

## Instructions to Authors

---

### Open access

Material in the *NZMJ* is available only to subscribers/former NZMA members who had paid until October 2022 and embargoed to the general public for **6 months** after publication.

Articles may, however, be made open access upon payment of \$1,000, once an article has been accepted for publication. This means the article will immediately be available to all readers online and in the PDF of the *Journal*.

*NB: All articles must first go through the review process and be accepted for publication before becoming eligible for open access.*

### Document formatting

Please use Word for all submitted material. Use 1.5 line spacing and UK English. The order the elements of a submitted manuscript should follow are:

#### Title

#### Type of manuscript

- Original article / Viewpoint article / Review article / Case report / Medical image / Letter

#### Full author list

- First and family names of all authors (plus middle initials if desired)

#### Abstract (Aim, Method, Results, Conclusion)

- We require Abstracts for Viewpoint articles and Original Articles

#### Body of the article (Introduction, Method, Results, Discussion)

- Avoid symbols if possible (e.g., use mcg rather than µg; beta-blockers not β-blockers).
- Write out numbers under 10 in full except if they are associated with units including time, e.g., 2 days, 6mg, five hospitals, 7 hours, seven patients, 12 patients. If a number begins a sentence, then write it in full.  
If there are a mix of large and small numbers in the same sentence or short paragraph, then all can be written as numerals.
- Insert reference citation numbers AFTER closing punctuation, and

for three or more consecutive references use a dash to indicate range (so, in the example below, references 14, 22, 23, and 24 are cited).

*For example:*

International research has demonstrated lower referral to cardiac rehabilitation programmes for women,<sup>14,22–24</sup> with women being 20% less likely to be referred.<sup>22</sup>

### **Competing interests**

### **Acknowledgements (if any)**

### **Author information**

Must include:

- Full names (middle initial[s] may be included) of each author
- Job positions (e.g., cardiologist, director, senior lecturer, etc.)
- Department (if any)
- Institution/Company
- Location (e.g., city, town; plus country if not New Zealand).

### **Corresponding author**

- name, department, institution/company, postal address, telephone number and email address of the corresponding author.

### **References/Bibliography**

- Put References in a numbered list. *Do not use Word's footnote or endnote feature.*
- If there are four author names list all four authors. If there are more than four authors, list the first three authors then 'et al'.  
For example:
  1. Rothwell PM, Eliasziw M, Gutnikov SA, et al. Endarterectomy for symptomatic carotid stenosis in relation to clinical subgroups and timing of surgery. *Lancet*. 2004;363:915–24.
  2. Hsia DC, Krushat WM, Moscoe LM. Epidemiology of carotid endarterectomies among Medicare beneficiaries. *J Vasc Surg*. 1992;16:201–8.
- Abbreviate (according to Index Medicus/Medline style) and place a full stop after journal names.

### **Check the completeness and accuracy of references.**

For example, to check/insert the Hsia reference above:

- Go to <http://www.ncbi.nlm.nih.gov/entrez/query/static/citmatch.html>
- Insert year, a word in the title, and an author name as follows, then click *Search*:

### Journal

Journal may consist of the full title or the title abbreviation.

### Date

Month and day are optional.

### Details

### Author

Use format lastname initials for the most comprehensive results, e.g., Ostell J. See also: [Searching by author](#).

### Limit authors

### Title words

<input type="text"/>		
Year	Month	Day
<input type="text" value="1992"/>	<input type="text" value="MM"/>	<input type="text" value="DD"/>
Volume	Issue	First page
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Hsia"/>		
<input type="checkbox"/> Only as first author <input type="checkbox"/> Only as last author		
<input type="text" value="carotid"/>		
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

- Select “Cite” in the right-hand panel
- Select the located article (insert the cursor at the end of the reference and drag up to the first author’s name), then click on the right-side mouse button to Copy (see below).

CITE

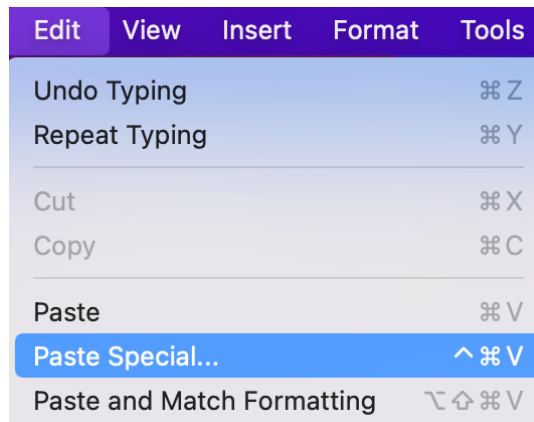


Hsia DC, Krushat WM, Moscoe LM.  
Epidemiology of carotid endarterectomies  
among Medicare beneficiaries. J Vasc Surg.  
1992 Aug;16(2):201-8. PMID: 1495143.

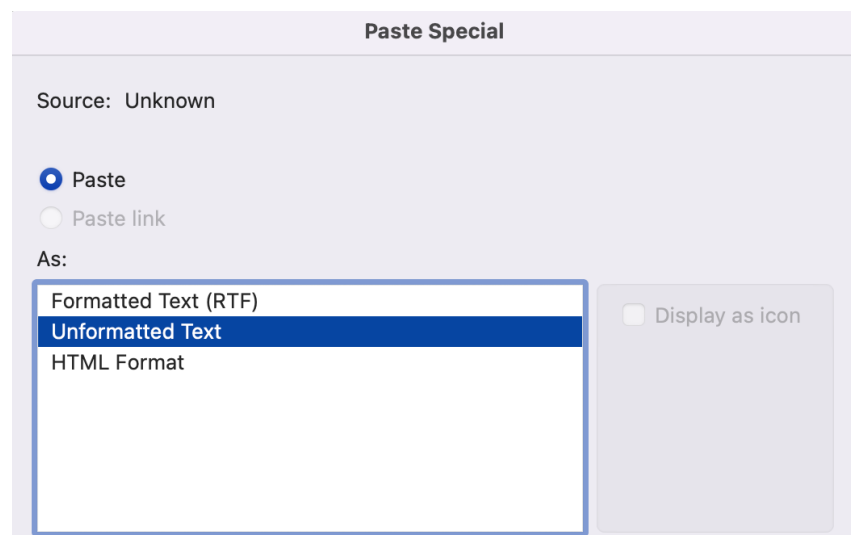
Look Up "Hsia DC, Krushat WM, Moscoe LM. Epidemiology of..."  
Copy  
Copy Link to Highlight  
Search Google for "Hsia DC, Krushat WM, Moscoe LM. Epidemiology of..."  
Print...  
Inspect  
Speech  
Services

Copy Download .nbib Format: NLI

- Go to your manuscript document, then (at the desired place) choose *Paste Special* from your *Word Edit* menu (see below).



- Select Unformatted Text, then click OK (see below).



- Delete 'Related Articles, Links', month ('Aug'), and the number after volume ('2').
- The reference is now formatted exactly as we require it.

## Important Notes

- **Insert tables and figures/images directly into the desired places in the manuscript** (as close as possible to their first mention in the text) beneath legends/labels. Please also send figures and images separately as high resolution files when you upload your paper to Manuscript Manager.
- **Do not use tabs or spaces to separate columns in Tables**—use visible vertical borders (Table menu > Insert > Table > Choose number of rows and

columns > then insert your data into the table cells).

- **Label the x and y axes of the figures** (and include units in brackets).
- **Number the pages** (centre of foot of page) plus insert **date of the draft** somewhere.
- When your manuscript is ready, **create an account in [www.manuscriptmanager.net/nzmi](http://www.manuscriptmanager.net/nzmi) and complete and send in your submission online from there.**
- Please **do not email** to [nzmi@pmagroup.co.nz](mailto:nzmi@pmagroup.co.nz) (unless you are sending in a book review or obituary).

**Note:** Part of the online submission requires you to upload an anonymised (for review) version of your article as a Word document. Remember to remove your name and contact details from beneath the title and from Author information. These details should go in a Title page, which should be included as a separate document in your submission.

Thank you, we appreciate your co-operation.

Sincerely,  
*New Zealand Medical Journal*  
*Pasifika Medical Association Group*