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Document formatting

Please use Word for all submitted material. Use 1.5 line spacing and UK English.

This is the order the elements of a submitted manuscript should follow:

- **Title**

- **Type of manuscript**
  - Original article / Viewpoint article / Review article / Case report / Medical image / Letter

- **Full author list**
  - First and family names of all authors (plus middle initials if desired)

- **Abstract** (Aim, Method, Results, Conclusion)
  - We require Abstracts for Viewpoint articles and Original Articles

- **Body** of the article (Introduction, Method, Results, Discussion)
  - Avoid symbols if possible (eg, use mcg rather than µg; beta-blockers not ß-blockers).
  - Remove any spaces between numbers and units (120mmHg).
  - Write out numbers under 10 in full except if they are associated with units including time— eg, 2 days, 6mg, five hospitals, 7 hours, seven patients, 12 patients. If a number begins a sentence, then write it in full unless it is >100. If there are a mix of large and small numbers in the same sentence or short paragraph then all can be written as numerals.
  - 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).
International research has demonstrated lower referral to cardiac rehabilitation programmes for women,\textsuperscript{14,22–24} with women being 20\% less likely to be referred.\textsuperscript{22}

□ **Author information.** Must include:
- full names (middle initial[s] may be included) of each author
- job positions (eg, cardiologist, director, senior lecturer, etc)
- department (if any)
- institution/company
- location (ie, city, town; plus country if not New Zealand).

□ **Acknowledgements** (if any)

□ **Correspondence**
- include name, department, institution/company, postal address, telephone number and email address of the corresponding author

□ **Competing interests**

□ **References/Bibliography**
- Put References in a numbered list. *Do not use* Word’s footnote or endnote feature.
- 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:
- Abbreviate (according to Index Medicus/Medline style) and place a full stop after journal names.

**Check the completeness and accuracy of references:**

For example to check/insert the Hsia reference above:
- 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.

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Date: 1992
Volume: 
Issue: 
First page: 
Author's last name and initials (e.g., Smith BJ) 
Title words: carotid

Search  Clear

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

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