

Medical Teacher

INSTRUCTIONS FOR AUTHORS (revised December 2005)

1. AIMS AND SCOPE

Medical Teacher addresses the needs of teachers, researchers and administrators throughout the world involved in training for the health professions. This includes courses at basic and post-basic levels as well as the increasingly important area of continuing education.

Medical Teacher provides accounts of new teaching methods, guidance on structuring courses and assessing achievement, and serves as a forum for communication between medical teachers and those involved in general education. In particular, the journal recognizes the problems teachers have in keeping up-to-date with the developments in educational methods that lead to more effective teaching and learning at a time when the content of the curriculum—from medical procedures to policy changes in health care provision—is also changing. The Journal features reports of innovation and research in medical education, case studies, survey articles, practical guidelines, reviews of current literature and book reviews. All articles are peer reviewed.

Further information about the journal including links to the online sample copy and contents pages can be found on the [Journal homepage](#).

2. MANUSCRIPT CATEGORIES

Medical Teacher invites the following types of submissions:

Articles

Articles are the primary presentation mode of communication in the Journal, and are usually between 2500–5000 words in length. All articles must include abstracts, practice points and notes on contributors (see section 4 for further details).

Short communications

Short communications on matters of topical interest or work in progress, limited to two pages (maximum 1700 words) to include title page, notes on contributors, summary, text, references and one small table (optional).

Letters to the Editor

Letters should be a maximum of 400 words in length, including title, text, name and address of author(s), and maximum two references. Tables and figures are not permitted.

Articles in specific formats

Medical Teacher regularly publishes additional papers in specific formats unique to the Journal, e.g., Twelve tips, What is ...?, How to ...?, Personal view. Authors are referred to recent issues of the Journal and asked to copy exactly the format therein. Alternatively, the Editorial Office can send further details of how to construct these articles.

3. MANUSCRIPT SUBMISSION

All submissions should be made online at *Medical Teacher's* [Manuscript Central site](#). New users must first create an account. Once a user is logged onto the site, submissions should be made via the Author Centre. For assistance with any aspect of the site, please refer to the User Guide which is accessed via the 'Get Help Now' button at the top right of every screen.

A covering letter or email should be included indicating that the submission is made on behalf of all authors, although it is not necessary for each author to sign the letter (see section 4 for further details on authorship). On receipt, the manuscript will be immediately acknowledged by email.

4. AUTHORSHIP CONTRIBUTIONS

Contributions must be substantial in order to warrant authorship. Each author should have participated sufficiently in the work to take public responsibility for the content. All other contributors should be listed as acknowledgements.

5. MANUSCRIPT PREPARATION

Manuscripts submitted to *Medical Teacher* should be written in English and conform to the style guidelines set forth by APA, as per the 2001 Publication Manual of the American Psychological Association (5th edition).

Manuscripts should be typed using double-spacing (except tables which should be single-spaced), with margins of at least 2.5 cm (1 inch). All pages should be numbered.

Title page

The first page of the manuscript should contain the following information:

- i) the title of the paper
- ii) a short title not exceeding 45 characters for use as a running head
- iii) names of authors
- iv) names of the institutions at which the research was conducted
- v) name, address, telephone and fax number, and email address of corresponding author

Abstract

All papers should be accompanied by an abstract of up to 200 words. The abstract should reflect the content of the paper including methods used, results, and conclusions drawn.

Text

This should in general, but not necessarily, be divided into sections with the headings: 'Introduction', 'Methods', 'Results', 'Discussion' and 'Conclusion'.

'Practice Points', up to 5 short bullet points which summarises the key messages of the article should be included (not required for short communications). 'Practice Points' will be included in a box at the end of the article.

All articles should be accompanied by 'Notes on contributors', short biographical notes on each contributor to a maximum of 50 words per contributor.

References

References should be in 'Harvard' format, i.e. names and dates in brackets in the text, and the full reference listed at the end of the paper, in alphabetical order by first author, as follows:

KOZLOWSKI, L.T., HENNINGFIELD, J.E. & BRIGHAM, J. (2001) *Cigarettes, Nicotine, and Health* (Thousand Oaks, CA, Sage Publications).

WEINSTEIN, N. (2001) Smokers' recognition of their vulnerability to harm, in: P. Slovic (Ed), *Smoking: Risk, Perception, & Policy*, pp. 81–96 (Thousand Oaks, CA, Sage Publications).

PERKINS, K. A., DONNY, E., & CAGGIULA, A. R. (1999) Sex differences in nicotine effects and self-administration: review of human and animal evidence. *Nicotine & Tobacco Research*, 1, pp. 301–315.

Titles of journals should **not** be abbreviated.

Illustrations and tables

Illustrations and tables should not be inserted in the appropriate place in the text but should be included at the end of the paper, each on a separate page.

All photographs, graphs and diagrams should be referred to as Figures and should be numbered consecutively in the text in Arabic numerals (e.g., Figure 3). A list of captions for the figures should be submitted on a separate sheet (or where figures are uploaded as separate files, captions can be entered during the electronic submission process) and should make interpretation possible without reference to the text. Captions should include keys to symbols.

Tables should be given Arabic numbers (e.g., Table 3), and their desired position in the text should be indicated. Units should appear in parentheses in the column heading but not in the body of the table. Words or numerals should be repeated on successive lines; 'ditto' or 'do' should not be used. Tables should be typed using single-spacing.

6. ADDITIONAL INFORMATION UPON ACCEPTANCE

Electronic proofs

When proofs are ready, corresponding authors will receive email notification with a password and Web address from which to download a PDF. Hard copies of proofs will not be mailed. To avoid delays in publication, corrections to proofs must be returned within 48 hours, by electronic transmittal, fax or mail.

preView

Following return of corrected proofs by authors, the paper may be included in the preView section of *Medical Teacher's* website. The abstract will be freely available and the full text available to subscribers in advance of the formal publication date.

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7. CONTACTING THE EDITORIAL OFFICE

For help or further clarification on any of the above, please contact Morag Allan, *Medical Teacher* Assistant (MedicalTeacher@dundee.ac.uk) or Pat Lilley, Managing Editor (p.m.lilley@dundee.ac.uk), *Medical Teacher*, Tay Park House, 484 Perth Road, Dundee DD2 1LR, UK. Tel: +44 (0)1382 631994; Fax: +44 (0)1382 631987; www.tandf.co.uk/journals/titles/0142159X.asp