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The Journal of Laryngology and Otology

(Founded in 1887 by MORELL MACKENZIE and NORRIS WOLFENDEN)

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INSTRUCTIONS FOR AUTHORS

1. Original articles which have not been published elsewhere are invited and should be sent to the Editor. They are considered for publication on the understanding that they are contributed to this Journal solely. Reproduction elsewhere in whole or in part, is not permitted without the previous written consent of the Author and Editor and the customary acknowledgement must be made. Normally an original article should not exceed 7500 words.

2. Manuscripts should be typewritten in duplicate on one side of the paper only (A4 297 x 210 mm) and double spaced, with wide margins.

3. Begin each component on a new page in the following sequence: title page, abstract, text, acknowledgements, references, tables and legends.

4. Title page—Titles should be short with no more than 100 characters. Authors’ names should be given in alphabetical order. The names of the departments, higher degrees only. Dates of 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. Any change of address should be notified. 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 printed script.

5. Abstract—This should contain not more than 150 words and include a statement of the problem, the method of study, results and conclusions; a ‘summary’ section should not be included in the main manuscript. No paper will be accepted without an abstract.

6. Key Words—Only those appearing as Medical Subject Headings (MeSH) in the supplement to the Index Medicus may be used; where no appropriate word(s) are listed those dictated by common sense/usage should be supplied.

7. Text—Suggested outline—I introduction, (2) materials and methods, (3) results, (4) discussion, (5) conclusion.

8. Tables are to be numbered and should not repeat material already presented.

9. Figures—Two sets of illustrations, one with each copy of the manuscript, must be submitted and all authors should remember that the single column width is 80mm. One set of illustrations should, therefore, not exceed this width and they should ensure that the essential features are illustrated within this dimension.

10. Coloured illustrations will be charged to authors, unless a special grant is authorized by the Editor.

11. With permission from the publisher the Journal may reproduce material in book form in republication with copyright elsewhere and also from the senior author where necessary. Consent to be obtained from a patient if a photograph of their face is to be reproduced.

12. Claims to be made for missing issues within 6 months of each publication date.

13. Letters to the Editor—Letters should be short—300 words or less. They should be signed and should include the name and address for mailing home.

14. 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 which could fit into the space available in the Journal. If the space available is not adequate, the article should be submitted in the form of an original article.

15. Reviews—Reviews should be short—300 words or less. They should be signed and include the name and address for mailing home.

16. Case Reports—This feature is designed for the publication of case reports. It is intended for the publication of interesting cases which have not been previously published and which are not already the subject of legal proceedings. 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 a report. This does not apply to those manuscripts with colour illustrations which will be returned automatically by Surface Mail.

17. Instructions for Occasional Articles

Review Articles. Articles of this type, preferably not exceeding 3,000 words will be considered but the author(s) are expected to be recognized authorities 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 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.

Audit Articles. Articles should be of general audit interest—not specifically departmental. It should always be demonstrated that the ‘audit cycle’ has been completed.

‘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.

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 affected field, not warranting a further in-depth description of its earlier application and methodology.

Radiology in Focus. 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 again on a monthly basis. The Editors hope that clinicians will involve their radiologists 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 a report.

Pathology in Focus. This feature is designed for the publication of case reports. It is intended for the publication of interesting cases which have not been previously published and which are not already the subject of legal proceedings. 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 a report.

Oncology in Focus. This feature is designed for the publication of case reports. It is intended for the publication of interesting cases which have not been previously published and which are not already the subject of legal proceedings. 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 a report.

Minipapers. Such as those which appear in the British Medical Journal, Lancet, or New England Journal of Medicine, will not be acceptable except on rare occasions that they bring information of immediate interest to the reader.

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For further details, please contact:
Mrs Jan Flowers, The Ipswich Hospital NHS Trust, Ipswich, Suffolk IP4 5PD. Tel: 01473 703527

MEETINGS
7 MAY
and
23–26 JULY 1997

Friday 7th May 1997

Otology
10.30 am Neuro-Otology at Queen Square
(In memory of the late Dr M Dix MD, FRCS, 1911–1991)
Introduction Dr D Hood
Benign Positional Vertigo Professor L Lunot
Optokinetic Nystagmus Dr A M Bronstein
Clinical Presentation of Central Vestibular Disorders
Huff, Puff and All Fall Down Mr H Ludman
Effects of Vestibular Nerve Section on Mr G Brookes
Cochleo-Vestibular Physiology
Newer Tests and Their Clinical Application Dr M Gresty

Laryngology & Rhinology
2.30 pm Short Papers

Wednesday–Saturday 23–26 July 1997

Joint Summer Meeting, Boston, Massachusetts, USA
Second US/UK Joint Otolaryngology Meeting
(Second AAO-HNS/F/OSF Joint Meeting)

For further details please contact
Jenny Stubbs, Academic Department, Royal Society of Medicine, 1 Wimpole Street, London W1M 8AE
Tel: 0171 290 2984 Fax: 0171 290 2989

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HEAD AND NECK SURGERY
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Department of Surgery

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The current interests of the Department include sinus surgery, otology, head and neck surgery, voice disorders, laryngology and phonsurgery. Applications would be welcomed from surgeons with a distinguished record of research and clinical activity in any major branch of OLLN surgery.

The successful applicant will have the status of a Head of Unit at either The Queen Elizabeth Hospital or Royal Adelaide Hospital depending on the applicant’s clinical and research interests.

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Further information concerning the duties of the position, including selection criteria, may be obtained from Professor DB Frewin, Dean of the Faculty of Medicine, telephone (61-8) 8303 5193, or Professor GJ Maddern, Director, Division of Surgery, telephone (61-8) 8222 6756.

SALARY per annum: A$81,780 plus a clinical loading of A$14,156 per annum.

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REVISION COURSE IN OTOLARYNGOLOGY

DEPARTMENT OF OTOLARYNGOLOGY

Monday 15th September to Friday 19th September 1997

The course, which is intended for those preparing for post-graduate examinations, will cover all aspects of modern Otolaryngological theory and practice.

Lectures will be given by senior members of staff of the department.

Further particulars and application forms from:

Mrs A J Pryde, Unit Secretary
Department of Otolaryngology, City Hospital
Greenbank Drive, Edinburgh EH10 5SB
Tel: 0131 536 6345 Fax: 0131 536 6167

Course Fee: £350.00

Course organiser: Mr D W Sim
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As before, this course is limited in numbers in order to encourage discussion between faculty, surgical and radiological delegates.

Date: 15/16 May 1997
Venue: Cotswold Lodge Hotel, Central Oxford.
Cost: £375 Residential
£325 non-residential

Special rates are available if a joint application is made for a surgeon and radiologist from the same hospital.

Information and registration forms available from
Christine Westwood, Academic Secretary, telephone/fax 01865 224544
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