

## INSTRUCTIONS FOR AUTHORS

Editorial communication and manuscripts should be sent to: Bernard Goldman, M.D., Sunnybrook & Women's College Health Sciences Centre, 2075 Bayview Avenue, Toronto, Ontario, Canada M4N 3M5.

Business communications should be sent to: Blackwell Futura Publishing, Inc., 350 Main Street, Malden, MA 02148, 1-800-835-6770, +44 (0) 1865 251866.

### GENERAL INFORMATION

Manuscripts submitted to the **Journal of Cardiac Surgery** must not be under simultaneous consideration by any other publication and should not have been published elsewhere in substantially similar form. No part of the paper that has been published by the *Journal of Cardiac Surgery* may be reproduced or published elsewhere without the written permission of the author(s) and the Publisher.

#### Review:

All manuscripts are reviewed by two or more referees. Acceptance is based on significance, validity, and originality of the material presented. If the manuscript is accepted for publication, editorial revisions may be made to assist clarity without altering original meaning.

#### Medical Ethics:

*Human studies:* Manuscripts that report on human trials should include (in the Methods section) a statement on the date of approval by the institutional review board and the author's assertion that informed consent was obtained from each patient included in the study.

*Animal experiments:* Manuscripts that report on experiments on living animals should include (in the Methods section) a statement assuring that all animals received humane care in compliance with federally formulated guidelines.

#### Conflict of Interest:

When a manuscript reports on a specific product, the author must enclose a statement disclosing any financial or commercial interest in the manufacturer or distributor of the product, including any corporate funding or affiliations.

#### Trademarks:

If a trademark item is named, the name(s) of the manufacturer(s) or supplier(s), in addition to the generic name(s), should be supplied within the manuscript. The author is responsible for all material presented in a manuscript. The Journal disclaims all responsibility for such material. No product or service advertised in this publication is guaranteed or warranted by either the Editors or the Publisher. Neither the Editors nor the Publisher guarantee any claims made by an author or a manufacturer in regard to any product or service.

### MANUSCRIPT PREPARATION

Manuscripts of all technical and review articles should be submitted in English, in quadruplicate (one original and three copies), and typed doubled spaced on standard 22 cm × 29 cm (8½ in × 11 in) white bond paper. This applies to all sections of the manuscript, i.e., including references, legends, etc. Liberal margins should be left at the top and bottom, as well as the sides. The sections of the manuscript should be arranged in the following order: Title Page; Abstract and Mini-Abstract; Text; Acknowledgments, if applicable; References; Tables; Legends; and Figures. Each page, beginning with the text, should carry the senior author's surname, as well as the page number, typed in the upper right hand corner.

#### Title Page:

- Include first, middle initial(s), and last names and the highest academic degree(s) for all authors, listed under the article title.

- Provide the full name and location of no more than two institutional affiliations for all authors.

- Provide a short running title of no more than four words.

- Provide "Address for correspondence. . ." with full name, address, and telephone and telefax numbers for the author for correspondence.

- All sources of funding for the work presented should be declared.

- If the paper has been presented at a meeting of a scientific organization or a symposium, provide the name, date, and location of the meeting.

#### Abstract and Mini-Abstract:

- Summarize original publications and review articles in 250 words; case reports and other short communications in 150 words. Organize the abstract into: background and aim of the study; methods; results; and conclusions.

- Provide a mini-abstract of no more than 50 words, for inclusion in the extended table of contents.

#### Text:

- Organize the text in the following order: (1) Introduction; (2) Materials and Methods; (3) Results; and (4) Conclusions.

- Metric, SI, and Celsius measurements should be used throughout.

- Abbreviations and acronyms should be kept to a minimum and must be explained when they first appear; after first use, abbreviations alone may be used.

- References, tables, and figures should be cited numerically in the order of appearance.

#### References:

- Number in the order in which they appear in the text.

- Abbreviate titles of periodicals according to the style of *Index Medicus*. Do not abbreviate any other titles.

- Follow the format (order, punctuation, etc.) shown below:

*Journal articles:* Authors' last names and initials, title of article, journal name, year, volume, and inclusive page numbers.

Note: For four or more authors, use three authors et al.

Example: Jamieson WRE: Modern cardiac valve devices—bioprostheses and mechanical prostheses: State of the art. *J Card Surg* 1993;8:89-98.

*Chapters:* Author(s), chapter title, editor(s), book title, city of publication, publisher, year, and inclusive page numbers.

Example: Casthely PA, Mekhjian H, Yoganathan T: Cardiovascular complications following open heart surgery. In Casthely PA, Bregman D (eds): *Cardiopulmonary Bypass: Physiology, Related Complications, and Pharmacology*. Mount Kisco, NY, Blackwell Futura Publishing, Inc., 1991, pp. 299-329.

*Continued.*

**Books:** Author(s)/Editor(s), book title, city of publication, publisher, and year.

Example: Cohn LH: Cardiac Bioprotheses. New York, Yorke Medical Books, 1982.

**Abstracts:** Same as journal articles, but followed by (Abstract).

*Unpublished data, personal communications, and material in preparation* are not to be listed as references; they should be mentioned within parentheses in the text.

#### **Tables:**

Tables should be self-explanatory and should supplement, not duplicate, the text. Each table should be typed on a separate page, and should have an arabic numeral (based on where it was cited in the text) and a brief descriptive title. Any abbreviations used should be defined in a footnote at the bottom of the table. Any table that has been published previously must be accompanied by the appropriate permission for reproduction with the reference number or full citation of the original source provided as a footnote. It is the author's responsibility to obtain such permission.

#### **Legends:**

Be sure that figures and legends correspond. Identify all abbreviations appearing in the figure alphabetically at the end of the legend. The abbreviation has already been explained in the text, it need not be explained again in the figure legend.

#### **Figures:**

Figures should be numbered in the order of mention in the text and marked lightly with pencil on the back with the author's name, figure number, and an arrow indicating the top edge of the figure. Original drawings or graphs should be drawn in black India ink and/or rub on transfer lettering. Typewritten or freehand lettering is not acceptable. All lettering should be in proportion to the figure. Do not send original artwork, x-ray films, or ECG tracings.

Three glossy prints and one photocopy are required. Glossy photographs must be 5 in × 7 in prints. Black and white contrast is essential. Submit written permission from publisher(s) for any figure that has been published previously. Photographs in which a patient or other person is identifiable must have written consent from that person. Figures for manuscripts that have been accepted for publication will not be returned unless specifically requested by the author.

**Color Figures:** Arrangements for color reproductions must be made with the Publisher at the time (or before) the manuscript is submitted for publication. Four-color illustrations are printed at a cost to the author of \$850 (US) per page (one side).

#### **Letters to the Editor:**

A cover letter should be submitted, which explains any circumstances relevant to the letter. The letter itself should be titled and submitted in triplicate. Authors are encouraged to submit brief "Letters to the Editor" containing substantive information regarding experimental or clinical studies, accompanied by a brief reference section (up to five) and up to two figures and/or tables, if applicable.

#### **Preparation of Diskettes:**

Authors are encouraged to submit computer diskettes with the final revised versions of their manuscripts. All material should be submitted in a run-in style (do not use double columns). All print commands (e.g., superscript, subscript, italics) should be included on the disk and should also appear on the hardcopy printout. Submit the diskette with a label clearly indicating the journal name, author's name, manuscript title, hardware (IBM or Mac) and software used (word processing program), and name of text file. Please do not use double-sided Mac disks.

Computer-generated artwork supplied on diskette will be output electronically, whenever possible. EPS, and TIFF files capable of being sized are preferred. Please submit figures on a separate diskette specifying the hardware and software (name and version) used. Please contact publisher should you require detailed information for preparing digital art. Hard copy of all art should be supplied.

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#### **Checklist:**

- E-mail address
  - Cover letter of submission
  - Original and three copies of the manuscript
  - Title page
  - Abstract and mini-abstract
  - Text
  - References
  - Tables
  - Legends
  - Figures (3 glossies and 1 photocopy)
  - Diskette (IBM compatible preferred)
  - Informed consent
  - Animal care
  - Conflict of interest
  - Letter to the Editor
    - Cover letter
    - Original and two copies
    - Brief title
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