

These guidelines are in accordance with the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (revised November 2003), a document issued by the International Committee of Medical Journal Editors. The complete document is available at <<http://www.icmje.org>>.

The *Bulletin of the Kuwait Institute for Medical Specialization* has as its theme the promotion of postgraduate education in medicine and continuing medical education (CME) and continuing professional development (CPD), and excellence in clinical practice in Kuwait and the Arabian Gulf region, and deals with topics of interest to a broad audience. The journal seeks to inform and instruct a readership comprising clinicians, teachers and trainees in postgraduate training programs, practitioners engaged in formal CME/CPD activities, and administrators of health care facilities. The journal, which is peer-reviewed, publishes review articles, self-assessment quizzes, letters to the editor, reports from conferences and special features pertaining to the above areas. Original research and short reports on research in progress in the fields of postgraduate education and continuing medical education would also be accepted. The publication is distributed among selected academic and health care service institutions in the Arabian Gulf and other geographical regions. The journal appears bi-annually.

### PREPARING MANUSCRIPTS

The manuscript must be typed double spaced, on A4 paper, with margins at least 25 mm. A word-processing software such as *MS Word* is preferred. All text, including headings and sub-headings must be left-aligned, each section or component beginning on a new page. Follow the sequence: title page, abstract and key words (maximum of 5 words), body text, acknowledgments, references, tables (each on a separate page, with no internal horizontal or vertical lines), figures, and legends. Text related to observational and experimental studies should be divided into sections with the headings Introduction, Methods, Results, Discussion, References, Tables, Figures and Figure legends. Use only standard abbreviations. Number all pages consecutively, starting with the title page. Avoid abbreviations in the title and abstract. The Editor reserves the right to make modifications to suit format and style and editorial policy.

#### Title Page

The title should be informative. The name(s) of author(s), institutional affiliation, the institution to which the work should be attributed, sources of support of grants, equipment, drugs etc., and a short title (not more than 30 characters) for use as a running head must be included. Indicate the full address of the Author for Correspondence, including telephone and fax numbers and email address.

#### Figures

Photographs, line diagrams, and graphs should be prepared to professional standards, and submitted as three sets of original or as glossy, black-and-white photographic prints, usually 5 × 7 inches. Each figure should have a label pasted on its back indicating the number of the figure, first author's name, and an arrow showing the top of the figure. Illustrations in electronic format should be saved as separate files (JPEG or TIFF), without being embedded in the text.

#### References

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in superscript.

#### Articles in Journals

The titles of journals should be abbreviated according to the style used in *Index Medicus*. List the first six authors followed by et al. For example: Simpson M, Buckman R, Stewart M, Maguire P, Lipkin M, Novack D, et al. Doctor-patient communication: the Toronto consensus statement. *BMJ* 1991;303:1385-7.

#### Books and Other Monographs

##### Personal author(s):

Strauss A, Corbin J. *Basics of qualitative research*. 2<sup>nd</sup> ed. London: Blackwell; 1990.

##### Editor(s), compiler(s) as author:

Norman IJ, Redfern SJ, editors. *Mental health care for elderly people*. New York: Churchill Livingstone; 1996.

##### Chapter in a book:

Grant J. Service-based learning in hospital medicine: integrating patient care and training in the early years. In: Jolly B, Rees L, editors. *Medical education in the millennium*. Oxford: Oxford University Press; 1998. p.156-68.

### CONSENT

When reporting on experiments involving human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000.

### SUBMITTING MANUSCRIPTS

A covering letter signed by all authors must accompany the manuscript. The principal author must ensure that it has 1) a statement that the manuscript has been read and approved by all the authors meeting the requirements of authorship; 2) a statement of financial or other relationship that might lead to a conflict of interest. It must also include a declaration that the manuscript is not under consideration by any other journal nor that it has been accepted for publication elsewhere. Presentation of an extract at a seminar or conference does not violate this requirement.

The manuscript should be sent to the Editor, *Bulletin of the Kuwait Institute*

for *Medical Specialization*, P.O. Box 35365 Shaab, Kuwait 36054, (Fax: 965 2467140; email: [bulletin@kims.org.kw](mailto:bulletin@kims.org.kw)). A copy should be retained for future reference. If accepted, one hard copy of the manuscript and a copy in electronic form are required. When submitted on disk, label the disk with the format of the file and the file name, and provide information on the software used. Enclose transfer of copyright and other forms. Proofs will be sent via e-mail as a PDF file.

### MANUSCRIPT CATEGORIES

#### Original Articles

Original articles are usually up to 3000 words long with a maximum of 6 tables or illustrations and 30 references. Where applicable, the text should be structured under Objectives, Methods, Results and Conclusions. The abstract should state concisely what was done, the main findings and how the work was interpreted, and should not exceed 250 words.

#### Reports

Reports should be novel and should not exceed 1500 words, inclusive of structured abstract, introduction, report and discussion. Up to 10 references and 2 tables or illustrations will be accepted.

#### Self Assessment Quizzes

Self assessment quizzes may take several formats, including multiple choice questions, photographic material, or data interpretation with clinical information, concluded with a discussion of the correct answers.

#### Reviews

The Editor welcomes review articles of up to 3000 words, provided they contain a clear educational message. The use of boxed case histories, bullet points, and structured tables is encouraged. An abstract is also requested.

#### Editorials

The Editor will be pleased to consider for publication editorials of up to 800 words.

#### Letters to the Editor

Letters to the Editor, especially those related to articles published in the *Bulletin of the Kuwait Institute for Medical Specialization*, are welcome. The text should not exceed 500 words and five references. Only one copy need be sent.