

Instructions to Authors

Article Summary

- Title and scope of the article as agreed with the Editor.
- All authors are requested to provide a statement of disclosure/conflicts of interest relevant to the article.
- The lead author should provide a correspondence address.
- Articles may include up to five images/figures/tables (provided in a minimum resolution of 300dpi).
- For details on specific content types, please refer to the Types of Submissions section below.

Submissions

- Articles should be submitted by email to the publication's Editor.
- Alternatively, please send the article to submissions@touchbriefings.com

Editorial Policy

Articles accepted for publication include **Editorials**, **Review Articles**, **Case Reports**, **Special Reports** and **Original Research**.

Touch Briefings endeavours to publish unbiased content. All articles submitted must be of an impartial nature. Following submission, articles will be subject to in-house editing and to independent peer review prior to publishing.

Types of Submissions

Editorials

- Lengths generally range from 1,500 to 3,000 words (excluding references).
- Editorials should be accompanied by a brief summary (30–70 words).

Review Articles

- Lengths generally range from 2,000 to 4,000 words (excluding references).
- Review articles must be accompanied by an abstract (120–160 words) and a list of keywords (5–12 words).

Case Reports

Case Reports may be broadly categorised as follows:

Standard Case Reports – A single case study.

Case Reports (series) – Two or more cases with collated results and subsequent conclusions.

Anecdotal experience

- Lengths generally range from 400 to 2,000 words (excluding references).
- Case Reports must be accompanied by a brief abstract (50–80 words) and a list of keywords (5–12 words).

Special Reports

- Lengths generally range from 1,500 to 4,000 words (excluding references).
- Special Reports must be accompanied by an abstract (120–160 words) and a list of keywords (5–12 words).

Original Contributions

- Lengths generally range from 2,000 to 4,000 words (excluding references).
- Original Contributions must be accompanied by an abstract (120–160 words) and a list of keywords (5–12 words).

Editorial Submission

Articles should be supplied in Microsoft Word, with all pages clearly numbered.

Title Page – Should include the title of the article; author(s) full name, position and institution; an abstract and key words; any relevant conflicts on interest; corresponding address; and article word count (excluding references).

Article Length – Each article type has its own word limit, included in the letter of invitation. Articles submitted with word counts exceeding the limit will either be returned for reduction by the author or be reduced in length by the Editor. Typically, articles generally range from 2,000 to 4,000 words (excluding references and figure titles).

Article Preparation

Layout – Use headings within the text to make it easier to read and understand. Subdivide the text into main sections with subheadings. Keep these short and succinct and similar in sense and style.

Language – All articles should be written in plain English, free from jargon, and the writing should be clear and direct. All acronyms and abbreviations must be explained in full at first mention.

Figures – tables, illustrations, screenshots and photographs – A maximum of five may be used. These are welcome where they add emphasis, clarity and/or interest to articles and should be clearly labelled with relevant captions. They must be referred to in the main text. All symbols and abbreviations used in figures must be defined. Authors are responsible for obtaining permission for all copyright material, including tables, figures and images.

Illustrations can be accepted as line drawings, mono or coloured or as photographs or slides (do not send glass-mounted slides/transparencies), but must be of a high quality. Do not send originals. Digital files can be used, but must be saved as .tif or .jpeg files and be at least 300dpi.

Author Disclosures – The author(s) must disclose any conflicts of interest pertaining to the article. This includes any commercial interests that may be construed to have influenced opinion such as research funding, consultancy services, serving on speakers' bureaus, travel expenses, appearance fees, the receipt of share options, or direct employment by a commercial entity. Conversely, please state clearly should there be no conflicts of interest to declare.

Acknowledgements – The author(s) should acknowledge substantive contributions to the article, including receipt of financial assistance, materials and other resources.

References

References must be numbered in order of first mention. They must be indicated in the text by a number with the full list at the end of the article in numerical order.



Instructions to Authors

Journal articles

Journal abbreviations are used as per Medline. Details should be ordered as:
Surname Initials, Article title, Journal name, year;volume:page numbers.

Example: Meier B, Grüntzig AR, King SB III, et al., Risk of side branch occlusion during coronary angioplasty, *Am J Cardiol*, 1984;53:10–4.

Book chapters

H Mansbach, Sumatriptan: Looking Back and Looking Forward. In: Humphrey P, Ferari M and Olesen J (eds), *The Triptans: Novel Drugs for Migraine*, New York: Oxford University Press, 2001;183–9.

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Copyright for publishing and reproduction of submitted articles will transfer to Touch Briefings.

Proofs

Proofs will be sent to the corresponding author following the first stage of editing. Any requests for changes must be returned by the deadline given. Only minor changes can be made at the proofing stage; major changes will not be accepted. Articles are considered final upon initial submission.

Whenever possible, the full manuscript will be published; however, due to pagination constraints this cannot be guaranteed. In such circumstances the author will be informed of any changes prior to publication.

All accepted manuscripts will be subject to editorial revisions for clarity, punctuation, syntax and conformity to house style. Wherever possible, the author(s) will be fully involved in the editorial process, although the final decision remains with the publisher.

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