

Guidelines For Authors

Please submit all materials to be considered for publication to:

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ACADEMIC PURPOSE AND REVIEW

The *Tampa Bay EMS Journal* is an academic publication serving the emergency medical community. It is published by the Acute Care Foundation, a non-profit organization dedicated to the academic development of EMS.

Manuscripts submitted to the *Journal* should concern the prehospital or in-hospital care of emergencies or related technical, logistical, educational or administrative issues. Acceptance for publication will be based on significance, validity and originality. These assessments will be made by the editorial staff and advisory board. After acceptance for publication, selected manuscripts will be subjected to additional referee review by persons who may or may not be members of the editorial advisory board. These referees will be asked to submit commentary that will appear immediately following the article. The author(s) will be given an opportunity to respond in print to referee comments and provide closing remarks. The article, referee commentary and author(s) response will all appear together as a single paper.

A major goal of the *Journal* is to stimulate academic activity in EMS. Persons who have not previously submitted work for publication in a medical journal are strongly encouraged to do so. The *Journal* staff will attempt to provide any assistance it can to new authors (see "Assistance in Preparation of Manuscripts").

COVER LETTER

All manuscripts should be accompanied by a cover letter. The cover letter should specify if this or a similar manuscript has been published, accepted or is under consideration by another publication. The cover letter should make mention of any facilities that are available to the authors for transmitting the article to the *Journal* via modem or on a personal computer diskette (5 1/4" MS-DOS or 3 1/2" Macintosh). Availability of an electronic version of the article may expedite the review and publication process. The cover letter should also address issues of institutional review board involvement, human or animal, if the article presents original research. Authors of articles accepted for publication will be asked to transfer copyright to the Acute Care Foundation, Inc.

MANUSCRIPT FORMAT

The manuscript should be submitted in triplicate (one original and two copies). Use plain white paper, 8.5 by 11 inches, with 1 inch margins on all sides. Lines should be double spaced, excluding the bibliography. The bibliography should be in the form used by Index Medicus. The names of journals not listed in the Index Medicus should not be abbreviated. Use the following as examples:

Journal citation - Harrison EE, Arney BD: Use of Calcium in Prehospital Cardiac Arrest. *Ann Emerg Med* 1984;13:820

Chapter citation - Yendt ER: Disorders of Calcium, Phosphorous and Magnesium Metabolism. in Maxwell MH, Kleeman CR(eds): *Clinical Disorders of Fluid and Electrolyte Metabolism*, ed 2. New York, McGraw-Hill, pp 401-504

ILLUSTRATIONS

All photographs or other artwork should be black and white, with professional photographic quality or drawing only. Freehand and typed lettering is not acceptable. Artwork of articles accepted for publication cannot be returned. Authors should retain their own set of copies of all materials submitted. The *Journal* requires two copies of all artwork. Each item should have a label affixed to the back which states the names of authors, top of figure and the number by which it is referred to in the article. Do not write directly on the artwork or photograph. If the artwork was obtained from another source, fully acknowledge the source and include permission for use from the copyright holder, excluding materials in the public domain. Legends or captions for artwork should be on a separate sheet of paper with numbers corresponding to the appropriate illustration. Identify all arrows and labels in the legend in addition to any explanations that may appear in the article itself.

ASSISTANCE IN PREPARATION OF MANUSCRIPTS

The *Journal* strongly encourages submission of articles and correspondence from persons who have not previously submitted materials for publication. The *Journal* staff will provide whatever assistance it can to new authors in planning and preparation of manuscripts and artwork. Novice authors are strongly encouraged to make preliminary written contact with the editorial staff. The staff may be able to assist authors in development of outlines, finding sources of information, sources of grant support, sources of artwork, collaborating authors and preliminary critiques. The *Journal* wants to be as accessible as possible to the emergency medical community yet maintain high standards of academic credibility and excellence. Please do not hesitate to call upon us. The *Journal* is a collaborative endeavor drawing upon prehospital, in-hospital, academic and administrative resources. The administrators of EMS agencies and hospitals are strongly encouraged to make secretarial support available to personnel wishing to prepare manuscripts for publication in return for the academic exposure to their agency and the educational value to the authors.