

2007 POLICY AND INSTRUCTIONS FOR AUTHORS



SAJAA

Editorial Policy

SAJAA's primary aim is the publication of original research in anaesthesia and analgesia and review papers for continued professional development (CPD). The publication is aimed at both specialist anaesthetists and general practitioners. All material will be sent for peer review.

The following contributions will be accepted:

- Original research (2800-3200 words)(4-5 pages)
- Clinical reviews (2 400 words)(3-4 pages)
- Drug reviews (2 400 words)(3-4 pages)
- Case studies (1 800 words)(3 pages)
- Critical appraisals of clinical trials (300 word trial summary and 300 word commentary)(<600 words in total including references)
- Scientific Letters (2400 words)(3-4 pages)
- Letters to the Editor (400-800 words)(1 page)

Tammy Burchard Book Prize

This prize will be awarded annually for the best SAJAA article by a SASA member. This prize (to the value of R3000) is being sponsored by Fresenius Kabi, and will be presented annually at the SASA Congress.

Format

All manuscripts must be submitted in UK English, typed in MS Word, Times New Roman, font size 10. All articles must be proof read by a language specialist or a colleague proficient in English before submission.

Title page

All articles must have a title page with the following information and *in this particular order*: Title of the article; surname, initials, qualifications and affiliation of each author; The name, postal address, e-mail address and telephonic contact details of the corresponding author and at least 5 keywords.

Abstract

All articles should include an abstract. The structured abstract for an Original Research article should be between 450 and

600 words and should consist of four paragraphs labeled *Background, Methods, Results, and Conclusions*. It should briefly describe the problem or issue being addressed in the study, how the study was performed, the major results, and what the authors conclude from these results. The abstracts for other types of articles should be no longer than 250 words and need not follow the structured abstract format.

Keywords

All articles should include keywords. Up to five words or short phrases should be used. Use terms from the *Medical Subject Headings (MeSH)* of *Index Medicus* when available and appropriate. Key words are used to index the article and may be published with the abstract.

Acknowledgements

In a separate section, acknowledge any financial support received or possible conflict of interest. This section may also be used to acknowledge substantial contributions to the research or preparation of the manuscript made by persons other than the authors.

References

Cite references in numerical order in the text, in superscript format (Format> Font> Click superscript). Please do not use brackets or do not use the foot note function of MS Word. In the *References* section, references must be typed double-spaced and numbered consecutively in the order in which they are cited, not alphabetically. The style for references should follow the format set forth in the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (<http://www.icmje.org>) prepared by the *International Committee of Medical Journal Editors*.

Abbreviations for journal titles should follow *Index Medicus* format. Authors are responsible for the accuracy of all references. Personal communications and unpublished data should not be referenced. If essential, such material should be incorporated in the appropriate place in the text. List all authors when there are six or fewer; when there are seven or more, list the first three, then "et al." When citing URLs to web documents, place in the reference list, and use the

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following format: Authors of document (if available). Title of document (if available). URL. (Accessed [date]).

The following are sample references:

1. London L, Baillie R. Notification of Pesticide Poisoning: Knowledge, Attitudes and Practices of Doctors in the Rural Western Cape. *S A Fam Pract* 1999;20(1):117-20.
2. FDA Talk Paper:
<http://www.fda.gov/bbs/topics/ANSWERS/2002/ANS01151.html> (Accessed 04/10/2002).

More sample references can be found at: http://www.nlm.nih.gov/bsd/uniform_requirements.html

Tables

Tables should be self-explanatory, clearly organised, and supplemental to the text of the manuscript. Each table should include a clear descriptive title on top and numbered in Roman numerals (I, II, etc) in order of its appearance as called out in text. Tables must be inserted in the correct position in the text.

Authors should place explanatory matter in footnotes, not in the heading. Explain in footnotes all non-standard abbreviations. For footnotes use the following symbols, in sequence:

*,†,‡,§, ||, **,††,‡‡

Figures

All figures must be inserted in the appropriate position of the electronic document. Symbols, lettering, and numbering (in Arabic numerals e.g. 1, 2, etc. in order of appearance in the text) should be placed below the figure, clear and large enough to remain legible after the figure has been reduced. Figures must have clear descriptive titles.

Photographs and images

If photographs of patients are used, either the subject should not be identifiable or use of the picture should be authorised by an enclosed written permission from the subject. The position of photographs and images should be clearly indicated in the text. Electronic images should be saved as either jpeg or gif files. All photographs should be scanned at a high resolution (300dpi, print optimised). Please number the images appropriately.

Permission

Permission should be obtained from the author and publisher for the use of quotes, illustrations, tables, and other materials

taken from previously published works, which are not in the public domain. The author is responsible for the payment of any copyright fee(s) if these have not been waived. The letters of permission should accompany the manuscript. The original source(s) should be mentioned in the figure legend or as a footnote to a table.

Review and action

Manuscripts are initially examined by the editorial staff and are usually sent to independent reviewers who are not informed of the identity of the author(s). When publication in its original form is not recommended, the reviewers' comments (without the identity of the reviewer being disclosed) may be passed to the first author and may include suggested revisions. Manuscripts not approved for publication will not be returned.

Ethical considerations

Papers based on original research must adhere to the Declaration of Helsinki on "Ethical Principles for Medical Research Involving Human Subjects" and must specify from which recognised ethics committee approval for the research was obtained.

Conflict of interest

Authors must declare all financial contributions to their work or other forms of conflict of interest, which may prevent them from executing and publishing unbiased research. [Conflict of interest exists when an author (or the author's institution), has financial or personal relationships with other persons or organizations that inappropriately influence (bias) his or her opinions or actions.]*

*Modified from: Davidoff F, et al. Sponsorship, Authorship, and Accountability. (Editorial) *JAMA* 2001; 286(10)

The following declaration may be used if appropriate: "I declare that I have no financial or personal relationship(s) which may have inappropriately influenced me in writing this paper."

Submissions and correspondence

All submissions and correspondence regarding manuscripts should be addressed to Professor Christina Lundgren, E-mail: lundgrenac@medicine.wits.ac.za or and electronic copy on CD may be sent to, The Editor, SAJAA PO Box 1105 Cramerview 2060

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