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Back Matter

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All papers submitted to the Journal should follow the guidelines described in the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," which is reprinted below in condensed form. With the first issue of 1980, the Henry Ford Hospital Medical Journal will adopt these requirements as the standard to be used for all submitted manuscripts.

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Summary of Requirements

Type manuscript double spaced, including title page, abstract, text, acknowledgments, references, tables, and legends.

Each manuscript component should begin on a new page, in this sequence:

- Title page
- Abstract and key words
- Text
- Acknowledgments
- 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 12.7 by 17.3 cm (5 by 7 in) but no larger than 20.3 by 25.4 cm (8 by 10 in).

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The second page should carry an abstract of not more than 150 words. The abstract should state the purposes of the study or investigation, basic procedures (study subjects or experimental animals and observational and analytic methods), main findings (give specific data and their statistical significance, if possible), and the principal conclusions. Emphasize new and important aspects of the study or observations. Use only approved abbreviations.

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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 subheadings 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 likely to need other formats, and authors should consult individual journals for further guidance.

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

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ods, including statistical methods; provide references and brief descriptions of 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 accord with the ethical standards of the Committee on Human Experimentation of the institution in which the experiments were done or in accord with Helsinki Declaration of 1975. When reporting experiments on animal subjects, 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 appendices.

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Acknowledgments

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 parenthesis). References cited only in tables or in legends to figures should be numbered in accordance with a sequence estab-

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Try to avoid using abstracts as references; "unpublished observations" and "personal communications" may not be used as references, although references to written, not verbal, communications may be inserted (in parenthesis) in the text. Include among the references manuscripts accepted but not yet published; designate the journal followed by "in press" (in parenthesis). Information from manuscripts submitted but not yet accepted should be cited in the text as "unpublished observations" (in parenthesis).

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

Examples of correct forms of references are given below.

Journal

1. Standard Journal Article (List all authors when six or less; when seven or more, list only first three and add et al.)
Soter NA, Wasserman SI, Austen KE. Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *N Engl J Med* 1976;294:687-90.
2. Corporate Author
The Committee on Enzymes of the Scandinavia Society for Clinical Chemistry and Clinical Physiology. Recommended method for the determination of gamma-glutamyltransferase in blood. *Scand J Clin Lab Invest* 1976;36:119-25.
Anonymous. Epidemiology for primary health care. *Int J Epidemiol* 1976;5:224-5.

Books and Other Monographs

3. Personal Author(s)
Osier AG. Complement: mechanisms and functions. Englewood Cliffs: Prentice-Hall, 1976.
4. Corporate Author
American Medical Association Department of Drugs. AMA drug evaluations. 3rd ed. Littleton: Publishing Sciences Group, 1977.
5. Editor, Compiler, Chairman as Author
Rhode AJ, Van Rooyen CE, comps. Textbook of virology: for students and practitioners of medicine and the other health sciences, 5th ed. Baltimore: Williams & Wilkins, 1968.
6. Chapter in Book
Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Soderman WA, eds. Patho-

logic physiology: mechanisms of disease. Philadelphia: WB Saunders, 1974:457-72.

7. Agency Publication

National Center for Health Statistics. Acute conditions: incidence and associated disability, United States July 1968-June 1969. Rockville, MD.: National Center for Health Statistics, 1972. (Vital and health statistics. Series 10: Data from the National Health Survey, no. 69) (DHEW publication no. (HSM)73-1036).

Other Articles

8. 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).

9. 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 nonstandard abbreviations that are used in each table. For footnotes, use the following symbols in this sequence: *, †, ‡, §, ¶, **, ††... Identify statistical measures of variations such as SD and SEM.

Omit internal horizontal and vertical rules.

Cite each table in the text in consecutive order.

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Having 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 to use per 1000 words of text.

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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 12.7 by 17.3 cm (5 by 7 in) but no larger than 20.3 by 25.4 cm (8 by 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.

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Abbreviations

Use only standard abbreviations. Consult the following sources for additional standard 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: Council of Biology Editors, 1978; and 2) O'Connor M, Woodford FP. Writing scientific papers in English: an ELSE-Ciba Foundation guide for authors. Amsterdam, Oxford, New York: 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.

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Vol 28, No 1 — HENRY FORD HOSPITAL MEDICAL JOURNAL — 1980

Dissecting Aneurysm of Aorta Complicating Coarctation of the Aorta 52

*Remigio Garcia, MD
Julius M. Ohorodnik, MD
Donald J. Magilligan Jr, MD*

Persistent Obstructive Jaundice Associated with Chronic Pancreatitis 55

*Carlos Grodsinsky, MD
M. A. Block, MD*

ARDS and Cerebral Infarction Complicating Mycoplasma Pneumonia in Sickle Cell Trait 60

*Mark I. Pensler, MD
Jan R. Radke, MD*

Intrahepatic-Cutaneous Biliary Fistulas Secondary to Trauma 63

*Farouq Samhoury, MD
James C. Gruenberg, MD
Robert S. Brown, MD*

Herpes Zoster Encephalitis: Successful Therapy with Vidarabine 67

*Steven J. Wees, MD
Tom Madhavan, MD*

RESEARCH INTEREST

Use of the Intraocular Lens in the Aphakic Eye Part I: The anterior chamber intraocular lens 71

Philip C. Hessburg, MD

Body Adiposity Measurement by Differential Absorptiometry 76

*Luther E. Preuss, MS
Frank P. Bolin, MS*

The Pulmonary Component of the Second Sound in Right Ventricular Failure 79

*Paul D. Stein, MD
Hani N. Sabbah, BS
Daniel T. Anbe, MD
Mario Marzilli, MD*

ADVICE TO AUTHORS 85