

GUIDELINES FOR AUTHORS

Practical Gastroenterology publishes articles for the primary care physician, and your article should therefore have a nuts-and-bolts slant. We urge you to keep the nonspecialist in mind as you write your article. We cannot stress strongly enough the importance of focusing your article on information that will be useful and instructive to the primary care physician. In this regard, it would be helpful for you to emphasize prevention and cost (of tests, drugs, surgery, hospital stay, procedures, techniques, etc.) whenever and wherever possible.

We offer the following list to help you conform to our mechanical requirements:

1. Please submit two typed copies of the manuscript, which should be typed on one side of 8½ × 11" paper, with 1" margins, and double-spaced throughout, including references, tables, and figure legends. Ideally, the length of the manuscript should be 2000–2500 words (10–13 pages). Manuscripts should be submitted via e-mail to: *PracticalGastro@aol.com*
2. Manuscripts must be submitted in Microsoft Word or Corel WordPerfect only. Files should not contain automatic footnoting (END CODE) and they should be submitted as final format documents (without indications of markup).
3. Tables should *not* be submitted as Excel spreadsheets or in Power Point! Each table should have a title and an accompanying legend. If the table has been previously published, you should identify the source and provide all information that would be included in a standard reference list (see below), along with indication that permission to republish has been obtained. It is your responsibility to obtain permission.
4. Figures and illustrations (photographs, drawings, charts) help explain the text, add to the visual appeal of the published article, and are very welcome. Each table should have a title, and each figure should have an accompanying legend. If figures and illustrations has been previously published, you should identify the source and provide all information that would be included in a standard reference list (see below), along with indication that permission to republish has been obtained. It is your responsibility to obtain permission. All figures and illustrations must be supplied in JPEG format and must be identified as Figure 1, Figure 2, etc. When e-mailing figures and illustrations, do not embed them into a text document. Each JPEG should be sent as a separate document attached to the e-mail.
5. The title page should include the names, addresses, phone numbers, complete titles and affiliations of all authors.
6. A color head-shot photograph of each author should accompany the manuscript. These will be published with your article. These must be submitted as JPEG files.
7. An abstract of 125–150 words should also accompany your paper. This will be published at the beginning of your article. Please do not exceed the 150-word limit.
8. References should be used sparingly and cited in the text by numerals enclosed in parentheses. The references section should be numbered consecutively in the order in which the references are cited in the text. References should follow AMA style, and journal names should be abbreviated according to Index Medicus practice. Inclusive page ranges should be indicated. The following references illustrate AMA style:
 1. Halsted DS, Wiegel JW, Noble MJ, et al. Papaverine-induced priapism: Two case reports. *J Urol*, 1986;136:109–110.
 2. Cregler LL, Mark H. Medical complications of cocaine abuse. *N Engl J Med*, 1986; 316:1495–1500.
9. Articles will be copyrighted upon publication by Shugar Publishing, Inc.

The manuscript must not have been published previously. Each article we publish is subject to review by members of our Editorial Board. Articles are also subject to final editing.