

כתב העת הישראלי לרפואה דחופה

Israeli Journal of Emergency Medicine

The Editors' Recommendations for Authors

1. Some Simple Starters

- Double space all parts of manuscript
- Begin each section on a new page
- Sequence: title, abstract, text, references, tables, legends for illustrations
- Illustrations: digital.
- Permission to reproduce previously published material or illustrations that identify subjects
- Keep copies of everything submitted

2. Structuring a Manuscript

The cover letter:

- Duplicate publication or other submission
- Conflict of interest statement
- Read and approved by all authors
- Requirements for authorship met
- Corresponding author
- Type of article for the journal
- Copies of permission for acknowledgements and photos

The manuscript:

Page one: Title Page

1. **A Good Title is Descriptive and Accurate**
2. **Example: "Increased Respiratory Rate in the ED"**
3. **Example: "Steroid use in Asthma: A randomized clinical trial."**
4. **Example: "Systemic steroids reduce hospital admission in ED patients with asthma".**

- Title
- Names and highest academic degrees
- Department or institutional affiliations

- Name and address of author for correspondence
- Running header or footer
- Word count

Page two: Group Authorship and Acknowledgement Page

- Authorship
- Disclaimers
- Sources of support
- Acknowledgements:
 - General support (e.g. department chair)
 - Technical support
 - Intellectual support (e.g. proposal reviewer)
 - Written permission of anyone named*

About Authorship:

- All designated authors should qualify for authorship and all those who qualify for authorship should be listed.
- Each author should take public responsibility for appropriate portions of content
- One or more authors should take responsibility for the integrity of the work as a whole

Authorship credit:

- Substantial contributions to concept and design, or data collection, or data analysis
- Drafting or revising the article
- Final approval of the published version

Authorship not justified:

- Funding acquisition
- Data collection
- General supervision of research

Page three: Abstract

- 1. True to the data**
- 2. Short and to the point**

- Abstract : structured or unstructured
- Key words: 3 to 10. Medical subject headings (MeSH): *Index Medicus*

Introduction

- 1. 1 paragraph describing the state of knowledge and identifying the scope of the research**
- 2. 1 paragraph to justify the need for the study (what gap is being filled)**
- 3. 1 paragraph that specifies clear objectives and hypotheses.**
- 4. The introduction is short and sweet**
- 5. No data or conclusions**

Methods

- 1. Clearly described,**
 - 2. Allow study replication,**
 - 3. Appropriate to objectives.**
 - 4. Approved by an ethics board**
 - 5. Informed consent**
- Reviews: Must have methods
 - Randomized controlled trials (RCT)s: Protocol details, Randomization and blinding methods
 - Ethics approval: Declaration of Helsinki compliance, Patient anonymity, Lab animals use in Compliance with National Research Council guidelines
 - Statistics:
 - Sufficient detail to allow verification
 - Quantify findings with error measures
 - Discuss eligibility
 - Details of randomization
 - Blinding methods
 - Report complications
 - Report numbers and dropouts
 - References to standard texts rather than original works
 - Other comments:
 - Describe general statistical methods in Methods section
 - Specify statistical methods of data analysis in Results section
 - Use graphs over busy tables
 - Avoid duplication in tables and graphs
 - Avoid nontechnical use of technical terms such as: random, normal, significant, correlation, sample

Results

- 1. Methods in Methods; Results in Results**
- 2. Example: “By stratifying patients into a low and high risk group we found there was . . .”**
- 3. Avoid: “There was a 15% reduction in the control group. We believe this could reflect differences in the racial make-up or unquantified sociodemographic factors.” Parts belong in the “Discussion”.**
 - Present in a logical sequence
 - Avoid duplication in text of data in tables
 - Emphasize only the important observations
 - The Tables:
 - Are tables and figures adequate?
 - Are tables and figures necessary (should add to text, not repeat it).
 - Are calculations and percentages correct?
 - Do the tables stand alone?

Discussion

- 1. Opening paragraph: Discuss the outcome in light of the study hypothesis. Make a statement! What does the study mean?**
- 2. Discuss the results in the context of what they add to pre-existing knowledge**
- 3. Possible interpretations of the data**
- 4. Limitations: Identify problems, biases imprecision and validity?**
 - Emphasize the new and important
 - Avoid repetition of detail from introduction and results
 - Emphasize implications and limitations
 - Relate observations to other studies
 - Link conclusions with study goals
 - Avoid comment on incomplete work
 - State new hypotheses
 - Make recommendations, when appropriate
 -

Conclusions

- 1. Brief**
- 2. Don't go beyond the data**

References

- Consecutive numbering
- Arabic numerals in parentheses
- References in tables according to first reference to table
- Journal abbreviations as per *Index Medicus*
- Avoid abstracts as references
- "In press" requires written permission and verification of acceptance
- Avoid "personal communication", requires written permission and confirmation of accuracy from source

References, The Vancouver style:

Authors (first 6 et al, or NLM style – first 24 plus the last et al). Title.
Journal Year; Volume: Pages 1006-12.

Styles for organizations: authors, no author, supplements, retractions, books, chapters, conferences, patents, newspaper articles, Audio-Visual materials, maps, the Bible, dictionaries, web sites, etc.

Tables

- Separate page per table
- Number consecutively, cite in text
- Titles, column headings, footnotes
- Limits to the numbers of tables per article length
- Measures:
 - Metric
 - Temperature in Celsius
 - Labs in SI units

3. Suggestions on "how to write the manuscript"

- Avoid: Wordiness
A well-written article doesn't waste words, space or time
Don't repeat things. Example:
Abstract: ___ is a common condition in the ED, accounting for 4-7% of acute ED visits. There is substantial practice variability, as evidenced by . . .
Introduction: ___ is a common condition in the ED, accounting for 4-7% of acute ED visits. There is substantial practice variability, as evidenced by . . .
Results: ___ is a common ED presentation. In this study it accounted for 6% . . .
Discussion: ___ is a common ED presentation, accounting for 4-7% of acute ED visits. There is substantial practice variability, evidenced by . . .
Conclusion: ___ is a common ED presentation. Our study confirmed . . .

- Writing Style:
 - Clarity
 - Brevity
 - Simple words
 - Never use 2 words if one will do
 - Verbs are powerful; Avoid modifiers
 - Use short sentences (vary length).
 - Short sentences are POWERFUL
- Use Active voice as it improves clarity and brevity:: Subject - Verb – Object.
 - “Nurses identified and enrolled eligible patients.”
 - “Eligible patients were identified and enrolled by nurses.”
- Parallel structures:
 - “Physicians identified eligible patients; study drugs were given by nurses; radiologists performed image interpretation.”
 - “Physicians identified patients; nurses gave study drugs; radiologists interpreted images”

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