

GUIDELINES AND INFORMATION FOR AUTHORS **THE SINGAPORE FAMILY PHYSICIAN**

Authors are invited to submit articles for publication in *The Singapore Family Physician* on the understanding that the work is original and that it has not been submitted or published elsewhere. Your original article will be considered for publication on the understanding that they have to be approved by the Editorial Board via a double-blinded peer-review process and *subject to revision*. Authors are encouraged to consult the recommendations in the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (<http://www.icmje.org/index.html>) which the SFP is in accord with.

The following types of articles may be suitable for publication: case reports/ study, original research works, audits of patient care, protocols for patient or practice management and letters to the Editor. The CME and review articles will be published under the prerogative of the Institute of Family Medicine (IFM) in the College of Family Physicians Singapore. The article should be written in British English, and not be more than 3000 words in length. This must be submitted in an electronic form and of a format that is compatible with major word processor applications. Submissions in Microsoft Word in Word 1997-2003 format (.doc) is preferred, later versions (.docx) will not be accepted.

From 31 January 2010 all articles submitted for publication must be submitted electronically through the **SFP Editorial Manager**, our online submission and peer-review system which can be accessed at www.editorialmanager.com/sfp/default.asp.

All instructions for registration and submission can be found at the webpage. Authors and reviewers can follow clearly the progress of the manuscript submission and review process by logging into the **SFP Editorial Manager**. An online users' guide, authors' and reviewers' instructions are also located at the website in case of queries and difficulties. Any problems encountered logging in can be addressed to editorialoffice@cfps.org.sg.

RECOMMENDED FORMAT FOR THE MANUSCRIPT

The submission should comprise of the following:

1. Title Page
2. Summary/ Abstract
3. Key Words
4. Text/ Manuscript (anonymised version)
5. Tables
6. Illustrations
7. Authors Agreement/ Copyright Assignment Form
8. Patient's Consent Form, if necessary (including consent for photograph or illustration taken of human subject)

and each one of these sections should start on a fresh page.

Authors are advised to ensure the anonymity of study subjects and patients by removing any and all information that could compromise their privacy from the submission.

The text should be typed in Arial font, 12 point size with a 1.5 line space.

The Title Page

- The title should be concise and highlight the key elements of the article.
- Include on the title page first name, qualifications, present appointments, type and place of practice of each contributor.
- Include name, address, handphone number and email address of the first author to whom correspondence should be sent.
- Insert at the bottom: name and address of institution or practice from which the work originated.

The Summary/ Abstract

- The summary should describe why the article was written and present the main argument or findings.
- Limit words as follows: 250 words for major articles; 200 words for case reports.

Key Words

- Add, at the end of summary in alphabetical listing, **keywords** of up to 5 in number which will be used for article indexing and retrieval under Medical Subject Headings or MeSH. MeSH is the NLM controlled vocabulary thesaurus used for indexing articles for WPRIM and PubMed. Please refer to www.nlm.nih.gov/mesh/ for details.

The Text/ Manuscript (full complete)

The text should have the following sequence:

- **Introduction:** State clearly the purpose of the article.
- **Methods:** Describe the selection of the subjects clearly. Give References to established methods, including statistical methods; provide references and brief descriptions of methods that have been published but are not well known. Describe new or substantially modified methods, giving reasons for using them and evaluate their limitations. Include numbers of observations and the statistical significance of the findings where appropriate.

Drugs must be referred to generically; all the usual trade names may be included in parentheses.

Dosages should be quoted in metric units.

Laboratory values should be in SI units with traditional unit in parentheses.

Do not use patients' names, initials or hospital numbers to ensure anonymity.

- **Results:** Present results in logical sequence in the text, table and illustrations.
- **Statistics:** Describe statistical methods which can be easily understood and verified by the reader. Use technical terms in its proper place, and where possible quantify readings and indicate errors of uncertainty and confidence intervals.

- **References:** The author(s) is/ are responsible for the accuracy and completeness of the references, which should be identified in the text by superscript Arabic numerals in the order of first citation and noted in numerical order at the end of the text.

Digital Object Identifier (DOI) citation information must be included as a full DOI URL by prepending <http://dx.doi.org/> to any DOI reference. To identify a DOI reference, please visit CrossRef at <http://www.crossref.org/questquery/> and enter in the reference information in the box provided to locate the DOI where available. Such DOI information will facilitate readers to trace referenced papers easily.

Where there are more than three authors, the first three should be named and then followed by et al.

Example:

Tan and Ho. Treat-to-target approach in managing modifiable risk factors of patients with coronary heart disease in primary care in Singapore: What are the issues? *Asia Pacific Family Medicine*, 2011;10:12. doi:10.1186/1447-056X-10-12.

Authors may wish to familiarise themselves with the AMA style for the citing of references for BioMedical publications at www.amamanualofstyle.com.

Tables

Tables should be submitted on a separate page. Label them in roman-numeric sequence [I,II,III etc] and ensure they are clear and with explanatory legends as required.

Illustrations

- Illustrations must be submitted in a separate page, and should be provided whenever appropriate. Illustrations should be cited in the text. When required, it is the author's responsibility to obtain permission to reproduce illustrations. Authors need to ensure that photographs, illustrations and figures do not contain any information that will reveal the identities of the patients and authors. From 1 January 2012, all photographs and illustrations taken from any human subject must be accompanied by the respective endorsed consent form. Clear captions to the figures should be provided.

Anonymised Text

As the original article will be subjected to a double-blinded peer review process, all identification of names and institutions have to be removed from this version to facilitate the peer review process.

Author Contributorship for Original Article Submission

Author details must be included in the relevant fields when submitting an article. Only those who have made substantial contributions to the study and/ or preparation of the article should be acknowledged as authors and named in full. The SFP follows the International Committee of Medical Journal Editors (ICMJE) criteria pertaining to authorship (refer to http://www.icmje.org/ethical_1author.html). The precise role(s) of each author should be included in the 'contributorship' declaration.

Declaration of Conflicts of Interest

The SFP requires the author(s) to provide full and detailed declarations of any conflicts of interest. Where there are none, please use the following declaration: "*The author(s) declare(s) that he/she/they has/have no conflict of interest in relation to this article.*"

Revised Manuscript Submission

Manuscripts may be returned to their respective authors for revision. This will be accompanied by an Editor's email for which comments and recommendations may be made. The authors are advised to read and to take note of these comments carefully and to revise their articles accordingly. The authors need to reply to the editor's email to outline their response before the resubmission of the revised manuscript. They should exclude the identity of the authors and their institutions, as the email may be redirected to the reviewers during the resubmission process. The resubmitted manuscripts should include the revised complete version, as well as the anonymised version as before.

Proofs

Prior to publication, the Editorial Team will copyedit the article to fit the format of the Journal. The author will be sent the copyedited proof of the article, and the author should read carefully the proof and give comments and/or confirmation within 48 hours of receiving the proof. This will greatly facilitate the SFP to proceed to printing without delay, or to have to go to print without the corresponding author's comments.

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The journal is also circulated to all relevant government, professional, medical and academic organisations in Singapore, sister Colleges overseas and to the World Organisation of National Colleges and Academies of General Practitioners/ Family Physicians (WONCA).