

Guide for Authors

Please follow the instructions below carefully to ensure that the review and publication of your paper is quick and efficient. The notes may be copied freely. They can also be found at www.MedicalVeritas.com.

Submissions

Please submit your manuscript to the Manuscript Department mentioned below. Contributions meeting the following conditions will be considered for publication:

- Original, high quality *research papers* (preferably no more than 20 double-spaced manuscript pages including tables and illustrations).
- *Editorials* (no more than 5 double-spaced manuscript pages).
- *Rapid Reviews* for quick publication (no more than 10 double-spaced manuscript pages including tables and figures).
- *Review Articles* - usually invited by the Reviews Editor - Letters and Reports, Book Reviews, Conference Reports and a Calendar of upcoming events. Contributions of this type should be sent to the Editor.
- *Parents' Experiences* concerning adverse reactions in close proximity to children's vaccinations are welcome.
- *Correspondence Letters* should not exceed 500 words and the journal may invite the reply of the author(s) of the referenced manuscript.
- *Book Reviews* on topics of interest to readers of *Medical Veritas* are also welcome. The review should include an overall summary, page excerpt, name of publisher and the price.

Contributions received are presumed to comprise original, unpublished material and should not be submitted for publication elsewhere. Manuscripts should conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals issued by the International Committee for Medical Journal Editors. Translated material, which has not been published in English, will also be considered. Authors are solely responsible for the factual accuracy of their papers. The receipt of manuscripts will be acknowledged.

Medical Veritas is produced from files supplied by authors. After your paper has been reviewed you will receive additional instructions regarding your manuscript along with the assigned Editor's comments.

Manuscript Department

Please turn in your manuscript via mail or e-mail attachment to:
Gary S. Goldman, Ph.D., P.O. Box 847, Pearblossom, Ca 93553
Email: pearblossominc@aol.com.

Review Process

All contributions will be read by two or more referees to ensure accuracy as well as relevance, thus revisions to the script may be required. On acceptance the contributions will be subject to editorial adaptations to fit the in-house style. When a manuscript is returned for revision prior to final acceptance, the author must submit the revised version as soon as possible after having received the referee's reports.

Suggestions for Potential Reviewers

Authors are invited to provide the names, addresses, phone numbers and e-mail addresses of up to six potential reviewers. Persons who have contributed to the manuscripts being submitted or who have co-operated recently with the authors are not appropriate. The Editors may or may not take their suggestions into account during the review process.

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guage without the consent of the publisher. Before publication authors are requested to declare conflicts of interest and assign copyright to the *Publishing Division* to sanction reprints and photocopies, and to authorize the reprinting of complete issues or volumes according to demand. It is the author's responsibility to obtain written permission to quote material that has appeared in another publication. Each author is required to complete the *Disclosure and Authorship Statement* form and submit it with the manuscript.

Preparation of Manuscripts

Manuscripts are to be written in clear and concise English. Authors whose native tongue is not English are assured that in-house editorial attention to their contributions will improve clarity and gain the approval of our readers. Four copies of each article are required, typed on one side of an 8-1/2" x 11" or A4 page only, double-spaced (including the abstract and references) and with 1" margins. Please number each page. Authors should ensure that all manuscripts (whether original or revised) are accurately typed before final submission. Manuscripts will be returned to the authors with a set of instructions if they are not presented according to the "Notes for Authors." If possible, please submit an electronic version of your manuscript to the Manuscript Department as an attachment.

Arrangement of Your Submission

You should arrange your submission in the following order:

1. Title, author's name, affiliation, full postal address, telephone and fax numbers and e-mail address. Affiliation and addresses of co-authors should be clearly indicated. The title should be short, specific and informative.
2. A self-contained abstract of approximately 100 to 200 words (on a separate sheet of paper) in a single paragraph outlining the purpose, scope and conclusions of the paper; and three keywords for indexing purposes.
3. The text, suitably divided under headings.
4. Acknowledgements (if any).
5. References (double-spaced, and following the journal's style).
6. Appendix (if any).
7. Tables (each on a separate page).
8. Captions to illustrations (grouped on a separate sheet or sheets).
9. Each illustration should be on a separate page, numbered and clearly labeled with the title of the publication and the author's name.

Style of Text

Organize your manuscript in the clearest and simplest way possible. The text should usually follow the standard sequence of Introduction, Materials and Method, Results and Discussion (and Conclusion). Headings and subheadings for different sections of the paper should be clearly indicated and numbered 1., 2., 2.1, etc. Ensure that all figures and tables are mentioned in the text, and that all references are cited in numerical order. Note that trade names should begin with capital letters.

Units and Abbreviations

All measurements and data should be provided in SI units, or if SI units do not exist, in internationally accepted units. If you use any symbol or unit that may not be generally recognized, please include an

explanatory footnote the first time it is used in the text to help the referees, editors and readers. It is also helpful to identify Greek symbols by name in the margin the first time they appear. Abbreviations and acronyms should only be used for unwieldy terms and names that occur frequently in the manuscript. Abbreviations should be used consistently throughout the text, and must be written out when first used.

Mathematical and Technical Setting

Discussion of detailed mathematics should be placed in an appendix. Equations and formulas should be typewritten wherever possible. Equations should be numbered consecutively with Arabic numerals in parentheses on the right hand side of the page. Special symbols should be identified in the margin, and the meaning of all symbols should be explained in the text where they first occur. If you use several symbols, a list of definitions (not necessarily for publication) will help the editor. Type or mark mathematical equations exactly as they should appear in print. The journal's style for letter symbols is as follows: variables, italic type (indicated by underlining), constants, roman type, matrices and vectors, **bold type**.

Tables

Tables should be numbered consecutively in Arabic numerals, and given a suitable caption. All table columns should have an explanatory heading, and where appropriate, units of measurement. Footnotes to the tables should be typed below the table and referred to in superscript. Tables should not duplicate results presented elsewhere in the manuscript, e.g. in graphs.

Illustrations

All graphs, photographs, diagrams and other drawings (including chemical structures) should be referred to as figures, and numbered consecutively in Arabic numerals. All illustrations must be clearly labeled with the title of the journal, the author's name and the number of the figure. Wherever possible figures should fit into one column so it can be photographically reduced in size, so please ensure that lines and labeling are sufficiently large to allow for any reduction. Please ensure that all artwork complies with these requirements. Please also ensure that all of the illustrations in the paper are consistent in quality and style.

A table is usually more effective for recording data than a graph or a paragraph of text.

Graphs and Line Drawings

The minimum amount of descriptive text should be used on graphs and drawings; label curves, etc., with single-letter symbols (i.e. a, b, c, etc.) and place descriptive matter in the figure caption. Scale grids should not be used in graphs unless required for actual measurements. Graph axes should be labeled with the variable written out in full, along the length of the axis, with the unit in parentheses (for example, Length of sample (mm)). Lower case letters should be used throughout, with an initial capital letter for the first word only.

Photographs

Provide black and white prints or bitmaps (.bmp, .gif, .jpg, .tiff). If necessary, a scale should be marked on the photograph. Please note that photocopies of photographs are not acceptable. Color reproductions are available if the author is willing to bear the additional reproduction and printing costs. Please contact the editorial office for details. A letter confirming the author's willingness to accept the charges should be sent with the revised manuscript. Authors should note that illustrations will not be returned unless specifically requested.

Color Illustrations with Colorful e-Product

Submit color illustrations as original photographs, high-quality computer prints or transparencies close to the size that will be shown in the publication. Please make sure the artwork is in an acceptable format (MS Works, .bmp, .jpg files) and has a suitable resolution. If you submit color figures to be used together with your accepted article, the Publishing Division will ensure that these figures appear in color on the web at no extra charge (e.g., Medical Veritas and other sites), regardless of whether the illustrations are reproduced in color for the printed version. For color reproductions in print, you will receive information from the Publishing Division regarding the costs after receipt of your accepted article.

References

In the text, references should be numbered consecutively in square brackets (e.g. [1]). If you cite a reference more than once in the text, use the same number each time. Please ensure that references are complete.

Examples (journal [1], book [2] and book chapter [3]):

- [1] Goldman, GS. Incidence of herpes zoster among children and adolescents in a community with moderate varicella vaccination coverage. *Vaccine* 2003;21(27-30):4243-49.
- [2] Goldman GS. Rashes of Controversy. Pearblossom, CA: Pearblossom Private School, Inc.—Publishing Division, 2004.
- [3] Seber GAF. Closed Population: Single Mark Release (Chapter 3). In: *The Estimation of Animal Abundance and Related Parameters*. Charles Griffin & Company Limited, London, England, 1973:59-129.

If there are six or fewer authors they should all be listed. Add et al, if the number of authors exceeds six. Do not include references to personal communications, unpublished data or manuscripts in preparation or submitted for publication.

Proofs

Correspondence and proofs for correction will be sent to the first author listed, unless otherwise indicated. Proofs should be checked carefully. Changes or additions to the edited manuscript cannot be allowed at this stage. Corrected proofs should be returned to the publisher by airmail, and preferably also by fax, within two days of its receipt.

Off-prints and reprints

The corresponding author will receive 10 off-prints of the paper free of charge. Extra copies of off-prints, a minimum of 50, can be ordered when the proofs are returned.

Standards

Submitted papers should conform to *Uniform requirements for manuscripts (URM) submitted to biomedical journals* produced by the International Committee of Medical Journal Editors (ICMJE). (www.icmje.org). Also, editorial policy should adhere to statements by The Council of Science Editors (CSE) that covers the responsibilities and rights of editors of peer-reviewed journals. (www.CouncilScienceEditors.org/services/Draft.Approved.cfm)

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