

Information for Authors (Expanded)

The *Journal* is published for the benefit of the members of the Louisiana State Medical Society. Manuscripts should be of interest to a broad spectrum of physicians and designed to provide practical information on the current status, progress, and changes in the field of clinical medicine. The articles published are primarily original scientific studies but may include societal, socio-economic, or medicolegal topics.

Review Process

Each submission is reviewed by the editor and is subject to peer review by one or more of the editorial consultants. Manuscripts are also subject to editorial revision and to such modification as to bring them into conformity with *Journal* style. The final decision to accept or revise falls to the editor. Criteria for acceptance include perceived interest to *Journal* readers, soundness of scientific observations and conclusions, timeliness, originality, presence of a substantial take-home message, and quality of writing.

Preparation of the Typescript

Print in black ink on heavy, white, 8.5- by 11-inch bond paper, one side only, using a standard upright typeface of letter quality in 10- to 14-point size.

Allow margins of at least 1 inch on all sides; preferably use left justification (ragged right); avoid end-of-line hyphens; number all pages consecutively, starting with the title page; begin each major section of the manuscript on a new page; **double-space all parts of the manuscript.**

Unless previous arrangements have been made with the editors, limit the length of the paper to 10 pages as printed in the *Journal* (20-25 pages of the usual typescript).

Submit the manuscript in triplicate.

Style Conventions

Acronyms, abbreviations, and initialisms should be used sparingly. If used, the shortened form should be added in parentheses immediately following the first mention of the expanded form.

Units of measure should be entered in conventional units. If essential, Système International (SI) units may be added in parentheses immediately following the conventional expression.

38°C 3.3 mg/dL 100 mL/hr

Drug names should be entered in the generic form. If the proprietary name is especially relevant to the study, it may be added in parentheses immediately following the first mention of the generic name. A generic name is lowercased; a proprietary name is capitalized.

Laboratory procedures which are unusual should show normal values in parentheses immediately following the reported value.

Names of organisms should include full genus and species at first mention; the genus name may be abbreviated at later mention of the same organism; capitalize genus, lowercase species; set entire name italic.

Statistical statements should have an explanation of their meaning added parenthetically.

Citing a reference entry should be by superscript arabic numerals inserted at a logical site in the sentence; place immediately after a word or mark of punctuation; cite reference entries in the main text, in tables, and in legends, but not in the abstract.

Smith¹ Brown et al² Several authors^{3,4,7-9}

Parts of the Manuscript

Title page. The title page should carry the following information: (1) The title of the manuscript, which should be concise, clear, and informative. Do not use acronyms or abbreviations in the title; (2) The full name of each author together with his highest academic degree relevant to the subject matter of the paper. List authors in the order of the magnitude of their contribution. List as authors only those who have contributed substantially to the design or conduct of the study or to the preparation of the manuscript; (3) The department and institution of each author at the time

the study was done; (4) The current institutional affiliation of each author if it has changed; (5) Explanatory notes that give: (a) a brief biographical note for each author indicating his academic appointments, hospital affiliations, and practice location; and (b) the name and address of the author to whom requests for reprints should be addressed, or a statement that reprints will not be available.

Abstract and Keywords. The abstract is a brief recapitulation of the purpose of the paper, the methods and subjects used, the results, and the conclusions.

Avoid use of acronyms, abbreviations, and initialisms; do not cite references, tables, or figures (the abstract must stand alone); limit the abstract to 150 words.

On the lower part of the same page, list three to five key words or short phrases that will assist indexers. When possible, use terms from *Medical Subject Headings* as used in *Index Medicus*.

Main Text. Avoid highly technical expressions and jargon; the article should be easily understood by the general readership.

Use subheads freely to break the typographic monotony, make the paper easier to read, and fortify the sequence of the author's argument. Commonly used subheads are: introduction or background, methods and subjects, results, discussion, and conclusions.

Acknowledgments. Acknowledgment must be made for financial assistance (grants, equipment, drugs) and for the use of previously published material.

Acknowledgment may be made for technical assistance and intellectual participation in conducting the study or preparing the manuscript.

The recognition of assistance should be stated as simply as possible, without effusiveness or superlatives.

References. Each source cited in the main text, tables, or legends must be listed in the References section; and, conversely, all entries in the References section must have been cited in the main text, tables, or legends.

Each reference entry is composed of three sections.

A reference entry for an article in a journal is composed of the following three sections: (1) name of author, (2) title of the article, and (3) the location of the article.

The three sections of a reference entry for a book or monograph are: (1) name of author, (2) title of the book or monograph, and (3) facts of publication.

Name of author (journal article or book): Give last name, initials, seniority indicator; list one, two, or three authors; if more than three authors, list the first three and follow with "et al"; separate the names with commas.

Title of a journal article: Capitalize in sentence style.

Title of a book or monograph: Capitalize in headline style; italicize.

Location data for a journal article: Give abbreviated name of journal, year of publication, volume number, first and last page. Abbreviate name of journal in accordance with style used in *List of Journals Indexed in Index Medicus* (visit <http://www.nlm.nih.gov/tsd/serials/lji.html>); italicize name of journal to indicate that the name of the journal is to be printed italic; do not omit digits from first or last page numbers.

Publication data for a book or monograph: City where published, name of publisher, year of publication, first and last pages.

The following nine examples illustrate the reference style adopted by the *Journal* for (1) a reference to an article in a journal, (2) a reference to a book or monograph, (3) a reference to a part of a larger work, (4) an organization as an author, (5) a reference to a government publication, (6) a reference to a presentation at a societal meeting, (7) a reference to an article in a newspaper, (8) a reference to a book which has been accepted for publication but has not yet been published and (9) a reference to a website.

1. Brush JE Jr, Cannon RO III, Schenke WH, et al. Angina due to coronary microvascular disease in hypertensive patients without left ventricular hypertrophy. *N Engl J Med* 1988;319:1302-1307.
2. Hajdu SI. *Pathology of Soft Tissue Tumors*. Philadelphia, Pa: Lea & Febiger;1979:60-83.

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- American College of Physicians. Comprehensive functional assessment of elderly patients. *Ann Intern Med* 1988;109:70-72.
- Office of Smoking and Health. *The Health Consequences of Involuntary Smoking: A Report of the Surgeon General*, 1986. Rockville, Md: US Department of Health and Human Resources; 1987:97-106 [CDC publication 87-8398].
- Schacter RK, Arluk J. Flexural microflora in patients with psoriasis. Presented at the Annual Meeting of the American Academy of Dermatology, New Orleans, La, December 4-6, 1982.
- Altman LK. Experts change guides for using drugs for HIV. *New York Times* June 27, 1993:1,23.
- Levine S, Walsh D, Amic B, et al (editors). *Society and Health Foundations for a Nation*. London: Oxford University Press [in press].
- American Board of Internal Medicine. Diplomates certified as of 01/22/01. <<http://www.abim.org/info/states.htm>> (accessed 20 February, 2001).

Type each reference entry as a separate hanging paragraph; number the entries consecutively in the order cited; do not list alphabetically; **double-space reference entries**; and punctuate as shown in the examples above.

Limit references to 15 unless special arrangements have been made with the editors.

Personal communications and unpublished data should not be cited or entered in the list of references, but, if essential, may be integrated parenthetically with the text.

The authors are responsible for the accuracy of the citations and the reference entries. The authors are expected to have read and verified all of the listed references.

Tables. A table consists of a caption (table number and title), the body of the table, and footnotes. Tables should be self-explanatory and should supplement, not duplicate, the main text. All tables should have been referred to in the main text.

Type each table on a separate page; number tables in the order first cited; provide a title; avoid vertical rules; consult recent issues of the *Journal* for examples of tables.

Limit tables to one table (or one figure) per 1000 words of text.

Illustrations. Illustrations include graphs, charts, maps, line drawings, photographs, and other art work.

All illustrations should have been referred to in the text. An illustration and its legend must stand alone. Illustrations should be professionally prepared (photocopied or computer-generated figures, if of professional quality, may be acceptable at the option of the editors). Four-color illustrations are acceptable at the author's expense.

Affix a label to the back of each illustration listing the figure number, the name of the first author, the title of the manuscript, and an arrow indicating the top of the figure. Do not mark directly on the face of the figure; do not write on the back of the figure; do not use paper clips or staples. Digital images should be saved as .tif files at 300 DPI or as a Photoshop file.

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Type legends together on a separate page; use block paragraphs.

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The manuscript must be accompanied by a cover letter which: (1) requests consideration of the paper for publication in the *Journal*; (2) states that the paper has not been published previously and is not currently being considered by another journal; (3) acknowledges any potential conflict of interest; (4) states that the final version of the manuscript has been read and approved by all of the authors; (5) designates one of the authors as

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