

Instructions to authors

All material (except Internet viewings) should be sent to:

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<annals@rcseng.ac.uk>

Manuscripts must contain original material relevant to clinical surgery and include:

An accompanying letter signed by all authors clearly stating/including the following:

- TYPE OF ARTICLE, for example, 'original article', 'technical tip' or 'review'.
- CONTACT INFORMATION for BOTH the corresponding author and the senior author – professor/consultant (if different) - e-mail address, full hospital/academic postal address (please keep this up-to-date while your manuscript is being processed), telephone (landline and mobile) and fax numbers.
- Authors must agree that their material can be published in the journal in PRINT and ELECTRONIC form.
- Statements of PERMISSION from authors and publishers for the use of any previously published material, and the permission of patient or their guardian for the use of any identifiable illustrations or case reports.
- A copy of the ETHICAL APPROVAL for any experiments undertaken on human subjects.

Please submit three complete hard copies of your text (double line spacing with 3 cm margins on A4 (210 x 297 mm) paper) and any illustrations together with an electronic version of the text and tables (CD, Zip or floppy disk). Prepare the text using word processing software only (e.g. MS Word). DO NOT embed tables and figures, simply give specific reference to each in the text. Add tables and figure captions at the end of the text after the reference list.

ALL disks (CD, floppy, Zip) need to be protected from damage in the post. Paper clips and staples must NOT touch the disk!

All illustrations will be printed in black and white unless a specific application is made to the Editor on the grounds that colour is absolutely necessary.

Authors can submit 'text only' manuscripts by email to <annals@rcseng.ac.uk> but a covering letter signed by all authors must be posted separately to the Annals office.

Questions concerning **dual publication** or **conflict of interest** should be addressed to the Editor. Simultaneous submission of the same or related material will prejudice subsequent publications from the authors or their departments. If in doubt, enclose copies of all related

material, published, in press or submitted elsewhere. Existing or potential financial or other interests in the described techniques, products or their competitors should be stated.

Peer-review, copyright and publication

The corresponding author will first receive a letter from the Editor informing them that their manuscript is accepted/rejected/needs revision. Once accepted a manuscript is then published in chronological order of acceptance and the corresponding author will receive page proofs when publication is imminent. Authors are not sent proofs of edited letters.

Articles may be rejected after review in-house on account of lack of originality, a poorly conducted study or absence of a clinical message. The majority are sent to two or more referees. Revision is only suggested if there is a reasonable chance of subsequent acceptance. Where revisions are suggested, a new complete printout and disk file of the revised article must be submitted.

Extensive changes to the edited proofs of accepted articles need to be justified to the Editor and may prejudice publication. On publication, articles and illustrations will (with rare exceptions) become the copyright of the Annals, and the College reserves the right to publish the articles on its website.

Rejected manuscripts and illustrations will not be returned unless a specific request to do so is made at the time of submission.

MANUSCRIPT PREPARATION

Text pages should be numbered consecutively in the following order:

1. **TITLE PAGE** – include the full title of the article and the names of ALL authors, together with their main appointment, department, and hospital/university address at the time. Please notify us if the 'corresponding author' moves before publication is complete.
2. **ABSTRACT** – concise and complete in itself and have subheadings: Introduction, Materials and Methods, Results, Discussion and Conclusion (if appropriate). Randomised controlled trials (RCT) should be identified as such in both the title and abstract. At the end give 3-6 **key words**, using medical subject headings from *Index Medicus*.
3. **MAIN TEXT** – divide into an Introduction, Materials and Methods, Results, Discussion and Conclusion, with additional subheadings where appropriate. Include a word count, exclusive of abstract, reference lists, tables and legends. The ideal position of each table and figure must be

indicated in the main text, e.g. (see Table 2 and Fig. 3). These should be numbered consecutively according to their order of appearance in the text.

Use **SI units**, and their recognised abbreviations (e.g. 10 kg) with the exception of blood pressure in mmHg and haemoglobin in g/dl.

Abbreviations should be preceded on their first appearance by the word(s) for which they stand.

Use **generic names** for drugs unless a proprietary product is a key part of the study.

Include the names and the source of any new or experimental preparation or instrument.

Avoid inappropriate generalizations, such as the use of 'PATHOLOGY' as a synonym for a disease or condition. Always use specific medical terms to ensure your meaning is clear.

Acknowledgements should include all funding bodies. Individuals should not be acknowledged without their consent.

4. **REFERENCE LIST** – references should be numbered consecutively in the order of their appearance in the text. In the reference list use the abbreviated journal titles as given in *Index Medicus*. Personal communications or unpublished material referred to in the text should not be included in the reference list.

5. **TABLES** – should be designed to present large amounts of numerical data clearly and concisely. They should not duplicate the text and should be given after the reference list. A hard copy of ALL tables must be submitted in double spacing without horizontal or vertical lines, together with their identifying number and legend/title.

6. **FIGURES** – captions to all figures should be listed at the end of the manuscript with their appropriate number. All figures must have a clear label placed on the back to identify the figure number and its authors. Indicate its orientation (arrow to TOP). N.B. Figures are printed in black and white.

Half-tones – The quality of illustrations is dependent on the quality of the photographs/half-tones, x-rays, images and figures provided, we cannot improve on the original! High-resolution digital images will be used if available but we still need a hard copy to make sure that the image is correct as we see it – labels often collapse – it may be necessary to use the

hard copy. Do not use pencil or pen on the front or back of a photograph, or directly apply any paper clips/staples.

Arrows and labelling for a half-tone illustration should be indicated on a tracing paper overlay, which has been keyed onto the picture. In photomicrographs, add a scale to indicate the magnification, together with the staining techniques used.

Line-art: original graphs, chemical structures and other line-art illustrations should be prepared by computer graphics software and submitted on disk as PowerPoint, *.eps or *.tiff files together with a copy on good quality white A4 paper printed from a laser printer. DO NOT use grey-tints in your illustrations; however, hatching is acceptable.

TECHNICAL SECTION

- * **Technical notes.** A note should be no more than 250 words in length and should be presented as background, method and discussion, with a maximum of five references.
- * **Technical tips.** A tip should be 100 words or less with an initial sentence about the background followed by a description of the technique (no headings). One clear figure may be included.

TRAINEES' PRESENTATIONS RECOGNIZED BY THE COLLEGE

Consultants involved in organising local registrar meetings are invited to submit abstracts to the Annals. No dual publication is permitted. Abstracts should be no more than 250 words in length and two from each regional meeting should be submitted.

Those wishing to submit an abstract should first contact the Annals with details of the organiser and the meeting. The section editor will then follow up your enquiry.

SELECTED INTERNET VIEWINGS

Authors should check recent issues of the Annals to avoid repeating material that has previously been published. A topic that can reasonably be summarised in 6-8 sites should be selected. When preparing reviews we strongly suggest the inclusion of relevant quotes so that readers can get a feel for what the site contains and how the information is presented.

Authors wishing to submit an Internet review should contact Nick Cheshire directly at:

<nickcheshire@blueyonder.co.uk>