

Canadian Journal of Diabetes

AUTHOR GUIDELINES

The *Canadian Journal of Diabetes* is Canada's only diabetes-oriented, peer-reviewed, interdisciplinary journal for diabetes healthcare professionals and scientists. Published quarterly, *Canadian Journal of Diabetes* contains original articles, resource reviews, a journal watch, shorter articles such as Perspectives in Practice and Diabetes and Society, and news from the Clinical & Scientific Section and the Diabetes Educators Section of the Canadian Diabetes Association (CDA).

The mission of *Canadian Journal of Diabetes* is to promote the sharing of interdisciplinary research and evidence-based knowledge, from basic or clinical science to public health and education, which leads to advances in the care of diabetes.

Canadian Journal of Diabetes invites submission on matters relevant to the practice of diabetes care and education. Send manuscripts to:

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The submission requirements are in accordance with the “Uniform requirements for manuscripts submitted to biomedical journals” (*JAMA* 1997;277:927-934). *Canadian Journal of Diabetes* uses the AMA's *Manual of Style* for editorial style.

MANUSCRIPT CATEGORIES

Original Research/Review Papers

Full-length articles report basic science and clinical investigation in areas relevant to diabetes. They may take the form of a research paper or a review article. Authors of basic science papers should take care to clearly establish the link of the work to diabetes, keeping in mind the broad readership of the journal by healthcare providers. *Research Papers* must include a structured abstract and references. *Review Articles* must also include an abstract (although it needn't be structured) and should provide answers to clinically relevant questions that have not been well-answered to date or bring readers up to date on useful concepts in a rapidly changing field. Review articles should be organized in the same manner as research papers. Full-length articles, including references, may be up to 5000 words. Reference list must not exceed 50 references.

Perspectives in Practice

This section provides a format for authors to discuss new programs or services, ideas, insights or practical approaches to diabetes care and education or professional development. Papers in this section should be well-referenced and follow the same format as a full-length research paper. Articles in this section should not exceed 2000 words in length.

Practical Diabetes

Articles under this section should be structured like review articles, well-referenced and focused on any aspect of the care of people with diabetes. Articles in this section should not exceed 2000 words in length.

Case Reports

The case report should outline a clinical situation that illustrates unique or atypical features or provides a lesson to be learned. Case reports should include an abstract, an introduction, and a brief and clear description of the case and comments including relevance, implications and recommendations. Articles in this section should not exceed 1000 words in length.

Diabetes and Society

Diabetes and Society articles take the form of a shorter, newspaper-style column, on topics such as advocacy, politics of healthcare, social policy, etc., as they affect the person with diabetes. A few references are acceptable. Articles in this section should not exceed 700 words in length.

Editorial Commentaries

Editorial Commentaries are brief, critical articles on some aspect of diabetes care or an article that appears elsewhere in the journal. Commentaries should include a statement of the issue or problem, an analysis of a few carefully selected findings citing supportive and counter-evidence and a summary statement that proposes a clear solution to the problem. Articles in this section should not exceed 700 words in length, with no more than 6 references.

Research Watch

Papers in this section take the form of short reports on relevant literature published in other journals. Journal articles appropriate for review will describe one of the following: research studies of interest to diabetes education or clinical practice; literature reviews on appropriate

topics; reports of innovative education approaches; or administrative/quality management approaches for diabetes education and care programs.

Reviews will be of articles that are no more than 6 months old, and will contain a complete citation of the original article, including author credentials, a summary of the design and key findings, and comments on the clinical significance and implications of the work in relation to clinical diabetes education/care. Articles in this section should not exceed 900 words in length.

Innovations in Diabetes Care

Papers in this section review new resources relevant to the care and education of people with diabetes. They may comment on range and depth of contents, readability level, design, approach, price, and graphic elements. Articles in this section should not exceed 700 words in length.

Policies, Guidelines and Consensus Statements

Papers in this category will be solicited by the editorial staff of *Canadian Journal of Diabetes* as the need arises or opportunity presents.

MANUSCRIPT PREPARATION AND FORMAT

All materials (including tables) must be presented according to the following specifications:

- typed and double-spaced
- printed on one side of 8.5 x 11" white bond, non-erasable paper
- 1.0" margins on all sides
- page numbers in bottom right corner
- text flush left with no tabs
- line spaces to indicate paragraph breaks

Titles must be concisely worded and should be followed by:

- the name(s) of the author(s), with degrees
- each author's institutional affiliation, including city
- name, mailing address, telephone number, fax number, and e-mail address of corresponding author
- acknowledgment of any financial support received
- a word count, excluding abstract

Abstracts must have a maximum of 200 words, and include the paper's objective, method, results, conclusions and keywords. Original research articles must have a structured abstract.

Text:

- Organize research papers under the following subheadings: *Introduction, Methods, Results, Discussion, Acknowledgments, References, Tables, Table Legends, Figures, and Figure Legends.*
- Organize all other papers under appropriate headings.
- Avoid the use of the term "diabetic" as a noun.
- Avoid sexist language.
- Use lower case for "diabetes."

- Use lower case for type 1/type 2.
- Avoid excessive use of the personal pronoun “I.”
- Use numerals in text rather than writing out numbers.

References:

- Number references consecutively as they appear, using Arabic numerals in parentheses.
- Present references double-spaced on a separate sheet in the order that they appear.
- Personal communications may appear in parentheses in the body of the paper, and are not to be included as references.
- Follow the *American Medical Association Manual of Style*.
- List three authors for a standard journal article; if the number of authors exceeds three, list the first three followed by “et al”.

Examples:

Journal Article:

Harris SB, Leiter LA, Yale JF, et al. Out-of-pocket costs of managing hyperglycemia and hypoglycemia in patients with type 1 diabetes and insulin-treated type 2 diabetes. *Can J Diabetes*. 2007;31:25-33.

Book Chapter:

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr., Sodeman WA, eds., *Pathologic Physiology: Mechanisms of Disease*. Philadelphia: WB Saunders; 1974:457-472.

Tables and Figures:

- Submit each figure or table on a separate page, clearly identified in Arabic numerals.
- Submit figure legends typed and double-spaced on a separate page and clearly numbered to correspond with the illustrations they refer to.
- Ensure that information in charts and tables duplicates the text.
- Submit photos as 5 x 7” (11.5 x 16.5 cm) clear black-and-white glossy prints with legends typed on a clearly marked separate page. Identifiable subjects in photos must sign a release form.
- Submit all graphics in camera-ready form.
- Include written permission from publishers to reproduce previously published tables and illustrations.
- For electronic submission of figures and tables: submit tables in Microsoft Word; submit figures in Microsoft Word, PowerPoint, Excel, or Adobe Acrobat.

Laboratory Data:

- Report all measurements in SI units.
- Report blood glucose in mmol/L.

SUBMISSION

Send the following to the Managing Editor, *Canadian Journal of Diabetes*, 1400–522 University Avenue, Toronto, Ontario, M5G 2R5:

- cover letter
- original manuscript, plus one (1) clean copy

- list of four (4) reviewers familiar with the content of the manuscript who would be capable of conducting a pertinent review
- letter(s) of permission to reproduce material previously published elsewhere
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- duality of interest disclosure form, completed and signed by all authors
- electronic file in Microsoft Word format on a CD or 3.5" floppy disk
- a statement regarding the specific contributions of all authors to the preparation of the manuscript.

DUALITY OF INTEREST

Authors are asked to include a duality of interest disclosure form with their submission. All authors must disclose possible dualities of interest at the time of submission. This information will remain confidential while the paper is under review and will not influence editorial decision. The information will be published with the article.

AUTHOR CONTRIBUTIONS

Authors are asked to include a statement regarding the specific contributions of all authors to the preparation of the manuscript. According to the International Committee of Medical Journal Editors, an author is someone who:

- “Contributed substantially to conception and design, or acquisition of data, or analysis and interpretation of data AND
- Drafted the article or revised it critically for important intellectual content AND
- Gave final approval of the version to be published.”

PERMISSIONS

Written consent from the author and publisher of any submitted material previously published elsewhere must accompany the manuscript. Also, authors must provide written consent from recognizable subjects in photos and persons acknowledged by name in the paper.

REVIEW PROCESS AND ACTION

Only manuscripts accepted through the process of peer review will be published in *Canadian Journal of Diabetes*.

- A letter of receipt is sent to the corresponding author when the manuscript has been assigned to an associate editor.
- The manuscript is reviewed by at least two peer reviewers. Peer review is single-blind only. Peer-review recommendations are submitted to the corresponding author.
- If necessary, the editor will request a corrected disk and two revised hard copies.
- A letter of explanation will be sent to authors of unacceptable manuscripts.

COPYRIGHT INFORMATION

- *Canadian Journal of Diabetes* accepts original articles not previously published or currently submitted for publication in another journal.
- All authors must sign and submit the copyright form published in *Canadian Journal of Diabetes*.
- Manuscripts are accepted for review on the understanding that they are for publication solely in *Canadian Journal of Diabetes*.
- Published manuscripts become the property of the CDA. Permission to reprint the published manuscript in another publication must be obtained, in writing, from the Managing Editor.

CHECKLIST FOR SUBMISSION OF MANUSCRIPT

1. Original manuscript, following format guidelines as outlined
2. Title page, including
 - title
 - names of authors, with degrees
 - institutional affiliations of authors, with city
 - corresponding author's name and contact information
 - acknowledgment of any financial support received
 - word count
3. Cover letter, including title and corresponding author's name and contact information
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