

# INSTRUCTIONS FOR AUTHORS

The Journal SOGC will consider for publication those manuscripts prepared in accordance with the uniform requirements for manuscripts submitted to biomedical journals. These requirements were developed 12 years ago by the International Committee of Medical Journal Editors at their meeting in Vancouver, British Columbia. This uniform style, (the Vancouver style) is subscribed to by over 400 biomedical journals. A complete style format can be found in:

New England Journal of Medicine 1991;324:424-8

This format was reprinted, in its entirety, in the November, 1993 issue of the Journal. In addition to the above information, the following pertain specifically to the Journal SOGC:

## COPY ADDRESS:

All manuscripts should be sent to the Editor-in-Chief of the Journal SOGC at the following address:

Dr. Patrick J. Taylor, Editor-in-Chief,  
Journal SOGC  
c/o St. Paul's Hospital  
1081 Burrard Street, Suite 534,  
Vancouver, British Columbia, V6Z 1Y6

## COPY FLOW:

The manuscript is copy edited and type set. The author will be notified by the Editor-in-Chief if any changes in manuscript content are deemed necessary. The author(s) will receive the galleys by fax from the Production Editor. Therefore, **the fax number must accompany all manuscripts**. Once received, the galleys must be proof read and returned within three days. If they are not returned, it is assumed that there are no corrections to be made and the manuscript will be published.

## COPY LANGUAGE:

Papers will be accepted in French or English.

## COPY FORMAT:

Three hard copies (paper manuscript) and one software copy (computer floppy disc).

Hard copy format

- a. Double spaced, one side of page
- b. At least 25 mm (one inch) margins

- c. 10 pitch or 10 or 12 point type
- d. Enclose all manuscript photographs and tables with the original submission of the manuscript. All photographs and tables must be labelled and must contain captions.

Software copy format: 5 1/4" 1.2 MB, or 3 1/2" 750 KB or 1.4 MB double-sided discs. The 3 1/2" format is preferred. Please check your discs for virus contamination before sending it to the Editor-in-Chief.

## WORD PROCESSING FORMATS ACCEPTED:

- 1 MS DOS 3.2 and above formats:
  - a. ASCII Text (.TXT)\*
  - b. DCA-RFT (.RFT)
  - c. Delimited Text (.CSV)
  - d. Displaywrite (.DOC)
  - e. MultiMate-Advantage I/II (.DOX)
  - f. Navy Dif (.NDF)
  - g. Office Writer (.WP)
  - h. Wang PC IWP (.DOC)
  - i. Wang PC WP Plus (.WLD)
  - j. Wang UpWord (.WLD)
  - k. WITA (.WTA)
  - l. Word for Dos 4.0 and above (.DOC)
  - m. Word for Windows, version 1.x
  - n. Word for Windows, version 2.0
  - o. Word Perfect 4.x and above (.WPD)
  - p. Word Star 3.3 and above (.WSD)

## 2 MACINTOSH formats:

- a. Word for Macintosh 4.0 and 5.0

## COPY STYLE – SEQUENCE OF ELEMENTS:

1. Page number at top right. Begin page numbering with first page
2. Title at top of manuscript

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\*ASCII does not transcribe superscripts, subscripts, Greek letters, or accented words. Therefore, ASCII should not be used except in cases where there is no matching word processing format.



3. Format of author(s)' name(s), degree(s), title(s), and affiliation(s):  
Dr. A, MD, Clinical Professor, and Dr. B, MB, ChB, MSc, FRCSC, FRCOG, Professor and Chair, Department of Obstetrics and Gynaecology, Division of C, University of D.

Notes:

- a. There are no periods used in the degrees.
  - b. The 'of Canada' in the 'FRCSC' certification is now, by convention, accorded a capital 'C' without parentheses.
  - c. English spellings are used throughout unless the official name of the department is in American English.
4. **The mailing address, telephone number, and fax number of the author(s) must be included. It will not be printed in the Journal, but is required. Without this information galleys will not be returned to authors prior to printing, nor will reprints be sent.**
  5. Abstract. The English abstract should appear first, followed by the French translation (a submission of a French translation of the abstract would be appreciated, but is not required).
  6. Key Words. These should be the key words as listed in Medical Subject Headings published by the National Library of Medicine.
  7. Body of Text (see comments on style below).
    - a. Photographs which relate to the paper should be enclosed. All photographs should be clearly identified and a caption for each photograph should be written on a separate piece of paper.
    - b. Tables should be labelled and contain captions. Each table should be clearly drawn.
  8. References. The style for references is found in the uniform requirements for manuscripts submitted to biomedical journals, N Engl J Med 1991;324:424-8. It was published in full in the November, 1993 issue of the Journal SOGC.
2. The Chicago Manual of Style, 13th Edition, is used as the source book for all aspects of style EXCEPT the style for the references. The style for references is found in the uniform requirements for manuscripts submitted to biomedical journals, N Engl J Med 1991;324:424-8
  3. Comments on style:
    - a. Prefixes, such as ANTI-, AUTO-, INTRA-, MULTI-, POST-, PRE-, SUPRA-, and TRANS-, etc., are not hyphenated with the stem of the word. There is one exception: anti-inflammatory.
    - b. Hyphenate fractions (one-half), whole numbers (twenty-one), but not one hundred eighty.
    - c. Numbers that begin a sentence or are under ten should be spelled out.
    - d. Percent should be spelled out. Percent ranges should have a 'to' between the numbers: 44 to 57 percent.
    - e. t.i.d. or other Latin abbreviations should be lowercase and have a period after each letter.
    - f. Generic names of drugs are the only ones permitted, unless the paper involves a study of a generic drug with only one trade name. In that case, the trade name may be mentioned once in parentheses after the generic name.
    - g. All abbreviations and acronyms must be spelled out the first time they are used. The abbreviation/acronym should be put in parentheses following the complete spelling.
    - h. Serial commas should be used before the final 'and': "redness, swelling, heat, and pain."
    - i. Footnotes should be placed as superscripts at the end of the sentence AFTER the period. If more than one author is cited in a sentence, the footnote should be placed after the respective authors' names.
    - j. Do NOT enclose footnotes in parentheses.

#### COPY STYLE - BODY OF TEXT SPELLING AND STYLE COMMENTS

1. English spellings are used throughout. American English is not acceptable. Please spell-check your manuscript with your word processor's spelling programme before sending it to the Editor-in-Chief.

#### REPRINTS

Twenty-five complimentary reprints will be sent to each primary (first) author of a paper. If there is more than one author for a paper, the primary author can decide how the 25 reprints are to be divided up. In addition, all authors (primary as well as others) will receive one complimentary copy of the bound journal.