

South Pacific Underwater Medicine Society Journal

Instructions to authors (revised June 2005)

The *SPUMS Journal* welcomes contributions (including letters to the Editor) on all aspects of diving and hyperbaric medicine. Manuscripts must be offered exclusively to the *SPUMS Journal*, unless clearly authenticated copyright exemption accompanies the manuscript. All manuscripts, including SPUMS Diploma theses, will be subject to peer review. Accepted contributions will be subject to editing.

Contributions should be sent to:

The Editor, *SPUMS Journal*,
C/o Hyperbaric Medicine Unit, Christchurch Hospital,
Private Bag 4710, Christchurch, New Zealand.
E-mail: <spumsj@cdhb.govt.nz>

Requirements for manuscripts

Documents should be submitted electronically on disk or as attachments to e-mail. The preferred format is Word 97 for Windows. Paper submissions will no longer be accepted. All articles should include a **title page**, giving the title of the paper and the full names and qualifications of the authors, and the positions they held when doing the work being reported. Identify one author as correspondent, with their full postal address, telephone and fax numbers, and e-mail address supplied. The text should be subdivided into the following sections: an **Abstract** of no more than 250 words, **Introduction**, **Methods**, **Results**, **Discussion**, **Acknowledgements** and **References**. Acknowledgments should be brief. References should be in the format shown below. Legends for tables and figures should appear at the end of the text file after the references.

The text should be double-spaced, using both upper and lower case. Headings should conform to the current format in the *SPUMS Journal*. All pages should be numbered. Underlining should not be used. Measurements are to be in SI units (mmHg are acceptable for blood pressure measurements) and normal ranges should be included.

The preferred length for original articles is 3,000 words or less. Inclusion of more than five authors requires justification as does more than 30 references per major article. Case reports should not exceed 1,500 words, with a maximum of 10 references. Abstracts are also required for all case reports and review papers. Letters to the Editor should not exceed 500 words (including references, which should be limited to five per letter). Legends for figures and tables should generally be less than 40 words in length.

Illustrations, figures and tables should not be embedded in the wordprocessor document, only their position indicated. No captions or symbol definitions should appear in the body of the table or image. **Tables** are to be in Word for Windows, tab-separated text rather than using the columns/tables option or other software and each saved as a separate file. They should be double-spaced each in a separate file. No vertical or horizontal borders are to be used.

Illustrations and figures should be in separate files in TIFF or BMP format. Our firewall has a maximum size of 5 Mb for incoming files or messages with attachments.

Photographs should be glossy, black-and-white or colour. Slides should be converted to photographs before being sent. Colour reproduction is available only when it is essential for clinical purposes and may be at the authors' expense. Indicate magnification for photomicrographs.

Abbreviations may be used once they have been shown in brackets after the complete expression, e.g., decompression illness (DCI) can thereafter be referred to as DCI.

References

The Journal reference style is the 'Vancouver' style (*Uniform requirements for manuscripts submitted to biomedical journals*, updated July 2003. Web site for details: <<http://www.icmje.org/index.html>>). In this system references appear in the text as superscript numbers at the end of the sentence and after the full stop.^{1,2} The references are numbered in order of quoting. Index Medicus abbreviations for

journal names are to be used (<<http://www.nlm.nih.gov/tsd/serials/lji.html>>). Examples are given below:

- 1 Freeman P, Edmonds C. Inner ear barotrauma. *Arch Otolaryngol*. 1972; 95: 556-63.
- 2 Hunter SE, Farmer JC. Ear and sinus problems in diving. In: Bove AA, editor. *Bove and Davis' Diving Medicine*, 4th ed. Philadelphia: Saunders; 2003. p. 431-59.

There should be a space after the semi-colon and after the colon, and a full stop after the journal and the page numbers. Titles of quoted books and journals should be in italics. Accuracy of the references is the responsibility of authors.

Any manuscript not complying with these requirements will be returned to the author before it will be considered for publication in the *SPUMS Journal*.

Consent

Studies on human subjects must comply with the Helsinki Declaration of 1975 and those using animals must comply with National Health and Medical Research Council Guidelines or their equivalent. A statement affirming Ethics Committee (Institutional Review Board) approval should be included in the text. A copy of that approval should be available if requested.

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