

The North Carolina Medical Journal

INSTRUCTIONS FOR AUTHORS

The North Carolina Medical Journal, a publication of the North Carolina Institute of Medicine, is a medium for communication with and by healthcare professionals and lay persons who share an interest in health and healthcare policy affecting the lives of North Carolinians. It publishes six times a year: January/February, March/April, May/June, July/August, September/October, and November/December.

In addition to its topical focus on a single set of health and healthcare problems in each issue, *The Journal* will consider for publication articles on the science, practice, and history of NC healthcare. We are especially interested in papers on the present, past, or future practice of the state's health professions; other perspectives or topics will also be considered when they are relevant to the health of the people of this state. Recommended length is 3000-4500 words. Prospective authors should feel free to discuss potential articles with the editors. *The Journal* is particularly interested in receiving letters to the editor addressing questions or problems covered in previous issues.

Manuscript Preparation

Prepare papers according to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (<http://www.icmje.org/>), with the following exceptions: (1) no running title is needed; and (2) report measurements in metric units; use of the International System of Units (SI) is optional.

All manuscripts submitted for review must contain a brief *structured abstract* including the following brief paragraphs (when relevant): Objective; Study Design; Data Source(s)/Study Setting; Data Collection Methods; Intervention; Principal Findings; Conclusions; Relevance. Papers submitted without a structured abstract may be considered incomplete and returned to the author.

Submit a cover letter with a disk (3-1/2" floppy, zip, or CD) containing the double-spaced text, preferably in Microsoft Word for DOS. Also enclose three hard copies of the manuscript for review purposes. The letter should indicate that the article is not under consideration for publication elsewhere. Please do not format the text (e.g., variations in font and type size, boldface/italics). *Please do not embed endnotes, tables or figures*, but place these on separate sheets at the end of the manuscript. All abbreviations and acronyms—which

should be kept to a minimum—must be fully defined at the first point of usage in the text. Keep references to a minimum (preferably no more than 15) and format them according to the "Uniform Requirements" cited above. Authors are responsible for the accuracy and pertinence of all citations.

Illustrations may be submitted on disk as EPS or TIF files (no JPEG), preferably at 300 dpi. Include hard-copy versions as 35mm slides or glossy prints. Label illustrations with author's name, number them sequentially according to their position in text, and indicate orientation of image, if needed. Type figure legends on a separate sheet of paper. Do not use figures (e.g., pie charts, bar graphs) that require color to distinguish elements. Tables should be typed, double-spaced. All tables must have titles and consecutive Arabic numbers.

Manuscript Review and Editing

Each submission is evaluated by at least two qualified reviewers. Decisions to publish are made by the editors based on reviewers' comments, the editors' own evaluations, and the content of future issues. Keep in mind that *The Journal's* readers are not specialists in a single field, but represent a broad spectrum of involvement in healthcare practices, management and policy development. Be brief, clear, simple, and precise.

We edit accepted manuscripts for clarity, style, and conciseness. Authors are sent the edited articles for their review and approval before publication. Manuscripts not accepted will not be returned. Copyright to published articles is held by *The North Carolina Medical Journal* and the North Carolina Institute of Medicine. However, authors may copy and distribute their own contributions in any way they see fit. Any article reprinted from *the North Carolina Medical Journal* must carry a credit line indicating that it appeared in *The North Carolina Medical Journal* and is reprinted with permission. For more information please contact

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