

Writing for the POGP journal: guidelines for authors

Authors may submit clinical papers, literature reviews, case reports, book reviews, course reports, news items, letters or photographs for consideration for inclusion in the journal.

All submissions should be sent directly to the editor:

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- Please always refer to a recent issue of the journal, and follow the style, layout and length of an article or item that is similar to your own contribution.
- Templates for clinical papers and case reports are available by e-mail on request. These templates should be not be deviated from if used.
- Manuscripts may be returned to authors if they have not adhered to the guidelines. If necessary, the editor should be consulted in the initial stages for clarification.
- If a paper is submitted for publication, then it is assumed that it has not been submitted simultaneously to another journal. All submissions should be original and previously unpublished.
- Clinical papers are subject to peer review and may need to be revised before being accepted. *The editor reserves the right to edit, amend or revise any submission.*
- A Portable Document Format (PDF) version of the final version of any academic article is available free of charge if notice is given to the editor when the article is submitted.
- All published material becomes the copyright of POGP.

Preparation of manuscripts

Authors should submit articles by e-mail or on CD-ROM.

If a template is not used, then the text must:

- be in font size 12;
- be in Times New Roman;

- have consecutively numbered pages;
- be saved in Rich Text Format; and
- be typed double-spaced.

Clinical papers should be no longer than 7500 words (excluding the abstract and references).

Papers should be submitted with a title page and author details (including full contact information and academic affiliation), an abstract, the text, references, appendices, and tables, all in a single file. The different sections should be marked by page breaks. *Figures should be provided in separate files and not embedded in the text.*

Title

The title of the article should be in sentence case, bold and ranged left, as in the title above: note that there is no full stop and no underlining. The author's name(s) (initials and surname only) should be given below the article's title in sentence case, bold and ranged left. Again, there is no full stop. The author's place of work should be listed below his or her name in italics, ranged left, no full stop.

Abstract

A summary of not more than 250 words should be submitted outlining the purpose, scope and conclusions of the paper. This should be followed by a minimum of three and a maximum of five keywords that best represent the contents.

Text

The layout of the journal is with the heading of each section in bold sentence case. Notice that, again, there is no full stop and no underlining.

The first paragraph is left-justified; subsequent paragraphs in the same section are indented, as is this part of the guidelines.

When including tables, diagrams and figures, these should be numbered in the order in which they appear in the text, and must be not be embedded in the text. Please indicate their placing in the text (e.g. "Fig. 1"). Any caption should be left-justified above the table or below the diagram. All figures and tables must be referred to in the text.

When using numerals in the text, these should be written out in words up to and including nine, unless they are measurements, numbers in tables, years or page numbers.

Clinical papers: referencing

All clinical papers must be fully referenced using the Harvard system and the references verified by the author. No exceptions will be made.

The reference list must be double-spaced, and arranged alphabetically by the surname of the first author or editor. References should have a hanging indentation. In the text, give the author(s) and date of publication in brackets [e.g. "(Smith 1998)"], or if the main author's name is part of a sentence, then only the year is in brackets [e.g. "as described by Smith (1998)"]. Note the absence of commas and full stops. For more than two authors, reference can be made in the text to "Smith *et al.* (1998)"; note the italics and full stop. However, when writing the reference list, the convention is as follows: for up to five authors, write all the authors' names; for six or more authors, write the first three authors' names, followed by "*et al.*"

For journals, give the author's surname followed by all initials, the year of publication in brackets, the title of the paper, the full name of the journal, the volume number, the issue number in brackets, and the first and last page numbers of the article in full (note the correct use of italic, bold, commas and full stops):

Laycock J., Knight S. & Naylor D. (1995) Prospective, randomised, controlled clinical trial to compare chronic electrical stimulation in combination therapy for GSI. *Neurology and Urodynamics* **14** (5), 425–426.

For books, give the author's/editor's surname followed by all initials, the year of publication in brackets, the book title in italics, and the publisher and city of publication:

Williams P. L. & Warwick R. (eds) (1986) *Gray's Anatomy*, 36th edn. Churchill Livingstone, Edinburgh.

For a chapter or section in a book by a named author (who may be one of several contributors), both chapter and book title should be given along with the editor's name(s), and the first and last page numbers of the chapter:

Robinson K. L. (1996) Bioelectric fields and physical principles. In: *Physics in Medicine and Related Fields* (eds P. Smith & P. S. Hascombe), pp. 335–349. Dekker Publishing, New York, NY.

For references to documents on the World Wide Web (WWW), give the author's surname followed by all initials, the year of publication in brackets, the document title in italics, indication that it is a WWW document in square brackets and the complete Uniform Resource Locator (URL):

List D. (2004) *Maximum Variation Sampling for Surveys and Consensus Groups*. [WWW document.] URL <http://www.audiencedialogue.net/maxvar.html>

Please adhere strictly to this style of referencing in any contribution to the journal.

Acknowledgements

Please state any funding sources, or companies providing technical or equipment support.

Photographs

These should be monochrome and must be in sharp focus. The photographs should be numbered and their placing indicated in the text. Digital photographs should be of high resolution (i.e. a minimum of 300 dots per inch).

Line illustrations

These should follow the style used in the journal, i.e. any labelling text should be in sentence case (10-point, Arial font), graphs should be two-dimensional and all images must be monochrome. As with photographs, line illustrations should be numbered and their placing indicated in the text. All images should be of high resolution (i.e. a minimum of 1200 dots per inch).

Case reports

The journal welcomes case reports of up to 2500 words. These should be structured as follows: title, abstract and keywords, a brief introduction, a concise description of the patient and condition, and an explanation of the assessment, treatment and progress, followed finally by a discussion and evaluation of implications for practice. The study must be referenced throughout. Further guidance is available on request.

Book reviews

At the beginning of a review, give all details of the book including the title in bold, author's/editor's full name(s), publisher, city and year of publication, price, whether hardback or paperback, number of pages, ISBN number, and

details of how/where to purchase (if appropriate). The reviewer's name should appear at the end of the review in bold, right-justified, followed by their title and place of work in italics. Reviews of DVDs and DVD-ROMs should follow the same format. Book reviews and reports are normally no more than 500 words in length; query for longer.

Please contact the editor before writing a review.

Ethical approval and informed consent

Where relevant, statements about ethical approval and informed consent must be included in clinical papers. Editorial policy is that appropriate statements on the following matters must be included: (1) scrutiny by an ethics committee or institutional review board; and (2) informed consent for inclusion, collection and use of data or samples, and/or publication, as applicable.

General points to note

Please enclose your home, work and e-mail addresses, and telephone and fax numbers.

It is the author's responsibility to obtain and acknowledge permission to reproduce any material that has appeared in another journal or textbook.

A brief biographical note on the author(s) should run at the end of an academic paper. This should be in italics and include an address for correspondence.

All notes and news should have clinical relevance to POGP.

Please refer at all times to the style and layout of previous editions of the POGP journal for whatever you are writing. Using these guidelines will save the editorial team time. The copy deadline for the next issue of the journal is printed in the current one and can be found below the editorial. This must be strictly adhered to by all contributors. Any further enquiries should be addressed to the editor.