

Instructions to authors – full version

(revised May 2008, this version can be found along with the journal key word list on the websites)

Diving and Hyperbaric Medicine, as the combined journal of the South Pacific Underwater Medicine Society and the European Underwater and Baromedical Society, seeks to publish papers of high quality on all aspects of diving and hyperbaric medicine in the interests of furthering knowledge amongst diving medical professionals, interested physicians of all specialties, and members of the diving industry.

Contributions should be sent to:

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

Requirements for manuscripts

Diving and Hyperbaric Medicine welcomes contributions that meet the following requirements:

Original articles (maximum 3,000 words, plus 30 references)

These articles should generally be subdivided into the following sections: an **Abstract** of no more than 250 words, **Introduction, Methods, Results, Discussion, Conclusions, Acknowledgements** and **References**. Acknowledgements should be brief.

Review articles (maximum 5,000 words, plus 50 references); include an abstract.

Case reports, Brief reports and **Work in progress reports** (maximum 1,500 words, plus 15 references); include an abstract.

Educational articles, commentaries and **case reports** for ‘**The diving doctor’s diary**’, ‘**World as it is**’, ‘**Opinion**’ or ‘**Historical**’ occasional sections may vary in format and length, but should be a maximum of 3,000 words and generally comply with the requirements below.

Letters to the Editor (maximum 500 words, plus 5 references)

Articles longer than specified above will be considered, but require strong justification with regard to length. Inclusion of more than five authors in any one manuscript requires justification.

Documents should be submitted electronically on CDROM or as attachments to e-mail. The preferred format is Microsoft Office Word 2003. Paper submissions will also be accepted, but may incur a fee for transposition into electronic format.

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. One author must be identified as correspondent, with their full postal address, telephone and fax numbers, and e-mail address supplied. A **covering letter** must be included, signed by all authors, acknowledging this as their own work, that they all agree to submission to DHM and declaring any financial, commercial or other conflicts of interest.

A maximum of five **key words** best describing the paper should be chosen from the list on the SPUMS or EUBS websites, <www.spums.org.au> or <www.eubs.org>. Use of new key words must be justified and may be overruled.

Text should be double-spaced, using both upper and lower case. Headings should conform to the current format in *Diving and Hyperbaric Medicine*:

Section heading

SUB-SECTION HEADING 1

Sub-section heading 2

All pages should be numbered, but no other text should appear in the header and footer space of the document. Do not use underlining. No running title is required.

English spelling will be in accordance with the *Concise Oxford Dictionary*, 11th edition revised. Oxford: Oxford University Press; 2006. Adequate English is a prerequisite for acceptance of the paper. However, editorial assistance will be provided to authors for whom English is not their first language.

Measurements are to be in SI units (mmHg are acceptable for blood pressure measurements) and normal ranges should be included where appropriate. Authors are referred to Baron DN, McKenzie Clarke H, editors. *Units, symbols and abbreviations. A guide for biological and medical editors and authors*, 6th edition. London: Royal Society of Medicine; 2008. Atmospheric and gas partial pressures should be presented in kPa rather than ATA or bar (ATA/bar/mmHg may be provided in parenthesis on the first occasion). Water depths should be presented in metres’ sea (or fresh) water (msw or mfw).

Abbreviations may be used once they have been shown in parenthesis after the complete expression. For example, “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 October 2007. Website 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 **after** the full stop.^{1,2} The references are numbered in order of quotation (including those in tables). Index Medicus abbreviations for journal names are to be used (<<http://www.nlm.nih.gov/tsd/serials/lji.html>>). Examples of the exact format are given below for a journal article and for a chapter in a book. If a referenced journal uses continuous page numbers in each volume, the issue number should not be given. When there are five or fewer authors, all authors are listed; when there are more than five authors, the first five will be listed, followed by “et al.” Examples of other types of references can be found at the ICMJE website referred to above, or in previous issues of *Diving and Hyperbaric Medicine*.

- 1 Freeman P, Edmonds C. Inner ear barotraumas. *Arch Otolaryngol*. 1972; 95: 556-63.
- 2 Balestra C, Germonpré P, Marroni A, Cronjé FJ. *PFO and the diver*. Flagstaff, AZ: Best Publishing Company; 2007.
- 3 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.
- 4 Royal Geographical Society. *The RGS-IGB Expedition Health and Safety Survey*. Available at <<http://www.rgs.org/category.php?Page=mainpublications>> Accessed March 30, 2005.

Titles of quoted books and journals should be in italics. Capital letters are used only at the start of the article or book title and for proper names. For journal articles, there should be a full stop after the journal name, a space after the semi-colon and after the colon, and a full stop after the page numbers. Verifying the accuracy of references is the responsibility of authors.

Personal communications should appear as such in the text and not be included in the reference list, e.g., (Other AN, personal communication, YEAR).

Illustrations, figures and tables

These should **NOT** be embedded in the manuscript, but submitted as separate, individual electronic files. Each figure and table must be mentioned within the text of the article, e.g., ‘Rates of decompression illness by demographic are presented in Table 1...’, ‘Differences in rates of decompression illness were not significant (Table 1)’, etc.

The approximate positions of tables and figures should also be identified in the text. No captions or symbols should appear in the body of the table or image. Legends should generally contain fewer than 40 words and must be listed on a separate page at the end of the main text file.

Table data may be presented either as normal text with tab-separated columns (preferred) or in table format. No gridlines, borders or shading should be used. References appearing in tables should continue the sequence of

references in the main text of the article in accordance with the position of the table in the text.

Illustrations and figures should be submitted as separate electronic files in TIFF, high-resolution JPEG or BMP format. JPEGs must be saved at their maximum size and compression avoided. Files of 10 Mb or larger should be submitted on CDROM. Authors are advised to convert their illustrations to grayscale to ensure that contrast within the image is sufficient for clarity when printed. Any graphs or histograms created in Excel should be sent within their original Excel file, including the data table(s) from which they were produced.

Special attention should be given to font sizes within a diagram. These should be sufficiently large to be legible should the diagram be resized for single-column reproduction. The preferred font is Times New Roman.

Posted photographs should be glossy and can be either black-and-white or colour. Magnification should be indicated for photomicrographs, and consideration given to the positioning of labels on diagnostic material as this can greatly influence the size of reproduction that can be achieved in the published article.

Colour is available only when essential and is at the author(s)' expense (approx. A\$750 for a single A4 page).

Any manuscript not complying with the above requirements will be returned to the author for revision before it will be considered for publication.

Consent and ethical approval

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 in the country in which the work was conducted. 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. Patient details must be removed and photographs made unrecognizable unless written consent for their publication has been obtained from the patient(s).

Copyright

Manuscripts must be offered exclusively to *Diving and Hyperbaric Medicine*, unless clearly authenticated copyright exemption accompanies the manuscript. Obtaining permission to use tables or figures, etc, from other published work is the responsibility of the author(s), and evidence of this is required before publication.

Authors must agree to accept the standard conditions of publication. These grant *Diving and Hyperbaric Medicine* a non-exclusive licence to publish the article in printed

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SPUMS and EUBS Annual Scientific Meetings

Diving and Hyperbaric Medicine has published articles based on many of the presentations from SPUMS ASMs. Presenters, including the Guest Speaker(s), are reminded that this is an explicit condition of their participation in the SPUMS meetings. Speakers at EUBS meetings, both those giving keynote addresses and those presenting previously unpublished work are strongly encouraged to submit papers to DHM. All such articles are subject to the above requirements and to peer review.

Zetterström Award

The author(s) of the scientific poster winning the Zetterström Award at the EUBS ASM explicitly agree to submit an article based on their poster to *Diving and Hyperbaric Medicine*. This paper is subject to the above requirements and to peer review.

SPUMS Diploma dissertations

SPUMS policy is to encourage diplomates to publish their dissertation in *Diving and Hyperbaric Medicine*. Advice on preparing a dissertation for submission to DHM is available from the Editor or the Education Officer on request.

Synopses or summaries of master's or doctoral theses will also be considered in order to draw the diving and hyperbaric medical and scientific community's attention to

the work of young researchers.

Publication schedule

All submitted manuscripts will be subject to open peer review by a member of the Editorial Board and at least one external reviewer. Reviewer comments will be provided to authors with any recommendations for improvement before publication or if the article is rejected. *Diving and Hyperbaric Medicine* believes that a transparent review process is indicated in such a small specialty. Reviewers are very often aware of the origin of manuscripts and, in the interests of fairness, the authors are therefore provided the names of reviewers of their articles.

The review process takes approximately 3–6 weeks and papers are generally scheduled for publication in order of final acceptance. The Editor retains the right to delay publication in the interests of the journal. Accepted contributions will be subject to editing.

Proofs of articles to be published will be sent to authors in PDF format by e-mail in the month before publication. Authors are expected to check the proofs very carefully and inform the editorial office of any minor corrections they require within five days. Corrections should be listed in an e-mail sent to the journal address <spumsj@cdhb.govt.nz>, or annotated electronically in the pdf file.

Following publication, one complimentary copy of *Diving and Hyperbaric Medicine* will be sent to the corresponding author of each contributory paper. A PDF copy of their article will be available to the corresponding author on request. Additional copies of the journal issue containing the article are not available for purchase unless requested at the time final proofs are checked by the corresponding author., and will be a charge to the author(s).



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