

**STEP BY STEP GUIDE TO SUBMITTING AN
ARTICLE TO THE IRISH MEDICAL JOURNAL**

IMPORTANT NOTE

Before submitting an article to the IMJ, please ensure your article is in the correct IMJ format. Below is a list of the different categories of articles that we feature in the Journal. Please refer to the relevant page in this document for further details on the category of article that you intend on submitting.

1. **Original Papers** – report original research of relevance to clinical medicine or general practice
2. **Case Reports** – report unusual cases in medicine
3. **Case Series** – A series of cases on the same topic
4. **Short Reports** – report experimental work or new methods
5. **Occasional Pieces or Research Correspondence** – include reviews of controversial or unusual aspects of medicine
6. **Editorials** – are mostly written by invitation, but we welcome reports on the organisation or assessment of medical practice
7. **Letters to the Editor** – short reports on medicine or letters taking up points made in articles recently published in the Journal

FORMATTING GUIDELINES FOR ALL ARTICLES

1. Article titles should be kept **short and concise**; hospital names/years/locations should be omitted and where possible titles should not run longer than a maximum of 10 words. (There is some leeway with this depending on the subject of the paper).
2. Please remove all headers, footers, endnotes (references should be included at the bottom of the document without any separators).
3. Please disable track changes.

PEER REVIEW GUIDELINES

Please provide the institutional contact details of 3 potential reviewers that we may contact in the event that your paper is selected for external critique. (Does not apply for Letters to the Editor)

1. A full name, email address and the hospital/ organisation details of the reviewer must be included. You must also provide a link to where their email address can be found online or else provide permission from the reviewer to use their email address.
2. Reviewers cannot be affiliated with the study in any way, nor can they be attached to your institution or that of any of your co-authors.
3. Do not approach a reviewer prior to or during the peer review process, as all correspondence must come from the editorial office.

***Please be patient while your paper goes through the review process. Reviewers do not receive any gratuity for completing a review, therefore we must give a reasonable amount of time for reviewers to respond and complete a review. Papers often must be sent to another reviewer when there is no response or the reviewer simply does not have the time to complete the review. You will be updated at all stages of the process.**

Disclaimer:

All submissions are subject to the approval of the Irish Medical Journal editor. The Irish Medical Journal reserves the right at any time to omit, suspend, or discontinue any submission without providing any reason for doing so. Acceptance of an article does not imply publication immediately.

All submissions to be sent in Word format with an accompanying [Abstract Form](#) to jwarren@imo.ie.

1. Original Papers

- The Abstract section cannot be longer than 150 words. It must include details of your introduction, methods, results and discussion. Numbers in the abstract must be accompanied by their percentage representation in your study, and vice versa. Please include sub-headings *Aims, Methods, Results, Conclusion* in your abstract paragraph. Please download and complete the Abstract form on the IMJ page <http://imj.ie/for-authors/> and attach it to your submission
- Original papers have a 2,000 word limit. The word count includes all text included in the abstract, introduction, methods, results and discussion. The word limit does not include the title, illustrations and their descriptions, or references.
- There is a limit of 25 references.
- The entire article must be in narrative format; i.e. no bullet points, numbering etc.
- The only headings allowed are Abstract, Introduction, Methods, Results and Discussion. The headings are to be in highlighted in bold.
- We only allow subheadings in the Results section. The subheadings are to be in italics. No underlining or bold.
- We allow a maximum of four illustrations, i.e. tables, figures, graphs, photos etc. Multiple images cannot be resized to fit into one.
- The Corresponding Author's contact details must include a valid mailing address mobile phone number and an email address.
- The author list must include the initial of the author's first name and the surname of the author; full titles and qualifications of each author should not be included. All affiliations should also be listed. E.g:

J. Smith¹

Department of Cardiology, Beaumont, Dublin

- The Reference section must be in the Vancouver style of referencing.
- The term 'et al' is not permitted in the reference section. You must include the names of all of the authors in the paper.
- Throughout the article, references must be in superscript numbering **without** brackets.
- Please supply the names, institution(s), and contact details of 3 potential referees that we may contact in the event that your paper is required to be peer reviewed.

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2. Case Reports

- Case Reports have a 700 word limit. The word count includes all text included in the abstract, case report, results and discussion. The word limit does not include the title, illustrations and their descriptions, or references. Please download and complete the Abstract form on the IMJ page <http://imj.ie/for-authors/> and attach it to your submission
- Please include sub-headings *Aims, Methods, Results, Conclusion* in your abstract paragraph
- There is a limit of 10 references.
- The entire article must be in narrative format; i.e. no bullet points, numbering etc.
- The only headings allowed are Abstract, Introduction, Case Report and Discussion. The headings are to be in highlighted in bold. No underlining.
- The abstract must include details of your introduction, case report(s) and discussion. Numbers must be accompanied by their percentage representation in your study, and vice versa.
- We do not allow subheadings.
- We allow a maximum of two illustrations, i.e. tables, figures, graphs, photos etc. Multiple images cannot be resized to fit into one.
- The Corresponding Author's contact details must include a valid mailing address mobile phone number and an email address.
- The author list must include the initial of the author's first name and the surname of the author; full titles and qualifications of each author should not be included. All affiliations should also be listed. E.g:

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- Throughout the article, references must be in superscript numbering without brackets.
- Please supply the names, institution(s), and contact details of 3 potential referees that we may contact in the event that your paper is required to be peer reviewed.

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3. Case Series

- The Abstract section cannot be longer than 150 words. It must include details of your introduction, methods, results and discussion. Numbers in the abstract must be accompanied by their percentage representation in your study, and vice versa. Please include sub-headings *Introduction, Case 1, Case 2 etc etc...*, *Discussion, Outcome* in your abstract paragraph. Please download and complete the Abstract form on the IMJ page <http://imj.ie/for-authors/> and attach it to your submission
- Case Series have a 2,000 word limit. The word count includes all text included in the abstract, introduction, cases, discussion, and outcome. The word limit does not include the title, illustrations and their descriptions, or references.
- There is a limit of 25 references.
- The entire article must be in narrative format; i.e. no bullet points, numbering etc.
- The only headings allowed are Abstract, Introduction, Case 1, Case 2 etc etc..., Results and Discussion. The headings are to be in highlighted in bold.
- We only allow subheadings in the Results section. The subheadings are to be in italics. No underlining or bold.
- We allow a maximum of four illustrations, i.e. tables, figures, graphs, photos etc. Multiple images cannot be resized to fit into one.
- The Corresponding Author's contact details must include a valid mailing address mobile phone number and an email address.
- The author list must include the initial of the author's first name and the surname of the author; full titles and qualifications of each author should not be included. All affiliations should also be listed. E.g:

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- Throughout the article, references must be in superscript numbering **without** brackets.
- Please supply the names, institution(s), and contact details of 3 potential referees that we may contact in the event that your paper is required to be peer reviewed

4. Short Reports

- Short Reports have an 800 word limit. The word count includes all text included in the abstract, introduction, methods, results and discussion. The word limit does not include the title, illustrations and their descriptions or references. Please download and complete the Abstract form on the IMJ page <http://imj.ie/for-authors/> and attach it to your submission
- Please include sub-headings *Aims, Methods, Results, Conclusion* in your abstract paragraph
- There is a limit of 10 references.
- The entire article must be in narrative format; i.e. no bullet points, numbering etc.
- The only headings allowed are Abstract, Introduction, Methods, Results and Discussion. The headings are to be in highlighted in bold. No underlining.
- The abstract must include details of your introduction, methods, results and discussion. Numbers must be accompanied by their percentage representation in your study, and vice versa.
- We only allow subheadings in the Results section. The subheadings are to be in italics. No underlining or bold.
- We allow a maximum of one illustration, i.e. tables, figures, graphs, photos etc.
- The Corresponding Author's contact details must include a valid mailing address mobile phone number and an email address.
- The author list must include the initial of the author's first name and the surname of the author; full titles and qualifications of each author should not be included. All affiliations should also be listed. E.g:

J. Smith¹

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- Throughout the article, references must be in superscript numbering without brackets.
- Please supply the names, institution(s), and contact details of 3 potential referees that we may contact in the event that your paper is required to be peer reviewed.

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5. Research Correspondence/Occasional Pieces

- These articles have a 1,500 word limit. The word count includes all text included in the article. The word limit does not include the title, illustrations or references.
- There is a limit of 15 references.
- You can put in your own headings in these articles or adhere to the usual IMJ headings. The headings must be in bold. No underlining.
- The entire article must be in narrative format; i.e. no bullet points, numbering etc.
- We allow a maximum of one illustration, i.e. tables, figures, graphs, photos etc.
- The Corresponding Author's contact details must include a valid mailing address mobile phone number and an email address.
- The author list must include the initial of the author's first name and the surname of the author; full titles and qualifications of each author should not be included. All affiliations should also be listed. E.g:

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- Throughout the article, references must be in superscript numbering without brackets.
- Please supply the names, institution(s), and contact details of 3 potential referees that we may contact in the event that your paper is required to be peer reviewed.

6. Editorials

- Editorials have a 1,000 word limit. The word limit does not include the title, illustrations or references.
- There is a limit of 10 references.
- We do not allow any headings, subheadings or illustrations in Editorials.
- The entire article is to be in narrative format; i.e. no bullet points, numbering etc.
- The Corresponding Author's contact details must include a valid mailing address mobile phone number and an email address.
- The author list must include the initial of the author's first name and the surname of the author; full titles and qualifications of each author should not be included. All affiliations should also be listed. E.g:

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- Throughout the article, references must be in superscript numbering without brackets.

7. Letters to the Editor

- Letters to the Editor have a 500 word limit. The word limit does not include the title, illustrations or references.
- There is a limit of 4 references.
- The letter must be in narrative format; i.e. no bullet points, numbering etc.
- The Corresponding Author's contact details must include a valid mailing address mobile phone number and an email address.
- The author list must include the initial of the author's first name and the surname of the author; full titles and qualifications of each author should not be included. All affiliations should also be listed. E.g:

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