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Laryngology & Otology

Founded in 1887
by Morell Mackenzie & Norris Wolfender



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No.12

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Information & Registration (limited enrolment):

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Applications are invited for the sixteenth Journal of Laryngology & Otology (JLO) Fellowships.

Applicants must have held the final qualifying examination in his/her country for two years and must be in the later stages of training. They are expected to have been subscribers to the *Journal of Laryngology & Otology* for a minimum of one year.

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For further details please see www.jlo.co.uk

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The closing date for applications will be Monday 25th January 2010

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Only a very brief summary of the submission requirements is presented here: when preparing their manuscripts, authors must consult and comply with the full Instructions for Authors on the *JLO* website at http://www.jlo.co.uk/docs/submittingarticles.htm

Adherence to these will speed up the editorial process.

All contributions are considered for publication on the understanding that they have been submitted solely to the *JLO* and that they have not previously been published. Contributions in the following categories will be considered: Main Articles (reporting clinical research or audit), Review Articles, Historical Articles, Short Communications (including 'How I do it'), Clinical Records (case reports), Radiology/Pathology/Oncology in Focus, and Letters to the Editors.

Submission

All contributions must be accompanied by a covering letter, which must be signed by *all* authors. Manuscripts should be submitted to the Editors:

- either online via www.jlo.co.uk
- or *by post* to the Editorial Office, *The Journal of Laryngology & Otology*, Maybank, Quickley Rise, Chorleywood, Hertfordshire WD3 5PE, UK (Tel/Fax: +44 (0)1923 283561; E-mail j.l.o@btconnect.com). Three copies should be submitted, one on floppy disk or CD-ROM (including separate TIFF files of any figures) and two printed on paper (together with two sets of figures).

The text of the manuscript (incorporating all tables and the figures legends, but *not* the figures themselves) must be saved as a Microsoft Word document or an RTF file (i.e. 'rich text format'). Use double-spaced, unjustified text throughout. The title page must contain the full title of the paper; the names and qualifications of all authors; the departments(s) and institution(s) where the work was carried out; and the name, postal and e-mail address, and telephone and fax numbers of the author responsible for all communications about the manuscript and proofs. An Abstract (maximum 150 words) and Key words must be provided for all contributions (except Letters).

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