

INSTRUCTIONS FOR AUTHORS

CONTENT

Diabetes Care publishes original articles of and commentaries about human and clinical research intended to increase knowledge, stimulate research, and promote better management of people with diabetes mellitus. Emphasis is on human studies reporting on the pathophysiology and treatment of diabetes and its complications; genetics; epidemiology; psychosocial adaptation; education; nutrition; medical economics; and the development, validation, and application of accepted and new therapies. Topics covered are of interest to clinically oriented physicians, researchers, epidemiologists, psychologists, diabetes educators, and other health-care professionals.

Diabetes Care, beginning with the January 1992 issue, will accept the submission of articles on computer diskettes. Authors should submit diskettes with the final version of their manuscripts along with the typed *revised* manuscript. All diskettes must be accompanied by 3 accurate double-spaced paper copies of the manuscript. Diskettes must be labeled with the following information: 1) author's name, 2) article title, 3) software and hardware used.

Diskettes may be produced on IBM, IBM-compatible, Apple, or Wang computers. Authors using Apple computers should not use the "Fast Save" option.

The use of data on diskettes will often speed the processing of an author's manuscript. However, the advantages of using diskettes are easily lost if authors do not adhere to standard conventions of

style and formatting. We encourage authors to observe these guidelines:

1. Do not attempt to make your output approximate or match the typeset page. Simply format your manuscript as you normally would.
2. Make sure that any special characters (including Greek and mathematical characters) are clearly marked on the hard copies of the manuscript. If your word processing program has an extended character set offering special characters, use these.
3. Never type the letter "l" for the numeral "1" and never interchange the letter "O" for the numeral "0."
4. Do not divide words by manually hyphenating at line endings. Let the text wrap. If your word processor has automatic hyphenation turn it off to prepare your electronic manuscript.
5. Do *not* place figure captions and tables within the text. The copyeditor will indicate the placement of this material within the text. Put figure legends after the text of your article. Put tables after figure legends.
6. Prepare references in the style set forth by *Diabetes Care*. If references are not in the proper style, diskettes may be returned to authors for revision.

Original articles report clinical investigation in areas relevant to diabetes. Articles should not exceed 5000 words (~20 typewritten double-spaced pages), including tables, figure legends, and references necessary to support the data and their interpretation. The following features are essential: hypothesis testing, suitable controls, appropriate statistical methods, clear reporting of results, and conclusions supported by the results. Papers will be judged on their uniqueness and importance.

Short reports are succinct case reports, observations relating to the practice of diabetology, and other brief communications. Text should not exceed 1500 words (~6 typewritten double-spaced pages).

Technical articles are descriptions and assessments of material and devices used for the care of patients with diabetes. Articles should not exceed 5000 words.

Commentaries are short critical articles on topics in diabetes care and on articles that appear elsewhere in the issue. Unlike reviews, commentaries should not attempt an exhaustive literature review but analyze a few carefully selected findings. Text should not exceed 1500 words.

Clinical practice observations are based on original clinical findings that tested, refined, validated, or questioned aspects of clinical practice. Text should not exceed 1500 words.

Letters to the Editor include opinions on topics published in the journal or relating to diabetes in general. Letters should not exceed 500 words.

Diabetes Care publishes only material that has not been printed previously or submitted elsewhere, with the exception of an abstract less than 400 words in length. The American Diabetes Association holds the copyright on all material appearing in *Diabetes Care*. All authors must sign a letter acknowledging 1) no prior publication and 2) copyright transfer to the ADA (in accordance with the Copyright Revision Act of 1976) as follows:

We approve the submission of this paper to *Diabetes Care* for publication and have taken due care to ensure the integrity of this work. We confirm that neither the manuscript nor any part of it has been published or is under consideration for publication elsewhere (abstracts excluded).

In consideration of ADA reviewing my (our) submission, the undersigned author(s) transfers, assigns, or otherwise conveys all copyright ownership to ADA in the event the work is published.

Signature of all authors

Diabetes Care subscribes to the requirements stated in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (*N Engl J Med* 324:424–28, 1991) that authorship implies substantial contributions to conception and design or analysis and interpretation of data and drafting of the article or critical revision for important intellectual content.

Conflict of interest or support of private interests must be clearly stated. All human investigations must be conducted according to the principles expressed in the Declaration of Helsinki. All studies involving animals must state that guidelines for the use and care of laboratory animals of the authors' institution or the National Research Council or any national law were followed.

MANUSCRIPT FORMAT AND STYLE

Five copies of the entire manuscript, including tables and figure legends (original plus 4 photocopies), must be submitted. If black and white graphs or

charts are used, submit 3 sets of glossy prints; the other 2 sets should be photocopies. If photographs are used, 5 glossy sets must be included. Manuscripts must be typewritten double spaced (including references, tables, and figure legends) on one side of 8 1/2 × 11-inch (21.6 × 27.9-cm) nonerased white bond paper. Provide margins of at least 1 inch at top, bottom, and both sides of each page. The manuscript should be arranged in the following order: title page, abstract, introduction (no heading), research design and methods, results, conclusions, acknowledgments, references, tables, and figure legends. Number pages consecutively beginning with the title page.

Title page

Titles should be brief. Also, include a short running title (<40 characters); first name, middle initial, last name, and highest academic degree of each author; affiliation in English of each author during the study being reported; name and address of author to whom correspondence and reprint request should be addressed; and 3–6 key words for subject indexing of the article (the word *diabetes* is too general).

Abstract

The abstract should not exceed 250 words. It must be self-contained and clear without reference to the text and should be written for a general journal readership. The abstract must be in a structured format: *Objective*, purpose or hypothesis of study; *Research Design and Methods*, basic design, setting, number of participants and selection criteria, treatment or intervention, and methods of assessment; *Results*, significant data found; *Conclusions*, validity and clinical applicability.

Text

Terminology and style. Articles should be written in clear, concise English following the recommendations for scientific writing found in the CBE Style Manual (5th ed., 1983, Bethesda, MD,

Council of Biology Editors). All accepted manuscripts will be edited according to the CBE Style Manual and The Chicago Manual of Style (12th ed., 1982, Chicago, IL, The University of Chicago Press) by ADA professional publications staff. The authors are responsible for all statements made in their articles or editorials, including any editing changes made by staff.

The designations insulin-dependent diabetes mellitus (IDDM or type I) and non-insulin-dependent diabetes mellitus (NIDDM or type II) should be used when referring to the two major forms of diabetes mellitus. The term *diabetic* should not be used as a noun. The terms *men* and *women* are preferable to *males* and *females*.

Abbreviations. Abbreviations should be used only when necessary, e.g., for long chemical (HEPES) or procedure (ELISA) names or terms used throughout the article, and must precede at first use by the word for which it stands. Abbreviate units of measure only when used with numbers. Abbreviations may be used in table and figures for space considerations but must be defined in the accompanying legends. The CBE Style Manual contains lists of standard scientific abbreviations.

Units. Measurements should be in Système International (SI) form (see SI table in each issue). Glycosylated hemoglobin should be expressed as percentage of total and as standard deviation from mean control levels.

Materials. Authors should provide the name and location of the source for specified chemicals and other materials only if alternate sources are considered unsatisfactory. *Diabetes Care* uses the spelling *streptozocin*.

Acknowledgments. Acknowledgments should contain brief statements of assistance, financial support, and prior publication of the study in abstract form, if needed.

References. References should be listed according to the following examples. All authors must be cited and inclusive

page numbers provided. Journal titles should be abbreviated according to the Serial Sources for the BIOSIS Data Base; for unlisted journals, complete journal titles should be provided. Authors are responsible for the accuracy of the references.

Journal articles:

Banting FG, Best C: The internal secretion of the pancreas. *J Lab Clin Med* 7:251-66, 1922

Books:

Allen FM: *Studies Concerning Glycosuria and Diabetes*. Cambridge, MA, Harvard Univ. Press, 1913

Chapters in books:

Stauffer W, Renold AE: Pathophysiology of diabetes mellitus. In *Joslin's Diabetes Mellitus*. 11th ed. Marble A, White P, Bradley RF, Krall LP, Eds. Philadelphia, PA, Lea & Febiger, 1971, p. 35-98

Government publications:

Fajans SS (Ed.): *Diabetes Mellitus*. Washington, DC, U.S. Govt. Printing Office, 1976 (DHEW publ. no. NIH 76-854)

Figures. Figures should be professionally drawn and photographed. Symbols and labels should be clearly visible when figure is reduced to one column in width. Figures must be unmounted, unstapled, and no larger than 5 × 7 inches (12.7 × 7.3 cm). Photographs should be cropped to one or two columns in width. Headings and descriptions should be placed in figure legends rather than on the figures. Authors are responsible for figure quality. If color figures are used, printing costs must be paid by the author and a letter of acceptance of the incurred charges must be received at the editorial office before production begins on the manuscript.

Tables. Tables should be double spaced on separate pages with table number and

title. Tables with internal divisions (Tables 1A and B) should be submitted as individual tables. Symbols for units should be confined to column headings. Abbreviations should be kept to a minimum and defined in table legend. For footnotes, use the following symbols consecutively, left to right, top to bottom of table: *†‡§||¶.

MANUSCRIPT SUBMISSION

All contributions, including solicited articles and symposia, are critically reviewed by the Editors and invited referees. Reviewers' comments are usually returned to the authors. The decision of the Editors is final.

Authors must submit manuscripts with an accompanying cover letter that includes the address and telephone and fax numbers of the person responsible for negotiations concerning the manuscript. Authors are encouraged to suggest six possible reviewers for their manuscript. All communications to the Editors must be in writing.

All manuscripts and editorial correspondence should be addressed to Allan L. Drash, MD, Editor, *Diabetes Care*, Children's Hospital of Pittsburgh, Rangos Research Center, 3705 Fifth Avenue, Pittsburgh, PA 15213 (phone 412-692-5851, fax 412-692-5960).

SUBMISSION OF SUPPLEMENTS

A proposal for a supplement must first be submitted to ADA. The proposal must specify:

1. The name of the pharmaceutical firm sponsoring the supplement (not merely the name of the public relations agency handling its publication).

2. If the supplement is based on a symposium, indicate where and when the symposium was held and how the speakers and papers were selected.
3. Whether authors will be paid, and, if so, how much.

If the proposal is approved, the sponsor then must submit a proposal to the Editor of *Diabetes Care*. Initial approval by ADA does not commit an editor to accept a proposal in whole or part. All manuscripts are subject to the same peer review as other manuscripts in the journal.

ACCEPTED MANUSCRIPTS

Accepted manuscripts will be scheduled for publication as soon as possible. Authors will receive 2 sets of page proofs; one set (master copy) is for making corrections and the duplicate set is for the author's files. Master proof, original manuscript, artwork, and reprint requests form should be returned within 48 hours of receipt to *Diabetes Care*, American Diabetes Association, 1660 Duke Street, Alexandria, VA 22314. Failure to do so will delay the publication of article to another issue.

FINANCIAL OBLIGATIONS

Beginning with the February 1993 issue of *Diabetes Care*, a page charge (\$25/page) will be assessed to help defray publication costs. In addition, authors will be charged \$70 for any author alterations to page proof, excluding the correction of editorial and typographical errors. The author who is to assume responsibility for payment of these charges should be identified on the manuscript.