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Guidance for authors

The British Journal of Industrial Medicine publishes material that is relevant to any aspect of occupational health. Papers that deal with environmental medicine will also be considered. The journal publishes four types of communication, original papers, short reports (which may include reports of clinical material), editorials, and letters to the Editor. Review articles are normally specially commissioned, and authors should not submit such a review without prior consultation with the Editor.

All material submitted to the journal must be typeset on one side of the paper only with double spacing and wide margins. Manuscripts must be submitted in triplicate to the Editor, TUC Centenary Institute of Occupational Health, London School of Hygiene and Tropical Medicine, Keppel Street, London WC1E 7HT; they must conform with the recommendations given below. Manuscripts must be written in English and spelling must follow the conventions in the Chambers Twentieth Century Dictionary. Both SI units and their equivalents must be given throughout. Authors should note that clarity and brevity are virtues that are given great weight when considering a paper for publication. The Editor cannot enter into correspondence about papers that are rejected as being unsuitable for publication and his decision is final. Rejected manuscripts will not be returned to authors, instead they will be kept securely for three months and then shredded. Authors are advised, therefore, not to submit original illustrations with their manuscripts but rather good quality reproductions. The original illustrations should be forwarded to the Editor on acceptance of the manuscript.

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The style is described in detail in the *British Medical Journal* (1979;i:532–5) and authors are urged to study it carefully. Manuscripts in which the references do not follow the prescribed style will be returned to be amended before they are considered for publication. Reference lists should be typed in double spacing. The essentials of the style are as follows.

References should be numbered consecutively in the order in which they are first mentioned in the text by Arabic numerals above the line on each occasion the reference is cited. References cited only in tables or in legends to figures should be numbered in accordance with a sequence established by the first identification in the text of a particular table or illustration. The references must include: the names and initials of all authors (unless there are more than six, when only the first three should be given followed by et al); the title of journal articles or book chapters; the titles of journals abbreviated according to the style of the *Index Medicus*; the year and volume number; and the first and final page numbers of the article or chapter. Titles of books should be followed by place of publication, publisher, and year. **Papers given at meetings cannot be cited as a reference unless the proceedings have been published.** If they have not been published they must be referred to in the text.

Examples of common forms of references are:


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