INSTRUCTIONS FOR AUTHORS

THE INTERNATIONAL JOURNAL OF TUBERCULOSIS AND LUNG DISEASE (IJTLD), the Official Journal of the International Union Against Tuberculosis and Lung Disease (The Union), publishes original research articles (including systematic reviews) of international significance on tuberculosis and lung disease with a focus on clinical, epidemiological and programmatic research. In relation to lung disease, the journal’s focus is on research that is relevant to the Union’s mission to find health solutions for the poor.

The IJTLD can be accessed in print and electronically via the Union website (http://www.theunion.org). Access to all back issues is free. Access to the current 6 months is available to all paid-up members and subscribers using the number provided on their current membership card; non-members/non-subscribers can access and download individual articles using the ‘Pay-per-view’ option or contact The Union (membership@theunion.org) for information on how to become a member.

SUBMISSION OF ARTICLES

Articles are submitted online via Manuscript Central (http://mc.manuscriptcentral.com/ijtld). Instructions are given on the site.

All other correspondence, such as suggestions for review and perspectives articles, should be sent directly to: The Editorial Office, The Union, 68 boulevard Saint-Michel, 75006 Paris, FRANCE. e-mail: journal@theunion.org

Simultaneous submission of a manuscript to more than one journal will automatically result in rejection by the IJTLD.

Each manuscript will be examined by a scientific editor and usually two referees. Notification of acceptance or rejection will be sent within 3 months from date of receipt. If a revised version is requested, it should be returned to the Editor no later than 3 months after notification. A delayed revised article will be treated as a new manuscript.

The Editor reserves the right to make editorial and literary corrections. Any opinions expressed or policies advocated do not necessarily reflect those of the Union.

AUTHORSHIP

All work must be approved by all co-authors before submission.

Authorship credit should be based on the following criteria: 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for intellectual content; and 3) final approval of the version to be published.

Multicentre groups: When a multicentre group has conducted the study, all individuals who accept direct responsibility for the manuscript should be identified. When submitting a group author manuscript, the corresponding author should clearly identify all individual authors, as well as the group name.

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The copyright form is now available electronically. The corresponding author will be requested to log on and submit the form on the website after submission. On acceptance all authors must log on to submit the e-form.

PREPARATION OF MANUSCRIPTS

Manuscripts should conform to the Uniform Requirements for Manuscripts submitted to Biomedical Journals (http://www.icmje.org/index.html).

Authors should ensure that they have followed the relevant recommendations for reporting their findings (CONSORT, STARD, MOOSE, STROBE, PRISMA, STREGA).

Articles on clinical research should conform to the standards defined in the Helsinki Declaration. Details of ethics approval (or a statement as to why it was not required) should be provided in the Methods section of all research studies submitted to the Journal.

All articles must be submitted in English (US/UK). If the quality of the English requires professional help, authors will be informed. The summaries of all articles are published in French and Spanish.

The article should have 1.5 or double spacing and continuous line numbering, and, on separate numbered pages:

Title page: This should contain: 1) a concise, informative title of not more than 110 characters and spaces, without abbreviations; 2) the names and all affiliations of all contributing authors, clearly indicating who is linked to each institution; 3) a running head of not more than 45 characters and spaces; 4) a word count of the text, excluding summary, references, tables and figures; 5) 3-5 keywords that do not appear in the title, and 6) the name, full address and contact details of the corresponding author.

Summary: An informative structured abstract of not more than 200 words should be provided that can be understood without reference to the text (see Ann Intern Med 1990; 113: 69-76). For optimal clarity, the author should use the headings Setting, Objective, Design, Results and Conclusion. Abstracts will be translated into the two other languages on acceptance for publication (authors are welcome to provide translations). Unstructured summaries may be submitted for review articles (250 words) and for shorter original articles (100 words).

Text: Headings should be appropriate to the nature of the article. Normally only two categories of heading are used. Major headings should be typed in capital letters. Minor headings can be typewritten in lower case letters (starting with a capital letter) at the left-hand margin. The subtitles should not be numbered either with figures or alphabetically.

The text should be written as objectively as possible. For word limits, please refer to the section ‘Length of text’.

Numerals should be spelt out in full from one to nine (except when referring to a measurement), and when beginning a sentence.

1. Research and experimental papers should follow the usual conventions, as follows:

Introduction: Setting forth clearly the aim of the study or the main hypothesis, with reference to previous studies and indicating the method used.

Materials or Study population and Methods: NB: Indicate what measures were taken to assure the quality of the data.

Results: Presented in logical sequence in the text, with tables and illustrations. All the results of the tables should not be repeated in the text; the most important results should be emphasised.

Discussion: Related to the aims and results of the study.

Conclusions

2. Other papers can be subdivided as the author desires; the use of headings enhances readability.

Acknowledgements: Acknowledge only persons who have made substantial contributions to the study, with their consent. All sources of support in the form of grants, author contributions and all conflicts of interest should be mentioned.

References (Vancouver format): The accuracy of references is the responsibility of the author. They must be numbered in the order in which they are cited in the text, and identified by Arabic numerals in superscript. References that are cited more than once should retain the same number for each citation. The list of references at the end of an article should be arranged in numerical order. NB: Numbering in tables/figures corresponds to where they are cited in the text.

The only acceptable references are those of publications that can be consulted.

References to an article in a periodical should include the names of the authors, followed by their initials (list all authors when six or fewer; when there are more, list only the first three and add ‘et al.’), the full title of the article in its original language, the name of the journal in
its usual abbreviated form (Index Medicus), year of publication, tome or volume number, first and last page numbers in full:

References to a piece of work (book/monograph) should include the names of the authors as above, the title of the piece of work in its original language, the number of the publication, the name of the editor, the place and year of publication, the number of the volume and the first and last page numbers.

References to a chapter in a book should include the names of the authors as above, the title of the chapter with the word "In" preceding the reference of the work as above.

Electronic references should be given only when an original citation is unavailable; as much information should be provided as possible, including html address and date of access.

References to an article to be published should give the name of the journal with the mention 'in press' and only appear after having been accepted. Articles under submission can be cited in the text.

Personal communications should be given in the text with the name of the individual cited and with his/her consent.

TABLES
Tables should be referred to consecutively in the text and placed after the references. They should be numbered in Arabic numerals which are used for reference in the text. A short descriptive title should appear above the table. Each column should have a short or abbreviated title. All abbreviations should be explained in a clear legend below the table.
The number and size of the tables should be kept to a basic minimum to explain the most significant results.
NB: A 'moderate-sized' table takes up a quarter of a printed page.

FIGURES
Figures should be referred to consecutively in the text. They can be inserted into the Word document after the tables or uploaded separately as image files (.jpg, .ppt, .gif, .tif or .bmp).

A brief explanatory legend that does not repeat information given in the text should be provided for every Figure.

After acceptance, all figures must be supplied in editable format (e.g., .ppt, .xls) to allow editorial modifications.

Line drawings (curves, diagrams, histograms) should be in black and white, with solid black lines. For optimal clarity, avoid shading.

Flow charts: Flow charts/algorithms should be provided in editable Word format without colour or shadowing.

Lettering: The size of the symbols and lettering should be in scale with the figure using Arial font, of uniform size. All figures should be the same point size.

Half-tone figures should be clear and highly contrasted in black and white. Photo-micrographs should have internal scale markers where appropriate. X-ray films should bring out the detail to be illustrated with the area of importance clearly indicated.

Techniques (staining, magnification, etc) should be defined.

Half tone and colour figures should be supplied at a resolution of a least 300 dpi (preferably 500 dpi).

The cost of reproducing colour illustrations (print or online) will be covered by the authors.

Patient confidentiality: Illustrations that show recognisable individuals are strongly discouraged and will be considered for publication only where fully justified. In such cases, consent must be obtained from the individual or legal guardian for publication. For portions of the image not essential to the illustration, authors should indicate where it can be cropped.

Permission to reproduce illustrations or tables should be obtained from the original publishers and authors, and submitted with the article. They should be acknowledged as follows: ‘Reproduced with the kind permission of (publishers) from (reference).’

NB: A ‘moderate-sized’ figure takes up a quarter of a printed page.

ABBREVIATIONS AND UNITS
Avoid abbreviations in the title or summary. Abbreviations or unusual terms should be described at the first time of use.
Symbols and units of measure must conform to recognised scientific use, i.e., SI units. For more detailed recommendations, authors may consult the Royal Society of Medicine publication Units, Symbols and Abbreviations: A Guide for Biological and Medical Editors and Authors.

Designation of diseases must conform to the International Classification of Diseases. Designation of micro-organisms must conform to the norms of biology. Proprietary names of drugs, instruments, etc., should be indicated by the use of initial capital letters. Names of instruments should be accompanied by the manufacturer's name, city, state and country. Any software used should be described in full, including version, manufacturer, city, state and country.

FORMAT OF SUBMITTED ARTICLES

Original research articles: Where the editors believe a shorter article is justified, they reserve the right to request this.
- Text up to 2500 words, a structured summary of 200 words, up to 7 moderate-sized tables/figures and up to 35 references.

Systematic reviews and meta-analyses: length as for original articles. Excess material should be published in an online appendix. No pre-submission query required.

Case reports are considered only if they contain original and innovative material. Patient consent should be provided (or in the case of death the consent of a relative).
- Text up to 1000 words, a summary of 100 words, 2 tables/figures and 10 references.

Scientific correspondence in response to an article published in the ITLD is welcome, and should be submitted within 3 months of the publication date of the article to which it refers. They are sent to the authors for reply. These exchanges are prioritised for publication in the next available issue of the Journal.
- Text up to 500 words, with 5 references and without tables or figures.

FORMAT OF INVITED ARTICLES

The editors may invite submissions in the following formats. Unsolicited submissions are not considered. However, prospective authors may submit a one-page proposal for a perspectives article. All articles are subject to peer review.

Editorials are usually commentaries on original research articles published in the same issue or on special events.
- Text up to 500 words and 5 references.

Perspectives articles are focused, expert reviews on cutting-edge issues. One-page proposals will be considered, and will be judged on 1) the scientific importance and novelty of the subject matter, 2) its relevance to the readership of the Journal, and 3) the expertise of the proposed authors. Perspectives are expected to draw conclusions and make recommendations that are based on the evidence presented.
- Text up to 2500 words, a structured summary of 200 words, up to 7 moderate-sized tables/figures and 35 references.

State of the Art articles are invited articles that present a timely review of a broad subject area that is relevant to the Journal’s readership. They may be stand-alone or part of a series.
- Text up to 4500 words, a structured/unstructured summary of 250 words, 8 moderate-sized tables/figures and 90 references.

Papers that are too long must comply with editorial requirements. An excess page charge of 200€ per page is applied.

ONLINE APPENDICES

Additional text, tables and figures may be supplied as an online Appendix. A single charge of 100€ will be applied. Online appendices should be submitted with the manuscript for review. Authors may also be requested to move overlarge tables/figures to an online appendix.
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LINKS FOR SUBMISSION OF ARTICLES
http://mc.manuscriptcentral.com/ijtld, link via www.theunion.org
Full submission instructions are given on the Manuscript Central site (click on “Instructions and Forms”, then “Submission instructions”).

REVISION OF PROOFS
Proofs are sent to the corresponding author by e-mail in PDF format. Authors should return corrected galley proofs by fax or e-mail directly to the Editorial Office in Paris within 48 hours of receipt. Only minor corrections should be made.

OFFPRINTS
An offprint order form will be sent to the corresponding author of each article. The completed form must be returned with the corrected proofs.

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