

# General Notes

THE INSTITUTE OF LARYNGOLOGY & OTOLOGY

FERENS VOICE CLINIC

FRIDAY, 7 JULY 1995

SYMPOSIUM ON ADVANCES IN THE TREATMENT OF VOICE DISORDERS

International Faculty  
Symposium Coordinator – D. Garfield Davies

Fee: £135.00  
(£75.00 Speech Therapists)  
including coffee, lunch and tea

Further information can be obtained from  
Sharon Bailey or Cheryl Overington  
Institute of Laryngology & Otology  
330/332 Gray's Inn Road  
London WC1X 8EE

Telephone: 0171-915 1514/8  
Fax: 0171-837 9279

## ANNOUNCEMENT

### FOUNDATION OF THE EUROPEAN LARYNGOLOGICAL SOCIETY (ELS)

The European Laryngological Society has been officially founded the 14 January 1995 in Brussels on the initiative of Professors Kleinsasser, Serafini and Luboinski. This society is devoted to the knowledge and developments in all the fields of laryngology.

Well renowned European laryngologists are already part of the ELS founding members. The first ELS scientific meeting will be organized in 1996 by Professor Kleinsasser, president of this new society.

For information regarding the Statute and the Membership, please contact:

Professor M. Remacle,  
ELS Secretary,  
ENT Department,  
University Hospital of Mont-Godinne,  
5530 Yvoir, Belgium,  
Tel: 081/42 21 11; Fax: 081/42 25 49

THE CLEVELAND REVISION COURSE  
IN  
OTOLARYNGOLOGY, HEAD AND NECK SURGERY  
21st–25th AUGUST 1995  
COURSE ORGANISER: MR. L. M. FLOOD

This five-day course is presented as a revision aid to candidates for higher surgical examination, especially Fellowship, in the speciality. The intensive programme will include:

- ★ Twice daily lectures
- ★ Case presentations by delegates
- ★ A daily slide quiz
- ★ Training in viva voce skills
- ★ Simulated clinical examination
- ★ Survival skills when all else fails

This introductory week will then be supplemented by provision of a syllabus and an essay correspondence course as a continuing aid to revision.

There is no charge for tuition. A small deposit on booking will be refunded at registration. Discounted hospital or local hotel accommodation is available.

To ensure individual tuition the number of participants is limited and early application is vital.

*Further details from:*

Mr. L. M. Flood, F.R.C.S.  
The Forge, Kirby Lane, Kirby in Cleveland TS9 7AL.  
Tel: 0642 710107

BASIC SCIENCE CLASS FOR PART I DLO

15–26 MAY 1995

This two week, full-time course includes tutorials, practical demonstrations in anatomy and Physiology and lectures on subjects appropriate to the Part I examination

Course Tutor: Dr K. M. Backhouse OBE

Course fee: £355 (meals and refreshments not included)

For an application form please contact

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### ANNOUNCEMENT

13TH INTERNATIONAL COURSE IN FUNCTIONAL CORRECTIVE NASAL SURGERY

25 JUNE THROUGH 30 JUNE 1995  
UTRECHT, THE NETHERLANDS

Information:

Prof. Dr. E. H. Huizing  
Department of O.R.L., University Hospital Utrecht  
P.O. Box 85500, 3508 GA Utrecht  
The Netherlands

Tel: 32-30-506645; Fax: 32-30-541922

# Instructions to Authors

**Review Articles.** Articles of this type, preferably not exceeding 3,000 words will be considered but the author(s) are expected to be a recognised authority on the topic and have carried out work of their own in the relevant field.

**Historical Articles.** Articles of this type are generally encouraged, but it is obvious that they have to provide some new information or interpretation, whether it be about a well-known person or for example an instrument associated with him, but those from within a Hospital's own department who have made a hitherto less well-known contribution would be welcome.

**Letters to the Editor.** This feature has been re-introduced to give those who wish to comment about a paper previously published within the Journal, an opportunity to express their views. Wherever possible, the original author is asked to add his further comment, thereby adding to the value of the contribution. Such letters should be sent as soon as possible after publication of each month's issue of the Journal in the hope of including them early thereafter.

'Mini-papers', such as those which appear in the British Medical Journal, Lancet, or New England Journal of Medicine, will not be acceptable except on the rare occasion that they bring information of immediate interest to the reader.

**Pathology.** Articles which are of pathological interest with particular emphasis on the way the diagnosis was achieved now appear on a monthly or bimonthly basis. It is hoped that clinicians will involve their pathologists in these reports, and all illustrations must be of first-class quality. Where a department, particularly those overseas, may not have such specialized facilities, it may be possible, if a block or several unstained sections are provided for our Adviser to produce or supplement the illustration submitted. Only contributions of particular pathological interest will be accepted.

**Radiology.** Short reports on cases in which the radiology has been crucial in the making of the diagnosis or the management of a particular case now appear on a monthly or bimonthly basis. This spot is to encourage clinicians and radiologists to produce material of particular interest in the specialty and to encourage co-operation in this field. Only presentations with first-class illustrations can be accepted and these must emphasise a problem of unusual clinical interest.

**Short Communications.** This feature will be used on an occasional basis. Examples of material suitable for inclusion under this title would be, for example: a piece of work which was of clinical interest but had failed to produce findings which were of statistical significance; where an investigative technique has been applied to an allied field, not warranting a further in-depth description of its earlier application and methodology.

'**Silence in Court**'. Articles on medicolegal topics are welcome but a preliminary letter written beforehand is requested to ensure that the contribution would be appropriate.

## Check List for Authors/Secretaries

1. Title page—Titles should be short with names of the authors, higher degrees only and the city/country. Details of the departments in which the authors work should be put lower down.  
An address for correspondence should be supplied together with the author who should receive this; this will ultimately appear beneath the list of references. If the paper was presented at a meeting, the details of this must be given and will be inserted at the bottom of the first page of the printed script.
2. Abstract—No paper will be accepted without this and it adds considerably to the Editor's time to have to write and request this if the paper is accepted.
3. Key Words—only those appearing as Medical Subject Headings (MeSH) in the supplement to the Index Medicus may be used; where appropriate word(s) are not listed those dictated by common sense/usage should be supplied.
4. To follow the instructions to Authors with the way in which the paper is set out. It is preferred that each section should start on a fresh page with double spacing and wide margins.
5. References must be in the Harvard system; to submit a paper using the Vancouver system is automatically to have it returned or rejected.
6. *Two* sets of illustrations must be included, one of half-plate size and the other with the width of 80 mm. Illustrations must be clearly labelled with the author's name on the reverse side and where appropriate with an arrow to give orientation.
7. Authors to check manuscript and references to see that these match up particularly for dates and spelling.
8. Title of Journals must be given in full with the date, volume number and first and *last* pages.
9. Consent to be obtained from a patient if a photograph of their face is to be reproduced.
10. If the author to whom correspondence is to be directed changes his address, he should let the Editorial Office know as soon as possible.
11. Page proofs will normally be sent out one month in advance and must be returned as soon as possible.
12. Authors should provide a Facsimile number (FAX) whenever possible to speed communication. The FAX number of the Editorial office is 0483 451874.
13. Manuscripts with tables only may be retransmitted by FAX; those with graphic or visual illustrations, e.g. graphs, X-rays, pathology, electrical records (ENG, BSER etc) must continue to be sent by post as the quality of reproduction does not give sufficient accuracy of detail.

<b>Editorial</b> . . . . .	179
<b>Main Articles</b>	
'Ceruminoma'—a defunct diagnosis: <i>R. G. Mills, T. Douglas-Jones, R. Gareth-Williams</i> . . . . .	180
A simple technique to measure body sway in normal subjects and patients with dizziness: <i>N. J. Roland, C. A. Smith, I. W. Miller, A. S. Jones, T. H. Lesser</i> . . . . .	189
Experience with the xylocaine test as a prognostic aid for surgery in Sluder's neuralgia: <i>S. A. Kamal</i> . . . . .	193
Adenoids in school-aged children: <i>J. J. Haapaniemi</i> . . . . .	196
Bismuth subgallate—its role in tonsillectomy: <i>J. E. Fenton, A. W. Blayney, T. P. O'Dwyer</i> . . . . .	203
The influence of bismuth subgallate and adrenaline paste upon operating time and operative blood loss in tonsillectomy: <i>V. Callanan, A. J. Curran, D. A. Smyth, P. K. Gorm- ley</i> . . . . .	206
Post-operative morbidity in electrodissection tonsillectomy: <i>H. L. Tay</i> . . . . .	209
Can obstructive sleep apnoea be a complication of uvulopalatopharyngoplasty?: <i>Y. Finkelstein, Y. P. Talmi, E. Raveh, J. Orlin, C. Rudnicki, M. Fried, Y. Zahavi</i> . . . . .	212
Chondroradionecrosis of the larynx: still a diagnostic dilemma: <i>H. Rowley, M. Walsh, D. McShane, I. Fraser, T. P. O'Dwyer</i> . . . . .	218
Post-laryngectomy pharyngocutaneous fistula—a still unresolved problem: <i>M. Fradis, L. Podoshin, J. Ben David</i> . . . . .	221
<b>Audit Article</b>	
The future of stapedectomy—the Singapore problem: <i>H. K. Leong</i> . . . . .	225
<b>Short Communication</b>	
A simple method for retaining the aural speculum: <i>G. Soo, D. A. Nunez</i> . . . . .	230
<b>Clinical Records</b>	
Tuberculoma of the mastoid: <i>D. S. Grewal, P. Bhargava, B. Mistry, N. Gaikwad</i> . . . . .	232
Metastatic melanoma of the tonsil and the nasopharynx: <i>L. Ramamurthy, W. Y. Nassar, P. S. Hasleton</i> . . . . .	236
Laryngeal papillomatosis with subsequent development of papillomata in the paranasal sinuses—is it seeding by intubation?: <i>W. Colquhoun-Flannery, J. A. S. Carruth, A. D. Cheesman</i> . . . . .	238
Carcinoma ex pleomorphic adenoma of the soft palate: <i>T. Yoshihara, M. Tanaka, M. Itoh, T. Ishii</i> . . . . .	240
The G syndrome/Opitz oculo-genital-laryngeal syndrome/Opitz BBB/G syndrome/Opitz- Frias syndrome: <i>B. J. Conlon, T. O'Dwyer</i> . . . . .	244
The pharyngocele: infrequently encountered and easily misdiagnosed: <i>P. M. Van de Ven, H. K. Schutte</i> . . . . .	247
Transection of cervical trachea following blunt trauma: <i>A. Hosny, S. Bhendwal, A. Hosni</i> . . . . .	250
An unexpected cause of upper airway obstruction: <i>A. A. W. M. Meulenbroeks, G. D. Vos, J. M. H. Van der Beek, P. J. E. H. M. Kitslaar</i> . . . . .	252
Cranial fasciitis: presentation as a post-auricular mass: <i>K. Iqbal, G. Saqulain, I. H. Udaipurwala, J. Ashraf, F. Aijaz, M. Jalisi</i> . . . . .	255
<b>Pathology in Focus</b>	
Chondromyxoid fibroma of the nasal bone with extension into the frontal and ethmoidal sinuses: <i>C. B. Koay, A. P. Freeland, N. A. Athanasou</i> . . . . .	258
Angiolymphoid hyperplasia with eosinophilia: <i>D. R. Ingrams, N. D. Stafford, T. M. Creagh</i> . . . . .	262
<b>Abstract Selection</b> . . . . .	265
<b>General Notes</b> . . . . .	270