med J 1982;284:1766–1770). Examples:

- 1 Hampton JR, Julian DG. Role of the pharmaceutical industry in major clinical trials. *Lancet* 1987;8570:1258–1259.
- 2 Dukes MNG, ed. *Meyler's side effects of drugs*. 11th ed. Amsterdam: Elsevier Science Publishers, 1988.
- 3 Dufwa BW. A no-fault or strict liability scheme in action – Sweden. In: Turner P, ed. *Clinical pharmacology and therapeutics*. London: Macmillan, 1981;565–571.

Please note that all authors should be listed when six or less; when seven or more, list only first three and add et al. Do not include references to personal communications, unpublished data or manuscripts either "in preparation" or "submitted for publication". If essential, such material may be incorporated into the appropriate place in the text. ***Recheck references in the text against reference list after your manuscript has been revised.***

Manuscripts should be submitted in 3 complete copies, and there should in addition be one *original* copy of any figures, suitable for high-quality reproduction. Please type all pages with double spacing and wide margins on one side of the paper. In order to facilitate rapid publication it will be appreciated if manuscripts which have been written on a word processor using one of the major systems are accompanied by a diskette of the text; the system used should be specified and a list of any non-standard characters that were used on the disc should be included. The preferred storage medium is a 5¼ or 3½ inch disk in MS-DOS or MS-DOS compatible format, although other systems, e.g. Macintosh, are acceptable. Accurate keyboard practice is essential, for instance, one (1) and 'el' (l) must be clearly different. Non-reproducible characters should not be left as a blank space in the file but replaced by characters not used elsewhere: their use must be consistent and clearly stated. Recommended reading: Chicago Guide to Preparing Electronic Manuscripts, The University of Chicago Press, Chicago (1987). The Publisher is under no obligation to use the submitted floppy disk, but will make every attempt to do so. If you have access to a telefax link, please indicate this in the covering letter, as well as the telephone number under which you can ordinarily be reached during working hours or at other times.

Letters to the Editor may relate to topics already raised in the journal or to new issues; Letters should not exceed 500 words; if you need to say more, consider whether an article may not be more appropriate.

News items – relating for example to meetings, courses, current events, legal cases or the introduction of new products – will gladly be considered. The Editors reserve the right to edit such material before it appears in order to allow for the constraints of space. News items can be submitted by telefax, but in the case of commercial products the Editor may need to receive and assess background data before considering publication.

Speed of publication is important. Manuscripts will ordinarily be reviewed without delay, but where multiple peer review is necessary, more time will be needed. Where a manuscript is accepted subject to editing, the author will receive an edited version for approval. Telefax will be used wherever possible to avoid postal delays.

Mail editorial matter to Prof. M.N.G. Dukes, World Health Organization, Regional Office for Europe, Scherfigsvej 8, DK-2100 Copenhagen Ø, Denmark. Telefaxed texts can be sent to the Editor in Denmark: 45-31-181120.

Books which are to be considered for review should be sent to the Editor in Copenhagen.

Proofs will be sent to the authors to be carefully checked for printer's errors. *Changes or additions to the edited manuscript cannot be allowed at this stage.* Corrected proofs should be returned to the publisher within 2 days of receipt.

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