

Cambridge Quarterly of Healthcare Ethics

GUIDELINES FOR CONTRIBUTORS

SCOPE OF THE JOURNAL

Cambridge Quarterly of Healthcare Ethics is an international journal that explores both broad issues in healthcare and society and organizational concerns that arise in institutions where ethics committees work. To respond to the diverse needs of ethics committee members, the journal publishes articles from many disciplines and contains sections devoted to medicine, law, philosophy, economics, research, theology, education, and behavioral and social sciences, with a focus on practical application in committee settings.

PREPARATION OF MANUSCRIPTS

Manuscripts must be typed, double spaced, on one side of good quality $8\frac{1}{2} \times 11$ inch or ISO A4 paper, with margins of at least 25 mm (1 inch). All papers submitted for publication should contain in the following order: title page; abstract; references; and, if desired, tables, figures and/or illustrations (with legends). On a separate sheet, supply a brief entry listing academic degrees and recent publications or current projects for a "Contributors" Section which will appear in each issue of *CQ*. More detailed guidelines for each section follow.

Title Page: Title of the article and name of each author with institutional affiliation and complete mailing address for correspondence. Include a short title of 45 characters or less.

Abstract: Concise summary (no more than 300 words) of the thesis and principal ideas of the paper. Below the abstract provide three to ten key words or short phrases.

Tables: Type each on a separate sheet with a brief title; number consecutively in the order they appear, using Roman numerals. Note: Use of vertical lines in tables is discouraged. Photographs submitted as tables are not acceptable.

If data from another published or unpublished source are used, acknowledge permission fully.

Figures: Only camera-ready figures can be accepted; original professionally done drawings or roentgenograms or sharp, glossy black and white photograph prints, usually 127×173 mm (5×7 ") but no larger than 203×254 mm (8×10 "). A label on the back should indicate the number (use arabic numerals) of the figure, the author's name, and top of the figure. Do not write on the back of the figure and do not mount it on cardboard. Do not scratch or mar figures by using paper clips.

Give a detailed caption for each figure. If a figure has been published, acknowledge the original source and permission to reproduce. Type legends double-spaced on a separate page.

References: *CQ* has adopted a modified "Vancouver style" for references. The full format of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (Vancouver style) was published in *The New England Journal of Medicine*, February 7, 1991. As the "Vancouver style" is incompatible with A Uniform System of Citation ("The Bluebook"), the long-established style of references for legal articles, lawyers should use their own standard style but avoid abbreviations. Place references at the end of the article (not as footnotes on each page); cite consecutively in the text, using superscript arabic numerals. Responsibility for accuracy and thoroughness of citations rests with the author(s).

Examples of the correct format for references follow. Note that titles of journals and books are spelled out in full and italicized.

Journals

- (1) *Standard journal article.* If more than three authors, list the first three authors and add *et al.*
Parker SG, Kassirer JP. Decision analysis, *New England Journal of Medicine* 1987;316:250-8.
- (2) *Corporate author.*
The Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of synergic bone-marrow graft without preconditioning in post-hepatitis marrow splasia. *Lancet* 1977;11:242-4.
- (3) *No author given.*
Anonymous. Coffee drinking and cancer of the pancreas. [Editorial]. *British Medical Journal* 1981;283:628.
- (4) *Journal supplement.*
Mastri AR. Neuropathy of diabetic neurogenic bladder. *Annals of Internal Medicine* 1980; 92(2 Pt. 2):316-8.
Frumin AM, Nussbaum J, Esposito M. Functional asplasia: demonstration of splenic activity by bone marrow scan (Abstract). *Blood* 1979;54 (Suppl 1):26a.
- (5) *Journal paginated by issue.*
Seaman WB. The case of the pancreatic pseudocyst. *Hospital Practice* 1981;16(Sep):24-5.

Books and Other Monographs

(6) *Personal author(s).*

Popper KR. *Conjectures and Refutations: The Growth of Scientific Knowledge*. 4th ed. London and Henley: Routledge and Kegan Paul, 1972.

(7) *Editor, compiler, chairperson as author.*

Caplan AL, Engelhardt HT Jr, McCarney JJ, eds. *Concepts of Health and Disease: Interdisciplinary Perspectives*. Reading, Massachusetts: Addison-Wesley Publishing Company, 1981.

(8) *Article or chapter in a book.*

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. *Pathologic Physiology: Mechanisms of Disease*. Philadelphia: WB Saunders, 1974:457-72.

(9) *Published proceedings paper.*

DuPont B. Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor. In: White, HJ, Smith R, eds. *Proceedings of the Third Annual Meeting of the International Society for Experimental Hematology*. Houston: International Society for Experimental Hematology. 1974:44-6.

(10) *Monograph in a series.*

Kuhn TS. *The Structure of Scientific Revolutions*. 2nd ed, enlarged. Chicago: The University of Chicago Press, 1970. (Neurath O, Camap R, Morris C, eds. *International Encyclopedia of Unified Science*; Vol II, No. 2).

(11) *Agency publication.*

Ranofsky AL. *Surgical Operations in Short-stay Hospitals: United States - 1975*. Hyattsville, Maryland: National Center for Health Statistics, 1978; DHEW publication no (PHS) 78-1785. (Vital and Health Statistics; Series 13; No 34).

(12) *Dissertation or thesis.*

Molander B. *The Order There Is and the Order We Make: An Investigation Into the Concept of Causation*. (Dissertation). Uppsala: University of Uppsala, 1982. (Philosophical Studies, No 35, published by the Philosophical Society and the Department of Philosophy, University of Uppsala, Sweden).

Other Articles

(13) *Newspaper article.*

Schaeffer RA. Advances in chemistry are starting to unlock mysteries of the brain: discoveries could help cure alcoholism and insomnia, explain mental illness. How the messengers work. *Wall Street Journal* 1977 Aug. 12:1(col 1), 10(col 1).

(14) *Magazine article.*

Rousche B. Annals of medicine: the Santa Claus culture. *The New Yorker* 1971 Sep 4:66-81.

“Unpublished observations” and “personal communications” should not appear in the references, but should be inserted in parentheses in the text.

Abbreviations and Symbols. Avoid abbreviations in the titles and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement. On a separate sheet (not for publication) list all unusual symbols, either typed or handwritten. Identify and provide an alternative symbol if the one required is rare. Care should be taken that the editors and compositor can have no doubt about identifying a symbol, or whether it should be capital or lower case; Roman, bold, or italic face; Greek, Gothic, or script; subscript or superscript, etc. Special care should be taken to distinguish between the letter O and zero, the letter I and the number one, k and kappa, etc.

Quotation marks. Extensive quotations should be set off in a separate paragraph with double indentation. Double quotes should be used for short direct quotations. Single quotes should be used for words or phrases set off for emphasis and for concepts. When quoting another author, always indicate the corresponding page number of the source in your reference.

Manuscript submission. Send four copies (retaining a fifth for yourself) to:

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Health and Medical Sciences Program
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ANNOUNCEMENT

Center for Healthcare Ethics Committees

The **Center for Healthcare Ethics Committees** has been under development since 1990 as a project of the International Bioethics Institute. Generous support has been received from the Walter & Elise Haas Foundation of San Francisco. The activities of the Center, under the direction of Thomasine Kushner, PhD, and Robyn Shapiro, JD, are coordinated with leaders of national and international networks of ethics committees who represent the disciplines of health law, ethics, medicine and administration. Membership in the Center's International Association of Healthcare Ethics Committees is included in a subscription to CQ.

The Center has two primary functions: education and research. Educational activities include the **Ethics Committee at Work** training seminar/workshops held on the University of California, Berkeley campus, the **Bioethics in a Changing World: International Symposium and Certificate Program** with Girton College, Cambridge University, and the **Annual Congress of Healthcare Ethics Committees** providing an opportunity for members of ethics committees around the world to meet and exchange ideas.

With regard to research, more extensive studies are needed to provide the most up-to-date and complete data and evaluation on the activities and functions of HECs. Such research will also determine the impact that existing HECs have had in changing attitudes and behavior in their institutions. The success of this important research depends on first accurately identifying committees, who and where they are. Toward this end, the Center is working to develop a **Registry of Ethics Committees** and while an extensive list of national and international ethics committees has been compiled more help is needed. To assist in this effort, send the name of your committee, address, phone number, and name of a contact person to Thomasine Kushner, PhD, Center for Healthcare Ethics Committees, University Hall, University of California, Berkeley, Berkeley, California, 94720, or Fax: (415) 331-8803.

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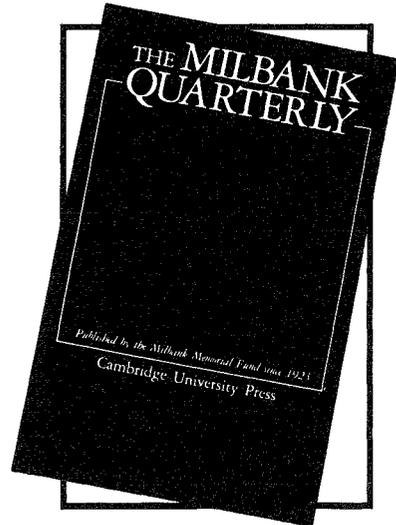
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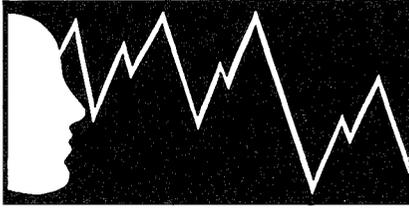
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