

INSTRUCTIONS TO AUTHORS

Submissions may take the form of review papers, research reports, audit reports, case studies, editorials, conference reports, equipment reports and reviews of books, CDs or DVDs. Student contributions are welcomed.

Please use double-spacing throughout, with a 4 cm margin on the left, with no headers and footers (other than page numbers), and without footnotes unless these are absolutely necessary, all pages must be numbered.

Articles should normally be no longer than 2000 words (editorials, case studies 1000 words and book reviews 250 words). They should be emailed to jm.bradley@ulster.ac.uk and b.oneill@ulster.ac.uk with the files named as follows

- Main document: Author, date of submission, title of paper e.g. Smith011206Bronchiectasis
- Tables: Author, date of submission, title of Table e.g. Smith011206Table1
- Figures: Author, date of submission, title of figure e.g. Smith011206Figure1

Structure of respiratory paper/ article/ audit/ review:

TITLE PAGE (*All submissions*)

The title page should carry:

- Title of the article
- The names and initials of each author.
- Institutional affiliation of each author.
- Full details of each author's current appointment.
- Authors most recent qualification
- Name, e-mail address and telephone number of the author responsible for correspondence.
- Please provide up to 4 keywords
- Word count (excluding summary)

SUMMARY (Not for editorials or brief reports)

This is typeset in bold at the beginning of the article, and should be between 50 and 60 words in length. It should be designed to develop the readers' interest in the article.

INTRODUCTION

The introduction should have a clear rationale and purpose/aim or state the question

that the paper sets out to answer.

METHODS

This should outline the methodology used to complete the respiratory project or literature review. A summary of the statistical process should be provided, for research projects a statement of ethical approval should be included.

RESULTS

Results should include a detailed summary of your findings.

DISCUSSION

Interpretation of the results obtained in the study should be offered here. The findings must be considered in relation to previous work and in terms of whether the aim specified in the INTRODUCTION has been achieved. Suggestions should also be included for the improvement of the study. Furthermore recommendations for future research should be offered.

CONCLUSION

Your conclusions should be succinct and logically ordered. Identify gaps in present knowledge and suggest future initiatives.

Key points (Excepting conference reports)

Please supply 3-5 key phrases that summarise the major themes of your article. These will appear at the end of the article.

Headings

Please use headings and subheadings appropriately.

Abbreviations and units

Abbreviations should be defined at their first mention. SI units should always be used.

For numbers: all numbers under 10 should be written as words except when describing a quantity e.g. PaO₂ 8.5Kpa. Numbers greater than 10 should be written as digits, except at the start of a sentence.

Tables and Illustrations

Tables and illustrations should be sent in separate files. Do not paste figures and tables into the text.

Photography and images should be in black and white. Supply images at highest resolution obtainable from source. Do not reduce the file size.

If previously published, acknowledge the original source. It is the author's responsibility to ensure that permission is received from the copyright holder for the reproduction of figures and tables before submission (search for 'permissions' on the publisher's website).

References, explanatory matter and definitions of abbreviations should be

in footnotes under the table.

Ensure that each table and figure are cited in the text e.g.

***** Table 1 near here *****

or

***** Figure 2 near here *****

References

In the text, use the name and year (Harvard) system e.g. As Black and White (1987) have shown..., As already reported (Black and White, 1987)...

For three or more authors print the first author's name followed by et al e.g. As Black et al (1987) have shown...

When several references are cited simultaneously, the order should be chronological e.g. Black et al 1997, White and Smith 1987.

In the reference list arrange references alphabetically by first author's surname. Print the names and initials of all authors for references with six or less authors; for seven or more authors print the first three and add 'et al'. As all references with three or more authors and the first same author will be cited in the text as 'et al', those references are arranged chronologically: Black B (1988)...Black B (1987)...Black B, Green G (1965)...Black B, White W (1963)...

The sequence for a journal article is: author(s); year; title; journal; volume; first and last page numbers. The layout and punctuation are e.g. Gosselink R Breathing techniques in patients with chronic obstructive pulmonary disease (COPD). *Chron Respir Dis* 2004; 1: 163-172.

The sequence, layout and punctuation for books are:

Samuels B (1979) Pulmonary complications of AIDS. In: Rand A, Long B, eds. *Management of AIDS*. Butterworths, London: 387-95

The sequence, layout and punctuation for citations from the web are:

Author/editor Year Title [online]. Place of publication: Publisher (if available). Available from: Site [Accessed date].

Holland M 1996 Harvard system [online]. Poole University. Available from: http://www.bourservice-depths/lis//LIS_Pub/harvardsyst.html [Accessed 15 Oct 1999].

Papers that have been submitted for publication but not yet accepted are not acceptable as references. Papers that have been accepted for publication but not yet published may be included in the reference list e.g. Abel HL (1988) Endometriosis. *Br J Hosp Med* (in press)

The total number of references should not exceed 20.