

Guidelines for Authors — BULLETIN OF THE KUWAIT INSTITUTE FOR MEDICAL SPECIALIZATION

These guidelines are in accordance with those set out in *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*, *Ann Intern Med.* 1997;126:36-47, 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 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 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 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, in May and November.

PREPARING A MANUSCRIPT

Manuscripts must be typewritten or printed, double spaced, on one side of A4 paper with margins of at least 25 mm. A word-processing format such as *MS Word* is preferred. All data, including headings and subheadings must be continuously left-aligned. Begin each section or component on a new page. Follow the sequence: title page, abstract and key words (maximum of 5 words), text acknowledgments, references, tables (each on a separate page, avoid internal horizontal and vertical lines), figures, and legends. In case of observational and experimental articles divide the text into sections with the headings Introduction, Methods, Results, Discussion, References, Tables, Figures and Figure legends. Use only standard abbreviations. Number pages consecutively, beginning with the title page. Avoid abbreviations in the title and abstract.

Title Page

The title page should carry an informative title, the name(s) of author(s), institutional affiliation, the name of the institution to which the work should be attributed, sources of any support of grants, equipment, drugs etc., and a short title of no more than 30 characters for use as a running head. Indicate the full address of the author for correspondence, including telephone and fax numbers and an email address.

Figures and Tables

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 127 × 173 mm (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 should be saved as separate files, 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 as 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. *Br Med J* 1991;303:1986-7.

Books and Other Monographs

Personal author(s):
Strauss A, Corbin J. *Basics of Qualitative Research*. 2nd 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

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 1983.

SUBMITTING MANUSCRIPTS

Manuscripts must be accompanied by a covering letter signed by all co-authors. 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 at the same time by any other journal and that it has not been accepted for publication elsewhere. Presentation of an extract at a seminar or conference does not violate this requirement.

Three complete hard copies of the manuscript should be sent to the Editor, *Bulletin of the Kuwait Institute for*

Medical Specialization, P.O. Box 35365 Shaab, Kuwait 36054, (Email: bulletin@kims.org.kw, Fax: 965 2467140). An additional copy should be retained for future reference. Enclose transfer of copyright and other forms. If accepted, one hard copy of the manuscript and a copy in electronic form or on disk are required. Label the disk with the format of the file and the file name, and provide information on the hardware and software used. Proofs will be sent via email as an Acrobat PDF file.

MANUSCRIPT CATEGORIES

Original Articles

Original articles are usually up to 3000 words long with a maximum of 6 tables/illustrations and 30 references. The abstract should not exceed 250 words and should state concisely what was done, the main findings and how the work was interpreted. Where applicable, it should be structured under objectives, methods, results and conclusion.

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/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, learning 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. Only one copy need be sent, which should not exceed 500 words and five references.