Author instructions and submission guidelines

How to prepare your manuscript for submission

Document formatting

Please use Word for all submitted manuscripts. Use 1.5 line spacing and UK English. Number the pages and insert the date of the draft into the header or footer.

The order the elements of a submitted manuscript should follow is:

Title

Type of manuscript

- Original article / Viewpoint article / Review article / Case report / Medical image / Letter

Full author list (to be removed before submission for anonymous review)

- First and family names of all authors (plus middle initials if desired)

Abstract (Aim, Method, Results, Conclusion)

- We require abstracts for Viewpoint articles and Original Articles

Body of the article (Introduction, Method, Results, Discussion)

- Avoid symbols if possible (e.g., use mcg rather than μg; betablockers not ß- blockers).
- Write out numbers under 10 in full except if they are associated with units including time, e.g., 2 days, 6mg, five hospitals, 7 hours, seven patients, 12 patients. If a number begins a sentence, then write it in full. If there are a mix of large and small numbers in the same sentence or short paragraph, then all can be written as numerals.
- Insert reference citation numbers AFTER closing punctuation, and for three or more consecutive references use an en-dash to indicate range (so, in the example below, references 14, 22, 23 and 24 are cited).
  - *For example:*
    International research has demonstrated lower referral to cardiac rehabilitation programmes for women,[14,22–24] with women being 20% less likely to be referred.[22]

Competing interests

- This section should be anonymised for review.
- If none, state "Nil".

Acknowledgements (if any)

Author information (to be removed before submission for anonymous review)

Must include:

- Full names (middle initial[s] may be included) of each author
- Job positions (e.g., cardiologist, director, senior lecturer, etc.)
- Department (if any)
- Institution/Company
- Location (e.g., city, town; plus country if not New Zealand).

Corresponding author

- Name, department, institution/company, postal address, telephone number and email address of the corresponding author.

References/Bibliography

- All references must follow the Vancouver style. For more information, check the Vancouver guidelines here: https://www.nlm.nih.gov/bsd/uniform_requirements.html.

Reference limit per article type

Editorial: 12

Original article: 30

Viewpoint: 30

Clinical correspondence: 10

Letter to the editor: 10

Research letter: 12

Proceedings: Maximum of 5 references per abstract

- Put References in a numbered list. *Do not use* Word's footnote or endnote feature.

- If there are four author names list all four authors. If there are more than four authors, list the first three authors then "et al".
  - *For example:*
  - 1. Rothwell PM, Eliasziw M, Gutnikov SA, et al. Endarterectomy for symptomatic carotid stenosis in relation to clinical subgroups and timing of surgery. Lancet. 2004;363:915-24.
  - 2. Hsia DC, Krushat WM, Moscoe LM. Epidemiology of carotid endarterectomies among Medicare beneficiaries. J Vasc Surg. 1992;16:201-8.
- Abbreviate (according to Index Medicus/Medline style) and place a full stop after journal names. Do not italicise.

Check the completeness and accuracy of references.

For example, to check/insert the Hsia reference above:

- Go to http://www.ncbi.nlm.nih.gov/entrez/query/static/citmatch.html
- Insert year, a word in the title and an author name as follows, then click Search:

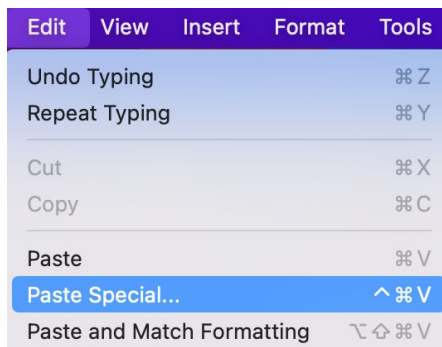|			
Journal Journal may consist of the full title or the title abbreviation.			
Date Month and day are optional.	Year 1992	Month MM	Day DD
Details	Volume	Issue	First page
Author Use format lastname initials for the most comprehensive results, e.g., Ostell J. See also: Searching by author.	Hsia ✕		
Limit authors	☐ Only as first author	☐ Only as last author	
Title words	carotid		
	Search	Clear	

- Select "Cite" in the right-hand panel.
- Select the located article (insert the cursor at the end of the reference and drag up to the first author's name), then click on the right-side mouse button to Copy (see below).

CITE ✕

Hsia DC, Krushat WM, Moscoe LM. Epidemiology of carotid endarterectomies among Medicare beneficiaries. J Vasc Surg. 1992 Aug;16(2):201-8. PMID: 1495143.
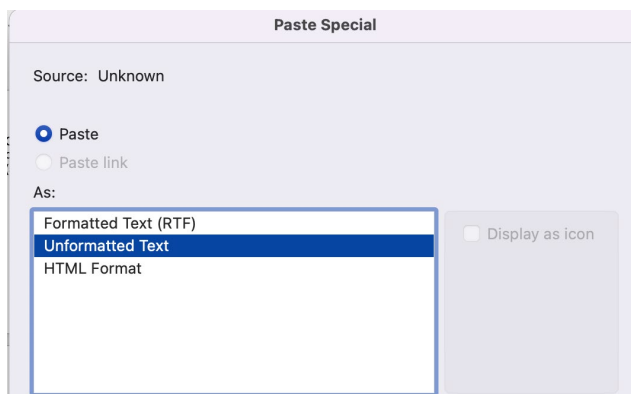
📄 Copy   ⬇ Download .nbib   Format: NLM ⬍

Look Up "Hsia DC, Krushat WM, Moscoe LM. Epidemiology of..."
Copy
Copy Link to Highlight
Search Google for "Hsia DC, Krushat WM, Moscoe LM. Epidemiology of..."
Print...
Inspect
Speech   >
Services   >
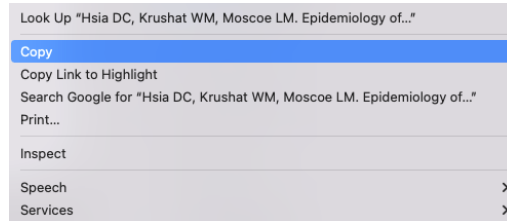
- Go to your manuscript document, then (at the desired place) choose *Paste Special* from your *Word Edit* menu (see below).

Edit View Insert Format Tools
Undo Typing   ⌘ Z
Repeat Typing   ⌘ Y
Cut   ⌘ X
Copy   ⌘ C
Paste   ⌘ V
Paste Special...   ⌃⌘ V
Paste and Match Formatting ⌥⇧⌘ V

- Select Unformatted Text, then click OK (see below).

Paste Special

Source: Unknown

● Paste
○ Paste link
As:
Formatted Text (RTF)
Unformatted Text
HTML Format

☐ Display as icon

- Delete "Related Articles, Links", month ("Aug"), and the number after volume ("2").
- The reference is now formatted exactly as we require it.

Formatting tables and figures

- **Insert tables and figures/images directly into the desired places in the manuscript** (as close as possible to their first mention in the text) beneath legends/labels. Please also send figures and images separately as high-resolution files when you upload your paper to Manuscript Manager.

- **Do not use tabs or spaces to separate columns in Tables**—use **visible** vertical borders (Table menu > Insert > Table > Choose number of rows and columns > then insert your data into the table cells).

- **Label the x and y axes of the figures** (and include units in brackets).

Submitting your manuscript

- When your manuscript is ready, create an account in **www.manuscriptmanager.net/nzmj and complete and send in your submission online from there.**

- **Please do not email manuscripts** to nzmj@pmagroup.co.nz (unless you are sending in a book review or obituary).

- Note: Part of the online submission requires you to upload an anonymised (for review) version of your article as a Word document. Remember to **remove your name and contact details** from beneath the title and from Author information. These details should go in a Title page, which should be included as a separate document in your submission.

File types to upload and requirements

Cover letter

- If uploaded to the free-text box, this does not need to be anonymised.

- If uploaded as a document, this should be anonymous and not include author information details such as name or address.

- Here, or the title page, must include the following statement:
  - "I (We) accept full responsibility for the conduct of the study, had access to the data, and controlled the decision to publish."

Figures

- Figures should be included in the main body text.

- Separately, they can be uploaded as high-resolution image types, including .jpeg, .tiff, .png or .eps.

- This should be **a fully anonymised** version of your manuscript that contains no identifying personal information.

- This must be a Microsoft Word document, as PDFs can create errors in production.

- Please ensure minimal formatting, as the manuscript will be re-formatted if accepted.

- Number the pages and include the date of draft.

- Include line numbers.

- An Original Article or Viewpoint should include an abstract of no more than 200 words that follows these headings:

  o Aim(s)

  o Method(s)

  o Result(s)

  o Conclusion(s)

- All headings should be written in sentence case (i.e., Statistical analysis).

- It is preferred that manuscripts follow the word limits for each type as closely as possible, not including tables, figures and supplementary material:

  o Editorial: 1,200 words

  o Original article: 3,000 words

  o Viewpoint: 3,000 words

  o Clinical correspondence: 600 words

  o Letter to the editor: 800 words

  o Research letter: 1,000 words

  o Proceedings: Between 20 to 30 abstracts, 250 words each

- When making a resubmission, the manuscript (without title page) should be a clean copy of the highlighted manuscript.

Highlighted manuscript

- For **resubmissions** only.

- This should **still** be a **fully anonymous version** of the manuscript.

- As above, this must be a Word document.

- This is a version of your manuscript that shows changes have been made following peer review. These changes may be shown via:

  o Highlighted text (using the Text Highlight Colour tool on Microsoft Word)

  o Tracked changes (using the Review tab on Microsoft Word). This may lead to issues with anonymisation, as the Review panel will log the name of the author. To remove

this, click Review > Show Markup > Specific People. If a name is showing, then click File > Info > Check for Issues > Inspect Document > Inspect > Document properties and personal information > Remove All. Then hit save. This should have changed the name under Review > Show Markup > Specific People to "Author".

Note: both a highlighted manuscript and a manuscript (without title page) must be submitted for resubmissions. In this instance, the manuscript (without title page) should be **clean** and not "highlight" the changes that have been made—to do so, make a version of the tracked changes document and accept all changes. Both versions must be **fully anonymised** and "visible to the reviewer" on Manuscript Manager.

Response to reviewers

- For resubmissions only.
- This can be written into the free-text box, uploaded as a Word document (in this case, it should be anonymised) or both.
- This should include acknowledgement of review comments and how you addressed this in the manuscript.

Supplementary information

- Supplementary information may include forms, tables, figures or otherwise relevant information. These will usually be published as an appendix unless otherwise specified.
- Forms, etc used in studies may be submitted as PDFs.

Tables

- Tables should be included in the main body text but can also be uploaded in a Word document alongside the submission.

Title page

- Set to "not visible to reviewers" on Manuscript Manager.
- Include submission title: please ensure this is the same title as is uploaded on Manuscript Manager.
- It should contain the full author list with information including:
  - Full names (middle initial[s] may be included) of each author
  - Job positions (e.g., cardiologist, director, senior lecturer, etc.)
  - Department (if any)
  - Institution/company

- o Location (i.e., city, town; plus country if not New Zealand)
- The corresponding author details should include:
  - o Name, department, institution/company, postal address, telephone number and email address of the corresponding author
- Here, note any potential conflicts of interest.
- Here, note all sources of funding, which will be published with the paper.
- Here, or the cover letter, must include the following statement:
  - o "I (We) accept full responsibility for the conduct of the study, had access to the data, and controlled the decision to publish"

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