The International Journal of Infection Control (IJIC) is published at least four times 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.

A covering letter should accompany the manuscript, declaring any previous or pending publication of the material in conference proceedings, letters to journals and brief communications etc. IJIC strictly adheres to the ethics of research and publication (see the Ethics and Malpractice Statement) so all authors must declare whether there have any potential conflicts of interest and any sources of funding.
An e-mail address must be provided to aid rapid processing of manuscripts.

Submission procedures
The only accepted mode of submission is electronic through the author gateway accessible at the journal website: 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 standard MeSH Keywords from their abstract; listing them immediately after the abstract.

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.

Funding
When the work included in a paper has been supported by a grant from any source this must be indicated.

Ethical approval
Approval of Ethics/Drug Committee/Institutional Review Board should be specified, if applicable.

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**

**Books and chapters**

**www addresses**

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

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.

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Manuscripts will only be accepted in electronic Microsoft Word format. Authors should retain a copy of all material as the editors cannot accept responsibility for loss.

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

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• 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.
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