

## General Guidelines

The Journal of One-day Surgery considers all articles of relevance to day-surgery and short-stay surgery. Articles may be in the form of original research, review papers, audits, service improvement reports, case reports, case series, practice development and letters to the editor. Research projects must clearly state that ethics committee approval was sought where appropriate and that patients gave their consent to be included. Patients must not be identifiable unless their written consent has been obtained. If your work was conducted in the UK and you are unsure as to whether it is considered as research requiring approval from an NHS Research Ethics Committee (REC), please consult the NHS Health Research Authority decision tool at <http://www.hra-decisiontools.org.uk/ethics/>.

Any source of funding should be declared, and authors should also disclose any possible conflict of interest that might be relevant to their article.

Submissions are subject to peer review. Proofs will not normally be sent to authors and reprints are not available.

## Submission and Copyright Transfer Agreement

Articles should be prepared as Microsoft Word documents with standard line spacing and normal margins.

A copy of the JODS copyright transfer agreement form should be completed and signed by each named author. The form can be downloaded from the BADS website located in the JODS section under the Resources tab by following the link below:

<https://bads.co.uk/resources/bads-resources/>

**Scanned copies/legible photos of the signed copyright transfer agreement forms should be submitted via email together with the main manuscript to the JODS editor:**

[davidbunting@nhs.net](mailto:davidbunting@nhs.net)

## Manuscript preparation

### ***Title Page***

The first page should list all authors (including their first names), their job titles, the hospital(s) or unit(s) from where the work originates and should give a current contact address for the corresponding author.

The author should provide three or four keywords describing their article, which should be as informative as possible.

### ***Abstract***

An abstract of 250 words maximum summarising the manuscript should be provided and structured as follows: Introduction, Methods, Results, Conclusions.

### **Main article structure**

Manuscripts should be divided into the following sections: Introduction, Methods, Results, Discussion and References. Tables and figures should follow, with each on a separate page. Each table and figure should be accompanied by a legend that should be sufficiently informative as to allow it to be interpreted without reference to the main text.

All figures and graphs are reformatted to the standard style of the journal. If a manuscript includes such submission, particularly if exported from a spreadsheet (for example Microsoft Excel), a copy of the original data (or numbers) would assist the editorial process.

Copies of original photographs, as a JPEG or TIFF file, should be included as a separate enclosure, rather than embedding pictures within the text of the manuscript.

### **Tables, Figures and Graphs:**

Please submit any figures, graphs and images as separately attached files rather than embedding non-word files into the word manuscript document. Tables constructed in MS Word can be left in their original MS Word file including the manuscript if this is where they were drawn.

Figures and graphs can be presented in colour but try to avoid 3-d effects, shading etc. Figures and graphs may be redrawn if the quality is not in keeping with the Journal. Please make it clear within the manuscript text where you would like tables, graphs or images to be placed in the finished article with the use of a brief explanatory legend in the manuscript file where you wish the item to be placed, e.g.

Table 1. Patient demographic details.

Figure 1. Proportion of procedures performed as a day-case each year between 2005 and 2018.

### **Photographs**

Photographs can be provided as jpg or tiff files but should be included as a separate enclosure, rather than embedded within the text of the manuscript. This ensures higher quality images. However, we will accept images within Word documents, but image quality might suffer!

### **References**

Please follow the Vancouver referencing style:

- References in the reference list should be cited numerically in the order in which they appear in the text using Arabic numerals, e.g. 1, 2, 3, 4 etc.
- The reference list should appear at the end of the paper. Begin your reference list on a new page and title it 'References.'
- Cite articles in the manuscript text using numbers in parentheses and the end of phrases or sentences, e.g. (1,2)
- Abbreviate journal titles in the style used in the NLM Catalogue:  
<https://www.ncbi.nlm.nih.gov/nlmcatalog?Db=journals&Cmd=DetailsSearch&Term=current%5D>  
[yindexed%5BAI%5D](https://www.ncbi.nlm.nih.gov/nlmcatalog?Db=journals&Cmd=DetailsSearch&Term=current%5D)

- The reference list should include all and only those references you have cited in the text. (However, do not include unpublished items such as correspondence).
- Check the reference details against the actual source - you are indicating that you have read a source when you cite it.
- Be consistent with your referencing style across the document.

***Example of reference list:***

1. Ravikumar R, Williams J. The operative management of gallstone ileus. *Ann R Coll Surg Engl* 2010;92:279–281.
2. Dybvig DD, Dybvig M. Det tenkende mennesket. Filosofi- og vitenskapshistorie med vitenskapsteori. 2nd ed. Trondheim: Tapir akademisk forlag; 2003.
3. Beizer JL, Timiras ML. Pharmacology and drug management in the elderly. In: Timiras PS, editor. *Physiological basis of aging and geriatrics*. 2nd ed. Boca Raton: CRC Press; 1994. p. 279-84.
4. Kwan I, Mapstone J. Visibility aids for pedestrians and cyclists: a systematic review of randomised controlled trials. *Accid Anal Prev*. 2004;36(3):305-12.
5. Barton CA, McKenzie DP, Walters EH, et al. Interactions between psychosocial problems and management of asthma: who is at risk of dying? *J Asthma* [serial on the Internet]. 2005 [cited 2005 Jun 30];42(4):249-56. Available from: <http://www.tandf.co.uk/journals/>.

***Mr David Bunting***

***Editor, Journal of One Day Surgery***

***British Association of Day Surgery***

***Consultant Upper GI Surgeon***

***North Devon District Hospital***

***[These guidelines were last revised on 15.04.2021]***