

INSTRUCTIONS TO AUTHORS

The *Hong Kong Journal of Orthopaedic Surgery* welcomes original articles for publication. All articles submitted must be written in English. Scientific Papers, Case Reports, and Review Articles should include a Chinese abstract. Contributions are accepted on the understanding that they have not been previously published and not submitted simultaneously to another journal in the English language. All papers will be the property of the Journal unless agreed otherwise before publication. The Journal is peer-reviewed and is indexed in EMBASE/Excerpta Medica.

TYPESCRIPTS: The Journal will contain Scientific Papers, Case Reports, Review Articles, History of Orthopaedics, Letters to the Editor, and details of educational courses in orthopaedic surgery. All manuscripts should be forwarded to:

Editor-in-Chief,
Hong Kong Journal of Orthopaedic Surgery
 c/o The Hong Kong College of Orthopaedic Surgeons,
 Room 905, 9th Floor,
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Papers should be submitted according to the *Uniform requirements for manuscripts submitted to biomedical journals: writing and editing for biomedical publication* (available from <http://www.icmje.org>). Failure to do so may lead to delayed publication. Authors should submit 1 electronic copy of all materials as a floppy disk (3.5") or CD-ROM prepared on either an IBM-compatible personal computer or a Macintosh computer. Authors must name the software program used (e.g., Microsoft Word 6.0, Word Perfect 5.0). Disks should be labelled with author names, manuscript title, program, and file name. A hard copy of the text is not needed. Authors should keep additional copies of all materials. The Editor cannot accept responsibility for damage or loss of submissions. Rejected papers will not be returned to authors.

The Editors reserve the right to make editorial, language, and style corrections. Any opinions expressed or policies advocated do not necessarily reflect the opinions or policies of the Editorial Board. Major rearrangements or corrections will normally be made only with the author's approval, and in most cases will be offered as recommendations to the author to permit him or her to make the necessary changes.

The text must be typed in double spacing on A4 pages with a margin of at least 3 cm all round. Number pages consecutively, beginning with the title page. Type the page number in the lower right-hand corner of each page.

The approval statement by the appropriate ethics committee should be submitted at the same time as typescripts that contain results of human or animal studies. Details that may disclose the identity of humans studied should be omitted.

Papers should be set out as follows, with each section in a separate file: title page, abstract and key words, text, acknowledgements, references, tables, and legends for illustrations.

Title pages: The title page should contain the following:

- Article title, which should be concise but informative
- Running title of no more than 50 characters and spaces
- Full names of the authors, each with only the 2 highest academic degrees
- Name and address of the department or institution to which the work should be attributed
- Name, address, telephone and fax numbers, and e-mail address of the author responsible for correspondence and to whom requests for reprints should be sent
- Sources of support in the form of grants.

Abstracts: English abstracts of not more than 150 words summarising the contents of the article should be submitted, with up to 5 Medical Subject Headings as key words (from <http://www.nlm.nih.gov/mesh>). Abstracts should be structured for Scientific Papers and unstructured for all other manuscripts. The Chinese abstract should be unstructured and should include the Chinese names of the title and the authors, but not the key words.

Text: Text for Scientific Papers should be divided into sections with the following headings: Introduction, Patients and Methods, Results, and Discussion. Long articles may need subheadings within some sections for clarification. Review Articles should have headings according to the content.

Number of authors: There should not normally be more than 6 authors for a paper; the work of other contributors can be recorded in the acknowledgements. For Case Reports, there should not be more than 3 authors.

Numerals: Numerals should be used for all numbers unless at the beginning of a sentence, in which case numbers one to ninety nine should be spelt in full.

Tables: Type each table double-spaced on a separate page. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Place explanatory matter in footnotes, not in the heading. Explain in the footnotes all abbreviations that are used in each table. Care must be taken to ensure that all units are included. Ensure that each table is cited in the text.

STATISTICAL METHODS: Numerical data should be analysed by appropriate statistical methods. The statistical tests used should be stated clearly in the 'Patients and Methods' section of the paper.

ILLUSTRATIONS: Electronic files are preferred to hard copy illustrations. Electronic files of illustrations should have a resolution of at least 350 dpi. Electronic files of photographs and X-rays should include 1 original version without artwork and 1 version with artwork or lettering that is large enough to stand a reduction in size if required. If necessary, the version with artwork can be sent as a hard copy, following the instructions below.

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ABBREVIATIONS AND UNITS: Avoid abbreviations in the title and abstract and use them sparingly in the text. All abbreviations should be fully explained at the first occurrence in the text. All measurements and laboratory values should be expressed in SI units.

REFERENCES: References must be submitted in the style of the *Uniform requirements for manuscripts submitted to biomedical journals: writing and editing for biomedical publication*. The references should be numbered in the order in which they appear in the text in superscript numerals after the punctuation. The reference list should be in numerical order and in the order of appearance in the text.

Examples of References

Journal Article

Gu YD, Zhang GM, Chen DS, Yan JG, Cheng XM, Chen L. Seventh cervical nerve root transfer from the contralateral healthy side for treatment of brachial plexus root avulsion. *J Hand Surg.* 1992;17B:518-521.

Books

Morscher EW. *Endo-prosthetics*. Berlin: Springer; 1995.

Chapter in Edited Book

McMaster MJ. Surgery for ankylosing spondylitis. In: MJ Torrens, Dickson RA, editors. *Operative spinal surgery*. 1st ed. Edinburgh: Churchill Livingstone; 1991:223-240.

List all authors of each article or book. Papers submitted with incorrect references will be returned for correction and resubmission. The accuracy of the references is the authors' responsibility and authors must pay particular attention to the accuracy of references, which should be checked before final submission of the finished manuscript.

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Letters to the Editor should be typed double-spaced and include complete references. If a letter is related to published articles, a copy will be sent to the author(s) for possible response before publication. Letters are subject to current editorial policy regarding publication in part or in full and will be edited in line with Journal policy.

Revised manuscripts must be submitted in triplicate and accompanied by a cover letter that addresses all the reviewers' observations. This letter should detail point by point which changes have been made and the reasons for those recommended changes that have not been made.

Checklist before submission

Please ensure all of the following are present:

1. Submission letter
2. Disk with the necessary labels, containing the following files:
 - a. Title page
 - b. English and Chinese abstracts
 - c. Text
 - d. References
 - e. Tables
 - f. Legends for illustrations
 - g. Two copies of illustrations: 1 version without artwork and 1 version with artwork
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