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Notices

British Cardiac Society

The Annual General Meeting for 1988 will take place in Belfast on 23 and 24 March 1988, and the closing date for receipt of abstracts will be 4 January 1988.

Advanced cardiology

The British Council is holding an Advanced Cardiology Course in Edinburgh on 12 to 22 April 1988. Further information from the Director, Courses Department, The British Council, 65 Davies Street, London W1Y 2AA.

Echocardiography and Doppler in cardiac surgery

The 1st International Symposium on Echocardiography and Doppler in Cardiac Surgery will be held in Vienna on 25 to 27 April 1988. Inquiries to: Dr Werner Mohl, c/o Cosmos Convention Service, Kaerntner Ring 15, A-1015 Vienna, Austria.

Non-surgical intervention in coronary artery disease

The 5th Einthoven Meeting on Past and Present Cardiology—theme "Non-surgical intervention in coronary artery disease"—will be held in Leiden on 27 and 28 May, 1988. Inquiries to Professor A V G Bruschke, University Hospital, Department of Cardiology, PO Box 9600, 2300 RC Leiden, The Netherlands.

Hellenic Cardiological Society

The Xth Panhellenic Cardiological Congress will be held in Athens on 8 to 10 September 1988. Inquiries to Hellenic Cardiological Society, 17 Sissini Str, 115 28 Athens, Greece.

CHECKLIST

Please make a photocopy of this checklist, complete, and send with all manuscripts submitted for publication.

General

- ☐ Two complete sets of the manuscript (including 2 sets of figures) are submitted.
- ☐ The manuscript is typed double spaced throughout on one side only on 22 × 28 cm (8 1/2 × 11") opaque white bond paper with 3 cm margins all around.
- ☐ The manuscript is arranged as follows: (1) title page, (2) summary, (3) text, (4) references (5) legends, (6) tables. Pages are numbered consecutively, beginning with the title page as page 1.
- ☐ The last name of the first author is typed at the top right corner of each page.

Title page

- ☐ The title and authors' names with symbols (* † ‡ etc) to indicate place of appointment are typed on the title page.
- ☐ No more than three authors' names should be given for case reports.
- ☐ The name and address of the institutions from which the work originated are included.
- ☐ The full name, exact postal address with postal code, and telephone number of the author to whom communications, proofs, and requests for reprints should be sent are typed at the bottom.

Summary

- ☐ A summary (excluding statistical analyses) is typed double spaced on a separate page.
- ☐ The summary is substantive rather than purely descriptive.
- ☐ Abbreviations other than standard units of measurement are not used.

Text

- ☐ Abbreviations or acronyms are always written out in full (for example, ECG, electrocardiogram; LVH, left ventricular hypertrophy; CAD, coronary artery disease, MI, myocardial infarction).

- ☐ Only units of measurement and mathematical formulas and calculations are abbreviated and they follow the form recommended in *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (Br Heart J 1984; 51: 1-6).
- ☐ Appropriate headings and subheadings are provided.
- ☐ Every reference, figure, and table is cited in the text in numerical order. (Order of mention in text determines the number given to each.)
- ☐ Acknowledgments and details of support in the form of grants, equipment, or drugs are typed at the end of the text, before references.

References

- ☐ References are identified in the text by arabic numerals; no more than three references are cited for any one statement.
- ☐ References are typed double spaced on sheets separate from the text (*numbered consecutively in the order in which they are mentioned in the text*) in the Vancouver style.
- ☐ Journal references contain *inclusive* page numbers; book references contain *specific* page numbers.
- ☐ Citations of abstracts and letters should be indicated in parentheses.
- ☐ Personal communications, manuscripts in preparation, and other unpublished data are not cited in the reference list but are mentioned in the text in parentheses.
- ☐ Abbreviations of journals conform to those used in *Index Medicus*, US National Library of Medicine. The style and punctuation of the references follow the format illustrated in the following examples:
Journal: (list all authors if six or less; otherwise list first three and add *et al*; do not use full stops after authors' initials)
 31 Balcon R, Brooks N, Layton C. Correlation of heart rate/ST slope and coronary angio-

graphic findings. *Br Heart J* 1984; 52: 304-8.

Chapter in book:

28 Schiebler GL, Van Mierop LHS, Krovetz LJ. Diseases of the tricuspid valve. In: Moss AJ, Adams F, eds. *Heart disease in infants, children and adolescents*. Baltimore: Williams and Wilkins, 1968: 134-9.

Book (personal author or authors): (all book references should have specific page numbers)

36 Feigenbaum H. *Echocardiography*. 3rd ed. Philadelphia: Lea and Febiger, 1981: 549-63.

Figure legends

- ☐ Figure legends are typed double spaced on sheets separate from the text, and figure numbers correspond with the order in which figures are presented in the text.
- ☐ All abbreviations appearing on the figures are identified at the end of each legend.
- ☐ Written permission from the publisher and author to reproduce any previously published figures is included.

Figures

- ☐ Two sets of unmounted glossy prints (not originals) of each photograph and drawing are submitted in two separate envelopes.
- ☐ Figures, particularly half tones and ECG tracings, have been submitted with the following guidelines in mind: the detail on the figure is sufficiently clear to withstand reduction; the maximum width for

one column figures is 7 cm or 2¾" and for two column figures 14 cm or 5½" maximum; and special features are designated by arrows.

- ☐ Black ink is used for all line drawings. Decimals, lines, etc *must* be strong enough for reproduction.
- ☐ The first author's last name, figure number, and "top" are indicated on the back of each illustration in light black pencil, preferably on a gummed label.
- ☐ Figure title and caption material appear in the legend not on the figure.
- ☐ Figures are limited to the number necessary for clarity. (Estimates for colour work will be provided on acceptance of the manuscript for publication. All costs of colour printing will be charged to the author(s).)

Tables

- ☐ Tables are typed double spaced on separate sheets with the table number and title above the table and explanatory notes below. The table numbers are arabic and correspond with the order in which the tables are presented in the text.
- ☐ A footnote to each table identifying all abbreviations used is provided.
- ☐ Tables are self-explanatory, and the data are not duplicated in the text or figures.
- ☐ Written permission from the publisher and author to reproduce any previously published tables is included.