

## Authors' GUIDELINES

### ABOUT THE JOURNAL

**Publication frequency** – *Medical Technology SA* publishes articles twice a year.

**Open access policy** – *MTSA* provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

**Abbreviation** – The correct abbreviation for abstracting and indexing purposes is *MTSA*.

**ISSN** – The international standard serial number (ISSN) for *Medical Technology SA* is 1011 5528.

### SUBMISSION POLICIES

Original articles, technical reports, book reviews and case reports are invited and should be submitted online at [www.mtsaj.co.za](http://www.mtsaj.co.za). Manuscripts are submitted on the understanding that they have not and will not be published elsewhere.

The Editor retains the right to modify the style and length of the submitted manuscript (major changes being agreed with the corresponding author) and to decide the time of publication.

*MTSA* publishes all material on the understanding that the design of the work has been approved by a relevant ethics committee and/or it conforms to the professional standards and legislation currently applied in the country of origin.

Authors are requested to read the following guidelines carefully and to adhere to the requirements herein. Failure to comply may lead to delay in publication.

PDF proofs will be uploaded to [www.mtsaj.co.za](http://www.mtsaj.co.za) for author/s comments and/ or corrections. If no comments are received within three (3) days the editor/publisher will assume that the author/s accept the layout and that no changes need to be made.

*MTSA* reserves the right to make the final decision about matters of style, layout and the size of figures.

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I hereby understand and declare that:

All proprietary rights other than copyright are reserved to the authors, as well as the right to reproduce original figures and tables from this item in their future works, provided full credit is given to the original publication *Medical Technology SA* ISSN 1011 5528.

In consideration of the reviewing and editing done by the editors of *Medical Technology SA* of the above named manuscript, the author/s hereby transfer, assign, or otherwise convey all copyright ownership world-wide, in all languages, to the Society of Medical Laboratory Technologists of South Africa in the event that this manuscript is accepted for publication.

If the manuscript has been commissioned by another person or organisation, or if it has been written as part of the duties of an employee, that full authorization has been given by the representative of the commissioning organisation or employer to be published in the *Medical Technology SA*.

### CONTENT TYPES

#### Primary research formats

**An Article** – The layout of the article should follow the following order: title page, abstract and keywords, main text, acknowledgements, and references. Note that figures, tables and graphs must not be included in the main text, but must be placed on separate pages, as a separate file for each one, and should conform to material specifications.

The title page should include a short title (not more than 45 characters for the running headline), authors' names (including initials

and departmental addresses), authors' qualifications, address, telephone and the email address of the corresponding author to whom the proofs and requests would be directed.

The abstract, comprising a summary of not more than 250 words, should highlight the design and objective of the investigation/research, results and conclusions. The abstract should be followed by a list of not more than five (5) keywords, which should not appear in the main title.

**A Case Report** – Should consist of title page as above, a short abstract and keywords, the case report and a brief discussion of the pertinent literature. Case reports should not exceed 1000 words (in total) with not more than ten (10) references. Case reports are limited to not more than three authors. Maximum of four (4) figures of radiographic/CT/MRI/ultrasound images will be accepted for publication, which must conform to the specifications below.

**A Technical Report** – To include details of author/s as above. Text to include introduction, main points in the report, concluding remarks, references, and acknowledgements. Not more than two (2) images/diagrams to be included in the report and these must be sent as separate files.

#### Other formats

**Correspondence** – Letters to The Editor intended for publication are encouraged, particularly letters referring to a paper already published in *Medical Technology SA* and correspondence on pertinent original topics. The style of references is the same as given for manuscripts. Figures should be included only when absolutely necessary.

Anonymous letters will not be accepted without name and address of the writer. Details of the writer/s of anonymous letters will not be disclosed.

**Book Reviews** – Book reviews relevant to the profession of medical laboratory technology, including education, are encouraged. Each typescript component of reviews intended for publication should begin on a new page in the following sequence: reviewer's name (with initials, affiliations, departmental address, telephone and fax numbers and, if available, an e-mail address), title of book, edition, publisher, place, date, ISBN number, price of the book (if available), and total number of pages. The review should begin on a separate page and it should clearly cover the main theme of the book. A brief mention should be made of its layout, quality of print and its suitability for medical laboratory technologists and/or student medical laboratory technologists.

### HOW TO SUBMIT ONLINE

#### Online submissions

Manuscripts should be sent to us via our online submission system at [www.mtsaj.co.za](http://www.mtsaj.co.za). Registration and logins are required to submit items online and to check the status of current submissions. You will be guided through the easy process online.

Authors can upload manuscript files and check on the status of their manuscripts during the review process. Manuscripts to be uploaded as MS WORD documents. Separate files to be uploaded for images, tables and graphs (one per file/ document).

#### Preparing the manuscript for online submission

Papers must be in English and spelling should conform to the Concise Oxford Dictionary of current English.

Material for potential publication must be submitted in MS WORD format (.doc) and tables, graphs and illustrations/images must be submitted as separate files.

Not more than four (4) figures, tables and/ or graphs to be sent for inclusion in the manuscript. Each image must be clearly labelled and sent as a separate file (including the legend).

Fonts – A standard font 11pt Times New Roman is acceptable.

Page Layout – Manuscripts should be typed with single spacing. All pages should be numbered consecutively, including those of acknowledgements and references. Do not insert page breaks at the end of sections. Do not insert a double space at the end of sentences.

When quoting specific materials or drugs, authors should give their approved names with, if necessary, proprietary names in parentheses (brackets) with the name of the manufacturer.

Abbreviations should be unambiguous and only used where appropriate. Their meaning should be clearly explained when they are first introduced.

Measurements of height, length, mass (weight) and volume should be given in metric units (metre, kilogram, litre) or their decimal multiples. Temperatures should be given in degrees Celsius and blood pressure in mmHg. Other measurements including laboratory measurements should be reported in the metric system in terms of the International System of Units (SI).

Reference citations – References cited in the text should be given as numbers in square brackets in order of citation, e.g. [1], [4-7]. References cited more than once to retain first number throughout the text.

References should be listed in numerical order at the end of the article using the following format:

1. Moreno I, Martin G, Bolufer P et al. Incidence and prognostic value of FLT3 internal tandem duplication and D835 mutations in acute myeloid leukemia. *Haematologica* 2003; 88(1):19-24.
2. World Health Organisation, 2005. URL: <http://www.who.int/mediacentre/factsheets/fs297/en/index.html>

It is the responsibility of the author(s) to ensure that references quoted in the text are included in the list of references and vice versa. The accuracy of the references is the responsibility of the author(s).

### Online submission of figures

Figures should be uploaded upon submission via our online submission system at [www.mtsaj.co.za](http://www.mtsaj.co.za), in one of our preferred formats. Please use the smallest file size that provides sufficient resolution, preferably less than 1MB, so that the referees do not have to download extremely large files. **This is for online submission only. Should your article be accepted for publication the editor will request suitable high-resolution files. Please bear this in mind when sourcing images for your article.**

Figure files should be submitted online as separate electronic files (each including a brief title and legend) in any of these formats:

- .doc MS Word documents (tables and graphs)
- .jpg JPEG image (images and photographs)
- .pdf Adobe Acrobat file

### FINAL ARTWORK/IMAGES FOR PUBLICATION (going to print)

The following instructions only apply if your article and artwork have been accepted for publication in *Medical Technology SA*.

Final artwork (images, photographs, tables and graphs) can be sent straight to [karen@adamsonfive.com](mailto:karen@adamsonfive.com) and not uploaded online.

Authors are advised to refer to printed copies of the *MTSA* journal to get a sense of general sizes and style points.

When sending your final artwork files, please include the email address of a person who can promptly deal with our requirements for publication.

Contributors are responsible for obtaining written permission to publish any figures or illustrations that are protected by copyright, including figures published elsewhere and pictures taken by professional photographers. *MTSA* cannot publish images downloaded from the Internet without appropriate permission. All images downloaded from the Internet must conform to size and resolution specifications, in accordance with the AUTHORS' GUIDELINES.

Lettering – Lettering on figures should be in a clear sans-serif type-

face (e.g. HELVETICA or ARIAL) and, if possible, the same typeface in approximately the same font size should be used for all figures in a paper. Use SYMBOL font for Greek letters. Labelling must be of sufficient size and contrast to be readable after appropriate reduction. Where possible, avoid placing lettering over images or shaded areas. Minimum text size should be 6pt.

Sizing – All figure files, tables and/ or images must be supplied in **high resolution for print publication (300-600dpi)**. *MTSA's* standard image size is no smaller than 86mm across (the size of one column). All tables and figures must be referred to in the text.

Line weights and strokes must be set between 0.5 and 1pt. (thinner than that and the line will vanish in print).

Formats – Acceptable electronic formats are as follows:

- PDF (print-ready and text embedded only)
- JPEG (highest resolution 300-600dpi)

Please note that images downloaded from the Internet are generally not suitable for publication.

We can accept .docs (MS WORD), but linked images **MUST** be 86mm across or larger, at a resolution of not less than 300dpi.

We cannot accept Freehand or CorelDRAW files.

Colour – **All *MTSA* articles are printed greyscale.** Therefore all colour images will be converted to black & white for print. It is best to convert to black & white before sending electronically as the file size will be smaller. If colour is required by the author/s, a cost of R500.00 per colour image will be billed. Colour files will be converted to cmyk (for the printing process) and may differ slightly to what was sent. This is due to the fact that screen colour (RGB) differs from print colour (CMYK).

Tables – Each table must be numbered with the legend placed above the table. Column headings should be brief with units of measurements in parenthesis.

All photographic images must be supplied at a minimum of 300dpi at the maximum size they can be used. Artificially increasing an image's resolution in a layout programme will **NOT** improve its quality. Please do not scan laser printouts of figures and send them to us as digital files. The dot pattern on a laser print often creates a moiré pattern when scanned.

Figures that do not meet these standards will not reproduce well and may delay publication until we receive high-resolution images.

### PEER REVIEW PROCESS

Original articles are first reviewed by an editorial advisory group who have the right to recommend rejection or referral for review. *MTSA* obtains: (a) two reviews on ALL MATERIAL except case reports (b) one review on case reports from an expert in the subject. Reviewers consider the material in terms of whether it contains new information, if there is proof thereof, if applicable were the statistical methods used appropriate, and what should be done to improve the manuscript in terms of grammar, and clarity of meaning. In addition they comment on relevance of tables, figures in terms of illustrating key points. Reviewers advise the editor whether to accept reviewed material for publication. *MTSA* uses a grading system for peer reviewers: reviewed material should be returned to the editor within fourteen (14) days. Persons who are experts in their fields and who have published material are invited to review material on a voluntary basis. Interested persons are welcome to volunteer to review material.

### CONTACT THE JOURNAL

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