



Instructions for authors

The Journal of the Intensive Care Society (*JICS*) is the official journal of the Intensive Care Society and is published four times a year, in the spring, summer, autumn and winter. It publishes invited and original articles on all aspects of critical care, and also summaries of the Society's activities and reports of initiatives with impact on critical care in the UK. The editorial board welcomes submissions which may be of interest to Society members whether they are medical, nursing, or allied healthcare professionals.

The editorial board of the journal is independent of the Council of the ICS. All submissions are peer reviewed by the editor and at least one member of the editorial board or an expert in the field addressed by the article. Statistical analysis will be reviewed by an expert in the field. Final decision on acceptance lies with the editor. The manuscript will be altered as necessary to clarify points and to maintain house style.

All manuscripts must be submitted exclusively to *JICS*, and must not have been published previously. Copyright will belong to the journal and authors will be asked to sign a form to this effect at proof stage.

The journal conforms to 'Uniform Requirements for Manuscripts Submitted to Medical Journals', published by the International Committee of Medical Journal editors (www.ICMJE.org). All authors must conform to the requirements for authorship as outlined in the ICMJE guidelines, ie have contributed to collection of data (where applicable), to drafting/ revising the manuscript and have agreed to its submission to *JICS*.

Content

JICS publishes the following content:

- Original submissions: should be between 2,000-3,000 words with up to 50 references.
- Case reports, audits: up to 3,000 words, 30 references.
- Invited editorials: up to 1,500 words, 20 references.
- Special articles: with invited editorials, are usually commissioned by the editor. Spontaneous submissions are welcomed but should be discussed with one of the editors before submission; up to 3,000 words.
- Correspondence – should be limited to 500 words with no more than five references.
- Selected abstracts from ICS meetings: 500 words.
- Review articles, summaries of dissertations from diplomates of the Inter-Collegiate Board: up to 3,000 words, 50 references.

The suggested length is a guide only, but exceptions should generally be discussed with the editor before submission.

All authors must have made a significant contribution to the manuscript as detailed by ICMJE.

Submission of articles

Submissions should be made by email to the publisher, Christine Bishop, christine@stanstednews.com and copied to nina@ics.ac.uk.

Authorship

Each publication must have a corresponding author who will take responsibility for the work as a whole and be

prepared to answer questions relating to the paper. All authors take responsibility for the accuracy, quality and ethics of the work. One author should indicate they have access to all the original data and will take responsibility for the integrity of that data.

Ethics

All original articles must have been reviewed by a Research Ethics Committee and state that ethical approval was given. Audit or service evaluation papers must have been assessed and approved by an external body such as a research and development department and include a statement to that effect. An algorithm that explains how to determine whether a project requires ethical approval can be accessed at the following link: <http://www.nres.nhs.uk/news-and-publications/news/nres-sops-version-5/>.

Conflict of interest

Conflict of interest exists when a person has a duty to more than one person or organisation and cannot do justice to the actual or potential interests of both parties. Any potential conflict of interest should be stated at the start of the paper as set out below.

Formatting

The text should be submitted as a Word file in either .doc or .docx format. Set paper size to A4 with one inch margins (2.54 cm) and 0.5 inch headers and footers (1.27 cm). Text should be 12 point, with paragraphs double-spaced. Set the language to English UK and check the text for spelling errors.

- The Title Page should contain the following:

Continued...

- Address of the corresponding author in the top left hand corner with contact details including email
 - The title of the paper
 - All authors listed with their affiliated institutions (with first names included)
 - If different, the institution where the work was performed should be listed.
 - Any disclaimers or statement of conflict of interest
 - Any financial support received should be acknowledged
 - Five key words for indexing on the website which should be MeSH terms.
 - Case reports must have signed written consent by the patient or assent from next of kin.
 - All studies in which animals were used must contain a statement in the Methods section confirming that the investigators have appropriate licenses for carrying out animal research.
- Subsequent pages should include a footer with page number, title of paper and initials of the author.
 - Paragraphs should be double spaced. Do **not** submit articles in columns.
 - Include tables in the text, after the references. Include a legend at the top, and number consecutively. If they are copied from other publications it is the responsibility of the author to gain permission from the original journal for publication and this should be included with the submission.

Illustrations

Figures should be submitted as separate figures in TIFF or high resolution JPEG format (300 DPI at 9 cm wide), with a caption at the top, and numbered consecutively. When submitting a chart using Excel, it should not be embedded in the document but submitted as a separate TIFF

Original submissions

These should follow standard format: on the first page there should be a summary of approximately 150 words. Structured abstracts are not required. The text of the article should follow “IMRAD” (Introduction, Methods, Results, and Discussion) sequence.

Case reports

The author(s) should take all reasonable steps to ensure that it is not possible to identify the patient from details within the report. All case reports will require the patient’s consent. An appendix to these instructions provides a consent form which the patient or his or her advocate should sign. Photographs may be acceptable within the case report providing that there is meticulous attention to their anonymisation eg faces should be blurred; the publisher can assist with this. Case reports need to be genuinely new, add to published knowledge, warn of a genuine risk or describe a novel technique. As a rule, one of the authors should be a consultant (or equivalent) to vouch for the ethics, rigor and science behind the report. If it is considered appropriate, the

editors will commission a commentary on the case report, which is intended to produce added educational value.

References

References should be relevant and useful. There is no merit in large numbers of unhelpful references. All material from other papers must be referenced. The list of references is placed at the conclusion of the paper, starting on a new sheet. It should be set out as follows::

- References must be numbered consecutively in the order in which they are first mentioned in the text. They should be superscripted in the text.
- Text references to ‘unpublished observations’ or ‘personal communications’ should not be included in the final list of references. Personal communications should be cited in the text as (Brown AB, personal communication, year). Authors are responsible for verifying that the wording of references to unpublished work is approved by the persons concerned. This should be provided in writing with the first submission of the manuscript.

Journals

List names and initials of up to four authors (if more than four, list three followed by *et al.*), title of paper, abbreviated title of journal as it appears in Medline (in italics) year of publication, volume number, page numbers, formatted as shown in the example:

Smith PR, Jones A, Clarke EW *et al.* How to write an article. *Br J Anaesth* 2008;654:321-26.

Electronic references

List author if known, or institution, title of article, title of journal or book if applicable (in italics), year of publication, volume, page numbers, available at: URL or doi, date accessed:

Arrami M, Garner H. A tale of two citations. *Nature* (Online) 2008;451(7177):397-99. Available from: <http://www.nature.com/nature/journal/v451/n7177/full/451397a.html> Accessed 20th January 2008.

Monographs

List name of author and initials, title of book (in italics), number of edition, place of publication, publisher, year of publication:

Tallis R. *Hippocratic Oaths: Medicine and its Discontents*. London: Atlantic Books; 2005.

Chapter in a book

List chapter author, title of chapter, In: editor’s name (ed), title of book (in italics), edition, place of publication, publisher, year, pages:

Hull CJ. Opioid infusions for the management of post-operative pain. In: Smith G, Covino BG, (eds). *Acute Pain*. London: Butterworths; 2005. p.155-79.

Declaration

Authors should complete an author’s declaration form prior to submission, which all named authors must sign.

Proofs

All articles will be copy-edited and proofs returned to the corresponding author for approval.