

Requirements for Submission of Manuscripts

Compliance with International Committee of Medical Journal Editors Uniform Requirements for Manuscripts

The *American Journal of Homeopathic Medicine* adheres to the requirements for manuscripts as promulgated by the International Council of Medical Journal Editors. A complete description of these requirements can be found on the American Institute of Homeopathy's website (www.homeopathyusa.org) or the ICMJE's website (<http://www.icmje.org>). Authors of experimental studies should pay special reference to these requirements, which are too exhaustive to list here. A brief summary of the bulk of the requirements is here listed:

Authorship qualifications (others in acknowledgments)

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

Peer Review

All articles are subject to peer review, with articles being distributed to at least two peer reviewers for criticism, comments, and approval. Final decisions are the province of the editor. In general, the peer review process can be expected to require two to three months for completion.

Conflict of Interest

Authors must disclose any potential/actual conflict of interest – financial or personal; to be included on title page under title. If a study is funded by an organization or company, authors must disclose the level of involvement and whether or not all data was made available to author. Peer reviewers and editorial staff have a similar obligation to disclose conflict interest.

Privacy/Informed Consent

Authors must be sure to secure the privacy of any patient cases published – no names, numbers, identifiers are to be mentioned; if identity is revealed, informed consent must be secured by the journal or author (with a written statement to that effect sent to journal).

Authors/Reviewers: Unless otherwise stated, privacy of authors will be maintained from peer reviewers, and vice versa for reviewers. Reviewers' comments will not be published with the article without review and permission of the author.

Protection of Human/Animal Subjects

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2008 (5). If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

Overlapping/Redundant Publications

The journal will not publish papers that have been simultaneously submitted to other journals. If an article was previously rejected by another journal, the *AJHM* must be informed. The author should include a statement with the submitted article as to where, when, and outcome of submissions to other journals.

Policy Statement for Authors

The American Journal of Homeopathic Medicine is the official medical scientific publication of the American Institute of Homeopathy (AIH), representing medical and osteopathic physicians and dentists who use homeopathy in their practice, advance practice nurses, physician's assistants, and doctors of homeopathy. It is the express policy of the Board of Trustees of the AIH that authors who submit papers for consideration for publication in the *AJHM* which contain clinical material dealing with the treatment of the sick must be duly licensed or otherwise legally engaged in the practice of homeopathic medicine at the location of their practice.

Writing, Assembling, Sending Manuscripts

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- Do not add extra styling to headings or captions. No boxes around text. We will do this. Keep it simple.
- Use two spaces following a period (full stop) to separate sentences.
- Accents and Special Characters. Many accents, symbols, and special characters are available as ASCII characters in a word processor and should be used.
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- Units. Always insert a space between a number and a unit; e.g., 5 mm.
- Quotes. Please use “double” quotation marks. Use ‘single’ quotation marks for quotes within quotes.
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All graphics must be sent as pdf, .doc or Tiff files – NOT ppt or jpeg.
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Title Page

The title page should carry 1) the title of the article, which should be concise but informative; 2) the name by which each author is known, with his or her highest academic degree(s) and institutional affiliation; 3) the name of the department(s) and institution(s) to which the work should be attributed; 4) disclaimers, if any; 5) the name and 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; and 7) a short running head or footline of no more than 40 characters.

Authorship

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public

responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article.

Abstract and Key Words

The second page should carry an abstract of no more than 150 words. The abstract should state the main points of the article or, if a research study, the purposes of the study or investigation, basic procedures, main findings, and principal conclusions. It should emphasize new and important aspects of the study or observations. Below the abstract authors should provide, 3 to 6 key words or short phrases that will assist indexers in cross-indexing the article.

Acknowledgments

List all contributors who do not meet the criteria for authorship, such as a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Financial and material support should be acknowledged.

Research Studies.

Arrange both the Abstract and Text in the following sequence: Background, Methods, Results, and Conclusion. Subheadings may be used within sections to clarify content.

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 in parentheses. 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. Use the style of the examples below, which are based on the formats used by the NLM in *Index Medicus*. The titles of journals should be abbreviated according to the style used in *Index Medicus*. Consult the *List of Journals Indexed in Index Medicus* through the library's web site (<http://www.nlm.nih.gov>).

Reference Formats

Journals

1. Standard journal article

List the first six authors followed by et al. Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased

risk for pancreatobiliary disease. *Ann Intern Med* 1996;124:980-3.

2. Organization as author

The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996; 164: 282-4.

3. No author given

Cancer in South Africa [editorial]. *S Afr Med J* 1994;84:15.

4. Article not in English

Ryder TE, Haukeland EA, Solhaug JH. Bilateral infrapatellar seneruptur hostidligere frisk kvinne. *Tidsskr Nor Laegeforen* 1996;116:41-2.

Books and Other Monographs

5. Personal author(s)

Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

6. Editor(s), compiler(s) as author

Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

7. Organization as author and publisher

Institute of Medicine (US). Looking at the future of the Medicaid program. Washington: The Institute; 1992.

8. Chapter in a book

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. p. 465-78.

9. Conference proceedings

Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

10. Conference paper

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.

Unpublished Material

11. In press

Leshner AI. Molecular mechanisms of cocaine addiction. *N Engl J Med*. In press 1996.

Electronic Material

12. *Journal article in electronic format*

Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24 screens].

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<http://www.cdc.gov/ncidod/EID/eid.htm>