

Cambridge Quarterly of Healthcare Ethics

GUIDELINES FOR CONTRIBUTORS

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PREPARATION OF MANUSCRIPTS. Papers submitted to CQ should be sent as electronic copy, preferably in MS Word, and should contain in the following order: title page, text, references. Manuscripts typically should not exceed 3,500 words, including endnotes. On a separate page, supply a brief entry listing academic degrees, institutional affiliation, and current projects for a "Contributors" section that appears in each issue of CQ. More detailed guidelines follow.

Title Page: Title of the article, name of each author with institutional affiliation and complete mailing address for correspondence, plus phone and fax numbers and e-mail address. Include a short title of 45 characters or fewer to be used as a runninghead. Acknowledgments, if any, are to be provided with the submission as an unnumbered footnote. They are not to be added later with proof corrections.

References: Responsibility for accuracy and thoroughness of citations rests with the author(s). References are to be placed as endnotes following the article (not as footnotes on each page) and are to be numbered in the order of the callouts. *For multiple callouts of the same reference, each callout is to be given its own superscript arabic number; then in the Notes section a crossreference should be used, styled as in item 4 below.* The names of the first six authors of each reference item should be provided, followed by ", et al." if there are more than six authors.

References should follow the format of the International Committee of Medical Journal Editors, *with the CQ modification that titles of journals and books are to be spelled out in full (except JAMA) and italicized.* Sample references in the style of the ICMJE Uniform Requirements for Manuscripts Submitted to Biomedical Journals can be obtained at http://www.nlm.nih.gov/bsd/uniform_requirements.html. Lawyers may use their own standard style ("The Bluebook") but avoid abbreviations.

Examples of the correct CQ format follow.

1. Parker SG, Kassirer JP. Decision analysis. *New England Journal of Medicine* 1987;316:250–8. or: . . . 1987;316(2):250–8.
2. Beauchamp TL, Walters L, eds. *Contemporary Issues in Bioethics*, 4th ed. Belmont, CA: Wadsworth; 1994.
3. Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. *Pathologic Physiology: Mechanisms of Disease*. Philadelphia: WB Saunders; 1974:457–72.
4. See note 2, Beauchamp, Walters 1994:431–512.
5. Mathewes-Green F. Dignity, always dignity. *World Magazine* 1995 Feb 18; available at <http://www.theologymatters.com/TMIssues/Mayjun97.pdf> (last accessed 15 Jul 2007). "Unpublished observations" and "personal communications" should not appear in the references, but should be inserted in parentheses in the text.

Quotations: Extensive quotations should be set off in a separate paragraph with double indentation. Short quotations remain in the running text, enclosed in double quotation marks. When quoting another author, always indicate the specific source page number in the corresponding endnote.

Abbreviations: Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text.

MANUSCRIPT SUBMISSION. Manuscript submissions should be sent to Thomasine Kushner, Ph.D. To facilitate review, manuscripts are to be submitted as electronic copy, preferably in MS Word, and addressed to: kushnertk@gmail.com. Before manuscripts can be considered for review, they must meet the standard requirements of written academic English. Author(s) should state, in a covering letter, that the material has not been previously published elsewhere nor submitted for publication elsewhere. Authors should also disclose financial or other relationships that might lead to a conflict of interest.

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