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Back Matter

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Instructions for Authors

Instructions for Authors* Henry Ford Hospital Medical Journal

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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.

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 footline of no more than 40 characters (count letters and

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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, 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.

*Adapted from the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," published by the U.S. Department of Health, Education and Welfare Public Health Service, January 1979.

Instructions for Authors

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: *, †, ‡, §, ζ, ¶, **, ††.... 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; freehand or type-written lettering is unacceptable. Instead of original drawings, roentgenograms, and other material, send sharp, glossy black-and-white photographic prints, usually 12.7 by 17.3cm (5 by 7in) but no larger than 20.3 by 25.4cm (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 Illustrations

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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.

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.

Announcements

Next Issue of HFH Journal Features MEN-2 Syndromes

The No. 4 issue of the 1984 HFH Medical Journal, scheduled for publication in March, will be a special issue on multiple endocrine neoplasia type 2 (MEN-2). Under the guest co-editorship of Drs. C.E. Jackson and Nancy Simpson, this issue will include more than 12 papers presented at the First International Workshop on MEN-2 held in June, 1984 in Kingston, Ontario.

Referring Physician Office

Henry Ford Hospital has established a Referring Physician Office to serve the referring physician, the referred patient, and to provide special attention to their needs.

Associated with this office is the Henry Ford Hospital 24-hour toll-free physician consult line which puts physicians in touch with senior staff physicians on an immediate basis, 24 hours a day, 7 days a week.

The Referring Physician Office is staffed Monday through Friday, 8:00 a.m. to 5:00 p.m. The phone number is (313) 876-1461.

The 24-hour, toll-free physician consult line can be accessed by calling 1-800-662-8242.

Future Meetings

A Tangled Web: Consideration of Brain Death
March 20, 1985

Program Director: H. Mathilda Horst, MD

Primary Care Medicine

April 10, 1985

Program Director: Wilmer Rutt, MD

Diabetes Management

April 24, 1985

Program Director: José Goldman, MD

Carcinoma of the Lung

April 26, 1985

Program Directors: Robert Chapman, MD and
Beatrice L. Madrazo, MD

For further information, contact the Office of Medical Education, Henry Ford Hospital, 2799 W Grand Blvd, Detroit, MI 48202 (313) 876-3073.

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

4th Tuesday each month, 4:30-5:30 pm

Anesthesiology Conference

Dr. F Cookinham 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 Immunology Multidisciplinary

Dr. H Duncan 876-2643

2nd Wednesday, 8:00-9:00 am

Announcements

CNS Tumor Board
Dr. M Dujovny 876-7160
4th Thursday Each Month
7:00-8:00 am

CT & NMR Club Meeting
Dr. M Sandler 876-1388
2nd Wednesday - Bi-Monthly
6:30-9:00 pm

Dermatology Grand Rounds
Drs. E Krull & A Mitchell 876-7005
Wednesdays, 8:00-10:00 am

Emergency Medicine Conference
Dr. J Nowakowski 876-1552
Wednesdays, 7:00-10:00 am

Endocrinology/Metabolism Conference
Dr. R Mellinger 876-2096
Tuesdays, 4:30-5:30 pm

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

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

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

Management of the Trauma Patient
Dr. F Obeid 876-3057
Wednesdays, noon-1:00 pm

Medical Genetics Grand Rounds
Dr. L Weiss 876-3188
Fridays, 1:15-2:15 pm

Medical Grand Rounds
Dr. R Nixon 876-1828
Thursdays, 8:00-9:00 am

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

Nephrology Seminar
Dr. N Levin 876-2711
Mondays, noon-1:00 pm

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

Neuropathology Conference
Dr. JL Chason 876-2269
Tuesdays, 7:00-8:00 am

Neurosurgery Grand Rounds
Dr. J Ausman 876-2245
One Saturday Per Month
9:00-noon

Ob/Gyn Weekly Seminar
Dr. W Anderson 876-2464
Thursdays, 3:30-6:00 pm

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

Orthopedic Conference
Dr. H Sprague 876-2185
Saturdays, 8:30-11:30 am

Pediatric Grand Rounds
Dr. J Anderson 876-3136
Mondays, 8:00-9:00 am

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

Renal Pathology Conference
Dr. C Cruz 876-2675
2nd & 4th Tuesdays
4:30-5:30 pm

Rheumatology Conference
Dr. H Duncan 876-2643
1st & 3rd Tuesdays
5:30-7:00 pm

Seminars in Primary Care
Dr. W Rutt 876-2274
Thursdays, 7:00-8:00 am

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

Surgical Case Presentations
Dr. A Kambouris 876-3055
Saturdays, 9:00-10:00 am

Surgical Grand Rounds
Dr. SD Nathanson 876-3917
Saturdays, 8:00-9:00 am

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

Henry Ford Hospital

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