Submission guidelines

Author information

No identifying details of the authors or their institutions should appear in the submitted paper. Author details should be communicated in a separate Word document. You will need to provide the following information:

- **Lead Author (also corresponding author)**
  - Preferred title
  - Name
  - Role
  - Workplace
  - Contact author email (this is usually the Lead author)
  - Contact author address
  - Contact author telephone number
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- **Co-Author(s)**
  - Preferred title
  - Name
  - Role
  - Workplace

Font and formatting

- Use Arial font, size 12.
- Use 1.5 line spacing.
- Insert line and page numbers.
- Headings and sub-headings in bold, further sub-headings in italic.
- If you have included boxes of writing (possibly as extras or illustrative comments), please ensure these appear as text within the article (with borders, if you wish) rather than as separate items; this is to ensure they are easily accessible for our editorial team, but also so that the text is included in the word count.
- When using abbreviations or acronyms in the text, always show the term or the name of the organisation in full the first time it is used in the text. For example: lower segment caesarean section (LSCS); National Institute for Health and Care Excellence (NICE). Thereafter, just use the abbreviation, ‘LSCS’, ‘NICE’ etc.

Word count

Papers should be written to a maximum word count of 5000 words excluding references, tables and figures. Please check the word count and include total word count (Abstract + Main paper) on the Abstract. Any paper that is submitted with an excess of 5000 words without prior discussion with the editor, will be returned.
References

Primary Research (RCTs / Cohort studies/Mixed Methodology studies) - A maximum of 30 references is allowed.

Secondary Research (Literature reviews / Systematic reviews / Modified systematic reviews) - A maximum of 30 references is allowed for printing at the end of the manuscript. Additional references (for example, articles reviewed but did not satisfy inclusion criteria) can be provided as a supplementary file.

- The chosen style for citing references is Harvard. Using this style, authors are named in the text with the publication year of their work shown in brackets after their name(s).
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- The source (book, journal) should be shown in italics.
- Journal titles should be shown in full, e.g. Journal of Ultrasound in Medicine.
- A comprehensive guide to referencing can be found here

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A maximum of three tables and/or graphs are allowed for all types of article – excluding Systematic Reviews/Meta-analyses or RCTs. Each table should be submitted on a separate word document with a short descriptive title. All relevant statistical data should be included. Charts and graphs must be clearly labelled, and the axes on graphs made clear. If charts or graphs are to be included, original or coordinate values should also be sent. Always include a citation in the text for each figure and table.
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• **For experimental studies/trials of clinical effectiveness/RCTs** we require a CONSORT diagram (Figure), and CONSORT Checklist (Table) and 2 further tables of outputs. CONSORT (Consolidated Standards of Reporting Trials: [http://www.consort-statement.org/consort-2010](http://www.consort-statement.org/consort-2010)

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