

Instructions to Authors

Scope and Policy of the Journal

Clinical Chemistry and Laboratory Medicine (CCLM) publishes original papers and reviews on all aspects of clinical chemistry and laboratory medicine. We invite papers on novel teaching and training methods applicable to laboratory medicine. We also publish equipment and reagent evaluation reports, short communications, letters to the editor, meeting reports, and book reviews. Review articles are normally published by invitation, but suggestions to the Editor-in-Chief are welcome. A limited number of book reviews will be commissioned at the Editor's discretion.

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Papers are independently reviewed by at least two referees selected by the Editors. Usually decisions are reached within four weeks from submission date. When papers are accepted subject to revision, the revised manuscript (one original and two copies) must be returned within two months. It is the aim of the Journal to publish papers within two months from their final acceptance. The manuscript, figures and disks will not be returned to authors.

Manuscript Submission

Each manuscript should be accompanied by a cover letter containing a brief statement describing the novelty and importance of the work submitted. The authors should indicate the names, full postal addresses, phone and fax numbers and e-mail, where possible, of potential referees. The reviewing process will be started only if the names of three to five potential referees are given. Original and three high-quality copies of the manuscript, including all figures and tables on separate sheets, and an electronic version of the manuscript containing as few files as possible should be sent to:

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Books sent for review should be marked "The Book Review Editor" and sent to the address above.

Preparation of Manuscripts

Manuscripts must be written in clear and concise English. Illustrations, in original quality, must be submitted with all four copies. Either English or American spelling is acceptable.

At the proof stage, changes other than corrections of printer's errors will be charged to the authors.

General format and length

Type the manuscript (including table legends, figure legends and references) double-spaced using 12 font size on one side of A4 or 81/2 x 11" paper. Number the pages (with the title page being page 1) and leave 2.5 cm (1 inch) margins on all sides. Avoid footnotes in the text, use parentheses instead. Papers and reviews should occupy no more than eight printed pages, technical reports, short communications and letters to the editor should not exceed four printed pages. Each full page of printed text corresponds to approximately 1400 words. Allow space for tables and illustrations within the page limit.

Sections

Full length papers and Technical Reports should have Title Page, Abstract, Key words, List of Abbreviations, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References, Tables and Figure Legends.

Short Communications and Letters to the Editor should be subdivided into Key words, List of Abbreviations, and a single section of main text without headings, Short Communications must also include an Abstract. Experimental procedures should be described in legends to figures or footnotes to tables. Acknowledgements and References should be presented as in full length papers.

Title page

The title page should include:

1. Short and informative title.
2. Names of all authors (with one forename for each author in full), followed by their affiliations: department, institution, city without postcode, country. If there is more than one institution involved, authors' names should be linked to the appropriate institutions by inserting consecutive numbers in superscript after relevant names. If required, small letters, in superscript after the name, should be used to indicate the present addresses.
3. Mailing address, fax, phone number and e-mail address of the corresponding author.
4. Running title containing 50 characters or less in length.

Abstract, key words and a list of non-standard abbreviations

The second page of the manuscript should contain abstract, key words and a list of non-standard abbreviations used in text, figures, tables and figure legends. The abstract (written in bold) should be a single paragraph of no more than 200 words. It must be comprehensible to readers before they have read the paper. Abbreviations and reference citations must not appear in the abstract. Below the abstract provide up to six key words separated by semicolon using the entries from Index Medicus.

Acknowledgements

Acknowledgements should be placed at the end of the text. Names of the funding organisations should be written in full.

References

Rely upon articles published in primary research journals. Cite unpublished observations and personal communications within the text; these must be supported by a letter of permission from the author. Meeting abstracts may be cited only if published in journals. The names of journals should be abbreviated according to the *World List of Scientific Periodicals*. Number the references consecutively in the order in which they appear in the text. In text, identify references by Arabic numerals in parentheses. List all authors; if the number is

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- Articles:
Cotton RG. Current methods of mutation detection. *Mutat Res* 1993; 285:125–44.

Goate AM, Haynes AR, Owen MJ, Farrall M, James LA, Lai LY, *et al.* Predisposing locus for Alzheimer's disease on chromosome 21. *Lancet* 1989; 1:352–5.
- Supplements:
Williams DN. Reducing costs and hospital stay for pneumonia with home intravenous cefotaxime treatment: results with a computerized ambulatory drug delivery system. *Am J Med* 1994; 97:Suppl 2A:50–5.
- Abstracts:
Henney AM. Chronic plaque or acute rupture? The yin and yang of vascular tissue remodelling [abstract]. *Atherosclerosis* 1997; 134:111.
- Books and Monographs:
Kahn CR, Weir GC, editors. *Joslin's diabetes mellitus*, 13ed. Philadelphia: Lea and Febiger, 1994:1068pp.
- Chapters :
Karnofsky DH, Burchenal JH. The clinical evaluation of chemotherapeutic agents in cancer. In: Macleod CM, editor. *Evaluation of chemotherapeutic agents*. New York: Columbia University Press, 1949:191–205.

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Type tables on separate pages and number them consecutively using Arabic numerals. If a table is exceptionally large or contains special symbols it should be submitted camera-ready either as a glossy print or a laser-printed copy. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. Refer to tables in the text as Table 1, etc. Use Table 1, etc. in the tables legends. Please indicate in the manuscript the approximate position of each table.

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Illustrations will be reduced in size to fit, whenever possible, the width of a single column, i.e. 80 mm, or a double column, i.e. 168 mm. Ideally, single column figures should be submitted with a width of 100 mm, double column figures with a width of 210 mm. Lettering in all figures within the article should be uniform in style, preferably a sans serif typeface, and of sufficient size, so that it is readable at the final size of approximately 2 mm.

Uppercase letters A, B, C, etc. should be used to identify parts of multi-part figures. On the back of each figure indicate the top of each figure with an arrow pointing upwards and a word "top" and write the name of the first author and the figure number with a soft pencil. Cite all figures in the text in a numerical order. Indicate the approximate position of each on the margin of the manuscript. Refer to figures in the text as Figure 1, etc. Use Figure 1, etc. in the figure legends.

Photographs. Photographs should be provided as high-quality glossy prints.

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Figure legends. Provide figure legends on separate pages. Explain all symbols used in the figures. Remember to use the same abbreviations as in text.

Nomenclature

Follow the rules of the IUPAC-IUB Commission on Biochemical Nomenclature, as in IUB *Biochemical Nomenclature* and *Related Documents*, 3rd edition, obtainable from Biochemical Society Book Depot, P.O. Box 32, Commerce Way, Colchester, CO2 8HP, U.K.

Enzyme names should be in accordance with the recommendations of the IUPAC-IUB Commission on Biochemical Nomenclature, 1978, as in *Enzyme Nomenclature*, published by Academic Press, New York, 1992. Genotypes should be given in italics, phenotypes should not be italicised. Nomenclature of bacterial genetics should follow *Damerec et al.* *Genetics* 1966; 54:61–76.

Abbreviations

The Journal accepts standard *Journal of Biological Chemistry* abbreviations. Uncommon abbreviations should be defined, in parentheses, when they first appear in text. Abbreviations in the Title and in the Abstract should be avoided. All non-standard abbreviations should be listed alphabetically on the second page of the manuscript (see above), separated by semicolon. Start with the abbreviation, followed by a comma and then give the explanation.

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