

Information for Contributors

All manuscripts are to be submitted electronically

All submissions should be made online at the *Drug and Alcohol Review* Manuscript Central site (link to <http://mc.manuscriptcentral.com/dar>). New users should first create an account. Once a user is logged onto the site submissions should be made via the Author Centre.

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It is the usual practice of the Review to refer papers for assessment by expert referees. All material is accepted on the understanding that it may be subject to editorial revision.

Papers are published in four sections:

- (i) "Original Papers", which are reports of new research findings that make a significant contribution to knowledge;
- (ii) "Reviews and Commentaries", which may be critical reviews of the literature or analyses of the philosophy, organization and development of clinical, education or preventive strategies;
- (iii) "Brief Communications", which describe the preliminary findings of research in progress of a case report of particular interest; and
- (iv) "Proceedings of Conferences". These are published by prior arrangement with the editor and are not subject to the normal peer review process of the Review.

Original papers and reviews should not normally exceed 2500 words and brief communications should not exceed 1000 words. Editorial articles are usually commissioned but unsolicited material may be considered. Authors should communicate with the editor in advance of submitting such material. Letters to the editor and book reviews are also welcomed.

Manuscripts should be prepared in accordance with the "Uniform requirements for manuscripts submitted to biomedical journals" (Vancouver Convention). The pages should be numbered and each part of the manuscript should begin on a new page in the following sequence: title page; abstract; acknowledgements; list of references; tables; legends to figures. Figures and other illustrations should be uploaded separately.

The title page should carry:

- (i) the title of the article, which should be concise but informative;
- (ii) initial or first name and middle initial, surname and qualification of the authors;
- (iii) the posts of each author at the time the work was done;
- (iv) name of department(s) and institution(s) where the work was undertaken;
- (v) disclaimers, if any;
- (vi) name and address (including email address) of author responsible for correspondence and handling requests for reprints;
- (vii) the title page should also carry key words.

The second page should carry an abstract of not more than 250 words, using the following headings:

For research papers –

- Introduction and Aims
- Design and Methods
- Results
- Discussion and Conclusions

For reviews –

- Issues
- Approach
- Key Findings
- Implications
- Conclusion

The text of original papers should conform to the conventional structure for biomedical communications—introduction, methods (or patients and methods), results and discussion. The format of reviews and commentaries is likely to differ from this and authors should consult previous issues of the Review for guidance.

Brief communications should in general conform to the format of original papers except that certain sections of the text may be combined if appropriate.

It is important to justify statements concerning results by describing the statistical methods employed and the results of the tests of statistical significance.

Drugs should be given their approved, not proprietary, names and the source of any new or experimental preparation should be given. Scientific measurements should be given in SI units with traditional units in parentheses; exceptions are blood pressure which should be expressed in mm Hg and haemoglobin concentration (g/dl). An explanation of all abbreviations should be given on the first occasion of their use, with the exception of abbreviations of certain standard units of measurement and statistical measures of variation such as SD and SEM which may be used without explanation (see "Uniform requirements for manuscripts submitted to Biomedical journals").

The source(s) of support in the form of grants, equipment or drugs may be stated in the acknowledgement section. Acknowledgement should be made only of those persons who have made substantive contributions to the study.

References should be numbered consecutively in the order in which they are first mentioned in the text. References in the text, tables and legends to figures should be identified by arabic numerals. References should be listed in numerical order at the end of the paper beginning on a new page. The Vancouver System of referencing should be used. For journal articles the names and then initials of all authors (up to six) should be given; commas should follow the last initials of each author but internal stops should be omitted. When there are seven or more authors list only the first three and then add et al. Following this should come the full title of the article, then the title of the journal abbreviated according to the style used in *Index Medicus*, the year of publication, volume number and first and last page number in that order.

Examples of the Vancouver system are as follows:

Rose G. International trends in cardiovascular disease: implications for prevention and treatment. *Aust NZJ Med* 1948;14:375–80.

Henderson S, Byrne DG, Duncan-Jones P. Neurosis and the social environment. Sydney: Academic Press, 1981.

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. Pathologic physiology: mechanisms of disease. Philadelphia, PA: WB Saunders, 1974:457–72.

For details of the appropriate way of citing other publications authors should refer to the examples given in "Uniform requirements for manuscripts submitted to biomedical journals" (which has been reproduced in the *British Medical Journal* 1982, 12 June; 284:1766–1779; the *Medical Journal of Australia* 1982;2:590–6; and the *Australian Alcohol/Drug Review* 1985;4:5–13). Authors should try to avoid using abstracts as references. References to "unpublished observations" and "personal communications" should be made in the text of the article as such, and should not be numbered or included in the list of references. Manuscripts accepted but not yet published may be referenced as usual; in the list of references, the journal should be named and the phrase "in press" should follow.

Tables should be numbered consecutively and a brief title of each should be provided. Explanatory matter should be placed in footnotes. If data are used from another published or unpublished paper the original source should be cited.

Figures all illustrations (line drawings and photographs) are classified as figures. Figures should be cited in consecutive order in the text. Figures should be sized to fit within the column (84 mm) and submitted, preferably, at final size.

Line figures should be supplied as sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package. After reduction, the size of the capital letters should be about 2 mm. Allowance should be made for lines and text becoming smaller and thinner on reduction.

Electronic files of all figures are essential and the file formats EPS (encapsulated postscript) and TIFF (tagged image file) are recommended: files must be supplied at a resolution of at least 300 d.p.i. at full size.

Titles and detailed explanations of each figure/illustration should be listed in numerical sequence beginning on a separate page under the heading "Legends to Figures". If a figure/illustration has been published the original source should be acknowledged and written permission from the author and the copyright holder to reproduce the figure should accompany the manuscript.

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