

INSTRUCTIONS TO AUTHORS

Editorial Guidelines

Touch Briefings welcomes contributions from professionals, consultants, academics and industry leaders on relevant and topical subjects and topics. This guide includes instructions for layout, style and guidance on editorial policy and copyright.

Address for submissions

Articles should be sent to the Head of Commissioning Editorial as an email attachment, to submissions@touchbriefings.com

Editorial Policy

Touch Briefings is able to accommodate a wide variety of style, length and content. Articles accepted for publication within the print reports and website include review articles, case reports, practice guides, theoretical discussions, review articles, proposals for special reports and original research.

All articles accepted for publication within the print reports will also be published within the website.

Touch Briefings endeavours to publish unbiased content in the print reports. All articles submitted must be of an impartial nature. Any references to companies or products must be strictly on an essential basis only.

Types of Submissions

Case studies/reports – Case reports need to provide a straightforward account of events detailing the rationale used, any problems experienced and how you might apply any lessons learnt from the experience, using the literature to back up any actions.

Review articles – Reviews should provide an overview of the agreed topic.

Practical guides – Practical guides should provide a clear, detailed explanation of how to manage a particular aspect for discussion. This can be supported with photographs and/or illustrations to help support explanations given in the text. The literature should be used to justify the rationale given; when this is not available the author must provide a supportive argument.

Editorial Submission

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

Main text – All acronyms and abbreviations must be explained in full at first mention.

Include – the title of the article, the full name, title, highest professional and academic qualifications, - the department and institution of each author, the name, address, and email address of the author responsible for correspondence, title of the Briefing publication

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. Abbreviations should be kept to a minimum and shown in full when first used.

Tables, illustrations, screenshots and photographs – maximum of five. These are welcome where they add emphasis, clarity and/or interest to articles and should be clearly labelled, with relevant captions. They should be referred to in the main text.

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 300 dpi.

Acknowledgements – The author may acknowledge substantive contributions to the article to mark the 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.

Journal articles

Journal abbreviations are used as per Medline. Details should be ordered as:

Surname Initials, "Paper title", Journal name (year), volume: page numbers.

Example:

Meier B, Grüntzig A R, King S B III, et al., "Risk of side branch occlusion during coronary angioplasty", Am. J. Cardiol. (1984), 53: pp. 10-14.

Books chapters

H Mansbach, "Sumatriptan: Looking Back and Looking Forward", P Humphrey, M Ferari and J Olesen (eds.), *The Triptans: Novel Drugs for Migraine (2001)*, New York: Oxford University Press, pp. 183-189

Author Information

Specifications for author's photos - We can accept either hard copy (photographs) or electronically supplied images.

The author's photo will be published at approx 33 mm squared (1+1/4 inches) and the 'live' area for this photo will be from the top of the head cropped to approximately where the shirt collar area starts. Pictures can be supplied as either full colour or mono - the image will be reduced to a single colour tint for the book. If possible also please avoid supplying pictures with text (such as banners or posters) in the background of the subject.

Hard copy images – The head in the picture supplied must be at least passport size and would preferably be larger. Please ensure the overall quality of the picture is good.

Electronic Images – Please note that the resolution of the publication is 300 dpi. This is over 4 times higher than the image quality required for the internet or other electronic media (300dpi as opposed to 72dpi). Images which are 72 dpi (for example obtained from the internet) need to be at least 4.5 times larger than the 33mm square that they will be printed in the publication.

Biographies – Information is to be given, in paragraph form, in reverse chronological order, i.e. present position first, preceding ones then any qualifications. Please detail organisation affiliations.

Author By-lines – Name, position in organisation. Advertiser / sponsor by-lines are not permitted on editorial content across all print publications.

Permissions & Copyright

Permission must be obtained for all copyright material and acknowledged as specified by the copyright holder by the author(s). Evidence will need to be provided where permission has been granted upon request. Unless otherwise stated/agreed in writing, copyright will remain with Touch Briefings.

Proofs

Proofs will be sent, upon request, 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). Changes submitted after the given deadline will not be incorporated.

Whenever possible, the full manuscript will be published; however, due to pagination constraints this cannot be guaranteed. Any shortened articles will be published in full within the briefings website. A paragraph at the end of the print version will direct readers to the website.

There can be no guarantee of an opportunity to review and approve a proof for articles submitted after the editorial deadline.

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.

Errors and Omissions

Touch Briefings will take every care possible to try to ensure that all content is reproduced correctly, however, due to human or mechanical errors we cannot guarantee the accuracy, adequacy or completeness of any information and cannot be held responsible for any errors or omissions, or for the results obtained from the use thereof.

When submitting an article please send in – via email - submissions@touchbriefings.com

- Synopsis for review (up to 250 words) – prior to article submission
- Photo (High resolution 300 dpi JPEG/Tiff or hard copy)
- Biography (60-100 words)
- Main text (Up to 2500 words)
- Diagrams/screen shots (High resolution 300 dpi JPEG/Tiff or hard copy)