

Information for Contributors

All manuscripts are to be submitted electronically to the Editorial Officer, *Drug and Alcohol Review*; email: dar@apsad.org.au. We prefer to receive files in Microsoft Word format but can translate from other common word processing programs, as well as from Macs. Please specify which program you have used. Do not save your files as 'text only' or 'read only'. Manuscripts may also be submitted by post to the Editorial Officer, *Drug and Alcohol Review*, PO Box 73, Surry Hills, NSW 2010, Australia. A hardcopy (paper) version of the manuscript must be provided, as well as an electronic version saved onto a CD or 3.5" floppy disk. It is essential that the hardcopy matches the electronic file exactly.

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Papers are published in four sections:

- (i) "Original Papers", which are reports of new research findings that make a significant contribution to knowledge;
- (ii) "Reviews and Commentaries", which may be critical reviews of the literature or analyses of the philosophy, organization and development of clinical, education or preventive strategies;
- (iii) "Brief Communications", which describe the preliminary findings of research in progress of a case report of particular interest; and
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Original papers and reviews should not normally exceed 2500 words and brief communications should not exceed 1000 words. Editorial articles are usually commissioned but unsolicited material may be considered. Authors should communicate with the editor in advance of submitting such material. Letters to the editor and book reviews are also welcomed.

Manuscripts should be prepared in accordance with the ‘‘Uniform requirements for manuscripts submitted to biomedical journals’’ (Vancouver Convention). The pages should be numbered and each part of the manuscript should begin on a new page in the following sequence: title page; abstract; acknowledgements; list of references; tables; legends to figures. Figures and other illustrations should be contained in an envelope attached to the manuscript.

The title page should carry:

- (i) the title of the article, which should be concise but informative;
- (ii) initial or first name and middle initial, surname and qualification of the authors;
- (iii) the posts of each author at the time the work was done;
- (iv) name of department(s) and institution(s) where the work was undertaken;
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- (vii) the title page should also carry key words.

The second page should carry an abstract of not more than 200 words. The abstract should state the purposes of the study or review, the design of the study, procedures used and results (where appropriate) and the principal conclusions and/or recommendations. The text of original papers should conform to the conventional structure for biomedical communications - introduction, methods (or patients and methods), results and discussion. The format of reviews and commentaries is likely to differ from this and authors should consult previous issues of the Review for guidance.

Brief communications should in general conform to the format of original papers except that certain sections of the text may be combined if appropriate.

It is important to justify statements concerning results by describing the statistical methods employed and the results of the tests of statistical significance.

Drugs should be given their approved, not proprietary, names and the source of any new or experimental preparation should be given. Scientific measurements should be given in SI units with traditional units in parentheses; exceptions are blood pressure which should be expressed in mm Hg and haemoglobin concentration (g/dl). An explanation of all abbreviations should be given on the first occasion of their use, with the exception of abbreviations of certain standard units of measurement and statistical measures of variation such as SD and SEM which may be used without explanation (see ‘‘Uniform requirements for manuscripts submitted to Biomedical journals’’).

The source(s) of support in the form of grants, equipment or drugs may be stated in the acknowledgement section. Acknowledgement should be made only of those persons who have made substantive contributions to the study.

References should be numbered consecutively in the order in which they are first mentioned in the text. References in the text, tables and legends to figures should be identified by arabic numerals. References should be listed in numerical order at the end of the paper beginning on a new page. The Vancouver System of referencing should be used. For journal articles the names and then initials of all authors (up to six) should be given; commas should follow the last initials of each author but internal stops should be omitted. When there are seven or more authors list only the first three and then add et al. Following this should come the full title of the article, then the title of the journal abbreviated according to the style used in *Index Medicus*, the year of publication, volume number and first and last page number in that order.

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Rose G. International trends in cardiovascular disease: implications for prevention and treatment. *Aust NZJ Med* 1948;14:375–80.

Henderson S, Byrne DG, Duncan-Jones P. Neurosis and the social environment. Sydney: Academic Press, 1981.

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