

# Guide for Authors

## The Bulletin of the Hong Kong College of Anaesthesiologists

### Manuscripts should be sent to:

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### About the Bulletin of the Hong Kong College of Anaesthesiologists

The Bulletin is an official publication of the Hong Kong College of Anaesthesiologists (HKCA). Acceptance of manuscripts submitted to *Bull HK Coll Anaesthesiol* is based on significance, originality, and validity of the material presented. Types of submissions accepted include reviews, clinical and laboratory investigations, case reports, technical communications, letter to the editor and other special articles describing the historic, social and current trends in anesthesia, intensive care and pain medicine.

### Manuscript Preparation and Submission

Manuscripts must be prepared and submitted in the manner described in "Uniform Requirements for Manuscripts Submitted to Biomedical Journals, www.icmje.org. The manuscript cover letter must stipulate that all persons listed as authors have contributed to preparing the manuscript. Authors will be asked to transfer copyright of articles accepted for publication to the Hong Kong College of Anaesthesiologists. A Copyright Transfer form, signed by the authors, may be faxed or mailed to the Editorial Office at the time of submission. The form can be downloaded from the College's website.

### Manuscript Preparation

Document files should be prepared in "A-4" paper. Manuscripts should be double spaced (to allow room for editing) throughout, including references and table and figure legends. By inserting a manual page break, begin each of the following sections on separate pages: title page, summary and key words, text, acknowledgments, references, tables, and legends. (Each table, complete with title and footnotes, should be on a separate page.) Number pages consecutively, beginning with the title page.

Authors should keep copies of everything submitted and all correspondence from the editorial office and its board members. No submitted materials (manuscripts, figures or tables) will be returned to the authors.

### Ethics approval

No manuscripts describing investigations performed in humans will be accepted for publication unless the text states that the study was approved by the authors' institutional human investigation committee and that written informed consent was obtained from all subjects or, in the case of minors, from parents. This statement should appear at the beginning of the Methods section. Human subjects should not be identifiable. Do not use patients' names, initials, or hospital numbers. Similarly, manuscripts describing investigations in animals will not be accepted for publication unless the text states that the study was approved by the authors' institutional animal investigation committee.

### Title Page

The title page should contain the title of the article, which should be concise but informative. First and last name of each author, with all relevant academic degree(s) including fellowship and affiliations.

Name of department(s) and institution(s) to which the work should be attributed. Disclaimers, if applicable; Name, address, telephone and Fax number, and email address of author responsible for correspondence about the manuscript.

The source(s) of financial support from foundations, institutions, pharmaceutical, and other private companies in the form of grants and awards.

### Summary and Key Words

The second page should have an abstract. All articles (except editorials) must include unstructured abstracts consisting of one complete paragraph. Summary should be no more than 300 words for all articles including case reports and reviews.

The summary should state the purposes of the investigation, basic procedures, main findings and the principal conclusions. Emphasize new and important aspects of the study or observations. Below the abstract, provide (and identify as such) 3 to 10 keywords that will assist indexers in cross indexing the article.

### The Text

The text of observational, experimental, and general articles is usually but not necessarily divided into sections with the following headings: Introduction, Methods, Results, and Discussion.

*Introduction:* State the purpose of the article. Summarize the rationale for the study or observation.

*Methods:* Describe the selection of observational or experimental subjects (patients or experimental animals, including controls). Identify the methods, apparatus (manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dosage(s), and route(s) of administration.

*Results:* Present the results in logical sequence in the text, tables, and illustrations.

*Discussion:* Emphasize the new and important aspects of the study and conclusions that follow from them. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies. Link the conclusions with goals of the study but avoid unqualified statements and conclusions not completely supported by the data.

### Abbreviations and Units of Measurement

Units of measurement: Measurements of distance/length and weight must be expressed in metric units only. Clinical laboratory and hematologic data must be expressed in SI units with, if desired, present conventional metric units in parentheses. Continue using abbreviations consistently; do not revert to the spelled-out term.

### References

All references must be available to all readers. Cite only references to books and articles or abstracts published in peer-reviewed journals. Number references consecutively in the order in which they are first mentioned in the text. Double-space between all lines of each reference and between references when typing the reference page. Identify references in text, tables, and legends by arabic numerals. References must be verified by the author(s) against the original documents, and the entire list must be checked for nonduplication. Use the style of the examples below:

#### Examples:

Standard journal articles (List all the authors when four or less; when five or more, list only the first three and add *et al.*): Lam DW, Chui PT. A prospective evaluation of a microcoagulation analyzer. *Bull HK Coll Anaesthesiol* 2005;14:9-12.

Personal author(s) of books and monographs: Myles PS, Gin T. *Statistical Methods for Anaesthesia and Intensive Care*. Oxford: Butterworth Heineman, 2000.

Chapter in a book: Chui PT, Low JM. Acute hypotension and vasodilators. In: Oh TE, ed. *Intensive care manual*. Oxford: Butterworth Heineman, 1997:153-62.

### Tables

Type each table double-spaced on a separate sheet. Number tables consecutively and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. In footnotes, define all abbreviations that are used in each table. Repeat definition if the abbreviation is used in a subsequent table. For footnotes, use lower-case italicized letters in alphabetical order. Cite each table in the text in consecutive order.

### Illustrations

Computer generated figures are satisfactory for publication but authors should be aware that most figures will be reduced in size and should design their illustrations accordingly. Each figure should be identified by number. Color figures may be published at the discretion of the Editor-in-Chief. Figures should be cited in the text in consecutive order. If a figure has been published, acknowledge the original source and submit written permission from both the author and the publisher to reproduce the material. Define all abbreviations used in each illustration. Repeat definition if the abbreviation is used in a subsequent legend.