

Instructions to Authors

Ethical Issues

Where human investigations or animal experiments are part of the study, the journal assumes that the study design has been approved by an appropriate ethical committee. Where an appropriate ethical committee is not readily available, the principles of the Helsinki Declaration as amended should be followed strictly.

Submission

Manuscripts written in English and typed double-spaced in single column format, preferably in font size no. 12 should be sent together with a cover letter to:

The Editor-in-Chief
Postgraduate Medical Journal of Ghana
Ghana College of Physicians and Surgeons
P. O. Box MB 429
Accra

Manuscripts must be submitted as an email attachment to pmjg@gcps.edu.gh. The preferred medium of submission is by email.

All manuscripts are subject to peer review and are received with the explicit understanding that they are not under simultaneous consideration for publication in any other journal. This fact must be clearly stated in the cover letter.

Cover Letter

All submissions should be accompanied by a cover letter which must include statements on the following points:

1. All authors have made significant contributions to the methods and findings in the paper.
2. All authors have read and approved the final draft.
3. Financial or commercial interests must be acknowledged.
4. The work has not already been published and has not been submitted simultaneously to any other journal.
5. The corresponding author takes on the above responsibilities with his/her signature and also assigns copyright to the Journal.
6. The authors assign copyright to the Journal

Arrangement

The order of the text should be as follows: **title page, abstract** (structured) of no more than 250 words with 2-8 key words (MeSH terms) at the bottom. The main text must be divided into the following sections: **introduction, subjects (or materials) and methods, results, discussion, conclusion, acknowledgements, references, tables, legends to figures and figures**. Each section should begin on a new page and all pages must be numbered consecutively, beginning with the title page

Title Page: The first page should include the title, names of authors, centre where the work was carried out and a short running title. The full postal address of the corresponding author, with postal code, phone numbers, fax numbers and e-mail address must also be provided on the title page.

Abstract: A structured abstract (no more than 250 words) is required for original articles and must provide an overview of the entire paper, with succinct statements on **objectives, design, subjects, interventions, outcome measures, results and conclusions**. For other types of manuscript, a short summary may be adequate.

Tables: Tables must be typed on separate pages in **word format** and numbered consecutively. Each must have a brief heading describing the contents. Tables must be referred to in the text and information in them not duplicated in the text.

Illustrations: Photographs, photomicrographs, electron micrographs and imaging figures must be of high quality and submitted in three original copies. A size of 235 x 264 mm is advised and the figure number should appear on the back of each, together with an arrow indicating the top edge. For photomicrographs, details of stains and a scale bar should be provided. Where patient's identity is not concealed in a photograph, a written consent from the patient must be submitted. Colour figures may attract a fee

(consult the editorial office for details). If any tables, illustrations or photomicrographs have been published elsewhere, a written consent for reproduction is required from the copyright holder and the author(s). Charts and drawings must be done professionally. When charts are submitted, the numerical data on which they were based should be supplied.

Abbreviations: Abbreviations should be defined on first use and then applied consistently subsequently. Non-standard abbreviations or those used less than three times in the text are not permitted.

Numbers and Units: Measurements must be reported in metric units only. Temperatures should be given in degrees Celsius. Blood pressure should be expressed in mm Hg. and haematological and biochemical measurements in SI (SystemeInternationale) units. Decimal points must be used appropriately and not commas.

Trade Names: Non-proprietary (generic) names of products should be used. If a brand name for a drug is used, the British or International non-proprietary (approved) name should be given. The source of any new or experimental preparation should also be given.

References: References should be limited to those relating directly to contents of the paper. References should be cited in sequence and numbered by Arabic numerals in superscript. The list of references at the end of the article should be numbered in the order in which they appear in the text. They should give the names and initials of **all** authors. The authors' names must be followed by the title of the article, the title of the journal, abbreviated in the style of the Index Medicus, the year of publication, the volume number and the first and last page numbers. References of books should give the title of the book, followed by the place of publication, the year and the relevant pages.

EXAMPLES

Article

McLendon WW. A historical perspective as a compass for the future of Pathology. Arch Pathol Lab Med 1986; 110: 284-288.

Book

Talbot CH. Medicine in Medieval England. Oldbourne, London. 1926 p 120-136.

Book Chapter

Phillips SJ, Whisnau JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors, Hypertension: pathophysiology, diagnosis and management. 2nd Ed. New York: Raven Press, 1995, p465-478.

Review Process

The PMJG will peer review all the material it receives. Manuscripts will be reviewed by external referees when it is deemed necessary. In studies that contain quantitative data and statistical inferences, the Editor may request that a statistician reviews them. For studies based on questionnaires, authors are required to attach the questionnaire to the manuscript, in order to facilitate the review process.

Proofs

Proofs will be sent to the corresponding author, preferably as an attachment to an e-mail. Corrected proofs should be returned with the least possible delay. Alterations made to the proofs other than the correction of printer's errors are charged to the author.

Disclaimer

The Editors and Publishers are not liable for any errors or consequences arising from the use of information contained in the journal. Views and opinions expressed in this journal do not necessarily reflect those of the Editors and Publishers. Publication of adverts does not constitute endorsement by the Editors and Publishers of the products advertised.

Copyright

The publisher reserves copyright on the journal's contents. No part may be reproduced, translated or transmitted in any form by any means, electronic or mechanical, including scanning, photocopying, recording or any other information storage and retrieval system without prior permission from the publisher. The publisher shall not be held responsible for any inaccuracy of the information contained therein.