INSTRUCTIONS FOR AUTHORS

Hong Kong Bulletin on Rheumatic Diseases publishes peer-reviewed articles on all aspects of rheumatic disease, including original clinical studies, review articles and experimental investigations. It is published two issues per year (July and December).

As official journal of the Hong Kong Society of Rheumatology, the bulletin publishes the highlights from Rheumatology meeting and the recent news of the Society.

All manuscripts should be submitted electronically to Dr Mok Chi Chiu at the following email address: ccncmok2005@yahoo.com.

Copyright: Manuscripts will be reviewed for possible publication with the understanding that neither the article, nor any part of its essential substance, tables or figures, has submitted for publication or will be submitted for publication elsewhere. This must be clearly stated in the covering letter. Manuscripts accepted for publication become the copyright of the Journal and all authors are required to sign a Transfer of Copyright form to the Hong Kong Society of Rheumatology.

Manuscripts that do not conform to the format stated in the Instructions for Authors will be returned for correction before further processing or may result in delay of publication.

When the paper is the work of two or more authors, the author named first responsible for ensuring that it has been seen and approved by all the authors.

Ethics: Published studies on human subjects should indicate the nature of consent and the approval of the institutional ethics committee if deemed appropriate. In case of animal experiments, ethical approval must be enclosed.

The author is responsible for all material presented in a paper. The bulletin disclaims all responsibility for such material. No product or service advertised in this publication is guaranteed or warranted either by the Editors or publisher. Neither the Editors nor Publisher guarantee any claims made by a manufacturer or an author in regard to a product or service. If a trademark item is named, the name(s) and address(es) of the manufacturer(s) or supplier(s), in addition to the generic name, must be foot-noted.

Manuscript Preparation: Manuscripts must be submitted in English in triplicate (one original and two copies) and typed double-spaced on A4 size white bond paper with 1 inch margins. This applies to all parts of the manuscript, i.e., references, legends, etc. Liberal margins should be left at the top and bottom, as well as the sides. Except for editorials, clinical and radiological quiz and letters, all manuscripts should be submitted in the following order: Title Page, Abstract, Text, Acknowledgement, References, Figure Legends, Tables, Appendices and Supplementary material. The pages should be numbered with title page as page 1. The author should not make any changes in the proofs except for corrections of editorial errors, if any, and/or correction of typesetter's errors. Employees of industry may not evaluate or comment about the products of a competitor. A commercial name should not be part of a manuscript title. Finally, authors should make no claims of priority in their manuscripts.

Title Page: (1) Include full name(s), degree(s) and affiliation(s) of author(s); list under file. (2) Give a running title of 3 to 6 words. (3) At the bottom of the page, include information about grants, if applicable. (4) The full postal address, telephone and facsimile numbers and Email address of the corresponding author who will check the proofs and receive correspondence should be included, as well as the present address of any author if different from where the work was carried out.

Abstract: (1) Abstract should be after title page and numbered page 1. (2) It should not exceed 200 words for major articles. (3) At the end of the abstract, provide a maximum of six key words suitable for indexing. (4) Abbreviations should be kept to a minimum and must be explained when they first appear; after first use, abbreviations alone may be used. (5) Standard abbreviations should be used for all measurements (SI units).

Text: (1) The text should follow the abstract and begin on a new page, as should References, Tables, and Legends. (2) Abbreviations not defined in the abstract should be explained when they first appear in the text. (3) References should be cited in numerical order, as should tables and figures. Full-Length Articles and Reviews should not exceed 2,500 words from introduction through discussion (not including references, tables, and figure legends). The total number of tables and figures combined may not exceed 6, and the number of references may not exceed 50.

References: (1) Number in the order in which they appear in the text. (2) Abbreviate titles of periodicals according to the style of the Index Medicus. (3) List all authors for each reference when there are six or fewer; when there are more than six, list only the first three followed by et al. (4) Follow the format (arrangement, punctuation) shown below:

Periodicals

Books

Abstracts or Letters
Same as periodicals and followed by "[abstract]" or "[letter]"

4. Brunner HI, Silverman ED, Bombardier C, et al. The ECLAM may be more responsive to change than the SLEDAI and both are useful to predict damage in childhood-onset systemic lupus erythematosus (cSLE). Arthritis Rheum 2000;43(Suppl 9):S322 [abstract].

Online book or web site

Online journal article

Monograph in electronic format

Computer file

Tables: (1) Tables should supplement, but not duplicate, the text. (2) Tables should be numbered consecutively in order of appearance in the text. (3) Each table must be given an Arabic numeral and a title, placed at the top of the page. (4) Abbreviations used in the table should be foot-noted and explained in the order in which they appear in the table, if they have not been previously used. (5) Any material which is not self-explanatory should be foot-noted as well.

Legends: (1) Be sure that legends and figures correspond. (2) Identify all abbreviations used in a figure at the end of each legend, if the abbreviation has not been used in the text. (3) Be sure abbreviations used for measurements are standard SI unit.

Figures: Submit either 3 black and white glossy prints or 2 prints and one photocopy, preferably of 13x18 cm (5"x7") size. On the back of each figure, indicate number, senior author's surname, top of illustration; all of the text. (1) Be sure that legends and figures correspond. (2) Identify all abbreviations used in a figure at the end of each legend, if the abbreviation has not been used in the text. (3) Be sure abbreviations used for measurements are standard SI unit.

Photographs in which a patient or other person is identifiable must have written permission from that person. The consent must state specifically what the person is consenting to and what restrictions, if any, the person has placed upon the publication of the photograph. All restrictions must be strictly observed. Colour illustrations are costly and will be charged to the author. Authors should inquire about cost from the publisher before submitting a colour illustration.