

# Instructions for Authors

The *Journal of Travel Medicine* will consider publication of manuscripts that deal with the broad field of travel medicine and migration health and have not been published, simultaneously submitted, or already accepted for publication elsewhere. This does not preclude consideration of a complete report that follows publication of preliminary findings elsewhere.

## Online Submission

Authors with internet connections should submit manuscripts, including figures and tables, to the JTM submission website (<http://mc.manuscriptcentral.com/jtm>). Loading instructions are given at this site. For assistance please contact ScholarOne technical support at +1-434-817-2040 x167 or email [support@scholarone.com](mailto:support@scholarone.com). If you are not able to submit online, please contact the Editorial Office JTM at [jtm.editor@istm.org](mailto:jtm.editor@istm.org).

Manuscripts should be identified as submissions to one of the following categories:

- An original article: title page, a structured abstract, text pages (preferably  $\leq 2500$  words), references, tables, figure legends, and figures (see Layout for all submissions, below)
- A brief communication: no more than 2 printed pages (preferably  $\leq 1200$  words) with a nonstructured abstract (maximum 50 words), 10 references, and 1 figure or table
- A review (text preferably  $\leq 3000$  words), no abstract
- An editorial/opinion/debate on commonly asked questions/education
- A letter, usually referring to a previously printed contribution.
- A clinical picture (with brief legend) depicting a classic diagnostic feature of a travel related disease or condition, or of situations related to travelers' health and travel locations; photographs will usually be published in black and white, and exceptionally in color. The accompanying text should not exceed 300 words, it usually will be printed on another page as "solution".

## Page Charges

To stimulate authors to write concise articles, a charge of \$180 USD per page will be levied by the Editorial Office on all excessively lengthy articles. For original articles 5 pages are free; each additional page or fraction thereof will be charged \$180 USD per page. Similarly, for Reviews 6 pages are free, and for Brief Communications and Editorials 2 pages are free.

## Layout for all Submissions

Each manuscript should be submitted electronically as a Microsoft Word document, including all tables on separate pages following the reference list, together with a full list of numbered figure legends. Figures should be submitted as separate documents, each bearing a figure number, and not embedded in Word or PowerPoint.

Create the text, preferably in Times New Roman, 12 pt, on standard size pages, double-spaced throughout with margins of at least 2.5 cm (1 in.). Do not right-justify margins and do not use a hard line return except when ending a paragraph. All pages should be numbered consecutively in the right upper corner, beginning with the title page.

## Title Page

On the title page, include the following: the title of the paper; a running title of 69 or fewer letters and spaces; the first name, middle initial, and last name and the highest academic rank attained by each author; the name of department and institution for each author; footnotes indicating the meetings at which the paper has been presented, if any; grants or other financial support, if any; and the name and address of the person to whom correspondences and reprint requests should be addressed.

## Abstract

Abstracts are required for original articles, and brief communications. Original articles require a structured abstract of 250 to 300 words with the following headings: Background, Methods, Results, and Conclusions. Brief communications require a nonstructured abstract of 50 words maximum. Use a separate page to provide an abstract.

## Text

Usually the text is structured as mentioned under Abstract (see above) for original articles. Whenever research involves human subjects, authors must state in the Methods section that the project had obtained approval from a recognized ethics committee. For other contributions the structure is not regulated, but always keep the text as concise as possible.

All tables and figures must be cited in text and numbered in order of citation.

## References

All references must be cited by number in the text, tables, or figure legends. References should be numbered and typed double-spaced in the order of their occurrence in the manuscript. List all authors when there are four or fewer; otherwise list the first three followed by "et al." References to journals should include (in this order) authors' names with initials, article title, journal name (*Index Medicus* abbreviations), year, volume number, and inclusive page numbers.

Example: DuPont HL, Ericsson CD. Prevention and treatment of traveler's diarrhea. *N Engl J Med* 1993; 328:1821–1827.

References to books should include (in this order) authors' names with initials, chapter title, editors' name and initials, book title and edition, city, publisher, year of publication, and inclusive page numbers.

Example: Goepp JG, Hirschhorn B. Fluid therapy of diarrhea. Part I: developing countries. In: Walker WA, Durie PR, Hamilton JR, et al, eds. *Pediatric gastrointestinal disease. Pathophysiology, diagnosis, management*. Vol 2. Philadelphia: BC Decker, 1991:1561–1566.

Example: Bayless TM, ed. *Current therapy in gastroenterology and liver disease*. 3rd Ed. Philadelphia: BC Decker, 1990.

The author is responsible for the accuracy of the references. Manuscripts accepted but not yet published should be designated "in press." Unpublished information in manuscripts submitted for publication should be cited in text (not in the reference list) by name(s) of author(s) and "personal communication" and should include the date of the communication.

## Tables

Tables should be prepared in Microsoft Word, not as images. They should be double-spaced, each on a separate page, including a brief title and all headings in place, and be placed at the end of the manuscript, following the reference list.

## Figures

Figures should be provided in black and white. Existing figures must NOT be embedded in Microsoft Word or PowerPoint as quality and accuracy cannot be guaranteed. Existing line drawings should be saved in grayscale as TIF, JPG, or EPS files at 600 dpi at 13 cm (5 in.) in width (flow charts must not exceed 18 cm [7 in.] in width). Black and white photographs should be saved in grayscale as TIF files at 300 dpi at about 13 cm (5 in.) in width. It is advisable to send the original image (i.e., an untouched digital image from a camera). When in doubt, send hard copies for scanning. Each figure should bear a figure number corresponding to a legend listed in the manuscript. Include the original magnification of photomicrographs, and identify stains used in

preparations. Color photographs will need to be approved on an individual basis for publication in color.

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#### **COVER LETTER**

A cover letter should include the following:

- Identification of one person (with address, e-mail address, telephone, and fax number) as corresponding author, who is responsible for all communication.
- A statement that the manuscript has been seen and approved by all authors, who accept full responsibility for the content. It should also indicate that the authors had full access to the data and their analysis, as well as drafting the article or editing an author's draft.
- Disclosure by the corresponding author of sponsorship of the performed research. Such information will not be released to reviewers or influence the editorial decision.
- Proof submitted by the corresponding author of registration in a public trials registry as requested by the International Committee of Medical Journals Editors. (See <http://image.thelancet.com/extras/04cmt265web.pdf> for background information.) This policy applies to any clinical trials starting enrollment after July 1, 2005; for trials that began enrollment before this date, registration is strongly suggested by fall 2005. (See <http://www.clinicaltrials.gov/> and <http://prsinfo.clinicaltrials.gov/> for information about an established registry and how to register a trial.)

All authors will be requested to sign individual and detailed declarations on possible conflicts of interest (COIDs). The corresponding author will be sent the COID form and he/she will be responsible for sending this to each co-author. All completed declarations should be forwarded to the editorial office.

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