Instructions for Authors

Henry Ford Hospital Medical Journal

Submission of Manuscripts

Submit the original and two copies of the manuscript and three complete sets of figures in heavy paper envelopes. The manuscript should be accompanied by a covering letter and by permissions to reproduce previously published materials or to use illustrations that may identify subjects. Authors should keep copies of everything submitted. The style of writing used in the manuscripts should be consistent with good English usage: clear, succinct, and correct. Papers accepted for publication are subject to editing and revision, if needed, with the author’s approval. Twenty-five reprints will be made available without charge to the first author of each paper published.

Manuscripts should be accompanied by a covering letter from the author who will be responsible for correspondence regarding the manuscript. The covering letter should contain a statement that the manuscript has been seen and approved by all authors. The letter should give any additional information that may be helpful to the editor, such as the type of article the manuscript represents in the particular journal, information or publication of any part of the manuscript, and whether the author(s) will be willing to meet the cost of reproducing color illustrations. Include copies of any permissions needed to reproduce published material or to use illustrations of identifiable subjects.

Mail the required number of manuscript copies in a heavy paper envelope, enclosing the manuscript copies and figures in cardboard, if necessary, to prevent bending of photographs during mail handling. Place photographs and transparencies in a separate heavy paper envelope.

Manuscript Preparation

Type manuscript on white bond paper, 20.3 by 26.7 cm or 21.6 by 27.9 cm (8 by 10½ in or 8½ x 11 in) or ISO A4 (212 by 297 mm) with margins of at least 2.5 cm (1 in.).

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

Begin each of the following sections on separate pages: title page, abstract and key words, text, acknowledgments, references, individual tables, and legends.

Number pages consecutively, beginning with the title page. Type the page number in the upper right-hand corner of each page.

Manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere. This does not preclude consideration of a manuscript that has been rejected by another journal or of a complete report that follows publication of preliminary findings elsewhere, usually in the form of an abstract. Copies of any possibly duplicative published material should be submitted with the manuscript that is being sent for consideration.

Reference


Title Page

The title page should contain: 1) the title of the article, which should be concise but informative; 2) a short running head or footnote of no more than 40 characters (count letters and spaces) placed at the foot of the title page and identified; 3) first name, middle initial, and last name of each author, with highest academic degree(s); 4) name of department(s) and institution(s) to which the work should be attributed; 5) disclaimers, if any; 6) name and address of author responsible for correspondence about the manuscript; 7) name and address of author to whom requests for reprints should be addressed; or statement that reprints will not be available from the author; 8) the source(s) of support in the form of grants, equipment, drugs, or all of these.

Abstract and Key Words

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.

Key indexing terms: Below the abstract provide and identify as such three to five key words or short phrases that will assist indexers in cross-indexing your article and that may be published with the abstract. Use terms from the Medical Subject Headings list from Index Medicus whenever possible.

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 parentheses). References cited only in tables or in legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration.

Use the form of references adopted by the U.S. National Library of Medicine and used in Index Medicus. Use the style of the examples cited at the end of this section, which has been approved by the National Library of Medicine.

The titles of journals should be abbreviated according to the style used in Index Medicus; consult the “List of Journals Indexed,” printed annually in the January issue of Index Medicus.

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 parentheses) in the text. Include among the references manuscripts accepted but not yet published; designate the journal followed by "in press" (in parentheses). Information from manuscripts submitted but not yet accepted should be cited in the text as "unpublished observations" (in parentheses).

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

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.)

2. Corporate Author

Books and Other Monographs

3. Personal Author(s)

4. Corporate Author

5. Editor, Compiler, Chairman as Author

6. Chapter in Book

7. Agency Publication.

Other Articles

8. Newspaper Article

9. Magazine Article

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.

If you use data from another published or unpublished source, obtain permission and acknowledge fully.

Illustrations

Submit three complete sets of figures. Figures should be professionally drawn and photographed; hand-drawn 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. Title and detailed explanations belong in the legends for illustrations, not on the illustrations themselves.

Each figure should have a label pasted on its back indicating the number of the figure, the names of the authors, and the top of the figure. Do not write on the back of the figures or mount them on cardboard, or scratch or mar them using paper clips. Do not bend figures.

Photomicrographs must have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background.

If photographs of persons are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph.

Cite each figure in the text in consecutive order. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. Permission is required, regardless of authorship or publisher except for documents in the public domain.

For illustrations in color, supply color negatives or positive transparencies, and, when necessary, accompanying drawings marked to indicate the region to be reproduced; in addition, send two positive color prints to assist editors in making recommendations. Illustrations will be published in color only if the author pays for the extra cost.

Legends for Illustration

Type legends for illustrations double spaced, starting on a separate page with arabic numerals corresponding to the illustration. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain internal scale and identify method of staining in photomicrographs.

Abbreviations


In most countries the International System of Units (SI) is standard or is becoming so. Report measurements in the units in which they were made. Journals may use these units, convert them to another system, or use both.
Author Index

Anselm K

Armstrong J

Aurbach GD

Ausman Jl


Batra SK

Beauchamp RK

Binder LM

Bluhm GB

Bonnell HJ

Bridges JD

Coburn JW

Coe FL

Frame B


Frost HM
The regional acceleratory phenomenon: A review. 1983;31:3-9.

Genant HK

Goldman J


Favus MJ

Frame B


Frost HM
The regional acceleratory phenomenon: A review. 1983;31:3-9.

Genant HK

Goldman J

Gruenberg JC

Haddad JG
Vitamin D in clinical medicine. 1983;31:199-200.


Halprin AH

Horan DP

Horst HM

Howard PJ

Johnston CC Jr

Kahkonen D


Kambouris AA
The role of major hepatic resections for liver metastases from colorectal cancer. 1983;31:25-9.


Kelly MP
Carotid artery disease, carotid endarterectomy, and behavior: Critical appraisal. 1983;31:137-44.

Killip T
Recommendations for care of the asymptomatic patient. Bridges JD, Krane NK, MacDougall DB, Petrozzi CF, Somand ME, Steigerwalt S. 1983;31:95-100.

Kivnick SG

Kleerekoper M


Kottamasu SR

Kottamasu SR

Kranke N

The role of erythropoietin in the anemia of chronic renal failure. 1983;31:177-81.

Kranke SM

Subject Index

Abruptio placentae

Amylase

Anemia, in renal failure

Arthritis, rheumatoid

Assays

Asymptomatic patient

Bacteriology, in otitis media

Biopsy, breast
The other breast: Indications for biopsy and/or mastectomy. Rogers CS. 1983;31:21-4.

Bladder, surgical repair

Blood flow, regional
Rapping about the RAP. Parfitt AM. 1983;31:59.

Bone

Bone, formation, loss, infection, fracture
Rapping about the RAP. Parfitt AM. 1983;31:59.

Bone infections

Buerki, Robin C.

Burns

C-peptide

Captopril

Carcinoma, breast
The other breast: Indications for biopsy and/or mastectomy. Rogers CS. 1983;31:21-4.

Cell separation

Centenarian, surgery in

C-peptide

Captopril

Carcinoma, breast
The other breast: Indications for biopsy and/or mastectomy. Rogers CS. 1983;31:21-4.

Cell separation

Centenarian, surgery in

1983 Index
1983 Index

Johns Hopkins Medical Journal
The struggle to survive. Cornell PL, Mellinger RC. 1983;31:58.

Kidney stones

Lavage

Leiomyoma, ovarian

Leukapheresis

Liver metastases, resections
The role of major hepatic resections for liver metastases from colorectal cancer. Kambouris AA. 1983;31:25-9.

Liver-spleen scan

Lung disease, restrictive

Mammography
The other breast: Indications for biopsy and/or mastectomy. Rogers CS. 1983;31:21-4.

Mastectomy, indications for contralateral breast
The other breast: Indications for biopsy and/or mastectomy. Rogers CS. 1983;31:21-4.

Mateer, John G., MD

Matrix, bone

 McClure, Roy D., MD

Metabolic bone disease

Neuropsychological testing


Neurosurgery


Nonsteroidal anti-inflammatory drugs

Nonstress test (NST)

Osteomalacia

Osteoporosis

Rapping about the RAP

Paget's disease

Palpation of the abdomen

Nonsteroidal anti-inflammatory drugs

Ovarian tumor

Paget's disease

Treatment of Paget's bone disease with the bisphosphonate APD. Mautalen CA. 1983;31:244-8.

Pancreas, artificial

Parathyroid hormone

Parathyroidectom/ 

Peptic ulcer

Peritoneal lavage

Plasmapheresis

Pregnancy, in diabetic women

Preventive medicine

Prostaglandin

Proteinuria

Pseudohypoparathyroidism

Pylorus, double

Radiographs, hands

Radioimmunoaassay

Regional acceleratory phenomenon (RAP)

Renal failure


Rheumatoid arthritis


Sclerotherapy, endoscopic

Semino/oma

Septicemia

Splenectomy

Semen

Sepsicemia

Sladen, Frank J. MD

Spinal cord injury

Surgical treatment of cerebrovascular disease

Therapeutic hemapheresis

Therapeutic hemapheresis

Tissue characterization


Trypsin
**Announcements**

**Future Meetings**

### Basic Microsurgery

July 10-August 30, September 11-November 1, 1984  
Room 3075, Education and Research Building  
Henry Ford Hospital  
Detroit, Michigan

Sponsored by the Departments of Surgery, Neurological Surgery and Plastic Surgery of Henry Ford Hospital, this eight-week (Tuesday and Thursday, 5:30 - 7:30 pm) program will provide basic microsurgical instruction with practical hands-on applications of techniques. It is currently open to staff surgeons and surgical residents. Category I CME credit will be offered.

For further information contact Dr. Donald Ditmars, Department of Plastic Surgery, Henry Ford Hospital, 2799 W Grand Blvd, Detroit, MI 48202 (313) 876-2683.

### Ongoing Departmental Conferences

**Allergy & Immunology Seminar**  
Dr. J Anderson 876-2657  
Fridays, 8:30 - 10:00 am

**Anesthesia Lecture Series**  
Dr. ME Cantrell 876-2544  
Call for dates

**Anesthesia/Surgery Meeting**  
Dr. ME Cantrell 876-2544  
1st Friday each month 7:00 - 8:00 am

**Anesthesiology Conference**  
Dr. ME Cantrell 876-2544  
Fridays, 7:00 - 8:00 am

**Chest Conference**  
Dr. G Bower 876-2432  
Wednesdays, 4:30 - 5:30 pm

**Clinical Cardiology Conference**  
Dr. D Goldberg 876-3481  
Fridays, 8:15 - 9:15 am

**Clinical Rheumatology Conference**  
Dr. H Duncan 876-2643  
1st & 3rd Tuesdays  
5:15 - 7:00 pm

**CT & NMR Conference**  
Dr. M Sandler 876-1388  
2nd or 3rd Wednesdays  
6:30 - 9:00 pm  
Call for dates

**Dermatology Grand Rounds**  
Drs. J McGoey & EA Krull 876-2165  
Wednesdays, 8:00 - 10:00 am

**Diagnostic Radiology Lecture Series**  
Dr. G Beute 876-1341  
Call for dates

**Emergency Medicine Conference**  
Drs. J Nowakowski & L Baltarowich 876-1552  
Wednesdays, 7:00 - 10:00 am

**GE Surgery/Radiology Rounds**  
Dr. SK Batra 876-2404  
Tuesdays, 4:30 - 5:30 pm

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1983 Index

**Splenic abscess**  

**Sudeck's atrophy**  
Rapping about the RAP. Parfitt AM. 1983;31:59.

**Symposia**  
Henry Ford Hospital International symposia:  


**Teratoma**  

**Thrombocytapheresis**  

**Triglycerides**  

**Tymanotomy tubes, in otitis media**  

**Valve, cardiac, prosthetic**  

**Varices, esophageal**  

**Vietnam**  

**Vitamin D**  
Announcements

Hematology Grand Rounds
Drs. E Van Slyck & S Saeed 876-2772
Fridays, 8:00 - 9:00 am

Infectious Diseases Seminar
Dr. L Saravolatz 876-2573
Wednesdays, 7:30 - 9:00 am

Medical Grand Rounds
Dr. T Killip 876-1828
Thursdays, 8:00 - 9:00 am

Management of the Trauma Patient
Dr. F Obeid 876-3053
Wednesdays, 12:00 - 1:00 pm

Management Problems in Endocrinology & Metabolic Diseases
Dr. R Mellinger 876-2096
Tuesdays, 4:30 - 5:30 pm

Mini Grand Rounds
Dr. J Rival 876-1895
Tuesdays, 8:00 - 9:00 am

Nephrology Seminar
Dr. N Levin 876-2711
Mondays, 4:30 - 6:00 pm

Neurology Grand Rounds
Dr. SB Elias 876-7207
Fridays, 8:00 - 9:00 am

Neurosurgery Grand Rounds
Dr. J Ausman 876-2245
One Saturday per month
9:00 am - 12:00 pm
Call for dates

Ob/Gyn Grand Rounds
Dr. BH Drukker 876-2464
Thursdays, 3:30 - 5:00 pm

Oncology Seminar
Dr. R O'Bryan 876-1846
Fridays, 8:00 - 9:00 am

Ophthalmology Conference
Dr. VanderPlast 876-3262
2nd Wednesday of each month
Call for times & location

Tutorial Programs*

Computerized Tomography
Microsurgery
Neurological Surgery
Pediatrics

Orthopaedic Conference
Dr. H Sprague 876-2188
Saturdays, 8:30 - 11:30 am

Otology Conference
Dr. S Fujita 876-3282
Saturdays, 10:00 - 12:00 pm

Pediatric Grand Rounds
Dr. J Anderson 876-2657
Mondays, 8:00 - 9:00 am

Psychiatry Conference
Dr. D Blumer 876-2516
Fridays, 11:00 - 12:30 pm

Renal Pathology Conference
Drs. C Cruz & ET Hawkins 876-2575
Tuesdays, 4:30 - 5:30 pm

Seminars in Primary Care
Dr. G Rooker 593-8296
Thursdays, 7:00 - 8:00 am

Seminars in Pulmonary Medicine & Critical Care
Dr. J Popovich Jr 876-2428
Wednesdays, 8:00 - 9:00 am

Surgical Grand Rounds
Dr. D Nathanson 876-3149
Saturdays, 8:00 - 9:00 am

Surgical Pathology Conference
Drs. G Fine & J Ohordnik 876-2356
Thursdays, 5:00 - 6:00 pm

Management Problems in the Surgical Patient
Dr. A Kambouris 876-3055
Saturdays, 9:00 - 10:00 am

Urology Conference
(Combined Oncology, Pathology & Radiation Therapy)
Dr. J Cerny 876-2066
4th Tuesday each month
4:00 - 5:30 pm

*Tutorial programs are individually arranged and approved for Category I credit based on the number of contact hours.

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