

These guidelines are in accordance with those set out in *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (International Committee of Medical Journal Editors. *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*. www.icmje.org).

### General information

The *Bulletin of the Kuwait Institute for Medical Specialization* aims to promote excellence in clinical practice and postgraduate medical education in Kuwait and the Arabian Gulf region. It gives appropriate emphasis to subject matter of special interest to the medical community in the region. The journal, which is peer-reviewed, publishes original research, short reports on research in progress, review articles, discussion papers and debates, commentaries, papers for CME, self-assessment quizzes, reports from conferences and special features. It appears **bi-annually** in January and June.

The journal aims to inform and instruct a readership comprising clinicians, medical researchers, teachers and trainees in postgraduate training programs, practitioners engaged in formal CME activities and administrators of health care facilities. The publication is distributed in the Arabian Gulf and among selected academic and health care service institutions in other geographical regions.

### Preparing a Manuscript

Divide the text of observational and experimental articles into sections with the headings Introduction, Methods, Results, Discussion, References, Tables, Figure legends and Figures. Type or print the manuscript on one side of A4 paper with margins of at least 25 mm. Begin each section or component on a new page. Use double spacing throughout, including for the title page, abstract, text, acknowledgments, references, individual tables, and legends. Number pages consecutively, beginning with the title page.

### AUTHORSHIP

All persons designated as authors should qualify for authorship based on substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data, drafting the article or revising it critically, and final approval of the version to be submitted.

### TITLE PAGE

The title page should carry a concise but informative title, the name(s) of

author(s), with highest academic degree(s) and institutional affiliation, the name of the institution to which the work should be attributed, sources of any support of grants, equipment, drugs etc., and a short title of no more than 40 characters for use as running head. Include the full address, telephone and fax numbers and an email address of the author who would handle correspondence.

### ABSTRACT AND KEY WORDS

The second page should carry a structured abstract (of no more than 125 words). Authors should provide 4 key words that will assist in indexing the article.

### ACKNOWLEDGEMENTS

Mention all contributors who do not meet the criteria for authorship, and those who provided financial and material support under acknowledgements.

### TABLES

Type or print out each table on a separate sheet of paper. Do not use internal horizontal and vertical rules.

### ILLUSTRATIONS (FIGURES)

Submit 3 complete sets of figures. Figures should be professionally drawn and photographed. Original drawings, x-ray films, and other material should be sent as sharp, glossy, black-and-white photographic prints, usually 127 × 173 mm (5 × 7 inches). Each figure should have a label pasted on its back indicating the number of the figure, author's name, and top of the figure.

### REFERENCES

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses.

### Articles in Journals

The titles of journals should be abbreviated according to the style used in *Index Medicus*. List the first six authors followed by et al: Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med* 1996; **124**:980-3.

### Books and Other Monographs

Personal author(s):

Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

Editor(s), compiler(s) as author:

Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

### PROOFS

Proofs will be sent via email as an Acrobat PDF file.

### Ethics

When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 1983.

### Submission of Manuscripts

Manuscripts are accepted on the understanding that they are not being considered by another journal and have not been published previously. Presentation of an extract at a seminar or conference does not violate this requirement.

Authors should send 3 hard copies of the manuscript, and a copy in electronic form or on a disk. They should retain an additional copy with them for future reference. Manuscripts must be accompanied by a covering letter signed by all co-authors. This must indicate; 1) information on prior or duplicate publication or submission elsewhere; 2) a statement of financial or other relationships that might lead to a conflict of interest; 3) a statement that the manuscript has been read and approved by all the authors meeting the requirements for authorship.

### MANUSCRIPT IN ELECTRONIC FORM OR ON DISK

Authors are requested to provide a copy in electronic form or on a disk, in addition to the printed copies of the manuscript. A word-processing formats such as MS-Word is preferred. Enter all your data including headings and subheadings continuously flush left. Use a blank line before and a hard return at the end of a paragraph. Place tables at the end of the text. Save illustrations as separate files, without being embedded in the text. Save line drawings as TIF, EPF or WMF format. Export black and white images as TIF or EPS format to match the size in print.

Label the disk with the format of the file and the file name, and provide information on the hardware and software used.

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