

INFORMATION FOR READERS

The Journal of the American Board of Family Practice

Official Publication of the American Board of Family Practice

EDITORS

John P. Geyman, MD, *Editor*
Paul R. Young, MD, *Executive Editor*
Alfred O. Berg, MD, *Associate Editor*
Paul Brucker, MD, *Associate Editor*
G. Gayle Stephens, MD, *Associate Editor*

EDITORIAL OFFICES

The Journal of the American Board of Family Practice
Department of Family Medicine
Box 354696
University of Washington
Seattle, WA 98195
Phone: (206) 685-3993
Fax: (206) 543-8911
John P. Geyman, MD, *Editor*
M. Claire Zimmerman, *Assistant Editor*
Virginia M. Gessner,
Senior Editorial Assistant

PUBLISHING OFFICES

American Board of Family Practice
2228 Young Drive
Lexington, KY 40505
Phone: (859) 269-5626
Fax: (859) 335-7501
Paul R. Young, MD,
Executive Editor

SUBSCRIPTION INFORMATION AND SERVICES

The Journal of the American Board of Family Practice is supplied free of charge to Diplomates and Residents of the American Board of Family Practice. For paid subscription information please contact:

Drohan Management Group
11250 Roger Bacon Drive, Suite 8
Reston VA 20190-5202
Phone 703-437-4377
FAX 703-435-4390
E-mail: dmg@drohanmgmt.com

SUBSCRIPTION RATES

	Domestic	International
Institutions	\$60.00	\$65.00
Physicians	\$35.00	\$45.00
Residents/Students	\$20.00	\$45.00

OTHER SUBSCRIPTION INFORMATION

Diplomates should make address changes on the form accompanying this issue and forward it to the Lexington, Ky, address. All other subscribers should send their change of address to Drohan Management Group listed above. Changes must be received at least 6 weeks in advance of

the intended move. Please include the new address, old address, and expected date of change.

BACK ISSUES

Starting with the September–October 1999 issue, if you wish to purchase back issues of *The Journal of the American Board of Family Practice* (issues published before your effective start date), there is a charge of \$12.50 per issue. Please direct your request to the Seattle offices of the *JABFP* at the above address.

ISSUES NOT RECEIVED

Missing issues will be replaced for up to 3 months from the issue date without charge. Claims beyond the 3-month limit must be prepaid at the back-issue rates. Diplomates should request missing issues from the ABFP in Kentucky. Subscribers should address their requests to the Seattle offices of the *JABFP*.

REPRINTS

Individual copies of articles are available from the authors upon request. If you wish to order bulk reprints (minimum orders of 100) please contact Cadmus Professional Communications Reprints, 500 Cadmus Lane, Easton, MD 21601-

0969. Phone (800) 257-7792, or fax (410) 822-0438.

COPYRIGHT

Material appearing in *The Journal of the American Board of Family Practice* is covered by copyright. Single copies for personal or internal use are allowed at no charge. Nonprofit institutions may make copies provided they obtain prior consent from *The Journal of the American Board of Family Practice*, Rights and Permissions Department, 2228 Young Drive, Lexington, KY 40505. Phone (859) 269-5626, or fax (859) 335-7501.

ADVERTISING

Questions about and submissions for classified and other advertising should be directed to the Advertising Offices in Seattle at the above address.

INDEXING

The Journal of the American Board of Family Practice is indexed in *Index Medicus*.

PRINTING SERVICES

The Journal of the American Board of Family Practice is set into type, printed, and distributed by Cadmus Professional Communications, 940 Elkridge Landing Road, Linthicum, MD 21090-2908.

INFORMATION FOR AUTHORS

The Journal of the American Board of Family Practice welcomes for editorial review manuscripts that contribute to family practice as a clinical scientific discipline. High priority is given to reports of clinically relevant studies that have practical implications for improved patient care. Manuscripts are considered in relation to the extent to which they represent original work, their significance to the advancement of family medicine, and their interest to the practicing family physician. Some papers that are accepted by the *Journal* will be selected for an accompanying guest editorial or concurrent commentary by other invited authors addressing issues raised by the papers. The *Journal* publishes the following features:

Original Articles. Reports of original research, usually dealing with a clinical, health services, or other clinically relevant study.

Medical Practice. Scholarly articles that relate directly to clinical topics useful in everyday family practice, whether dealing with diagnostic or therapeutic roles of the family physician or reporting studies of what family physicians do in practice.

Clinical Review. In-depth reviews of specific clinical problems, disease entities, or treatment modalities; comprehensive and critical analysis of the literature is required (usual maximum length 5000 words).

Evidence-Based Clinical Practice. Articles addressing various evidence-based approaches to the diagnosis and management of common clinical problems in primary care. Papers are also welcome that report studies of cost-and-outcome assessment relevant to primary care practice.

Clinical Guidelines and Primary Care. Summaries of major clinical guidelines proposed by various specialty, governmental, or health care organizations, with critical commentary from a primary care perspective.

Family Practice and the Health Care System. Articles reporting studies and scholarly commentary on changing trends and patterns of care in family practice, primary care, and the health care system.

Health Policy. Articles relating to specific health policy issues from a national perspective, usually invited from individuals with extensive health policy experience.

Special Articles. Articles in other areas that may relate to the role of the family physician, education for family practice, or other subjects important to family practice as a clinical specialty.

Brief Reports. Short reports of pilot studies or case reports with a teaching point of clinical relevance (usual length 1000–1500 words).

Family Practice—World Perspective. Papers reporting developments related to the practice or education of family physicians in various countries around the world (usual length 1200–1800 words).

Reflections in Family Practice. Papers in narrative or essay format that illuminate qualitative aspects of family practice, including such areas as ethical issues, the physician-patient relationship, or the diverse roles of the family physician.

Editorial. Focused opinion or commentary that bears on an issue relevant to the field. May or may not accompany an original article in the same issue (usual length 1000–1500 words)

Letters to the Editor. Observations, opinion, or comment on topics under discussion in the journal, usually not to exceed 500 words.

Book Reviews. Books for review and book reviews should be sent to John P. Geyman, MD, Editor, *The Journal of the American Board of Family Practice*, Department of Family Medicine, School of Medicine, Box 354696, University of Washington, Seattle, WA 98195.

The following guidelines are in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals." The current edition was published in *N Engl J Med* 1997;336:309–15.

MANUSCRIPT SUBMISSION

Address all submissions to John P. Geyman, MD, Editor, *Journal of the American Board of Family Practice*, Department of Family Medicine, School of Medicine, Box 354696, University of Washington, Seattle, WA 98195.

Manuscripts containing original material are accepted for consideration with the understanding that neither the article nor any part of its essential substance, tables, or figures has been or will be published or submitted for publication elsewhere before appearing in the *Journal*. This restriction does not apply to abstracts

or press reports published in connection with scientific meetings. Copies of any possible duplicative manuscripts should be submitted to the editor along with the manuscript that is to be considered by the *Journal*. The *Journal* strongly discourages the submission of more than one article dealing with related aspects of the same study. In almost all cases, a single study is best reported in a single paper.

Submit an original and 3 copies of the complete manuscript, including text pages, legends, tables, references, and glossy prints of figures. The manuscript should be on 8 1/2 × 11-inch paper, double-spaced throughout, with 1-inch margins. Include a copy of the manuscript on a computer disk, and indicate which software program is used.

A covering letter should identify the person (with the address and telephone number) responsible for negotiations concerning the manuscript; the letter should make it clear that the final manuscript has been seen and approved by all authors. If authors acknowledge by name persons who provided important technical, advisory, or reviewer contributions, the corresponding author should sign the following statement: "I have obtained written permission from all persons named in the acknowledgment."

The *Journal* expects authors to take public responsibility for their manuscripts, including conception and design of the work, data analysis, writing, and review of the paper. Authors are expected to stand behind the validity of their data and, if asked by the editor, to submit the actual data for editorial review with the manuscript. In most instances authorship should be limited to 8 authors or fewer, all meeting the above criteria for authorship. Exceptions to these guidelines, especially those involving multisite collaborative research projects, should be discussed on a case-by-case basis with the editor.

The *Journal* also expects authors to disclose any commercial associations that might pose a conflict of interest in connection with the submitted article. Consultancies, stock ownership or other equity interests, patent-licensing arrangements, and other kinds of associations that might involve conflict of interest should be disclosed to the editor in a covering letter at the time of submission. Such information will be held in confidence while the paper is under review and will not influence the editorial decision. If the manuscript is accepted, the editor will discuss with

the authors how best to disclose the relevant information. Questions about this policy should be directed to the editor.

MANUSCRIPTS

Titles and Authors' Names

With the manuscript, provide a page giving the title of the paper; a running foot of fewer than 40 letter spaces; the name(s) of the author(s), including first name(s) and academic degree(s); the name of the department and institution in which the work was done; and the name and address of the author to whom reprint requests should be addressed. All funding sources supporting the work should be routinely acknowledged on the title page, as should all institutional or corporate affiliations of the authors. Two to four key words should be submitted with the manuscripts to be used for purposes of classification by subject. Use terms from the Medical Subject Headings from *Index Medicus* when possible.

Abstracts

Use another page to provide an abstract of not more than 200 words. This abstract should be factual, not descriptive, with its content appropriate to the type of paper. For original articles reporting results of studies, a four-paragraph format should be used labeled Background, Methods, Results, and Conclusions. These should briefly describe, respectively, the object of the study, the methods used, the major results, and the author(s) conclusions. Abstracts are not necessary for Brief Reports, Family Practice World Perspective, and Reflections papers.

Abbreviations

Except for units of measurement, abbreviations are discouraged. The first time an abbreviation appears, it should be preceded by the words for which it stands.

Drug Names

Generic names should, in general, be used. If an author so desires, brand names may be inserted in parentheses.

Inclusive Language

Sex bias should be avoided and gender-inclusive language used whenever possible.

References

References must be typed in double spacing and numbered consecutively as they are cited. References first cited in tables or figure legends must be numbered so that they will be in sequence with references cited in the text. The style of references is that of the *Index Medicus*. List all authors when there are 6 or fewer; when there are 7 or more, list the first

3, then "et al." Sample references are as follows:

Standard Journal Article

Morrow JD, Margolies GR, Rowland J, Roberts LJ 2nd. Evidence that histamine is the causative toxin of scombroid-fish poisoning. *N Engl J Med* 1991;324:716-20.

(Note that month and issue number are omitted when a journal has continuous pagination throughout a volume.)

Organization as Author

Clinical Experience Network (CEN). A large-scale, office-based study evaluates the use of a new class of non-sedating antihistamines. A report from CEN. *J Am Board Fam Pract* 1990;3:241-58.

Book

Rakel RE. Textbook of family practice. 4th ed. Philadelphia: WB Saunders, 1990.

Chapter in Book

Haynes RC Jr. Agents affecting calcification: calcium, parathyroid hormone, calcitonin, vitamin D, and other compounds. In: Gilman AG, Rall TW, Nies AS, Taylor P, editors. Goodman and Gilman's the pharmacological basis of therapeutics. 8th ed. New York: Pergamon Press, 1990.

Government Agency

Schwartz JL. Review and evaluation of smoking cessation methods: the United States and Canada, 1978-1985. Bethesda, MD: Department of Health and Human Services, 1987. (NIH publication no. 87-2940.)

Personal Communications

Numbered references to personal communications, unpublished data, and manuscripts either "in preparation" or "submitted for publication" are unacceptable (see "Permissions"). If essential, such material may be incorporated in the appropriate place in the text.

Tables

Type tables in double spacing on separate sheets, and provide a title for each. For footnotes, use the following symbols, in this sequence: *, †, ‡, §, ||, ¶, **, ††, etc. Excessive tabular data are discouraged.

Illustrations

Figures should be professionally designed. Glossy, black-and-white photographs are requested. Symbols, lettering, and numbering should be clear, and these elements should be large enough to remain legible after the figure has been reduced to fit the width of a single column. The back of each figure should include the sequence number, the name of the author, and the proper orientation (eg, "top"), Do

not mount the figure on cardboard. Photomicrographs should be cropped to a width of 8 cm; and electron photomicrographs should have internal scale markers.

If you are preparing digital illustrations and want assistance and detailed instructions on how to prepare your artwork, please visit the Cadmus Journal Service Web site at cjs.cadmus.com/da/instructions.

If photographs of patients are used, either the subjects should not be identifiable or their pictures must be accompanied by written permission to use the figure. Permissions forms are available from the editor.

Legends for illustrations should be type-written (double-spaced) on a separate sheet and should not appear on the illustrations.

Color illustrations are used from time to time. Send both transparencies and prints for this purpose.

Permissions

Every effort (short of changing the patient data) should be made by the authors to protect the anonymity of patients (and relatives) in any published work. If identification is unavoidable, informed consent should be obtained and attached with the submitted letter; in the case of minors or incompetent patients, consent should be obtained from relatives or guardians.

Materials taken from other sources must be accompanied by a written statement from both author and publisher giving permission to the *Journal* for reproduction. Obtain permission in writing from at least one author of papers still in press, of unpublished data, and of personal communications.

REVIEW AND ACTION

Manuscripts are examined by the editorial staff and are usually sent to outside reviewers. Authors will remain anonymous to outside reviewers and vice versa. External statistical review will be accomplished where appropriate. Every effort will be made to complete the review process as expeditiously as possible.

Copyright Transfer Forms

Transfer of copyright to the *Journal* is requested upon acceptance of the material for publication. Copyright transfer is required of all materials to be published in the *Journal* including Letters to the Editor and Book Reviews.

Reprints

Authors will receive reprint information and rates when they are sent their page proofs. Reprints ordered at that time will be shipped about 2 weeks after the publication date.