

Manuscript Preparation

We appreciate your interest in publishing with Injury Prevention. We encourage prospective authors to carefully review the guidance below. Our editors and reviewers screen hundreds of manuscripts annually. They expect these works to be presented in a conventional format. Manuscripts not in compliance with the instructions below will be returned to the author for revision without review.

Manuscripts are considered on the understanding that they are submitted solely to Injury Prevention and do not duplicate material already published elsewhere. In cases of doubt, where part of the material has been published elsewhere, the published material should be included with the submitted manuscript to allow the editor to assess the degree of publication, these can be uploaded to Bench>Press as supplementary files.

Wherever possible, our policies reflect the Uniform Requirements for Manuscripts Submitted to Biomedical Journals as developed by the International Committee of Medical Journal Editors (ICMJE).

GENERAL GUIDANCE

Formatting

Please double space all portions of the manuscript, including the title page, abstract, text, acknowledgments, references, and legends. All pages must be consecutively numbered, beginning with the title page. Many word processing programs can also add line numbers to the margins of the text; please do so if you are able.

Provide appropriate headings and subheadings as in the journal. We use the following hierarchy: **BOLD CAPS**, **bold lower case**, Plain Text, *Italics*.

Restrict the use of abbreviations (apart from conventional units of measurement) to two or three per paper and please provide a separate list of those abbreviations used in your paper. Spell out each abbreviation at first mention in the abstract and paper. All acronyms referred to in a paper should be listed alphabetically and explained in a separate glossary.

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples. Temperatures should be in degrees Celsius. Measurements must be given in SI units. Blood pressure should be given in mm Hg.

As a matter of conformity with BMJ policy (BMJ. 2001; 322(7298):1320-1321) this Journal does not permit the use of the word 'accident' except where it appears in a formal title e.g. Child Accident Prevention Trust.

Title page

When choosing a title, bear in mind that others will use that title to find your work in bibliographic searches. Many internet search engines prioritize title words in their indexing algorithms; a poorly worded or misleading title will reduce the impact of your work. Check that it represents the content of the paper concisely but without omitting important information, such as the study design. Please also provide a short running head.

The title and authors' names should be typed on the title page. You may request that this information is not sent to reviewers. Include the name, postal address, e-mail, telephone, and fax numbers of the corresponding author, as well as the full names, institutions, city, and country of all co-authors. Authors' degrees are not printed in Injury Prevention.

Please also include on the Title Page a word count for the text only (excluding abstract, acknowledgments, figure legends, and references) and a separate word count for the Abstract, if applicable. The title page should also indicate the number of figures and tables submitted.

Abstract

Authors of original scientific papers, methodological contributions, systematic reviews, and study protocols must supply a structured abstract of no more than 250 words under the following headings, as applicable:

1. Objective
2. Design
3. Setting
4. Patients or Subjects
5. Interventions
6. Main outcome measures
7. Results (give numerical data rather than vague statements)
8. Conclusions (supported by the results).

For brief reports, IP Policy Forum, IP Methods, IP Education and IP Practice papers please provide an unstructured abstract summarising the main points in 150 words. Also see detailed instructions for online submission and formatting your manuscript.

Key Words

Following the abstract, please provide, and identify as such, 3 or 4 key words or short phrases that capture the main topics of the article. Do not use the words "injury", "prevention", or "accident" as key words. Terms from the Medical Subject Headings (MeSH) list of Index Medicus should be used; if suitable MeSH terms are not yet available for recently introduced terms, present terms may be used.

Introduction

Provide the context or background for your study. Our readership is generally familiar with the problem of injury. State the specific purpose or research objective of the study. Both the main and secondary objectives should be made clear, and any pre-specified subgroup analyses should be described.

Methods

The Methods section should reflect information available at the time study was designed; data obtained during the conduct of the study belongs in the Results section. Please identify and refer to any published study protocol used in this research.

Selection and Description of Participants

Describe your selection of the observational or experimental participants (including controls), including eligibility and exclusion criteria and a description of the source population. When authors use variables such as race or ethnicity, they should define how they measured the variables and justify their relevance.

Definition of Injury

It is vital that authors of papers in injury epidemiology be clear about which injuries they are (and are not) studying, how cases of injury are operationally defined in their work, and how they identified these cases in the datasets they used. We encourage authors to review a discussion of these subtle but important distinctions in Cryer & Langley Studies need to make explicit the theoretical and case definitions of injury. *Injury Prevention* 14(2), 2008.

Technical information

Identify the methods and procedures in sufficient detail to allow other workers to reproduce the results. Identify established methods, including statistical methods; provide references and brief descriptions for methods or measures

that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations.

Authors submitting systematic reviews should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract.

Statistics

Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty. Whenever possible, please report confidence intervals over p values; these should be given as "95% CI 1.02 to 3.2". Please give the numerical data on which any p value is based.

When data are summarized, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated, and specify the statistical methods used to analyze them.

If the same variable is measured by two different methods the agreement between the methods should be assessed according to the Bland and Altman method (Lancet 1986;i:307-10).

Statistical measures of variation, such as SD or SEM, must be specified and given in parentheses—for example, mean (SD) 103 (0.5) mol/l, not as \pm . Comparisons between results should be shown as v (for versus). Probability values are expressed as p (not P).

Define statistical terms, abbreviations, and most symbols. Specify the computer software used.

Results

Present your results in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations.

Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables.

Discussion

We encourage authors to structure their discussion section in the manner outlined by Docherty & Smith (BMJ 1999;318:1224-1225).

Emphasize the new and important aspects of the study and the conclusions that follow from them. Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data. In particular, authors should avoid making statements on economic benefits and costs unless their manuscript includes the appropriate economic data and analyses. State new hypotheses when warranted, but clearly label them as such.

Key Messages

Original articles should include a text box with two headings "What is already known on this subject" and "What this study adds," each followed by 2-3 bullet points recapitulating the context and contributions of your paper.

Acknowledgments

The acknowledgements section can be used to credit persons who contributed to the study or manuscript but whose level of involvement did not warrant listing as an author. These individuals might also be listed in the contributorship section. Author's editors, medical writers and statistical consultants are often identified in this section. Please obtain permission from each individual named.

Competing interests

Please disclose any potential conflict of interest. A conflict of interest exists when an author or the author's institution has financial or personal relationships with other people or organisations that may influence his or her actions. Financial relationships are often the source of conflict, but bias may also occur because of personal relationships or academic competition. A conflict can be actual or potential. If in any doubt, please err on the side of full disclosure to the editor.

Funding

Describe all external funding sources used to support the study and study authors during conduct of research and preparation of the manuscript.

Contributorship

The uniform requirements for manuscripts submitted to medical journals state that authorship credit should be based only on substantial contribution to: conception and design, or analysis and interpretation of data drafting the article or revising it critically for important intellectual content and final approval of the version to be published.

All these conditions must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. We want assurance that all authors included on a paper fulfill the criteria of authorship and that there is no one else that fulfils the criteria but has not been included as an author.

Please include a statement of contributorship as the last section of your manuscript. Each contributorship statement should make clear who has contributed what to the planning, conduct, and reporting of the work described in the article. For IP articles that do not report original research please state who had the idea for the article, who performed the literature search, who wrote the article, and who is the guarantor (the contributor who accepts full responsibility for the finished article, had access to any data, and controlled the decision to publish). Note that the list of contributors should include all authors, but may also include individuals not named as authors on the work.

One or more of these contributors should be listed as guarantors of the paper. The guarantor accepts full responsibility for the work and/or the conduct of the study, had access to the data, and controlled the decision to publish.

Researchers must determine among themselves the precise nature of each person's contribution and we encourage open discussion among all participants. All persons named as authors or contributors or acknowledged in the text should consent to their inclusion. This responsibility resides with the guarantor of the paper.

References

Authors are entirely responsible for the accuracy of references cited: these should be checked against the original documents before the paper is submitted. It is vital that the references are styled correctly so that they may be hyperlinked.

More guidance on [editing references for optimum conversion on Bench>Press](#).

In the text

References must be numbered sequentially as they appear in the text. References cited in figures or tables (or in their legends and footnotes) should be numbered according to the place in the text where that table or figure is first cited. Reference numbers in the text must be given in square brackets immediately after punctuation (with no word spacing) - for example, .[6] not [6].

Where more than one reference is cited, separate by a comma - e.g. [1, 4, 39]. For sequences of consecutive numbers give all numbers without spaces - for example, [22-25]. References provided in this format are translated during the production process to superscript type, which act as hyperlinks from the text to the quoted references in electronic forms of the article.

In the reference list

References must be double spaced (numbered consecutively in the order in which they are mentioned in the text) in the [slightly modified] Vancouver style. Only papers published or in press should be included in the reference list. (Personal communications or unpublished data must be cited in parentheses in the text with the name(s) of the source(s) and the year. Authors should get permission from the source to cite unpublished data.)

Formatting

Punctuation of references must follow the [slightly modified] Vancouver style:

12 Surname AB, Surname CD. Article title. Journal abbreviation. Year;Vol:start page-end page.

Use one space only between words up to the year and then no spaces. The journal title should be in italic and abbreviated according to the style of Medline. If the journal is not listed in Medline then it should be written out in full.

[Check journal abbreviations using PubMed.](#)

List the names and initials of all authors if there are 3 or fewer; otherwise list the first 3 and add et al.

Example references:

Journal

13 Koziol-McLain J, Brand D, Morgan D, et al. Measuring injury risk factors: question reliability in a statewide sample. *Inj Prev* 2000;6:148-50.

Chapter in book

14 Nagin D. General deterrence: a review of the empirical evidence. In: Blumstein A, Cohen J, Nagin D, eds. Deterrence and incapacitation: estimating the effects of criminal sanctions on crime rates. Washington, DC: National Academy of Sciences 1978:95-139.

Book

15 Howland J. Social norms and drunk driving countermeasures. In Graham JD, ed. Preventing automobile injury: new findings from evaluative research. Dover, MA: Auburn House Publishing Company 1988:163-96.

Abstract/supplement

16 Roxburgh J, Cooke RA, Deverall P, et al. Haemodynamic function of the carbomedics bileaflet prosthesis [abstract]. Br Heart J 1995;73 (suppl 2):P37.

Electronic citations

Website

Websites are referenced with their URL and access date, and as much other information is given as is available. Access date is important, as websites can be updated and URLs change.

Electronic Journal Articles

Morse SS. Factors in the emergency of infectious diseases. Emerg Infect Dis 1995 Jan-Mar;1(1). www.cdc.gov/nciod/EID/vol1no1/morse.htm (accessed 5 Jun 1998).

Online First

Each Online First article has a unique [Digital Object Identifier](#) (DOI). This should be included in all citations.

BEFORE the article has appeared in an issue, use the citation format:

Sabin MA, Ford AL, Holly JMP, Hunt LP, Crowne EC, Shield JPH.
Characterisation of morbidity in a UK, hospital based, obesity clinic. Arch Dis Child. Published Online First: 24 October 2005. doi:10.1136/adc.2005.083485

AFTER the article has appeared in an issue, use the citation format:

Sabin MA, Ford AL, Holly JMP, Hunt LP, Crowne EC, Shield JPH.
Characterisation of morbidity in a UK, hospital based, obesity clinic. Arch Dis Child 2006; 91:126-130 doi:10.1136/adc.2005.083485 [published Online First: 24 October 2005].

Electronic Letters

Author. Title of letter. Journal name Online [eLetter] Date of publication. url

eg: Krishnamoorthy KM, Dash PK. Novel approach to transseptal puncture.
Heart Online [eLetter] 18 September 2001.
<http://heart.bmjournals.com/cgi/eletters/86/5/e11#EL1>

Digital Object Identifiers (DOIs)

DOIs are a unique string created to identify a piece of intellectual property in an online environment, particularly useful for articles which have been published online before appearing in print (therefore the article has not yet been assigned the traditional volume, issue, and page number reference).

The DOI is a permanent identifier of all versions of an article, whether raw manuscript or edited proof, online or in print. Thus the DOI should ideally be included in the citation even if you want to cite a print version of an article.

To cite an electronic article that has not yet appeared in print please use the following citation format:

1. Alwick K, Vronken M, de Mos T, et al. Cardiac risk factors: prospective cohort study. *Ann Rheum Dis*. Published Online First: 5 February 2004.
doi:10.1136/ard.2003.001234

Once the article has been printed the citation should also include the traditional year, volume, and page numbers, as well as the DOI and original date of publication.

1. Vole P, Smith H, Brown N, et al. Treatments for malaria: randomised controlled trial. *Ann Rheum Dis* 2003;327:765-8 doi:10.1136/ard.2003.001234 [published Online First: 5 February 2004].

[More comprehensive guidance about DOI's.](#)

Tables

Including data in tables rather than text frequently makes it possible to reduce the length of the text.

Tables must be embedded where cited in the text. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Do not use internal horizontal or vertical lines. Give each column

a short or abbreviated heading. Authors should place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations. For footnotes use the following symbols, in sequence:

^{*}, [†], [‡], [§], ||, ¶, ^{**}, ^{††}, ^{‡‡}

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

Be sure that each table is cited in the text.

If you use data from another published or unpublished source, obtain permission and acknowledge them fully.

Additional tables containing data too extensive to publish in print may be appropriate for online publication in the electronic version of the journal. In that event an appropriate statement will be added to the text. Please upload such tables for consideration with the paper so that they will be available to the peer reviewers.

Figures

The IP Journal only publishes in black and white; please only submit black and white figures. Images must not be embedded in the text file, but submitted as individual files.

Figures should be self-explanatory. Titles and detailed explanations belong in the legends, however, not on the illustrations themselves.

Figures should be numbered consecutively according to the order in which they have been first cited in the text. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. Permission is required irrespective of authorship or publisher except for documents in the public domain.

We also welcome non-technical images related to your paper that may add visual interest to the printed journal. If photographs of people are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph. Whenever possible, permission for publication should be obtained.

Legends for Figures

Type legends for illustrations using double spacing, starting on a separate page, with Arabic numerals corresponding to the illustrations.

Supplemental Material

Additional figures and tables, methodology, references, multimedia clips, raw data, etc may be published as data supplements on the web in conjunction with the published article. We are especially interested in sharing intervention handbooks, study protocols and tables of raw data that might allow replication or verification of results. These can be uploaded to Bench>Press as supplementary files.

ARTICLE TYPES AND WORD COUNT

Original Articles

Original articles should be double spaced and should not exceed 3000 words in length. Three or four keywords or phrases should be provided.

Please note that we **require** registration of clinical trials and reporting of randomized clinical trials according to the CONSORT guidelines.

We also ask that authors follow the STROBE guidelines when reporting observational studies.

Although not required for publication in Injury Prevention, authors are encouraged to review similar published guidelines for the reporting of systematic reviews, meta-analyses, and assessments of diagnostic test.

Initiative	Type of study	Source
CONSORT	randomized controlled trials	http://www.consort-statement.org
STARD	studies of diagnostic accuracy	http://www.consort-statement.org/stardstatement.htm
QUOROM	systematic reviews and meta-analyses	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf
STROBE	observational studies in epidemiology	http://www.strobe-statement.org
MOOSE	meta-analyses of observational studies in epidemiology	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf

Conclude the manuscript with “key messages” as described above and a statement of contributorship.

Word count:	up to 3000 words
Structured Abstract:	up to 250 words
Tables/Illustrations:	up to 6
References:	up to 40

Brief Reports

Brief reports are intended to highlight interesting findings that do not warrant the space required of an original article. They differ from Correspondence in that they present data or findings that stand on their own, rather than referring to a work already published.

Conclude the manuscript with “key messages” as described above and a statement of contributorship.

Length:	up to 1500 words
Abstract:	up to 150 words
Tables/Illustrations:	up to 4
References:	up to 20

Methodology

New methodological contributions are important to this field, as are studies or appraisals of existing methodological approaches. Papers with this focus are reviewed in the same manner as Original Articles. Detailed items (tables or graphs) may be included but could be placed only on the website and not appear in print.

Word count:	up to 3000 words
Structured Abstract:	up to 250 words
Tables/Illustrations:	up to 6
References:	up to 40

Systematic Reviews

We encourage review papers, preferably systematic reviews, and if well justified, they could run as long as 4000 words. Completed Cochrane reviews will also be considered for publication in this section. Detailed tables may need to be posted on the website and not printed. Conclude the manuscript with “key messages” as described above and a statement of contributorship.

Word count:	up to 4000 words
Structured Abstract:	up to 250 words
Tables/Illustrations:	up to 6
References:	up to 60

Study Protocols

Injury Prevention is pleased to receive, review and publish protocols for studies in injury prevention that have been proposed or funded and that may or may not yet be recruiting subjects.

Study protocols will be considered for

- Randomized controlled trials
- Systematic reviews; and
- Controlled observational studies

Protocols accepted for publication will have a citable abstract in the print edition, with full text and supplemental materials available online.

Submitted protocols must conform to the appropriate reporting guidelines.

Initiative	Type of study	Source
CONSORT	randomized controlled trials	http://www.consort-statement.org
QUOROM	systematic reviews and meta-analyses	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf
STROBE	observational studies in epidemiology	http://www.strobe-statement.org

All clinical trials must be prospectively registered. Any study protocol currently enrolling subjects must have evidence of appropriate ethical review.

Protocols that have secured funding from an agency following scientific peer review will be screened by an editorial team for originality, suitability of design and general interest to the readership. Protocols passing this initial screen will be published without additional review. Post-publication commentary is available on the website and may be useful to authors in revising or updating protocols.

If the protocol has not been funded on the basis of peer review, the protocol will be screened and may be sent for formal peer review by the journal with the option of returning the manuscript to the authors for revision.

Word count:	unlimited online
Structured Abstract:	up to 250 words for print journal

IP Methods

Reviews of methodology in injury control research and evaluation are featured. These papers highlight the context in which the methodology is useful, the key components of the method, and common pitfalls in its use or interpretation. Submissions should refer to examples of published work in which the method was appropriately and successfully employed. Methods that are uniquely suited to injury research (or have been adapted to be so) are of particular interest.

Authors wishing to contribute papers in this category should discuss their ideas with the editor in advance of submission.

Word count:	up to 3000 words.
Abstract:	up to 250 words.
Tables/Illustrations:	up to 6.
References:	up to 40.

IP Practice

Critical reviews of best practices in injury control are offered. These papers differ from systematic reviews in that they address not only the evidence base of applied injury prevention but also studies of effectiveness and implementation in diverse settings. Given the level of detail desired, practice reviews will typically be narrow in scope.

Typical sections in these manuscripts include:

- **Epidemiology:** a description of the epidemiology, risk and protective factors related to the injury issue addressed. If epidemiology differs between the higher income and low/middle income countries, this should be acknowledged.
- **Countermeasures:** a consideration of potential interventions. These should be related to identified risk or protective factors.
- **Best Practice:** identification of successful countermeasures, including anticipated effect size, key program features associated with success, and issues of generalizability.
- **Implementation:** economic, political or technical barriers to implementation and strategies to address these.
- **Research Agenda:** identification of high-priority research questions still to be resolved to advance the field in this area.
- **Resources.** Reference to online or print resources useful for replicating evidence-based best practices.

Authors wishing to contribute papers in this category should discuss their ideas with the editor in advance of submission.

Word count:	up to 3000 words.
Abstract:	up to 250 words.
Tables/Illustrations:	up to 6.
References:	up to 40.

IP Education

Papers in this section focus on concepts, curricula and pedagogic techniques used to teach the science and practice of injury prevention. These papers highlight initiatives used to engage and train researchers, public health students, clinicians, policy makers and other groups instrumental in injury control. Submissions should identify the audience targeted, the expected educational outcomes, the results of any formal evaluation of the techniques presented and variation in implementation encountered in diverse settings. An important component of these papers is online access to training materials, resources or references.

Authors wishing to contribute papers in this category should discuss their ideas with the editor in advance of submission.

Word count:	up to 3000 words.
Abstract:	up to 250 words.
Tables/Illustrations:	up to 6.
References:	up to 40.

IP Policy Forum

Policy Forum is a section for articles aspects of injury policy affecting any country or countries. Articles or commentaries may discuss, for example, policy formulation, advocacy, enactment, implementation, or enforcement. Manuscripts identifying risk factors for injury or evaluating the effects of programs should be submitted as Original Articles, Methodology, or Brief Reports, as appropriate.

For further information please see Vernick JS. Injury prevention policy forum. *Injury Prevention* 2006;12:382-384. You may also contact the section editor, Jon Vernick at jvernick@jhsph.edu

Word count:	up to 3000 words.
Abstract:	up to 250 words.
Tables/Illustrations:	up to 6.
References:	up to 40.

Special Features

Special Features is a category reserved for papers that do not fit neatly in any of the other categories. Authors with what they believe to be such papers are encouraged to communicate with the editor by email before submission. As a rule, special features will be about 3000 words but many are shorter and a few longer. A special feature need not follow the customary structure e.g., of an Original Article.

News and Notes

This section is edited by Mike Hayes and contributions to it should be sent directly to him by email (mh@capt.org.uk)

Splinters & Fragments

This column highlights injury research published in other journals but likely to be of interest to our readership. This section is edited by Anara Guard. Contributions should be sent directly to her by email (aguard@edc.org)

Media Reviews

Books, video, software and other media of interest to the injury prevention community are occasionally reviewed. Ian Scott edits this section (ianscott@virtual.net.au)

Cochrane Corner

Reports of recently completed Cochrane reviews are submitted by the Cochrane Injuries Group.

Correspondence

Correspondence should be double spaced and may be published in a shortened form at the discretion of the Editor. Correspondence should relate to material that has been recently published in the journal. These letters can be spirited, but statements that may be viewed as slanderous or libelous will not be permitted.

eLetters may occasionally appear in the print copy but as a rule, they will not. The Editor alone decides which Correspondence to accept and it is not peer reviewed. Letters that are off topic, redundant or unlikely to be of interest to the general readership will not be considered.

Word count:	up to 300 words.
Tables/Illustrations:	up to 4.
References:	up to 4

Supplements

The BMJ Publishing Group journals are willing to consider publishing supplements to regular issues. In all cases, it is vital that the journal's integrity, independence and academic reputation is not compromised in any way. For further information on criteria that must be fulfilled, download the supplements guidelines [link to <http://injuryprevention.bmj.com/ifora/suppguidelines.pdf>] (PDF).

MANUSCRIPT SUBMISSION

All material submitted is assumed to be submitted exclusively to Injury Prevention unless the contrary is stated. Submissions may be returned to the author for amendment if presented in the incorrect format.

If you are submitting a randomised controlled trial please send with your manuscript the registration number of the trial and the name of the trial registry - in the last line of the papers' structured abstract. Trials that begin enrolment of patients after 1 July 2005 must register in a public trials registry at or before the onset of enrolment to be considered for publication. Trials that began patient enrolment on or before 1 July 2005 must register before 13 September 2005 to be considered for publication. Please see the Statement from the International Committee of Medical Journal Editors.

Cover letter

Manuscripts must be accompanied by a cover letter, which should include the following information.

- A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically, and referenced in the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.
- A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form
- A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship have been met, and that each author believes that the manuscript represents honest work, if that information is not provided in another form; and
- The name, address, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs, if that information is not included on the manuscript itself.

The letter should give any additional information that may be helpful to the editor, such as the type or format of article in the particular journal that the manuscript represents. If the manuscript has been submitted previously to another journal, it is helpful to include the previous editor's and reviewers' comments with the submitted manuscript, along with the authors' responses to those comments. Submitting these previous communications may expedite the review process.

Please also note if any of the material could be published as an online data supplement rather than in the print version of the article.

Filenaming Convention

Where possible, please name your manuscript and image files as shown below. (Please note: the manuscript ID # appears at the top of each submission page as soon as you start your submission; author refers to the corresponding author's last name.)

1. Your manuscript file should be named as: yr_manuscript id number_author (for example: 2005_001234_clark)
2. Your image file should be named as: yr_manuscript id number_F# (for example: 2005_001234_F1)

Checklist

Please review our pre-submission checklist that assures that all the components of the submission have been included. Manuscripts will be returned that do not follow the journal's instructions for authors. We strongly encourage you to read the instructions before submitting your manuscript.

You should consider the following items before you submit:

1. Cover letter
2. Manuscript file including tables in situ
3. Abstract (must also be in manuscript file)
4. Word count
5. Figure files (jpeg, tiff, gif, eps, PowerPoint)
7. Supplementary files (video, appendices, etc)
8. Patient consent
9. Ethics committee approval
10. Competing interests
11. Authors' consent to publication (copyright)
12. Suggested reviewers

Permissions

Copies of any permission to reproduce published material, to use illustrations or report information about identifiable people, or to name people for their contributions must accompany the manuscript.

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The Corresponding Author has the right to grant on behalf of all authors and does grant on behalf of all authors, an exclusive licence (or non-exclusive for government employees) on a worldwide basis to the BMJ Publishing Group Ltd and its Licensees to permit this article (if accepted) to be published in IP and any other BMJPG products to exploit all subsidiary rights, as set out in our licence.

Page Charges

Papers accepted for publication will be subjected to charges of \$150 US (£95; \$/E150) for each complete printed page. This charge will be waived for those in low income countries ([click here for a list of low income countries](#)), for all current subscribers, and for contributors who agree to subscribe prior to publication to either the print (£102; \$/E136) or online version (£95; \$/E40). [NB. These are personal subscription prices only; for institutional prices please visit www.injuryprevention.com]. We deeply regret that we are forced to take this position but it reflects the current economic climate for publishing journals with no other sources of revenue (e.g. advertising).

Online Submission

Bench>Press is the online submission system for the BMJ Journals. The system requires registration, with one User ID (your email address) and a password which can be used across multiple Bench>Press journals. All manuscripts must be submitted via Bench>Press. First time users must register.

- If you are submitting a **commissioned article** please submit from the Bench>Press queue: Commissions - papers to be submitted and not as an original submission.
- If you are submitting a **revision** please submit from the Bench>Press queue: Submit as a revision and not as an original submission.

Existing Users

If you have used Bench>Press before you are not required to register again, log on using your existing email address and password.
Forgotten your password? Please visit our [FAQ page](#) for more information.

New Users

New users must register. Please follow the process outlined below:

1: Email address and password

Enter your email address. (If you received an email message from the journal, please use the email address to which that correspondence was sent. Once your registration is complete, you can then change your email address if necessary.)

Next, create a password and choose a hint question. Please note: if you forget your password, you will need to correctly answer your hint question in order to generate a new password as the password is encrypted for added security. No one else has access to it, not even Bench>Press staff.

2: Verification

Once you complete the first step the system will email you a message containing a link to this website. This is a unique link generated just for you. Please click on this link, in order to verify that the email address you entered does indeed belong to you. This helps to ensure that your email address is not being used fraudulently. Note: you may need to cut and paste the link from your email program into your web browser, if your email program does not let you follow web links contained inside email messages.

For more information regarding why we ask you to do this, please visit our frequently asked questions page.

3: Basic profile

Once you have verified your email address you will be asked to provide a basic profile consisting of your contact information and expertise terms. This information allows us to communicate with you properly. Note: although you may use the same email address and password to access any journal using the Bench>Press system, you must create an individual profile with each journal.

Problems

If you are returned to the sign in page after registration please visit our FAQs page for details on how to configure your browser to accept cookies.

Submitting a new manuscript to Bench>Press

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Click on the Author Area button and click on Sign In.

Once in your Author Area click on the Submit a New Manuscript link. You will be directed to the manuscript submission screens where you enter your

manuscript details (title, author information, figure information etc.) in the appropriate fields. There are 7 short pages to complete before your manuscript is uploaded to the system.

All fields are self-explanatory and have hints and tips adjacent to each field; however, click here if you would like to read step by step [guidelines to completing your submission](#).

Manuscript file

Ensure that the manuscript file uploaded to Bench>Press includes where relevant the:

1. Abstract.
2. Tables embedded in the manuscript file (where cited is preferable).
3. A competing interest statement.
4. Acknowledgements.
5. Funding information.
6. Ethics Committee approval.
7. References (must include the word references before the list).
8. Any appendices.

Manuscript and image formatting guidelines

View detailed [guidelines on formatting your manuscript and images](#) (including tips on creating your own PDF).

Online only and supplemental material

View further information regarding [online only and supplementary material](#) which can be uploaded with your manuscript to support your submission.

Manuscript conversion

Once you have uploaded your files to Bench>Press, the system will convert all your files to a single PDF for reviewing purposes. This may take 2 - 30 minutes. An email will be sent to you once it has been converted asking you to re-enter the site and approve your manuscript to complete submission.

Occasionally there may be problems with the conversion that results in a conversion error. An email will be sent to you informing you which files have caused the conversion error. This will usually be because an incorrect file format has been uploaded ([further guidance on file formats](#)).

Correct your manuscript and click on the Manuscript Conversion Error queue in your Author Area to re-upload your manuscript.

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Before the manuscript is considered to be formally submitted to the journal you are asked to check your manuscript metadata and approve the conversion of your manuscript file(s). Click on the Submissions ready for you to approve queue in your Author Area. You will be required to approve 3 areas:

1. The manuscript metadata.
2. The author details.
3. The conversion of your manuscript file and references.

You must check the box at the end of each section confirming that the data and manuscript conversion are correct. If you wish to edit any of the sections click on Edit This Section. If your manuscript has not converted correctly or you wish to make a change to the manuscript before submission click on Reupload manuscript and/or image files. Any new files you upload will enter the conversion process again. You are able to edit your references without uploading a new manuscript file. Open the references section and click on Edit references.

Further guidance on [preparing references correctly](#).

Once you have approved all sections, click on the Approve button at the bottom of the page. An email will be sent to you confirming your submission to the journal.

Please note: if you are unable to complete your submission in one sitting, you are able to return at a later stage and complete your partial submission. Please go to the [Submissions/Revisions in Progress] queue to complete the submission. Do not start the submission again.

Submitting a revised manuscript to Bench>Press

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Please ensure that you upload, as a supplemental file a version of your source text file which demonstrates the changes made during revision. If you are using MS Word, this can be achieved by activating 'track changes' before editing the original source file which should then be saved with 'track changes' still activated. Alternatively, you can use any word processor to highlight additions and deletions with special fonts (e.g., underlined for additions and strike-through for deletions). In this case include a note on the cover to explain how changes are indicated.

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1. The manuscript metadata.
2. The author details.
3. The conversion of your manuscript file and references.

You must check the box at the end of each section confirming that the data and manuscript conversion are correct. If you wish to edit any of the sections click on Edit This Section. If your manuscript has not converted correctly or you wish to make a change to the manuscript before submission click on Reupload manuscript and/or image files. Any new files you upload will enter the conversion process again. You are able to edit your references without uploading a new manuscript file. Open the references section and click on Edit references.

Further [guidance on preparing references correctly](#).

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If you have been asked to write an editorial/commentary to accompany an accepted article, please go to your Author Area on Bench>Press and click on the Commission Invitations Request queue. In this queue you will be able to view the PDF of the article your editorial will accompany. If you are able to write the editorial please click on the Accept Commission action; if you are unable to accept the commission click on the Decline Commission link.

To upload a commissioned manuscript enter your Author Area in Bench>Press and click on the Accepted Commissions - papers to be submitted queue.

Click on Upload Commission and you will be taken to the author submission screen as if you were uploading an unsolicited manuscript. Any details already entered into the system (eg. title, type of article etc.) will be displayed in the relevant fields so you do not have to re-enter it (although these can be edited if required).

File formats

Manuscript formatting guidelines

Bench>Press accepts most word processing software files; however, Word and PDF are preferred. All word processing files are converted to PDF once submitted to Bench>Press (please note: uploading a PDF will also require the file to go through the conversion process to allow reference linking to take place.) Very occasionally the manuscript may fail the conversion process.

Image formatting guidelines

Black and white images should be saved as one of the following formats: TIFF, GIF, EPS, PowerPoint or a high quality JPEG (to a minimum of 300 dpi).

The IP Journal only publishes in black and white, please only submit black and white figures.

Your images will be converted to PDF and appended to your manuscript file (you should provide labels for any image files you upload).

During the submission when you upload the figure files you should label them as Figure 1, Figure 2 etc.

All images should be submitted to Bench>Press as separate files and not embedded in the manuscript text. Tables should be embedded in the text (where cited is preferable).

Formats not supported include the following: any file using OLE (Object Linking and Embedding) technology to display information or embed files, Bitmap (.bmp), PICT (.pict), Excel (.xls), Photoshop (.psd), Canvas (.cnv), CoreIDRAW (.cdr) and locked or encrypted PDFs.

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The statuses you will see are:

1. With editorial staff.
2. With handling editor.
3. Seeking reviewers [reviewers have been suggested by the editor, and editorial staff are in the process of soliciting them for review].
4. With reviewers.
5. Seeking further reviewers [the original reviewers solicited were unable to review and/or further reviewers are required].
6. With handling editor following peer review.
7. With editorial committee [most manuscripts are reviewed by the journals' editorial committee before a decision is made].
8. With handling editor for decision.
9. Revision with handling editor.
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Requests for source files and/or corrected files

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2. If you are asked to submit corrected files, it means that either the Editor requires additional information or your manuscript formatting is not correct and therefore not suitable for sending out for peer review.
3. An email will be generated by staff and sent to the corresponding author informing him/her of the file(s) required to be corrected/reuploaded including detailed guidelines on how to proceed.

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5. To upload corrected files, go to your Author Area and click on Papers Returned for your Attention and then Upload source files. Once you have uploaded all the files, choose the action Notify staff - source files uploaded. Staff will then be able to continue processing your paper.

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