

## Instructions for Authors

The International Journal of Infection Control (IJIC) is published at least twice per year by the International Federation of Infection Control (IFIC). The journal is now fully electronic and can be accessed at <http://www.ijic.info>. Statements and opinions expressed in articles and communications in the Journal are those of the author(s) and not necessarily those of the Board of IFIC.

The aim of the journal is to provide a forum for infection control professionals, especially those in low resource countries, to disseminate research and practice information and support the goals of IFIC to network and encourage infection control initiatives on a worldwide basis.

### **Instructions for Authors**

IJIC receives for publication manuscripts on all aspects of infection prevention and control in health care setting, especially pertaining to practice and research in developing countries. The following types of submissions are accepted:

#### ***Review articles***

5000 words maximum; comprehensive references; 5-10 key words; unstructured abstract up to 250 words.

#### ***Original articles***

5000 words maximum; comprehensive references; 5-10 key words; unstructured abstract up to 250 words.

#### ***Short reports***

Case reports can be submitted if they illustrate some exceptional point in the field of infection prevention and control. 1000 words maximum; up to 10 references

### ***Practice Forum***

Submissions of a more descriptive account of how infection control practitioners or teams tackled a specific challenge or brought about improvement in the prevention or control of healthcare associated infections in their institution or country. 2000 words maximum; unstructured format

### ***Letters to the editor***

Correspondence to the Editor may refer to material published recently in IJIC or alternatively describe brief accounts of new observations or on other matters of interest. 500 words maximum; unstructured format

### ***Editorial commentaries***

1000 words maximum; up to 20 references; 5-10 key words; unstructured abstract up to 100 words.

Each figure and/or table present will reduce the word count permitted by 200 words.

Any previous or pending publication of the material in conference proceedings, letters to journals and brief communications etc. must be declared.

All Authors must declare whether there are any potential conflicts of interest and any sources of funding.

An e-mail address must be provided to aid rapid processing of manuscripts.

Authors should retain a copy of all material as the editors cannot accept responsibility for loss.

### **Submission procedures**

The only accepted mode of submission is electronic through the author gateway accessible at the journal website: [www.ijic.info](http://www.ijic.info)

### **Arrangement and format of Original Articles**

#### **Title Page**

All submissions in all categories must include a title page indicating the intended category. This should show the title, names of all authors (but not their degrees) and the name of the institution or department where the work was done, as well as the name, postal address, telephone number and email address of the author to whom correspondence should be sent. A running title not exceeding 40 characters and spaces should be provided on the title page.

#### **Abstract**

This should explain briefly what was done, what was observed and what was 'concluded'. Do not include subheadings within the summary. Abstracts should not exceed 250 words. Authors should provide Keywords from their abstract; listing them immediately after the abstract.

#### **Introduction**

A brief statement outlining the purpose and context of the paper, but leaving discussion for the Discussion section.

#### **Background**

Provide a rationale for this article and history of the issue.

Method, results and discussion should be restricted to the section so named, except that preliminary results may be included in the Methods section if necessary.

#### **Methods**

Outline what measures were used. If appropriate, include information on laboratory tests.

#### **Results**

A statement of results, without discussion of their significance or relationship to those of others. Information may be conveyed in text or in figures or tables.

#### **Discussion**

Include an explanation of what the results imply and any thoughts on the implications for the field of infection prevention and control.

#### **Acknowledgements**

Authors should acknowledge help received in carrying out the work reported, e.g. supply of bacterial strains, permission to study patients, phage or biotyping of strains, according to accepted custom. When the work included in a paper has been supported by a grant from any source this must be indicated.

#### **References**

References in text should be listed numerically in superscript after punctuation. The list of references should be in numerical (not alphabetical) order, according to their citation in the text, at the end of the article. References cited in tables or in figure legends should be numbered sequentially according to the first mention in the text of the particular table or illustration.

Lists of authors: list the first three for seven or more and add *et al.* Authors are responsible for the accuracy of references and for ensuring that references given in the text comply with those in the list of references.

## Journal book and chapter references should be set out as below

### Journals

1. Fallon RJ. Nosocomial infections with *Legionella pneumophila*. *J Hosp Infect* 1980; **1**: 299–305.

### Books and chapters

1. Washington JA, Barry AL. Dilution test procedures. In: Lennette EH, Spaulding EHTruant JP, Eds. *Manual of Clinical Microbiology*, 2nd edn. Washington, DC: American Society for Microbiology 1979; 410–417.

### www addresses

1. Siegel JD, Rhinehart E, Jackson M, Chiarello L, and the Healthcare Infection Control Practices Advisory Committee, 2007. Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings, June 2007. Public Health Service, US Department of Health and Human Services, Centers for Disease Control and Prevention, Atlanta, Georgia. [http://www.cdc.gov/ncidod/dhqp/gl\\_isolation.html](http://www.cdc.gov/ncidod/dhqp/gl_isolation.html) [Accessed August 7, 2007]

### Tables

Tables should be numbered in Roman numerals (e.g. Table III). Each table should be on a separate sheet and should include a title which makes the meaning clear without reference to the text.

### Figures

Illustrations should be in finished form suitable for reproduction, as large as or larger than the final size on the page. Photographs should have strong contrast and be trimmed to exclude unnecessary background. Figures should be planned to fit the proportions of the Journal pages, and details should be easily discriminated at the final size.

All illustrations are to be numbered with Arabic numerals as Figures 1, 2, 3 etc. without abbreviation, in the order of their first mention in the text. A short explicit legend must be provided for each figure. All such legends should be listed together in the final section of the manuscript.

### Bacterial nomenclature

Organisms should be referred to by their scientific names according to the binomial system. When first mentioned the name should be spelt in full and written in italics. Afterwards the genus should be abbreviated to its initial letter, e.g. '*S. aureus*' not '*Staph. aureus*'. If abbreviation is likely to cause confusion or render the intended meaning unclear the names of microbes should be spelt in full.

### Date format

Use European Date format.

### Spelling

Use English (UK) spelling

### Medicinals

These should be referred to by their approved generic name and not proprietary names.

### Additional points to note

All pages of the manuscript should be numbered consecutively

- Use two 'carriage returns' to end headings and paragraphs.
- Type text without end of line hyphenation, except for compound words.
- Do not use the lower case letter 'l' (el) for '1' (one) or 'O' for '0'.
- Be consistent with punctuation and only insert a single space between words and after punctuation.
- Include a list of any special characters you have had to use, e.g. Greek, maths.
- Footnotes should be avoided.
- Font: Word Arial
- Plain text

Figure Legend, and each Table should be on a separate page in the same file.

Manuscripts will only be accepted in electronic Microsoft Word format. The manuscript should indicate clearly the corresponding author and include full contact details including address, telephone and email details.

Tables and figures should be appended at the end of the document. Illustrations (figures, diagrams, maps and photographs) should be inserted into the main manuscript, but should also be sent to the editorial team in a separate file from the main text, in the jpg format. Titles for figures should be short and self-explanatory, abbreviations and symbols should be defined, and sources should be referenced. Figures should be planned to fit the proportions of the Journal pages.

Tables should be easy to understand, and should be sent in Word or Excel format.

Any material which has been published elsewhere and is contained in a contribution to the Journal must be accompanied by a statement giving permission to reproduce the material signed by the author(s) and publishers concerned.

After approval for publication, the corresponding author may be requested to email an image file of a scanned document, signed by all the authors, indicating their agreement to submission.

- Every article and submission will be reviewed by at least 1 reviewer
- If the reviewers require changes prior to consideration for publication, these will be indicated in a reply sent to the corresponding author, in which a deadline for amendments will be set.
- If the submission is rejected, the editor will explain to the authors the reasons for this rejection. No appeal process is available.
- The Editor retains the customary right to make changes in style and language without consultation.