

Diving and hyperbaric medicine

Instructions to authors (full version)

(revised July 2011)

Diving and Hyperbaric Medicine (DHM), is the combined journal of the South Pacific Underwater Medicine Society (SPUMS) and the European Underwater and Baromedical Society (EUBS) and seeks to publish papers of high quality on all aspects of diving and hyperbaric medicine of interest to diving medical professionals, physicians of all specialties, and members of the diving and hyperbaric industries.

Contributions should be sent to:

The Editor, Diving and Hyperbaric Medicine
c/o Hyperbaric Medicine Unit, Christchurch Hospital
Private Bag 4710, Christchurch, New Zealand
E-mail: <editor@dhmjournal.com>

Requirements for manuscripts

Diving and Hyperbaric Medicine welcomes contributions that meet the following requirements:

Original articles and **technical reports** (maximum 3,000 words, and 30 references)

These articles should be subdivided into the following sections: a structured **Abstract** of no more than 250 words, **Introduction, Methods, Results, Discussion, Conclusions, Acknowledgements** and **References**. Acknowledgements should be brief.

Review articles (maximum 5,000 words preferred, and 60 references); include an **Abstract** of no more than 300 words.

Case reports, brief reports and **work-in-progress reports** (maximum 1,500 words, and 15 references); include an **Abstract** of no more than 200 words.

Educational articles, commentaries and **case reports** for 'The diving doctor's diary', 'World as it is', 'Opinion' or 'Historical' occasional sections may vary in format and length, but should generally be a maximum of 3,000 words and comply with the requirements below.

Letters to the Editor (maximum 500 words, plus 5 references)

Articles not conforming to these instructions will be considered, but require justification for any increase in word count, references cited or change in format.

Inclusion of more than five authors in any one manuscript requires justification.

Documents should be submitted electronically. The preferred format is Microsoft Office Word or rich text format (RTF). Paper submissions will not be accepted.

All articles should include a **title page**, giving the title of the paper and the full names of all authors, their principal qualifications and affiliations at the time of doing the work being reported. One author must be identified as correspondent, with their full postal address, telephone and fax numbers, and email address supplied.

A **covering letter** from the principal author is required, acknowledging this as the authors' own work, that they have permission from all co-authors for submission to DHM, that the manuscript is not being submitted to another journal concurrently and declaring financial, commercial, academic or any other conflicts of interest (including potential ones).

A maximum of seven **key words or terms** best describing the paper should be chosen from the list on the journal website <www.dhmjournal.com>. New key words, complimentary with the NLM MeSH, must be justified and will be used at the discretion of the Editor. Key words should be placed at the bottom of the title page.

Text should be 1.5 line-spaced using both upper and lower case throughout. The preferred font is Times New Roman, font size 11 or 12. Headings should conform to the current format in *Diving and Hyperbaric Medicine*:

Section heading

SUBSECTION HEADING 1

Subsection heading 2

All pages should be numbered, but no other text should appear in the header and footer space of the document. Do not use underlining. No running title is required.

English spelling will be in accordance with the *Concise Oxford Dictionary*, 11th edition revised. Oxford: Oxford University Press; 2006. Adequate English usage and grammar are prerequisites for acceptance of the paper. However, some editorial assistance will be provided to authors for whom English is not their first language.

Measurements are to be in SI units (mm Hg are acceptable for blood pressure measurements) and normal ranges should be included where appropriate. Authors are referred to the online BIPM brochure, International Bureau of Weights and Measures (2006), *The International System of Units (SI)*, 8th ed, available at ISBN 9282222136 : <http://www.bipm.org/utis/common/pdf/si_brochure_8_en.pdf>, or Baron DN, McKenzie Clarke H, editors. *Units, symbols and abbreviations. A guide for biological and medical editors and authors*, 6th edition. London: Royal Society of Medicine; 2008. Atmospheric and gas partial pressures and blood gas values should be presented in kPa (ATA/bar/mm Hg may be provided in parenthesis on the first occasion). Water depths should be presented in metres' sea (or fresh) water (msw or mfw).

Abbreviations may be used once they have been shown in parenthesis after the complete expression. For example, decompression illness (DCI) can thereafter be referred to as DCI.

References

The Journal reference style is based closely on that of the *International Committee of Medical Journal Editors (ICMJE) Uniform requirements for manuscripts submitted to biomedical journals*. Examples of the

exact formats for different types of references (journal articles, books, monographs, electronic material, etc) are given in detail on the website <http://www.nlm.nih.gov/bsd/uniform_requirements.html> (last updated August 2009).

Specific requirements for *Diving and Hyperbaric Medicine* are:

- References should be numbered consecutively in the order in which they are first mentioned in the text, tables or figures as superscript numbers preferably at the end of the sentence **after** the full stop.^{1,2}
- Up to six authors' names followed by "et al" should be given.
- Use MEDLINE abbreviations for journal names. The *List of Journals Indexed for MEDLINE* publication ceased with the 2008 edition. The Journals database: <[http://www.ncbi.nlm.nih.gov/sites/entrez?Db=journals&Cmd=DetailsSearch&Term=currentlyindexed\[All\]](http://www.ncbi.nlm.nih.gov/sites/entrez?Db=journals&Cmd=DetailsSearch&Term=currentlyindexed[All])> can be used to obtain a list of currently indexed MEDLINE titles.
- Titles of quoted journals, books and monographs should be in italics.
- Capital letters are used only at the start of the article or book title and for proper names.
- Avoid using abstracts from meeting proceedings as references.
- Verifying the accuracy of references against the original documents is the responsibility of authors.
- Personal communications should appear as such in the text and not be included in the reference list, e.g., (Other AN, personal communication, year).

An example journal reference is shown below:

Wilson CM, Sayer MDJ. Transportation of divers with decompression illness on the west coast of Scotland. *Diving and Hyperbaric Medicine*. 2011 June;41(2):64-69.

If a journal carries continuous pagination throughout a volume (as many medical journals do) then the month and issue number may be omitted and the pagination reduced:

Wilson CM, Sayer MDJ. Transportation of divers with decompression illness on the west coast of Scotland. *Diving and Hyperbaric Medicine*. 2011;41:64-9.

Illustrations, figures and tables

These should **NOT** be embedded in the word processor document, but submitted as individual, separate electronic files. Each figure and table must be mentioned within the text of the article, e.g., "Rates of decompression illness by demographic are presented in Table 1...", "Differences in rates of decompression illness were not significant (Table 1)", etc.

The approximate positions of tables and figures should also be identified in the text. No captions should appear within the body of the table or image, but should be placed in the legend. Legends should generally contain fewer than 40 words and must be listed on a separate page at the end of the main text file. Any definition of symbols should appear within the white space of the figure to allow the figure to attain maximal size, or be included in the legend rather than the figure. Figures should not include unnecessary shading or gridlines.

Table data should be presented either as tab-spaced normal text or using table format, with tab-separated columns auto-formatted to fit content. No gridlines, borders or shading should be used. References appearing in table or figure legends should continue the sequence of references in the main text of the article in accordance with the position of citing the table/figure in the text.

Illustrations and figures should be submitted as separate electronic files in TIFF, high resolution JPEG or BMP format. The resolution must be at minimum 3000 dpi print size. JPEGs must be saved at their maximum quality and compression avoided. Files of 10 MB or larger should not be submitted by regular e-mail. There are large file send services available on the internet, such as <https://www.wetransfer.com> or www.yousendit.com. Authors are advised to view their illustrations converted to grayscale to ensure that contrast within the image is sufficient for clarity when printed. Any graphs or histograms created in Excel should be sent within their original Excel file, including the data table(s) from which they were produced.

Special attention should be given to ensuring that font sizes within a diagram are sufficiently large to be legible should the diagram be resized for single-column representation. The preferred font is Times New Roman.

Scanned photographs should be submitted as TIFF, JPG or BMP files at a minimum resolution of 300 dpi. Magnification should be indicated for photomicrographs, and consideration given to the positioning of labels on diagnostic material as this can greatly influence the size of reproduction that can be achieved in the published article.

Colour is available only when it is essential and will be at the authors' expense (approximately Aus \$800 for a single A4 page).

Consent and ethical approval

Studies on human subjects must comply with the Helsinki Declaration of 1975, as revised in 2000, and those using animals must comply with National Health and Medical Research Council Guidelines or their equivalent in the country in which the work was conducted. A statement affirming Ethics Committee (Institutional Review Board) approval should be included in the text. A copy of that approval should be provided with the submission. Patient details must be removed and photographs made unrecognizable unless written consent for their publication has been obtained from the patient(s). When informed consent has been obtained, this should be indicated in the article. When considering clinical trials, preference will be given to submissions registered at a recognised trial registry site such as the Australia and New Zealand Clinical Trials Registry <http://www.anzctr.org.au> or EudraCT in Europe <https://eudract.ema.europa.eu/>.

Conflict(s) of interest and funding sources

Any conflicts (including potential ones) of interest, financial, academic or otherwise should be identified for all authors of the manuscript.

All sources of funding for a submitted piece of research should be identified.

Copyright

Manuscripts must be offered exclusively to *Diving and Hyperbaric Medicine*, unless clearly authenticated copyright exemption accompanies the manuscript. Obtaining permission to use tables or figures, etc, from other published work is the responsibility of the author(s), and evidence of such permission is required before publication.

Authors must agree to accept the standard conditions of publication. These grant *Diving and Hyperbaric Medicine* a non-exclusive licence to publish the article in printed form in *Diving and Hyperbaric Medicine* and in other media, including electronic form; also granting the right to sublicense third parties to exercise all or any of these rights. *Diving and Hyperbaric Medicine* agrees that in publishing the article(s) and exercising this non-exclusive publishing sublicense, the author(s) will always be acknowledged as the copyright owner(s) of the article.

SPUMS and EUBS Annual Scientific Meetings

Diving and Hyperbaric Medicine has published articles based on many of the presentations from SPUMS annual scientific meetings (ASM). Presenters, including the Guest Speaker(s), are reminded that this is an explicit condition of their participation in the SPUMS meetings, but recognizing that not all presentations are suitable for publication in DHM. Speakers at EUBS meetings, both those giving keynote addresses and those presenting previously unpublished research are strongly encouraged to submit manuscripts to DHM. All such articles are subject to the above requirements of standards, presentation and peer review.

Zetterström Award

The author(s) of the scientific poster winning the Zetterström Award at each EUBS ASM explicitly agrees to submit an article based on their poster to *Diving and Hyperbaric Medicine*. This paper is subject to the above requirements of standards and presentation and will be subject to the standard review process.

SPUMS Diploma dissertations

It is the policy of SPUMS that diploma candidates are strongly encouraged to publish their dissertation in *Diving and Hyperbaric Medicine*. Advice on preparing a dissertation for submission to DHM is available on request from the SPUMS Education Officer or the Editor.

Synopses or summaries of master's or doctoral theses will also be considered in order to draw the diving and hyperbaric medical and scientific community's attention to the work of young researchers.

Any manuscript not complying with the above requirements will be returned to the author for revision before it will be considered for publication.

Publication schedule

All submitted manuscripts will be subject to open peer review by a member of the Editorial Board and at least one other reviewer. Reviewer comments will be provided to authors with any recommendations for improvement before publication, or if the article is rejected. *Diving and Hyperbaric Medicine* believes that a transparent review process is indicated in such a small specialty. Reviewers are often able to identify the origin of manuscripts and, in the interests of fairness, the authors are therefore provided the names of reviewers of their articles.

The review process typically takes 6–8 weeks, this duration generally being sufficient to complete the first round of reviews. If additional reviews are needed, this will prolong the process. Papers are generally

scheduled for publication in order of final acceptance. The Editor retains the right to delay publication in the interests of the Journal. Accepted contributions will be subject to editing.

Proofs of articles to be published will be sent to authors in PDF format by e-mail close to the time of publication. Authors are expected to check the proofs very carefully and inform the editorial office **within five days** of any minor corrections they require. Corrections should be listed in an e-mail sent to the journal address <editor@dhmjournal.com>, or annotated electronically in the pdf file.

Reprints

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