

Instructions for Authors

AIMS AND SCOPE

The Australian and New Zealand Journal of Obstetrics and Gynaecology (ANZJOG) is an editorially independent publication owned by The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) and The RANZCOG Research Foundation.

ANZJOG aims to provide a medium for the publication of original contributions to clinical practice and/or research in all fields of obstetrics and gynaecology and related disciplines. Case reports and case series that are not likely to change practice are unlikely to be published. Articles are peer reviewed by clinicians or researchers expert in the field of the submitted work. From time to time the journal will also publish abstracts from the RANZCOG Annual Scientific Meeting and meetings of relevant special interest groups, where the accepted abstracts have undergone a suitable peer review acceptance process. The Editor welcomes the submission of reviews, articles, case reports, and letters, and has an aim to provide authors with an initial response within six weeks of receipt of a manuscript that is in a format consistent with these instructions.

Original Articles should not exceed 2500 words and should be arranged under the usual headings of Abstract (less than 250 words), Introduction, Methods, Results, Discussion and References. Clinical trial reports should be written in accordance with the CONSORT standards, which can be found at <http://www.consort-statement.org/>. Authors submitting material based upon animal research are advised to provide clear linkage to clinical implications in the introduction and/or the discussion.

Brief Communications should be between 1000 and 1500 words, have no more than 20 references, have a short unstructured abstract no longer than six lines, and have no more than two tables or figures. It is possible that articles submitted as full length articles may be considered to be more appropriate as Brief Communications.

Letters to the Editor should not exceed 500 words. Short relevant comments on medical and scientific issues, particularly controversies, are encouraged. Where letters refer to an earlier published paper, authors will be offered right of reply (no more than 500 words). Letters will be published under the sub-category of Correspondence, which appears under the generic category of Letters to the Editor.

Case Reports are published only if the report is of exceptional interest (ie an important clinical lesson or a previously unpublished point). They should be restricted to 500 words plus six references, with only one figure or table, and will be subjected to editorial review. The Editor will decide whether the case study can be upgraded to a Brief Communication, which would include the case study and review of

the literature (eg highlighting 20 case examples). Case Reports may *not* be subject to review if considered not of sufficient interest by the Editor. Case Reports will be published under the sub-category of Clinical-Scientific Notes, which appears under the generic category of Letters to the Editor. These papers are not published on discrete pages.

Reviews will usually be solicited. The Editorial Board is open to suggestions for appropriate topics to consider and these should be directed to the Editor. The policy of the Journal is to publish high-quality review material covering both medical research and practice. Comprehensive and short reviews are considered. Categories include: (i) Comprehensive Reviews of up to 3500 words, (ii) Short Reviews of up to 1500 words and 20 references, (iii) Clinical Perspectives are practical updates of management in major medical disorders of up to 2000 words and 20 references, (iv) Systematic Reviews with a maximum length of 3500 words. Authors wishing to submit them should check with the Editor first for suitability of the proposed topic. Papers in this category will be considered as Original Research articles. QUOROM and CONSORT standards are suggested to authors for guidance in this category (<http://www.consort-statement.org/QUOROM.pdf> and <http://www.consort-statement.org/>), and (v) Current Controversies of up to 1500 words plus 20 references. In this section, attempts should be made to present opposing viewpoints.

Position Papers look at major management issues from authoritative specialist societies. These will usually be condensed versions or extracts of larger published statements and will run to a maximum of 1500 words plus 20 references. Background material relating to specific recommendations should, as far as possible, appear as explanatory notes after each recommendation rather than in a separate background statement.

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Manuscripts will be reviewed for possible publication with the understanding that neither the article nor any part of it has been submitted for publication or will be submitted for publication elsewhere. Papers accepted for publication become the copyright of the Journal and all authors will be asked to sign an Exclusive Licence Form. In signing the transfer of copyright it is assumed that authors have obtained permission to use any copyrighted or previously published material. All authors must read and agree to the conditions outlined in the Exclusive Licence Form, and must sign the Form or agree that the corresponding author can sign on their behalf. Articles cannot be published until a signed Exclusive Licence Form has been received. Signed Exclusive Licence forms can be submitted as scanned documents saved in .pdf format.

ETHICAL APPROVAL

All manuscripts that report investigations involving human subjects **MUST** include a statement regarding

institutional ethics committee approval. In the event that institutional ethics committee approval has been obtained, a statement to this effect should be included in the Methods section of the manuscript, and the institutional ethics committee that approved the research should be identified in the covering letter accompanying the manuscript on submission.

Whilst it is recognized that there may be some national variations, guidance for authors can be found in 'National Statement on Ethical Conduct in Research Involving Humans' (http://www.nhmrc.gov.au/publications/_files/e35.pdf) and in 'When does quality assurance in health care require independent ethical review? Advice to Institutions, Human Research Committees and Health Care Professionals' (http://www.nhmrc.gov.au/publications/_files/e46.pdf) published by the National Health and Medical Research Council of Australia (NHMRC). This issue has, also, been addressed in an Editorial in this journal (*Aust N Z J Obstet Gynaecol* 2003; 43: 189).

When examining the question of whether or not a study is research requiring institutional ethics committee review or quality review that does not require such institutional ethics committee review, researchers and authors are advised to read the paper by the NHMRC on this subject (http://www.nhmrc.gov.au/publications/_files/e46.pdf). Whilst the NHMRC is an Australian body, rather than an international body, the ANZJOG Editorial Board has viewed this document as a reasonable standard to work from in the sometimes-difficult area of the need (or otherwise) for institutional ethical committee review in audit. This paper has nine quite simple questions that will assist with the decision; in the event that a decision is made that a study is quality review that does not require institutional ethics committee approval, a statement in the Methods section, such as '*As this review conforms to the standards established by the NHMRC for ethical quality review^{ref}, ethics approval was not sought.*' (referencing the above document) would be appropriate.

Any experiments involving animals must be demonstrated to be ethically acceptable and, where relevant, conform to the Australian National Guidelines for animal usage in research, which can be found at <http://www.nhmrc.gov.au/publications/synopses/ea16syn.htm>.

AUTHORSHIP

Each author should have participated sufficiently in the work to take public responsibility for the content. This participation must include: (i) conception or design of the study, or analysis and interpretation of data, or both, (ii) drafting the article or revising it for critically important intellectual content, and (iii) approval of the final 'to be published' version. All authors must take responsibility for the integrity of the work. Participating solely in the collection of data does not justify authorship. Please note that review of articles cannot proceed until a letter of submission, which states that all authors satisfy these requirements, and is signed by all authors, is received. This journal requires all

manuscripts to be submitted electronically, with a signed letter of submission attached as a scanned .pdf file.

PEER REVIEW

Except where otherwise stated, manuscripts are peer reviewed by two anonymous reviewers. The Editor and Publisher reserve the right to modify manuscripts to eliminate ambiguity and repetition, and to improve communication between author and reader. The Editorial Board reserves the right to refuse any material for publication and advises that authors should retain copies of submitted manuscripts and correspondence as material cannot be returned.

CONFLICT OF INTEREST

Author(s) must identify potential conflicts of interest, whether of financial or other nature. All sources of financial support for the research, including provision of supplies and services from a commercial organisation, must be listed on the title page, as should all institutional or corporate affiliation of the authors(s). Author(s) must also disclose any commercial affiliations, whether or not it is a source of funding. The letter of submission must identify specifically any financial involvement (eg employment, direct payments, stock holdings, retainers, consultantships, patent-licensing arrangements, honoraria) within the past five years with a commercial organisation that might have any potential interest in the subject or materials discussed in the manuscript. If author(s) are uncertain as to the perception of a possible conflict of interest, full disclosure of competing interests at the time of manuscript submission is required. Financial information will be held in confidence during the review process so as not to influence it. If the paper is considered acceptable, the Editor will decide the extent to which disclosure is important for the readership, as well as the form of such disclosure, and will so notify the corresponding author. Competing interests will not necessarily disqualify a manuscript from publication.

SUBMISSION OF MANUSCRIPTS

ANZJOG requires all manuscripts to be submitted electronically. To submit a manuscript, please follow the instructions below.

Getting Started

1. Launch your web browser (Internet Explorer 5 or higher or Netscape 7 or higher) and go to the ANZJOG's Manuscript Central homepage (<http://mc.manuscriptcentral.com/anzjog>).
2. Log-in or click the "Create Account" option if you are a first-time user of Manuscript Central.
3. If you are creating a new account.
 - After clicking on "Create Account", enter your name and e-mail information and click "Next". Your e-mail information is very important.
 - Enter your institution and address information as appropriate, and then click "Next."

- Enter a user ID and password of your choice (we recommend using your e-mail address as your user ID), and then select your area of expertise. Click “Finish”.
4. Log-in and select “Corresponding Author Center.”

Submitting Your Manuscript

5. After you have logged in, click the “Submit a New Manuscript” link in the menu bar.
6. Enter data and answer questions as appropriate.
7. Click the “Next” button on each screen to save your work and advance to the next screen.
8. You are required to upload your files.
 - Click on the “Browse” button and locate the file on your computer.
 - Select the designation of each file in the drop down next to the “Browse” button.
 - When you have selected all files you wish to upload, click the “Upload Files” button.
9. Review your submission (in both PDF and HTML formats) before sending to the Journal. Click the “Submit” button when you are finished reviewing.

You may suspend a submission at any phase before clicking the “Submit” button and save it to submit later. After submission, you will receive a confirmation e-mail. You can also access Manuscript Central any time to check the status of your manuscript. The Journal will inform you by e-mail once a decision has been made.

Pre-submission English-language Editing

Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. A list of independent suppliers of editing services can be found at www.blackwellpublishing.com/bauthor/english_language.asp. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication.

PREPARATION OF MANUSCRIPTS

Manuscripts should be typed, doubled-spaced in 12 pt font. The top, bottom and side margins should be 30 mm. All pages should be numbered consecutively in the top right-hand corner. The manuscript should be presented in the following order: (i) first page which includes the manuscript title, a short title, a word count of the main text and abstract, and key words, (ii) an abstract, (iii) text, (iv) acknowledgements, (v) references, (vi) figure legends, (vii) tables (each table, complete with title and footnotes, on a separate page), (viii) figures, and (ix) appendices. PubMed (<http://www.ncbi.nlm.nih.gov/PubMed>) is the standard that should be used for references, and spelling should conform with the *Macquarie Australian Dictionary*. These guidelines apply to all manuscripts submitted.

COVER LETTER

A cover letter should be provided, which includes a statement regarding the contribution of each author to the

intellectual planning of the project, carrying out of the experimental work, intellectual analysis of the data, and writing of the paper. The cover letter should be signed by all authors and saved as a .pdf file. During electronic submission, this file is attached at the point “Attach another file containing your cover letter” to be found on screen 5 (Details and Comments).

MEASUREMENTS AND ABBREVIATIONS

All measurements must be given in SI units as outlined in the latest edition of *Units, Symbols and Abbreviations: A Guide for Medical and Scientific Editors and Authors* (Royal Society of Medicine Press, London). Statistics and measurements should always be given in numerals (ie 10 mm), except where the number begins a sentence. When a number does not refer to a unit of measurement it is spelt out, except where the number is greater than nine. Abbreviations should be used sparingly and only where they ease the reader’s task by reducing repetition of long, technical terms. Initially use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation. Abbreviations such as eg and ie should only be used in parentheses. Drugs should be referred to by their generic names, rather than brand names.

TITLE PAGE

This page should be saved as a separate file and should contain the title of the contribution, and the name(s) and address(es) of the author(s), and position titles at their respective institutions/places of employment. The family name of each author, by which that author will be referenced, must be identified by the use of upper case letters. Make titles concise, and as precise and specific as possible for abstracting purposes. The full postal address, telephone and facsimile numbers, and e-mail: address of the author who will receive correspondence and check the proofs should be included, as well as the present address of any author if different from that where the work was carried out. Addresses for authors other than the corresponding author should contain the department, institution, city and country. Position titles of all authors at their respective institutions/places of employment should be included. During electronic submission, this file is attached at the point “Upload new files” to be found on screen 6 (File Upload), and designated as Title Page in the File Designation drop-down box.

MANUSCRIPT

First page

The first page of the manuscript file should contain: (i) the title of the paper, (ii) a short title (running head) not exceeding 50 characters (including spaces), and (iii) a word count of the main text and abstract. The first page should NOT contain information identifying the authors or institutions, as this journal conducts blinded peer-review.

Abstract and key words

Each original manuscript should carry a structured abstract of not more than 250 words presented in the following form. *Background*: Brief statement of relevant work or clinical situation, and hypothesis, if applicable. *Aims*: Brief statement of the overall aim. *Methods*: Laboratory or other techniques used, including statistical analysis. Outcome measures clearly stated. *Results*: Statistically significant results and relevant negative data cited. *Conclusions*: Referable to the aims of the study and may include suggestions for future action. Five key words should be supplied below the abstract and should be taken from those recommended by the US National Library of Medicine's Medical Subject Headings (MeSH) browser list at <http://www.nlm.nih.gov/mesh/meshhome.html>.

Brief Communications should have a short unstructured abstract of no more than 6 lines.

Case reports do not require an abstract; when submitting case reports, type the words 'no abstract' into the required abstract field.

Text

Authors should consider the use of appropriate subheadings to label sections of their manuscript. The Methods section should carry a statement confirming clearance of the study by an approved institutional ethics committee. Statistical methods used must be specified.

Acknowledgements

Acknowledgement of grants and other sources of funds should appear after each article, including a frank declaration of the authors' industrial links/affiliations. Other contributions that fall short of the requirements for authorship may also be acknowledged.

References

In the text, references should be cited using superscript Arabic numerals in the order in which they appear. If cited only in tables or figure legends, number them according to the first identification of the table or figure in the text. In the reference list, the references should be numbered and listed in order of appearance in the text. Cite the names of all authors when there are six or less; when seven or more list the first three followed by *et al*. Names of journals should be abbreviated in the style used in *Index Medicus*. Reference to unpublished data and personal communications should appear in the text only. Do not use 'End Note' or any other referencing tool. References should be listed in the following form.

Journal article

1 Soter NA, Wasserman SI, Austen KF. Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *N Engl J Med*. 1976; **294**: 687–900.

Book

2 Kaufmann HE, Baron BA, McDonald MB, Waltman SR (eds). *The Cornea*. New York: Churchill Livingstone; 1988.

Chapter in a Book

3 McEwen WK, Goodner IK. Secretion of tears and blinking. In: Davson H (ed.). *The Eye*, Vol. 3, 2nd edn. New York: Academic Press; 1969; 34–78.

Tables

Tables should be self-contained and complement, but not duplicate, information contained in the text. Tables should be numbered consecutively in Arabic numerals, with a descriptive, self-explanatory title above the table. Column headings should be brief, with units of measurement in parentheses. All abbreviations should be explained in a footnote. Tables should be double-spaced and vertical lines should not be used to separate columns. Footnotes should be designated by symbols in the following order: †, ‡, §, etc; significance values should be indicated by *, **, ***, etc.

Figure legends

Legends should be self-explanatory and typed on a separate sheet. The legend should incorporate definitions of any symbols used, and all abbreviations and units of measurement should be explained. Provide a letter stating copyright authorization if figures have been reproduced from another source.

Figures

All illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Magnifications should be indicated using a scale bar on the illustration. Line figures should be sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package. Lettering must be included and should be sized to be no larger than the journal text.

Figures must be supplied electronically as high resolution (at least 300 dpi) files. Digital images supplied only as low-resolution files cannot be used.

To minimise publication time of your manuscript it is important that all electronic artwork is supplied to the editorial office in the correct format and resolution. Please consult the *Illustration guidelines* at <http://www.blackwellpublishing.com/bauthor/digill.asp> if you need advice on any aspect of preparing your artwork.

Colour figures

The cost of reproducing colour figures will be charged to authors. The costs (GST inclusive) are: For one to three figures the total cost is A\$1100. Each additional colour figure will cost A\$550.

ELECTRONIC FORMAT OF MANUSCRIPTS

Authors are required to provide their manuscripts in Microsoft Word format. The entire article, including abstract where one is needed, should be supplied as a *single* file, which is called the Main Document on submission; figures and tables should be supplied as separate files. The following instructions should be adhered to.

- Do not use a carriage return (enter) at the end of lines within a paragraph.
- Turn the hyphenation option off.
- Do not use l (ell) for 1 (one) or O (upper case oh) for 0 (zero) or ß (German esszett) for β (beta).
- Use a tab, not spaces, to separate data points in tables.
- If you use a table editor function, ensure that each data point is contained within a unique cell; do not use carriage returns within cells.
- Specify any special characters used to represent non-keyboard characters.
- Do not use 'End Note' or any other referencing tool.

ONLINE GUIDELINES

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