

THE NEW ZEALAND MEDICAL JOURNAL



Instructions to Authors

Replicate the final published New Zealand Medical Journal (NZMJ) style as much as possible (use 1½ line spacing so that the paper is easier to read). Preferred fonts: Helvetica or Verdana; 10–12pt). See recent NZMJ published articles. Articles older than 6 months have free public access on the NZMJ website. For example: <http://www.nzma.org.nz/journal/116-1186/685/>

1. Next to the **title** put the type of manuscript—**Original article/Viewpoint article/Review article/Case report/Medical image submission**—so it is clear to us and the reviewers.
2. Place first and family names of all authors (plus middle initials if desired) beneath title (no keywords).
3. Place **Author information, Acknowledgements** (if any), and **Correspondence** sections at the end of the manuscript (in that order) before **References/Bibliography** list.

Note:

In *Author information*, insert:

- Full names (middle initial[s] may be included) of each author, with their:
- Job position (e.g. Cardiologist, Director, Senior Lecturer, etc), then
- Department (if any), then
- Institution/Company, then
- Location (ie, city, town; plus country if not New Zealand).

In *Correspondence*, include name, department, institution/company, postal address, fax and telephone numbers, and email address of the corresponding author

4. Place **Abstract** (after author names and title) with sub-headings: Aim, Method, Results, Conclusion. (We now require Abstracts for Viewpoint articles as well as Original Articles, so write one please if you haven't already done so.)
5. Place Introduction, Method, Results, and Discussion sections next (between Abstract and Author information).

Note:

- Avoid symbols if possible (for example, mcg not µg; beta-blockers not β-blockers).
- Insert a space between numbers and units (120 mmHg).
- Write out numbers under 10 in full except if they are associated with units including time—eg, 2 days, 6 mg, five hospitals, 7 hours, seven patients, 12 patients. If a number begins a sentence, then write it in full unless it is >100.
- Insert reference citation numbers AFTER closing punctuation, and for three or more consecutive references use a dash to indicate range (so, in the example below, references 14, 22, 23, and 24 are cited).

For example:

International research has demonstrated lower referral to cardiac rehabilitation programmes for women,^{14,22–24} with women being 20% less likely to be referred.²²

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6. Place the **References** list after **Correspondence** section. (**Do not use MS Word's footnote** feature when writing the references, however Endnote is acceptable.)
- If there are four author names list all four authors. If there are more than four authors, list the first three authors then 'et al'. For example:
 1. Rothwell PM, Eliasziw M, Gutnikov SA, et al. Endarterectomy for symptomatic carotid stenosis in relation to clinical subgroups and timing of surgery. *Lancet*. 2004;363:915–24.
 2. Hsia DC, Krushat WM, Moscoe LM. Epidemiology of carotid endarterectomies among Medicare beneficiaries. *J Vasc Surg*. 1992;16:201–8.
 - Abbreviate (according to Index Medicus/Medline style) and place a full stop after the journal names.
 - Superscript reference citation numbers in the text without spaces or parentheses. See example in Note in point 5 above.

Check the completeness and accuracy of references by doing the following

For example to check/insert the Hsia reference above:

- Go to <http://www.ncbi.nlm.nih.gov/entrez/query/static/citmatch.html>
- Insert year, a word in the title, and an author name as follows, then click *Search*:
Enter information about the article you wish to find.

Journal:

Date:

Volume: Issue: First page:

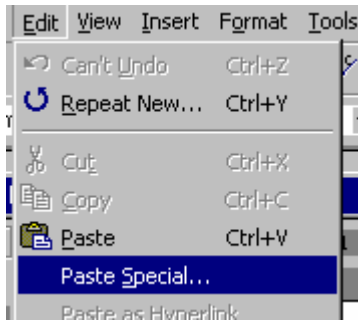
Author's last name and initials (e.g., Smith BJ)

Title words:

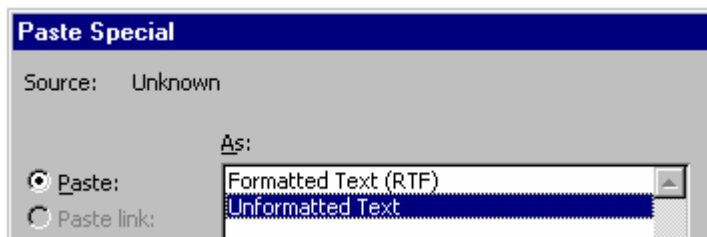
- Select the located article (insert the cursor at the end of the reference and drag up to the first author's name), then click on the right-side mouse button to *Copy* (see below).



- Go to your manuscript document, then (at the desired place) choose *Paste Special* from your MS Word *Edit* menu (see below).



Select *Unformatted Text*, then click *OK* (see below).



- Delete 'Related Articles, Links', month ('Aug'), and the number after volume ('2').
The reference is now formatted exactly how we require it.

Important notes

- **Insert tables and figures/images directly into the desired places in the manuscript** (as close as possible to their first mention in the text) beneath legends/labels; not as separate email attachments.
- If possible keep **all tables and figures in portrait view** (so if possible ensure they are not wider than 17 cm on a printed A4 page). If they are too wide and need landscape view then insert section breaks before and after the table/figure. If necessary use abbreviations inside table cells, and then elaborate in the key at the end of the table what these are.
Note: Tables may span two or more pages if necessary (although on one page is better).
- **Do not use tabs or spaces to separate columns in Tables**—use visible vertical borders (Table menu→Insert→Table→Choose number of rows and columns→then insert your data into the table cells).
- **Do not use MS Word's footnotes feature** to compile references.
- **Label the x and y axes of the figures** (and include units in brackets)
- **Ensure the font size in tables/figures is large enough** to read on-screen (at least 8pt).
- **Number the pages** (centre of foot of page) plus insert **date of the draft** somewhere.

Thank you, we appreciate your cooperation

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Production Editor
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