

THE SINGAPORE FAMILY PHYSICIAN

Authors are invited to submit material for publication in *The Singapore Family Physician* on the understanding that the work is original and that it has not been submitted or published elsewhere. Your article will be considered for publication on the understanding that they have to be approved by the Editorial Board and *subject to revision*.

The following types of articles may be suitable for publication: case reports, original research works, audits of patient care, protocols for patient or practice management and review articles. The article should not be more than 2000 words in length. This must be submitted in an electronic form and of a format that is compatible with major word processor applications.

RECOMMENDED FORMAT OF THE MANUSCRIPT

The Title Page

- κ The title should be short and clear.
- κ Include on the title page first name, qualifications, present appointments, type and place of practice of each contributor.
- κ Include name, address and telephone number of the author to whom correspondence should be sent.
- κ Insert at the bottom: name and address of institution from which the work originated.

The Summary

- κ The summary should describe why the article was written and give the main argument or findings.
- κ Limit words as follows: 100 words for major articles; 50 words for case reports.
- κ Add at the end of summary an alphabet listing of up to 8 keywords which are useful for article indexing and retrieval.

The Text

The text should have the following sequence:

- κ **Introduction:** State clearly the purpose of the article.
- κ **Materials and methods:** Describe the selection of the subjects clearly. Give References to established methods, including statistical methods; provide references and brief descriptions of methods that have been published but are not well known. Describe new or substantially modified methods, giving reasons for using them and evaluate their limitations. Include numbers of observations and the statistical significance of the findings where appropriate.

Drugs must be referred to generically; all the usual trade names may be included in parentheses.

Dosages should be quoted in metric units.

Laboratory values should be in SI units with traditional unit in parentheses.

Do not use patients' names, initials or hospital numbers.

κ **Results:** Present results in logical sequence in the text, table and illustrations.

κ **References** should be cited consecutively by numbers in parenthesis and listed at the end of the article in numerical order. Where there are more than four authors, the first three should be named and then followed by et al. This should be written in the style as follows:

Elder JT, Travakkol A, Klein SB, et al. Protooncogene expression in normal and psoriatic skin. *J Invest Dermatol*, 1990;94:19-20.

Illustrations

- κ Illustrations may be provided whenever appropriate. Illustrations should be cited in the text. When required, it is the author's responsibility to obtain permission to reproduce illustrations. Captions to the figures should be provided.

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The journal is also circulated to all relevant government, professional, medical and academic organisations in Singapore, sister Colleges overseas and to the World Organization of National Colleges and Academies of General Practitioners/Family Physicians (WONCA).