

Specific formatting and article structure requirements for all authors of manuscripts to be published in *Injury Prevention*

Positioning of the global context of your research: ensure that your paper's title includes the specific region/area and country where the work has been done. The Abstract should also include this crucial information. Not everyone is fully aware of where particular cities or states/regions are, and your work is likely to be read by someone from a different country. Readers need to know where your work was conducted so they can consider its relevance to the context where they work.

Use of acronyms and abbreviations: these should be kept to a minimum and only used when necessary and when the term has wide recognition. Just because a term is often shortened in a particular country/region and may have meaning for a local audience, it loses its understanding to people outside that area. Moreover, text with many acronyms can stunt readability or make it difficult to follow and distract some people from reading your work. To avoid this, only define and use acronyms and abbreviations commonly used more broadly. As many search engines used to identify journal articles based on words in their title and/or Abstract only, we ask that you do not use acronyms or abbreviations in either of these journal sections.

Research ethics: BMJ's guidance on research ethics can be found [here](#). *Injury Prevention* requires all research papers to consider the information's ethical and privacy implications formally. All authors must include a specific ethics statement in the main body of their manuscript and ensure that their work entirely agrees with the BMJ research ethics policies (Human participants and animals). Placed at the end of the Methods, this needs to provide specific information about ethics approval for the work. Even when ethics approval was not obtained, reasons for this need to be stated and relevant ethical considerations still discussed. Different countries have varying requirements and processes for ethical approval of research, so it is vital for our international readership audience that this is appreciated and understood.

Abstracts: The Abstract of your paper is one of its most essential aspects. It may only be the only part of your manuscript read by a person or scanned by a search engine (see BMJ's guidance on writing for online visibility). Therefore, it must be well-written, concise, and complete and include the wording most likely to be used when people or search engines undertake literate scans. Structured abstracts make it easier for readers to identify key features of your work, so they are preferred for most manuscript submission types. Whether it is a structured or unstructured abstract that is required, you should always begin it with a single sentence that sets the scene for the injury/injury prevention issue you are addressing in general terms. The specific objective of your particular item of work can then follow this.

Methods: It is important for your manuscript to provide sufficient information about your methods to enable the reviewers to readily assess the quality of your study and to assist with the reproduction of your study approach by others in the future. Where appropriate, you may find it helpful to structure your Methods section with the use of section headings such as Setting, Study Participants, Study Design, Exposure/Outcomes/Covariates /etc., Statistical Analysis.

Study limitations: no single study is perfect, and the challenges involved in its conduct and limits of the findings and their generalisation to other groups must be acknowledged in the manuscript. Usually, this should be included towards the end of the Discussion section. Sometimes, authors are concerned that alerting a reviewer (or reader) to these limitations will mean their paper will not be accepted for publication. This is not the case if they are well described, means have been taken to reduce their impact on the findings during study conduct and an understanding of how they might impact the conclusions is presented. Often, reviewers of manuscripts will identify that the authors have not included a limitations section in their paper, so the authors will be asked to resubmit their work. Ideally, include a section heading "Limitations" in your Discussion to make it fully clear where this material is.

Table and figure titles: the titles you choose for your manuscript tables and figures are critical and must contain vital information to put the data display into context. Table and figure titles need to be fully standalone from the rest of the text in your manuscript as they are often used or reproduced in other places, such as in conference presentations where it is just as important that their key elements are understood. Avoid non-specific titles such as "Survey participant characteristics" or "Trends in hospital presentations for injury". Instead, ensure your titles include a short description of what is being presented, the participant/population group the data relates to, the sample size, the area/region and country of data collection and the time period the data covers. Do not use these data displays to replicate material in the manuscript text directly.

Formatting figures and graphical representations of data: it is important to know that most manuscripts published in *Injury Prevention* are published in black and white only, without colour. Often, authors create their data displays using default colours from their software package without realising that these do not always transfer well to a black-and-white format. Before submitting your paper, change your data display to black and white (with shades of grey in between) to see how it might look in its final form. Consider the use of different line types (e.g. solid, dashed, dotted) and different symbols, as well as different shading patterns.

Consistency in your use of English expression: Authors need to ensure that their use of English language expression is consistent throughout their manuscript. For example, the use of the first person (or not) language or not and passive language phrasing can be chosen by authors but needs to be used consistently throughout the work. *Injury Prevention* prefers the use of past tense because the manuscript is reporting work that was done in the past. However, should you choose to use a different tense (e.g. present tense) ensure that you use this consistently throughout your work. Finally, *Injury Prevention* uses British (English) and you should not use US (English) spelling conventions. You may find it useful to set your spellchecker to British English.

Some tips on statistical data presentation: Where possible, report your results with 95% confidence intervals and avoid statements like $p=0.000$ (which is a non-sense statement). Avoid presenting numbers with spurious accuracy, by containing the number of decimal places you report, and be consistent throughout the manuscript (e.g. reporting means or % to 3 or more decimal places is to be

avoided). Ensure that you are familiar with the standard nomenclature for statistical data presentation for your field. For example, use of capital letters for sample characteristics should be avoided (e.g. use n not N for sample size); capital letters are more usually reserved for reporting whole-of-population characteristics.

Responding to reviewer comments: An approach mistakenly used by many authors is to only address these concerns in their response to the reviewers' document without making additional changes to their manuscript. Reviewers ask questions about your work and suggest changes for the benefit of all future readers of your manuscript. Your Response to Reviewers document needs to demonstrate that you have changed, amended, or enhanced your work in response to these comments in the revised manuscript.