



# Preparing a manuscript for submission to the Australian Journal of Herbal Medicine (AJHM)

Editors and reviewers spend many hours reading manuscripts, and therefore appreciate receiving manuscripts that are easy to read and edit. Please ensure that everything you submit to AJHM complies with these guidelines which are based on the uniform requirements for manuscripts submitted to biomedical journals, drawn up by the International Committee of Medical Journal Editors (ICMJE) <http://www.icmje.org/>.

## General Principles for research articles

Divide the main text into the following sections: Introduction, methods, results, discussion and conclusion. Long articles may need subheadings within some sections (especially results and discussion) to clarify their content.

Double-space all portions of the manuscript— including the title page, abstract, text, acknowledgments, references, individual tables, and legends. Authors should number all of the pages of the manuscript consecutively, beginning with the title page, to facilitate the editorial process.

## Reporting Guidelines

### *Title Page*

The title page should have the following information:

1. Article title. Concise titles are easier to read than long, convoluted ones. Titles that are too short may, however, lack important information, such as study design. Authors should include all information in the title that will make electronic retrieval of the article both sensitive and specific.
2. Authors' names and institutional affiliations. Please include each author's highest academic degree
3. Disclaimers and acknowledgements, if any.
4. Contact information for corresponding author. The name, mailing address, telephone and e-mail address of the author responsible for correspondence about the manuscript.
6. Source(s) of support in the form of grants, equipment, drugs or all of these.
8. A running head. Include a short running head, no more than 40 characters (including letters and spaces) at the foot of the title page.
9. Word count for both the article and the abstract. Please include word count on the title page, up to 3,500 words for empirical research (excluding abstract, acknowledgments, figure legends, tables and references), up to 5000 words for reviews. The word count for abstracts is 250 words.

### *Conflict of interest notification page*

To prevent potential conflicts of interest from being overlooked or misplaced, this information needs to be part of the manuscript. The ICMJE has developed a uniform disclosure form for use by ICMJE member journals ([http://www.icmje.org/coi\\_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf)). Please include with your submission.

### *Abstract*

Please provide a structured abstract for original research and systematic reviews. The abstract should provide the context or background for the study and should state the study's aim, method, results and conclusions; please use these headings. It should emphasize new and important aspects of the study or observations. No references should be included within the text of the abstract. Articles on clinical trials should contain abstracts that include the items that the CONSORT group has identified as essential (<http://www.consort-statement.org/?=1190>). Word count is 250 words.

Other types of articles such as case studies, monographs and commentary also benefit from a well-written abstract but it can be unstructured. The aim of this type of abstract is to overview the article succinctly.

### *Keywords*

Immediately after the abstract, provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

### *Introduction*

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

### *Methods*

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

### *Results*

Results should be clear and concise.

### *Discussion*

This should explore the significance of the results of the work, not repeat them. Avoid extensive citations and discussion of published literature.

### *Conclusions*

The main conclusions of the study may be presented in a short conclusions section. This section also serves to illuminate the significance of the work and its application to clinical practice or further research.

## Reference style and format

The AJHM adopts the Uniform Requirements style for references. References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals (for example<sup>1</sup>). References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. Titles of journals should be abbreviated according to the style used in the list of Journals Indexed for MEDLINE, posted by the NLM on the [Library's Web site](#).

*Examples of references are as follows:*

1. Standard journal article: List all authors in reference list.

Diezel H, Steel A, Wardle J, Johnstone K. 2013. Patterns and influences of interprofessional communication between midwives and CAM practitioners: a preliminary examination of the perceptions of midwives. *Aust J Herb Med* 25(1):4-10.

2. Article in press:

Frawley J, Adams J, Sibbritt D, Steel A, Broom A, Gallois C. 2013. Prevalence and determinants of complementary and alternative medicine (CAM) use during pregnancy: Results from a nationally representative sample of 1,835 pregnant women. *Aust N Z J Obstet Gynaecol*. In press. DOI: 10.1111/ajo.12056.

3. Authored book:

Snooks R. 2002. *Style Manual*. 6th ed. Sydney: Wiley & Sons.

4. Edited book:

Adams J, Andrews G, Barnes J, Broom A, Margin P, editors. 2012. *Traditional, complementary and integrative medicine: An international reader*. Basingstoke: Palgrave Macmillan.

5. Chapter in a book:

Weir M. The liberalisation of regulatory structure of complementary and alternative medicine: Implications for consumers and professionals. In: Adams J, Andrews G, Barnes J, Broom A, Margin P, editors. 2012. *Traditional, complementary and integrative medicine: An international reader*. Basingstoke: Palgrave Macmillan. p. 220-7.

For further examples please consult [sample references](#), a list of examples extracted from or based on Citing Medicine for easy use by the ICMJE audience; these sample references are maintained by NLM.

### *Botanical nomenclature*

The manuscript must apply correct nomenclature (plant names, chemical terms, medical terms, etc.). Each species must be identified by its Latin binomial the first time it is mentioned. Subsequent mention may be by common name if desired, in which case the common name must be given with the Latin binomial on first mention. Latin binomials may be those generally used in herbal medicine or those listed as Accepted Names in The Plant List ([www.theplantlist.org](http://www.theplantlist.org)).

## *Tables*

Type each table with double-spacing at the bottom of the manuscript. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short or an abbreviated heading. Authors should place explanatory matter in footnotes, not in the heading. Explain all nonstandard abbreviations in footnotes, and use the following symbols, in sequence:

\*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡, §§, ||||, ¶¶, etc.

Identify statistical measures of variations, such as standard deviation and standard error of the mean.

## *Figures*

Figures should be either professionally drawn and photographed, or submitted as photographic-quality digital prints.

## *Units of Measurement*

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or litre) or their decimal multiples.

Temperatures should be in degrees Celsius. Blood pressures should be in millimetres of mercury, unless other units are specifically required by the journal.

## *Abbreviations and Symbols*

Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. The spelled-out abbreviation followed by the abbreviation in parenthesis should be used on first mention unless the abbreviation is a standard unit of measurement.

## **Submission guidelines**

Please send all manuscripts complete with a conflict of interest notification page, cover letter and title page to [editorajhm@nhaa.org.au](mailto:editorajhm@nhaa.org.au) Please remove all referencing software such as endnote® or reference manager® from the document. Please also ensure that all manuscripts have been thoroughly proof read by an English language speaker.

All articles will be reviewed by two independent peer reviewers and reviewed articles will be returned to the author for modification if required. We aim to provide reviewer feedback within 6-8 weeks.

## **Submission checklist**

The following list will be useful during the final checking of an article prior to sending it to the journal for review.

Ensure that the following items are present:

- Corresponding author's contact details including email address, Full postal address, Phone number including country code

- All necessary files have been attached and contain keywords, all figure captions, all tables (including title, description, footnotes)
- Manuscript has been 'spell-checked' and 'grammar-checked' and correct botanical nomenclature has been used
- References are in the correct format for this journal
- Permission has been obtained for use of copyrighted material from other sources
- Cover letter
- Title page
- Conflict of interest notification page ([http://www.icmje.org/coi\\_disclosure.pdf](http://www.icmje.org/coi_disclosure.pdf)).