Preparation

Before writing your manuscript it is essential that you read the BJA Education Style Guide to Contributors here.

Manuscript Format

The manuscript should be double-spaced, font size 12, paginated with wide margins and include the following sections:

- Title page
- Key points
- Learning objectives
- Clinical scenario (if appropriate)
- Text of manuscript with references
- Legends to Tables and Figures
- Tables
- Figures
- Multiple choice questions and answers with explanations

The title page, key points, learning objectives, manuscript text with references and Figure/Table legends should be within the same file. However please start the manuscript text, references and legends on a new page within the same file.

Please send the following sections as separate files choosing the appropriate file type from ScholarOne at submission stage:

- Tables (including legends)
- Figures
- Multiple choice questions and Multiple choice question answers and explanation

The preferred format for naming of manuscript files is:
Summary title - 1-2 words lead author's name - file type.
After initial submission your manuscript will be allocated a BJAEd reference number and this should be added at the beginning of all files after first submission.

Example naming of initial submission:
Trop diseases part 2 Howell main text
Pyloric stenosis Craig Table_1
Rectus sheath catheters Jones Video_2

Examples for revisions:
BJAED-2017-028.R1 Trop diseases part 2 Howell main text
BJAED-2017-053.R2 Pyloric stenosis Craig Table_1
BJAED-2017-040 Rectus sheath catheters Jones Video_2

Title page

This should include:

- Title of the article. This should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae.
- Full name and title, qualifications, position and institution (name, city and country only) of each author. If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually carried out the work must be retained as the main, affiliation address
- Email address of the corresponding author, usually the senior author, who will handle correspondence and queries at all stages of refereeing, publication and after publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author
- Keywords- please use MeSH keywords, a maximum of 3 per article. You will find the list of MeSH keywords in the online submission portal

Key points

The article will be published with 5 key points on the first page.
Please supply these on a new page. Each point should be concise e.g.

Preoxygenate the lungs of all patients before rapid sequence induction

Succinylcholine is contraindicated in malignant hyperpyrexia

Gabapentin may be an effective treatment for neuropathic pain

The key points should be no more than 100 words in total, with a maximum character count of 450

including spaces.

Learning objectives

All articles must be accompanied by 3-4 brief learning objectives ('By reading this article you should be able to....'). These should not be identical to the Key Points, and the learning points must relate to information contained in the article. The learning objectives should be no more than 70 words in total, with a maximum character count of 350 including spaces.

Information and advice on writing learning objectives is available here.

The following examples are from articles on tropical medicine and anaesthesia, and on FAST scanning in trauma patients.

By reading this article, you should be able to:

- Describe the common tropical diseases in patients presenting for anaesthesia
- Explain that tropical illness may be both a cause for surgery and complicate incidental surgery
- Distinguish tropical conditions before surgery, and ensure appropriate management in consultation with a specialist in infectious diseases

By reading this article, you should be able to:

- Discuss the feasibility, utility and limitations of the extended focused assessment of sonography in trauma (eFAST) in clinical decision-making
- Illustrate the principles underlying the physics of ultrasound and the acquisition of the required sonographic views
- Specify the role of eFAST in special circumstances

Text of manuscript

Article should be 4000 words not including references (but see tables and figures below) and submitted in Microsoft Word, not PDF. MCQs should not be included in the word count.

Please use no more than 3 ranks of headings and label them A, B or C in the manuscript.

Remember to retain your own copy in case of loss and in order to check proofs.

References

Please cite a maximum of 25 references in the text (numbered in order of citing, superscript). References should be cited using the format adopted by the British Journal of Anaesthesia and abbreviated according to the List of Title Word Abbreviations.

- References should be numbered sequentially at their first citation
- Citations should usually be placed at the end of the sentence and in superscript after the full stop. Use 'and colleagues' rather than 'et al.' in the in-text citations
- Style: Surname, initial separated by commas. No 'and' before last authors name. The names and initials of more than six authors should be abbreviated to three authors followed by 'et al.'
- Reference in a Journal:
  - Please give the names of all authors, but the names and initials of more than six authors and/or Editors should be abbreviated to three names followed by et al. Journal title should be in italics and abbreviated, volume number in bold, only give the change in the last page number and no full stop at the end of the reference:
  - 1. Brown AB, White SJ, Green BG. Efficacy of acupuncture in septic shock. Br J Anaesth 2000; **99**: 223-7
- Chapter in a book or monograph. Italicise title:
  - 1. Anaesthetist A.N. The safe use of volatile anaesthetics in space craft. In: Blogg F, Doe J, eds. Anaesthesia in Space. London: Medical Press Ltd, 2000; 155-79
  - Stabber, AN. Regional Anaesthesia, 5th Edn. London: Medical Press Ltd, 1998
- Report:
  - Royal College of Anaesthetists and Royal College of Radiologists. Sedation and Anaesthesia in Radiology. Report of a joint working party, London, 1992
- Electronic source (web site/web page):
  - Department of Health. Monthly Creutzfeldt-Jakob disease statistics 2002/0341 2002. Available from http://www.doh.gov.uk/cjd/stats/aug02.htm (accessed 14 June 2014)
- Online journal article:
  - Lander JA, Weltman BJ, So SS. EMLA and amethocaine for reduction of children's pain associated with needle insertion. Cochrane Database Syst Rev 2006; 3: CD004236

Tables, figures and illustrative clinical scenarios

Each article should include at least 2 tables or figures (or 1 of each). The average table or figure is equivalent to 250 words. Therefore, if you include 2 tables and 1 figure, the word count for the text of the article should be no greater than 3250 words (i.e. 4000- [250x3]).

We encourage the use of illustrative clinical examples as a brief description of a clinical situation to introduce and accompany a manuscript; they will appear as a text box, usually towards the start of the

article. They have a maximum word limit of 200 words and 320 characters including spaces and should be titled as 'clinical scenario' within the main text of the article. This short scenario is not counted towards the final word count. Alternatively, a longer clinical scenario of up to 500 words (for example if the clinical scenario is accompanied by a detailed explanation and intended for the middle or end of an article) is acceptable but this will be considered as part of the final word or Figure count so please allow for this.

General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.
- A detailed guide on electronic artwork is available. You are urged to visit this site; some excerpts from the detailed information are given here.