

Instructions for Authors

Before writing a full article, please send an abstract/outline of your intended article to the Diabetic Hypoglycemia editorial office at: submissions@hypodiab.com. The editorial board will consider your proposal and confirm whether the topic of the article is appropriate for the target audience of the journal.

All submissions should adhere to the International Committee of Medical Journal Editors Uniform Requirements for Manuscript Submitted to Biomedical Publications (ICMJE), where applicable: http://www.icmje.org/urm_full.pdf.

Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Complete anonymity is difficult to achieve, however, and informed consent should be obtained if there is any doubt.

Financial relationships (such as employment, consultancies, stock ownership, honoraria, paid expert testimony) that may affect his or her actions or interpretation of data must be declared by authors.

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000.

The following information provides guidance in preparing manuscripts for this journal.

1. Title Page

The title page should have the following information:

- Article title. This should include all information in the title that will make electronic retrieval of the article both sensitive and specific.
- Abbreviated title.
- Authors' names (first name followed by surname), degrees and institutional affiliations.
- Contact information for corresponding authors.
- Word counts. A word count for the text only.
- The number of figures and tables.

2. Structure

Feature articles and spotlight articles are to be divided into the following sections:

- Abstract (up to 250 words) and 3–5 keywords
- Introduction followed by relevant subheadings
- Conclusion
- References
- Acknowledgements
- Conflict of interest and financial disclaimer

Case study reports are to be divided into the following sections:

- Abstract (up to 250 words) and 3–5 keywords
- Background
- Management
- Author comment
- References (if any)
- Acknowledgements
- Conflict of interest and financial disclaimer

Treatment reviews into the following sections:

- Abstract (up to 250 words) and 3–5 keywords
- Introduction followed by relevant subheadings
- Conclusion
- References
- Acknowledgements
- Conflict of interest and financial disclaimer

A commentary from a member of the Editorial Board will be added to the end of the Case study report and Treatment review article.

3. Word counts

Word counts (excluding abstract, acknowledgments, figure legends, and references) should not exceed:

- Feature articles – 3500 words
- Spotlight feature article – 1500 words
- Case study – 800 words
- Treatment review – 3000 words

4. Style

- Use Arial font – 11pt, double spacing
- Use sentence case (not title case) for titles
- Avoid underlining titles – use eg bold/italics/color, for emphasis

- Use 'z' spelling (usually referred to as US spelling)
- Always include page numbers at the bottom of Word versions of articles
- Numbers one to nine should be written out in full in text – from 10 onwards use numbers only
- Numbers at the beginning of sentences in text should be written as words
- Measures such as days/weeks/years should always be written as numbers – eg 1 day, 1 week, 1 year
- A comma should be used in numbers over 9999 – eg 9000, 10,000
- A space should be inserted between a number and a unit – eg 15 mg
- There is no space between a number and a percentage symbol – eg 15%
- Symbols such as =/>/</≥/≤ should be used without spacing – eg n=15, p<0.05
- Full points should not be used in abbreviations eg – etc, eg, ie, bid, tid, iv, BMJ, UK, USA, Dr
- Always define an abbreviation on first use
- Please display blood sugar levels as both mmol/l and mg/dl
- Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples

5. References

- In the text, references should appear following punctuation, and in superscript in the order in which they appear in the text
- The following format should be used for Diabetic Hypoglycemia journal references:
 - First, second and last author's surname and initials, eg Smith K, Jones T, Richards R, *et al.* *Lancet* 2006;**10**:145-50.
- Please note that in this journal reference format:
 - 'Et al' is italicised; journal name is italicised; volume number is in bold
 - Abbreviated journal names should be used (eg *Br J Cancer*) as per PubMed specifications
 - No full point after journal name
 - No spaces between year/volume/page numbers
 - Final page numbers are truncated – eg *Lancet* 2006;10:145–50 (*not* 145-150)

6. Tables and Figures

Tables

Type or print each table with double-spacing on a separate page in Microsoft Word. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Do not use internal horizontal or vertical lines. Give each column a short or an abbreviated heading. Place explanatory matter in footnotes, not in the heading. Please place the table where you would like it to be positioned in the printed document.

Figures

Figures should be either professionally drawn and photographed, or submitted as photographic-quality digital prints. Please supply electronic files of figures, ideally at a resolution of 300 dpi (minimum 100 dpi), in a format (JPEG or TIFF) that will produce high-quality images. Letters, numbers, and symbols on figures should therefore be clear and consistent throughout, and large enough to re-main legible when the figure is reduced for publication. Figures should be numbered consecutively according to the order in which they have been cited in the text. Please place the figure where you would like it to be positioned in the printed document.

If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce the figure. Permission is required irrespective of authorship or publisher.

7. Editorial Board review

Manuscripts must be spell-checked and accompanied by a cover letter or email, which should include the following information.

- A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form.
- A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work if that information is not provided in another form (see below).
- The name, address, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs, if that information is not included in the manuscript itself. The letter should give any additional information that may be helpful to the editor, such as the type or format of article in the particular journal that the manuscript represents.

Please e-mail your submission as a Microsoft Word document, together with the cover letter to the Diabetic Hypoglycemia editorial office at: submissions@hypodiab.com.

Images and tables should be embedded in the relevant place in the body of the document. Please also send your images separately as high-resolution images. Please ensure that you have obtained permission and please include in figure captions.

About Diabetic Hypoglycemia

Published by ESP Bioscience (Crowthorne, UK), Diabetic Hypoglycemia is an influential online diabetes journal led by Editor-in-Chief Professor Brian Frier (Edinburgh, UK), with Associate Editors: Professor Simon Heller (Sheffield, UK), Professor Christopher Ryan (Pittsburgh, USA), Professor Rory McCrimmon (Dundee, UK), and Professor Anthony L. McCall (Virginia, USA). Published three times annually, Diabetic Hypoglycemia provides an interactive forum for the sharing of practical knowledge and opinions in the field of hypoglycemia.

To explore Diabetic Hypoglycemia, please take the guided tour:

<http://www.hypodiab.com/Teaser/hypodiab.html>.

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