

# Medical Teacher

## Instructions for Authors

*Medical Teacher* considers all manuscripts on the strict condition that they are the property (copyright) of the submitting author(s), have been submitted only to *Medical Teacher*, that they have not been published already, nor are they under consideration for publication, nor in press elsewhere. Authors who fail to adhere to this condition will be charged all costs which *Medical Teacher* incurs, and their papers will not be published. Copyright will be transferred to the journal *Medical Teacher* and Informa UK Ltd., if the paper is accepted.



*Medical Teacher* considers all manuscripts at the Editors' discretion; the Editors' decision is final.

### Types of Submissions

*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 below 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.

### 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 most recent Publication Manual of the American Psychological Association (6th 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).

#### 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:

Cook DA. The failure of e-learning research to inform educational practice, and what we can do about it. *Med Teach* 2009; 31: 158–162

GMC 2003 Tomorrow's doctors. London: General Medical Council. Retrieved May 11, 2009. [http://www.gmc-uk.org/education/undergraduate/GMC\\_tomorrows\\_doctors.pdf](http://www.gmc-uk.org/education/undergraduate/GMC_tomorrows_doctors.pdf).

Silverman J, Kurtz S, Draper J. Skills for communicating with patients, 2nd. Radcliffe, Oxford 2005

### Tables, figures and illustrations

Tables, figures and illustrations 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.

Tables should be given Arabic numbers (e.g. Table 3), and their desired position in the text should be indicated. Tables should be used only when they can present information more efficiently than running text. Care should be taken to avoid any arrangement that unduly increases the depth of a table, and the column heads should be made as brief as possible, using abbreviations liberally. Lines of data should not be numbered nor run numbers given unless those numbers are needed for reference in the text. Columns should not contain only one or two entries, nor should the same entry be repeated numerous times consecutively. 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.

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. Avoid the use of colour and tints for purely aesthetic reasons. Figures should be produced as near to the finished size as possible. All files must be 300 dpi or higher. Please note that it is in the author's interest to provide the highest quality figure format possible.

Please do not hesitate to contact the Publisher's Production Department if you have any queries.

### **Acknowledgments and Declaration of Interest sections**

Acknowledgments and Declaration of interest sections are different, and each has a specific purpose. The Acknowledgments section details special thanks, personal assistance, and dedications. Contributions from individuals who do not qualify for authorship should also be acknowledged here. Declarations of interest, however, refer to statements of financial support and/or statements of

potential conflict of interest. Within this section also belongs disclosure of scientific writing assistance (use of an agency or agency/ freelance writer), grant support and numbers, and statements of employment, if applicable.

#### Acknowledgments section

Any acknowledgments authors wish to make should be included in a separate headed section at the end of the manuscript preceding any appendices, and before the references section. Please do not incorporate acknowledgments into notes or biographical notes.

#### Declaration of Interest section

All declarations of interest must be outlined under the subheading "Declaration of interest". If authors have no declarations of interest to report, this must be explicitly stated. The suggested, but not mandatory, wording in such an instance is: *The authors report no declarations of interest.* When submitting a paper via ScholarOne Manuscripts, the "Declaration of interest" field is compulsory (authors must either state the disclosures or report that there are none). If this section is left empty authors will not be able to progress with the submission.

Please note: for NIH/Wellcome-funded papers, the grant number(s) must be included in the Declaration of Interest statement.

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