

SFT-11 Author Guidelines

We are inviting each oral and poster presenter to submit a short paper describing their work in more detail. If authors prefer not to write a short paper, they may resubmit a revised version of their abstract. Short papers and revised abstracts will be published in the conference proceedings which are made available to each delegate at the conference.

Independent of this process, short papers will be reviewed by editorial staff of the *Journal of Telemedicine and Telecare* and considered for publication in a special supplement of the journal.

Important details

- Short papers (or revised abstracts) are due: COB Friday, **26 September 2011**
- All papers must be received no later than that date to meet publishing deadlines
- Word count: up to **2000** words excluding summary and references
- Submit to: **jasmine@icebergevents.com.au**

Guidelines for short papers

The key points to bear in mind when preparing a paper are summarized below and authors are encouraged to examine this carefully. Adherence to the guidelines is essential. The guidelines for preparation of manuscripts is similar to those recommended by the JTT – see <http://jtt.rsmjournals.com/misc/authors.dtl>

Formatting

Manuscripts must be submitted using double line-spaced, unjustified text throughout, with headings and subheadings in bold case. Press 'Enter' only at the end of a paragraph, list entry or heading.

Title page

The first page (title page) should contain:

- a. The full title of the paper
- b. The name(s) of all authors, the department(s) and institution(s) where the work was carried out
- c. The name, postal and email address of the author responsible for Correspondence

Disclosure statement

1. Competing interests:
2. Funding:
3. Ethical approval:
4. Guarantor:
5. Contributorship:

The title should be concise and informative, accurately indicating the content of the article.

Summary and body text

Original articles and preliminary communications should carry a summary of about 200 words, which states the main purposes of the study, the basic procedures used and the most important conclusions drawn. The rest of the paper should be structured in conventional style (Introduction, Methods, Results, Discussion, Acknowledgements, References).

Tables

Tables must be prepared using the Table feature of the word processor. Tables should not duplicate information given in the text, should be numbered in the order in which they are mentioned in the text, and should be given a brief title.

Figures

All figures should be numbered in the order in which they are mentioned in the text. All figures must be accompanied by a figure legend. If figures are supplied in separate files, the figure legends must all be listed at the end of the main text file.

Line drawings should be produced electronically and clearly labelled using a sans serif font such as Arial. Graphs may be supplied as Excel spreadsheets (one per sheet). Other line drawings should be supplied in a suitable vector graphic file format (e.g. .eps)

All photographic images should be submitted in camera-ready form (i.e. with all extraneous areas removed), and where necessary, magnification should be shown using a scale marker.

Photographic images must be supplied at high resolution, preferably 600 dpi. Images supplied at less than 300 dpi are unsuitable for print and will delay publication.

References

Only essential references should be included. Authors are responsible for verifying them against the original source material. References should be identified in the text by superscript Arabic numerals after any punctuation, and numbered and listed at the end of the paper in the order in which they are first cited in the text. Automatic numbering should be avoided. References should include the names and initials of up to six authors. If there are more than six authors, only the first three should be named, followed by et al. Publications for which no author is apparent may be attributed to the organization from which they originate. Simply omit the name of the author for anonymous journal articles – avoid using 'Anonymous'. Punctuation in references should be kept to a minimum, as shown in the following examples:

1. Chen MY, Ryder N, Donovan B. Completeness and timelines of treatment for Chlamydia within a sexual health service. *Int J STD AIDS* 2004;**15**:762-4
2. Baron DN, ed. *Units, Symbols, and Abbreviations. A Guide for Medical and Scientific Editors and Authors*. 5th edn. London: Royal Society of Medicine Press, 1994
3. Medical Foundation for AIDS and Sexual Health. *Standards for NHS HIV Services*. www.medfash.org, December 2002 (last accessed 23-01-2008)

Abbreviations

Symbols and abbreviations should be those currently in use. Authors should not create new abbreviations and acronyms.

Units

All measurements should be expressed in SI units.

This document was created with Win2PDF available at <http://www.win2pdf.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.
This page will not be added after purchasing Win2PDF.