

INSTRUCTIONS FOR AUTHORS

TRANSFUSION, the journal of the American Association of Blood Banks, provides an international forum for the publication in English of communications that advance scientific, technical, and administrative knowledge related to transfusion therapy, immunohematology, and transplantation. Acceptance of papers for publication is based on merit; equal consideration will be given to papers submitted by nonmembers and members of the Association.

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Manuscripts must be prepared in accordance with the following instructions to authors. These instructions are based on the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (also known as the Declaration of Vancouver). For more information, refer to International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. *Ann Intern Med* 1997;126:36-47. Before submitting a manuscript, authors should consult a recent issue of **TRANSFUSION** concerning matters of style. Manuscripts that do not conform to these requirements may be returned to the author without review.

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The *entire* article – 1) title page; 2) abstract and key words; 3) text; 4) acknowledgments; 5) references; 6) figure legends; 7) tables and legends; 8) appendices – should be saved in a *single* file; only electronic figures should be supplied as separate files. The following instructions should be adhered to:

- Do not use the carriage return (enter) at the end of lines within a paragraph.
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- Do not use l (ell) for 1 (one), O (upper case oh) for 0 (zero) or ß (German esszett) for β (beta).
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Editorials

Editorials should not exceed 8 typewritten, doubled-spaced pages, including references.

Reviews

Review articles are not to exceed 5000 words, or 40 typewritten, double-spaced pages, excluding references and illustrations.

Basic Science of Transfusion Medicine

Reports of developments in basic sciences that apply to or affect transfusion medicine and blood banking. Contact Walter (Sunny) Dzik, MD (sdzik@partners.org), for submission requirements.

Transfusion Medicine Illustrated

Pictures, line drawings, and other visuals (no more than 3) and a brief explanation (no more than 250 words) that together capture a unique aspect of transfusion medicine. The text must include a brief title, the full name and affiliation of each author, plus the name, address, telephone, fax and e-mail address of the corresponding author. Manuscripts should be submitted online, at <http://transfusion.manuscriptcentral.com>, and will be handled by the Editor, Paul Ness, MD. A cover letter and copyright assignment form should be completed for each submission and mailed to Mary Ann Reese at the address given previously.

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A cover letter and copyright assignment form should be mailed to Dr Sandler for all letters.

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The title page should contain: 1) the title of the article, which should be concise but informative and should not include abbreviations; 2) a short running head of no more than 40 characters (count letters and spaces) typed at the bottom of the title page and identified as such; 3) first and last names of each author but not his/her titles, degrees, positions, or academic ranks. Attribution for the work should be stated separately (see below); 4) the name(s) of department(s) and institution(s) to which the work should be attributed; 5) disclaimers, if any; 6) *name, address, telephone and FAX numbers, and e-mail address (if available) of the author responsible for correspondence about the manuscript; also provide a complete street address for overnight mail delivery* (this should not be a Post Office Box number); 7) either the name and address of the author responsible for reprint requests or a statement that reprints will not be available from the author; and 8) the source(s) of support in the form of grants, equipment, or drugs.

Abstract

The second page must carry an abstract of not more than 200 words. The abstract should consist of four sections labeled **BACKGROUND, STUDY DESIGN AND METHODS, RESULTS, and CONCLUSION**. These sections should briefly describe, respectively, the objectives of the study or investigation, the basic procedures (study subjects and analytic methods), the main findings (giving specific data and the statistical significance, if possible), and the principal conclusions. Emphasize new and important aspects of the study. Do not use first-person pronouns in the abstract.

Text

The text of observational and experimental articles is usually divided into sections using the headings **INTRODUCTION**, **MATERIALS AND METHODS**, **RESULTS**, and **DISCUSSION**. Long articles may need subheadings within some sections to clarify content, especially in the Materials and Methods, Results, and Discussion sections. Other types of articles, such as reviews and editorials, may require other formats; authors should consult the Editor for guidance. Use as much active voice as possible in writing.

Introduction. Clearly state the purpose of the article. Summarize the rationale used for the study or observations. Give only pertinent references: do not review the subject extensively. Do not include data or conclusions from work being reported.

Case Report. Include only for manuscripts that focus on individual histories.

Materials and Methods. Describe your selection of observational or experimental subjects (patients or animals, including controls, and the number in each study group) clearly. Identify the methods, apparatus, equipment, reagents, and procedures used in sufficient detail to allow other colleagues to reproduce the results. Publication of an original research article implies that the authors are prepared to distribute freely to academic researchers for their own use any materials (e.g., cell lines, DNA clones, antibodies) used in the experiments. Provide model name or number, and the manufacturer's name (in parentheses) the first time a reagent, an apparatus, or any equipment is mentioned. Give references to established methods; provide references and brief descriptions of methods that are not well-known; describe new or substantially modified methods, give reasons for using them, and describe their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration.

When reporting experiments conducted on humans, indicate whether the procedures followed were in accordance with the ethical standards of the committee(s) on human experimentation of the institution(s) in which the experiments took place. Details that might identify patients should be avoided unless essential for scientific purposes. If identification of patients is unavoidable, their informed consent should be obtained.

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Statistics. Describe statistical methods in enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid sole reliance on statistical hypothesis testing, such as the use of p values, which fails to convey important quantitative information. Discuss the eligibility of experimental subjects. Give details about randomization. Describe the methods for and success of any blinding of observations. Report treatment complications. Specify the numbers of observations. Report losses to observation (such as dropouts from a clinical trial). References for study design and

statistical methods should be to standard works (with pages stated) when possible, rather than to papers in which designs or methods were originally reported. Specify any general-use computer programs used.

Put general descriptions of methods in the Methods section. Avoid nontechnical uses of technical terms in statistics, such as 'random' (which implies a randomizing device), 'normal', 'significant', 'correlation', and 'sample'. Define statistical terms, abbreviations, and most symbols.

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Acknowledgments

Acknowledgments include one or more statements that specify: 1) contributions that should be acknowledged but do not justify authorship, such as general support by a departmental chairman; 2) technical help received; 3) financial and material support, specifying the nature of the support; and/or 4) financial relationships that may pose a conflict of interest.

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Number the references *consecutively* in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals superscripted (*after* any necessary punctuation). References cited *only* in tables or legends should be numbered in accordance with a sequence established by the first mention in the text of the table or illustration.

Use the form of references adopted by the US National Library of Medicine, which appears in *Index Medicus* and Internet Grateful Med (<http://igm.nlm.nih.gov>). A 'List of Journals Indexed', is printed annually in the January issue of *Index Medicus* and is available as part of Internet Grateful Med.

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References must be verified by the author(s) against the original documents. Inclusive page numbers of articles are required. Authors may be asked to provide a copy of the document if necessary for verification.

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Type each table double-spaced on a separate sheet. Do not submit photographs of tables. Number tables consecutively and provide a brief title for each. Give each column a short or abbreviated heading. Place explanatory information in footnotes, not in the headings. For footnotes, use the following symbols in this sequence: *, †, ‡, §, ||, ¶, **, ††, etc. Identify statistical measures of variations such as SD and SEM. Omit internal horizontal and vertical rules (lines).

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Blood group terminology must follow the conventions and style described by PD Issitt and MC Crookston in 'Blood group terminology: current conventions' (*Transfusion* 1984;24:2-7).

Nomenclature of platelet-specific antigens should follow the conventions outlined in Von dem Borne AEGKr and Dècary E. Nomenclature of platelet-specific antigens (letter). *Transfusion* 1990;30:477. Nomenclature of red cell antigens and genes should follow the conventions outlined in Garratty G, Dzik W, Issitt PD, et al. Terminology for blood group antigens and genes—historical origins and guidelines in the new millennium. *Transfusion* 2000;40:477-89.

INSTRUCTIONS FOR AUTHORS

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Measurements of length, height, weight, and volume should be reported in metric units (meter [m], kilogram [kg], liter [L]) or their decimal multiples. However, body weight may be reported in either kilograms (kg) or pounds (lb).

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ABBREVIATIONS

The abbreviations in the following list are those that will be used without full terms or explanations. Use only standard abbrevia-

tions (see list of Commonly Used Approved Abbreviations, below). Consult the following sources for additional standard abbreviations: 1) CBE Style Manual Committee. CBE style manual: a guide for authors, editors, and publishers in the biological sciences. 6th ed. Bethesda: Council of Biology Editors 1994; 2) O'Conner M, Woodford FP. Writing scientific papers in English: an ELSE-Ciba foundation guide for authors. Amsterdam, Oxford, New York: Elsevier-Excerpta Medica, 1975; and 3) Day RA. How to write and publish a scientific paper, 5th edition. Westport, CT: Oryx Press, 1998.

The full term for which an abbreviation stands must precede its first use in the text unless it is a standard abbreviation for a unit of measurement or is in the following list.