**Future Meetings**

Innovations in Dietary Pharmacologic and Behavioral Therapy of Diabetes  
September 30, 1987  
Program Director: J. David Fachnie, MD  
The course is designed for physicians and allied health personnel who care for persons with diabetes mellitus. Participants will be able to specify the pathophysiology of insulin-dependent and noninsulin-dependent diabetes mellitus, choose between standard and intensive metabolic control, and become familiarized with the role of behavioral and dietary strategies and technical advances in insulin delivery devices.

Primary Care Medicine Series—Part III  
October 1987  
Program Director: Wilmer M. Rutt, MD  
Designed for general internists, family physicians, physician assistants, and clinical nurse specialists, this one-day seminar focuses on common problems encountered in adult general medicine.

Pulmonary Disease  
October 24, 1987  
Program Director: Michael Eichenhorn, MD

Pediatric Update  
Spring 1988  
Program Director: T.J. Caison-Sorey, MD

Clinical Disorders of Bone and Mineral Metabolism  
May 9-13, 1988  
Co-Chairmen: Michael Kleerekoper, MD, and Stephen Krane, MD  
The fourth international bone and mineral symposium, sponsored by the Henry Ford Bone & Joint Specialty Center, will emphasize major clinical problems and unsolved clinical issues in the subspecialty areas of parathyroid and vitamin D related disorders, osteoporosis (cosponsored by the National Osteoporosis Foundation), pediatric bone diseases, hypercalcemia of malignant disease, and determinants of bone remodeling. Significant time will be devoted to newer therapies and investigative tools used in the field. The program will include panels, workshops, and programmed modules of discussion.

Carcinoma of the Prostate  
June 1988  
Program Directors: Beatrice L. Madrazo, MD, and Robert Chapman, MD  
For further information on these meetings, contact the Office of Medical Education, Henry Ford Hospital, 2799 W Grand Blvd, Detroit, MI 48202, at (313)876-3073.

**Referring Physician Office**

Henry Ford Hospital's Referring Physician Office has a 24-Hour Consult Line (1-800-662-8242 in Michigan, 1-800-521-7946 in the USA). Physicians can call toll-free to discuss patients' problems with a member of the senior medical staff, to discuss a possible referral, arrange medically supervised transportation, or to obtain general information about Henry Ford Hospital's wide range of services.

**1986 Manuscript Award Winners**

First-place winner in the annual manuscript awards program for house officers is Janice Redmond, MD, Department of Neurology, for the paper "Recovery Following Acute Pontine Hemorrhage" (Henry Ford Hosp Med J 1986;34:6-10). Second-place winners are Roberta Sonnino, MD, Department of Surgery, for "Intussusception of the Appendix and Endometriosis" (Henry Ford Hosp Med J 1986;34:61-4), and Warren Kupin, MD, Department of Internal Medicine, for "Anti-HLA Antibodies Complicating Infectious Mononucleosis with Thrombocytopenia and Neutropenia" (Henry Ford Hosp Med J 1986;34:65-7). All authors received cash prizes for their efforts.

For information on the 1987 manuscript competition for the best manuscript written by a house officer or fellow at Henry Ford Hospital, contact the Managing Editor, 411 & 413 New Center Pavilion, 2921 W Grand Blvd, Detroit, MI 48202 (876-2028/874-7105).
**Submission of Manuscripts**

Submit the original and two copies of the manuscript and three complete sets of illustrations. Floppy disks (5 1/4 by 5 1/4 in) with DOS® and MicroPro Professional Wordstar® software are acceptable. The manuscript should be accompanied by a covering letter and permission from the copyright holder to reproduce previously published illustrations. All authors will be required to sign a certificate of exclusive submission and transfer of copyright form. The corresponding author should be clearly indicated. The material should be written in Standard American English with attention to clear, succinct, and correct grammar. The covering letter should provide any additional information that would be helpful to the editor, such as the type of article and whether the author(s) would be willing to incur the cost of reproducing color illustrations. All accepted manuscripts are subject to editing and revision by the editorial staff. The corresponding author will be advised of these changes.

Mail the required number of manuscript copies in a heavy paper envelope and enclose any figures or floppy disks in cardboard to prevent damage during mail handling. Place photographs and transparencies in a separate heavy paper envelope. Retain a copy of all materials sent to the Journal Office.

Mail all materials to the Medical Journal Office, Henry Ford Hospita,l New Center Pavilion, Rooms 411 & 413, 2921 W Grand Blvd, Detroit, MI 48202.

**Qualifications for Authorship**

Each author should have participated sufficiently in the study presented and contributed substantially to the preparation of the manuscript. Persons whose contributions do not justify authorship may be named in the acknowledgment section of the manuscript. The first or corresponding author of the manuscript is responsible for distributing a copy of the manuscript to each listed author before submitting it to the Journal.

**Manuscript Preparation**

Type manuscript on white bond paper (8 1/2 by 11 in) with margins of at least 1 in. Type manuscripts 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.

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 as an abstract.

**Title page**

The title page should contain the following: 1) the title of the article, which should be concise but informative; 2) first name, middle initial, and last name of each author, with highest academic degree(s); 3) name of department(s) and institution(s) to which the work should be attributed; 4) disclaimers, if any; 5) name and address of author responsible for correspondence about the manuscript; 6) the source(s) of support in the form of grants, equipment, drugs, or all of these; and 7) a short running head or footnote.

**Abstract and key words**

In 150 words or less, 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.

Three to five key words or short phrases should follow the abstract and be identified as key terms to assist in indexing the article. Use terms from the Medical Subject Headings list from Index Medicus.

**Acknowledgments**

Acknowledge only persons who have made substantive contributions to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name.

**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).

In the Reference section, cite all authors' names if the reference source has six or less authors; cite the first three authors' names plus "et al." if the reference source has seven or more authors.

Use the form of references adopted by the US National Library of Medicine (and used in Index Medicus) in the style of the following example:


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

In referencing books, the author(s) of a chapter, title of the chapter, editor(s) of the book, title of the book, edition number, city, publisher, year, and specific pages must be provided as follows:


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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 “submitted for publication” (in parentheses).

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

Tables
Type each table on a separate sheet; remember to double space. Do not submit tables as photographs unless they are extremely lengthy and complicated in data presentation. 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 abbreviations used in each table. For footnotes, use the following symbols in this sequence: *, †, ‡, §, ||, ¶, #. These symbols are doubled, if necessary. Identify statistical measures of variations such as SD and SEM. If data from another published or unpublished source are used, obtain permission and acknowledge fully.

Cite each table in the text in consecutive order.

Illustrations
Submit three complete sets of camera-ready (professionally drawn and photographed) figures; freehand or typewritten lettering and computer-printed graphics are unacceptable. Instead of original drawings, radiographs, and other material, send sharp, glossy black-and-white photographic prints, usually 3 by 5 or 5 by 7 in but no larger than 8 by 10 in. Letters, numbers, and symbols should be clear 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.

Attach a label to the back of each figure indicating the figure number, first author's name, and the top of the figure. Do not write directly on the back of the figures or mount them on cardboard. Do not use paper clips on photographs. Do not bend figures.

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When photographs of persons are used for case reports or research studies, the subjects must not be identifiable, or written permission for use must accompany the photograph.

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Legends should be brief but explain the illustration in full. 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 markers and identify method of staining in photomicrographs.

Abbreviations
Only standard abbreviations used in the American Medical Association's Manual for Authors & Editors will be acceptable (Barclay WR, Southgate MT, Mayo RW, eds. Los Altos, California: Lange Medical Publications, 1981).

Avoid abbreviations in the title. An abbreviation's full term should precede its first use in the text unless it is a standard unit of measurement or a standard abbreviation as indicated in the AMA style manual.

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