

# Journal of Hospital Infection

## Instructions for Authors

Contributions should be submitted online at <http://jhi.edmgr.com>

Manuscripts must be accompanied by a letter signed by the corresponding authors indicating that all named authors have seen and agreed to the submitted version of the paper; that all who are included in the acknowledgements section, or as providers of personal communications, have agreed to those inclusions; and that the material is original, unpublished and has not been submitted elsewhere. 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.

A fax number and 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.

The Journal will consider for publication Original Articles in English on all aspects of hospital infection as well as Leading Articles and longer Review Articles on subjects of current interest.

The journal would not usually publish papers over 8 pages in the journal. This equates to approximately 4000 words in total, which includes summary, text, acknowledgements and references. Each figures and/or tables present will reduce the word count permitted by 200 words.

Suitable review articles will be required to provide a few questions and answers for Continuing Professional Development (CPD).

The correspondence section will include letters discussing topics raised by papers already published either in the Journal of Hospital Infection or elsewhere, or on other matters of interest. Brief accounts of new observations may also be presented as letters. The journal will endeavour to achieve rapid publication of correspondence if these contain new observations. Letters should contain up to 800 words, no more than one table or figure and up to 8 references.

Case reports are not normally published unless they illustrate some exceptional point in the field of infection control. When published, case reports usually appear as a letter to the Editor.

A list of language and copyediting services to authors who need assistance **before** they submit their article for peer review or **before** it is accepted for publication can be found at:

<http://authors.elsevier.com/LanguageEditing.html>

### Arrangement and format of original articles

These would normally comprise the following sections in the order given:

*Title Page.* 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 and address of the author to whom the proofs and correspondence should be sent. A running title not exceeding 40 characters and spaces should be provided on the title page.

*Summary.* This should explain briefly what was done, what was observed and what was 'concluded'. Do not include subheadings within the summary. Summaries should not exceed 250 words.

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

*Methods.*

*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 but not in both.

*Discussion.*

*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 should comply with the 'Vancouver' style. For a full explanation of this see the *Br Med J* 1988; **286**: 401–405.

In the text, references must be consecutively numbered in the order in which they are first mentioned, and must be **identified by superscript arabic numerals, after punctuation**, e.g. 'it has been reported <sup>3</sup> ...', or '... as noted by Smith. <sup>4</sup>' The quoted references should be listed in

numerical (not alphabetical) order 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 should be given for up to six 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 EH, Truant JP, Eds. *Manual of Clinical Microbiology*, 2nd edn. Washington, DC: American Society for Microbiology 1979; 410–417.

Titles of journals should be abbreviated in accordance with *Index Medicus* (see list printed annually in the January issue of *Index Medicus*). Whenever possible, please include the digital object identifier (DOI), if noted, from the article's title page. Please note the following examples:

1. Russell AD, McDonnell G. Concentration: a major factor in studying biocidal action. *J Hosp Infect* 2000; **44**: 1–3. doi:10.1053/jhin.1999.0654.
2. Jacobsson B-M, Hijelte L, Nystyröm B. Low level of bacterial contamination of mist tents used in home treatment of cystic fibrosis patients. *J Hosp Infect* 2000. doi:10.1053/jhin.1999.0658.

www addresses must **not** be used as references.

**Papers that are submitted with references or other features that do not comply with these instructions will be returned to their authors and may not be considered for publication until they have been resubmitted.**

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.

Headings and subheadings may be used in the text. Footnotes should be avoided.

All pages of the manuscript should be numbered consecutively in the order: title page, text, references, tables, figures, legends.

**Keywords.** Authors should provide Keywords from their summary; listing them immediately after the summary.

**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. Use '-' for 'no observation', or 'not measured'.

**Figures.** Illustrations should be in finished form suitable for reproduction, as large 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. Colour photographs will be considered only if essential.

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. Only those names which were included in the Approved List of Bacterial Names, *Int J Syst Bacteriol* 1980; **30**: 225–420 and those which have been validly published in the *Int J Syst Bacteriol* since 1 January 1980 have standing in nomenclature. If there

is good reason to use a name that does not have standing in nomenclature, the names should be enclosed in quotation marks and an appropriate statement concerning the nomenclatural status of the name should be made in the text (for an example see *Int J Syst Bacteriol* 1980; **30**: 547–556). When the genus alone is used as a noun or adjective, use lower case roman not underlined, e.g. 'organisms were staphylococci' and 'acinetobacter infection'. If the genus is specifically referred to, use italics, e.g. 'organisms of the genus *Staphylococcus*'. For genus in plural, use lower case roman e.g. 'salmonellae'; plurals may be anglicized e.g. 'salmonellas'. For trivial names, use lower case roman e.g. 'meningococcus'.

**Numbers, measurements and statistics.** Numbers one to nine are written unless they are measurements (e.g. 5 mL). Numbers greater than nine are spelled out if they begin a sentence, or when clarity requires it. Numbers above and including 10 000 have a space, not a comma. A decimal point is preceded by a number or cypher, e.g. '0 5'. Decimal points in columns should be aligned vertically. Dates are usually provided in full: 14 April 1949. Measurements may be expressed in SI or non-metric units. Use 10 mL/h rather than -1 or per. When referring to microbial concentrations use expressions such as ' $10^x$ ', not ' $x \log_{10}$ '.

When referring to changes in microbial concentration, use expressions such as 'reduced by a factor of  $10^x$ ', not 'reduced by  $x \log_{10}$ '; 'a  $\log_{10}$  reduction factor of  $x$ ' may also be used.

**Abbreviations.** Use capitals for: MIC, MBC, WBC, RBC, DNA, RNA, Group A, B etc. for antigenic or other groups, HPA, CDSC, CDC, WHO, CSF, MSU, EMU, CSU. Use cfu, pfu, mm, m, min, h, in, ft, g, kg, mL, L, im, iv, iu, *P* (probability). Use sp. and spp. (species, singular and plural). Use Gram's stain and Gram-negative bacillus.

**Date format.** Use European Date format.

**Spelling.** Use British spellings: *Haemophilus*, haematology, paediatrics, leucocyte, leukaemia, bacteraemia, sulphonamides, aetiology; but note neutropenia, fetal. Please note the journal uses UK 'z' spelling (e.g., colonizes).

**Drugs.** These should be referred to by their approved and not proprietary names; for guidance, see the British National Formulary

**Additional points to note**

- 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'. (They have different typesetting values.)
- Be consistent with punctuation and only insert a single space between words and after punctuation.
- Please include a list of any special characters you have had to use, e.g. Greek, maths.

The Editor retains the customary right to make changes in style and language without consultation.

## Patient Consent

Studies on patients or volunteers require ethics committee approval and informed consent which should be documented in your paper.

Patients have a right to privacy. Therefore identifying information, including patients' images, names, initials, or hospital numbers, should not be included in videos, recordings, written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and you have obtained written informed consent for publication in print and electronic form from the patient (or parent, guardian or next of kin where applicable). If such consent is made subject to any conditions, Elsevier must be made aware of all such conditions. Written consents must be provided to Elsevier on request.

Even where consent has been given, identifying details should be omitted if they are not essential. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance that alterations do not distort scientific meaning and editors should so note.

If such consent has not been obtained, personal details of patients included in any part of the paper and in any supplementary materials (including all illustrations and videos) must be removed before submission.

### **Copyright Information**

Authors submitting a manuscript do so on the understanding that, if it is accepted for publication, exclusive copyright of the paper shall be assigned to The Hospital Infection Society.

### **Permissions Information**

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### **Proofs**

One set of page proofs in PDF format will be sent by e-mail to the corresponding Author (if we do not have an e-mail address then paper proofs will be sent by post). Elsevier now sends PDF proofs which can be annotated; for this you will need to download Adobe Reader version 7 available free from <http://www.adobe.com/products/acrobat/readstep2.html>. Instructions on how to annotate PDF files will accompany the proofs.

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### **Contact Details:**

Journal of Hospital Infection  
162 King's Cross Road  
London  
WC1X 9DH  
Tel: 0207 713 0273  
Fax: 0207 713 0255  
Email: [jhi@his.org.uk](mailto:jhi@his.org.uk)

### **Submission via Editorial Manager**

Manuscripts should be submitted to the journal online via the Editorial Manager website, <http://jhi.edmgr.com>.

Authors need to register before submitting their first manuscript online. Click 'REGISTER' on the main navigation menu at the top of the screen; a screen will open, requesting First and Last names and e-mail address. Click "OK" upon completion to access the Registration Page. Authors must enter their personal information to begin the process. Note that information fields marked with asterisks can not be left empty. At the bottom of the form is a field where authors must pick a preferred username which is required to access the Editorial Manager system thereafter. Confirm

that the information entered is correct on the subsequent "Registration Confirmation" page and click the "Continue" button at the bottom.

Upon registering with the Editorial Manager system, a notification will be sent to the e-mail address specified in the registration information. It will contain the username and password required to log in. To

log in, click '**LOGIN**' on the main navigation menu at the top of the screen. Enter the username and password in the appropriate fields then select '**Author Login**' to access the Author Main Menu – a list of functions authors are enabled to perform in the system.

Click 'Submit new Manuscript' to begin the submission process and access the interface via which all the data that comprises the manuscript – text, images and descriptions – is submitted. The text of the article should conform to the arrangement and format detailed above and should be uploaded to the website as a Microsoft Word or Word Perfect document. **PDF files must not be uploaded.** Figures can be submitted in a variety of formats, although JPEG (.jpg) or TIFF (.tif) files at a resolution of at least 300 dots per inch (dpi) for colour images and 1000 dpi for black and white images are preferred. Illustrations should be planned at their final size. Line illustrations should be in a separate file and not embedded in the text.

Once you have logged in to the system, you will be brought to the Author Main Menu (see below). Click 'Submit new Manuscript' to begin the submission process. You will be brought to the Submit New Manuscript menu (see below).

It is from this interface that you will submit all the data that comprises your manuscript – text, images and descriptions.

### **Enter Article Title**

Enter the title of your article in the space provided. Click 'Next' when you're ready to move forward.

### **Select Article Type**

Using the drop-down menu, select the article type that best describes your manuscript. Click 'Next' to proceed.

### **Add/Edit/Remove Authors**

You may add the names of other people who were involved in the creation of the manuscript. Only you as the Corresponding Author will receive any e-mail notifications from the system. You may change the person designated as the Corresponding Author, but this person must be a registered Editorial Manager

user, as they will need to be contacted throughout the submission process. Other Authors do not need to be registered with the system, but may be included for the purpose of appearing in the printed version of the manuscript if it is selected for publication. A first name and last name are required – affiliation information isn't a required entry, however it will aid an Editor who wishes to select Reviewers who aren't affiliated with those who are involved in the creation of the manuscript. You **don't** need to re-enter yourself in the list of authors, as you are listed already as the corresponding author. Click 'Next' to proceed.

### **Select Classifications**

Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. Click the checkbox next to any classification which is relevant to your submission. You may select as many classifications as is appropriate. Click 'Submit' when you are done. Click 'Next' to proceed.

### **Additional Information**

Please enter your total word count which includes summary, text, acknowledgements and references. Enter the number of figures and tables submitted and detail information regarding any conflict of interest and/or sources of funding.

### **Enter Comments**

Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript. Click 'Next' to proceed.

### **Select Region of Origin**

Please select the submissions region of origin from the list provided.

### **Attach files**

For each item you want to provide choose the Item (Items that are required will be marked with an asterisk (\*)), enter a Description, locate the file with the 'Browse' button, then click 'Attach This File' to upload the file (uploading may take several minutes for larger files). If you have saved your manuscript on your desktop or C drive of your computer you'll be able to select it and attach it. **Manuscripts MUST conform to the arrangement and format detailed above.** Please attach Figures as separate TIFF or JPG files to make for ease in publishing. As each item from the drop-down menu is attached, you'll see that a list of what you'll be sending to the Editorial Office is building at the bottom of the screen.

Repeat this process until all items in your submission have been attached. You can see everything you've attached in the list at the bottom. When all Items have been attached ensure they are in correct order by editing the order number which the files are listed and click 'update file order' button. When all the items are listed correctly, click 'Next' at the bottom of the page. You'll again be able to see what you're sending to the Editorial Office, and can make sure that everything you want to include is listed. A message will prompt you if you've left out any of the required pieces of the submission.

Click '**Send**'. A message will appear on the screen thanking you for your submission, and an e-mail verification will be sent. Your manuscript will now be filed in the '**Submissions Waiting for Author's Approval**' in your Author Main Menu. To complete the process you'll need to make one final approval before the Editorial Office receives your submission. (See 'Reviewing and approving your manuscript' in the following section).

If you are unable to complete the submission process, your data will not be lost. You can access your unfinished submission in the '**Incomplete Submissions**' list on your Author Main Menu.

### **Reviewing and approving your manuscript**

You must approve your submission before it is sent to the journal office. Click 'Submissions Waiting for Author's Approval' to bring up a table containing all manuscripts that are waiting to be viewed and approved by you (see below).

Once the PDF version of your manuscript has been created by the system, you will see a set of links in the Action column of the table. '**View Submission**' allows you to view the PDF version of your submission (if you do not have Adobe Acrobat installed on your system, simply click the 'Get Acrobat Reader' icon at the bottom of the Submissions Needing Approval menu and follow the instructions from Adobe's web site). You may choose to make alterations to your submission such as spelling corrections, description changes, extra graphics, etc. – you can do this by selecting 'Edit Submission'. If there is a problem creating the PDF you're viewing, there will be a message in the PDF explaining what may have caused the problem. **Edit Submission** will bring you to the same interface you used when you initially submitted the manuscript. You can remove or add files at the Attach Files portion of the submission if you need to change anything. If you do make changes, a new PDF file for you to view and approve will be built. Once you are satisfied with your submission and are ready to send it to the journal office, click 'Approve Submission'. You may also choose to remove your manuscript from the system by selecting 'Remove Submission' (the Manuscript will not be submitted to the journal office for review). When you approve your submission, it will now be filed in the 'Submissions Being Processed' list in your Author Main Menu.

### **Tracking the progress of your submission**

Once your manuscript has been submitted to the journal, you can track its progress by viewing your submission in the 'Submissions Being Processed' list (see below).

You will be notified when the journal has made a decision.

### **Instructions to submit a revised manuscript**

Files you must have available:

- 1) Revised manuscript file. Use a short file name, such as revised.doc for your revised manuscript file.

2) File containing the revision letter listing all changes or a rebuttal against each point which has been raised.

#### Steps to Revise Your Manuscript:

1. Log in to Editorial Manager
2. Click Author Login.
3. This will take you to the Author Main Menu.
4. Click '**Submission Needing Revision**'. **DO NOT CLICK SUBMIT NEW MANUSCRIPT.** (If you start your revision, and get interrupted/have a problem, your paper will move into your "Incomplete" box.)
5. Once you've clicked the link to "Revise Manuscript" it will take you to the same interface that you used to submit a new manuscript. You can skip over all the steps (Entering Title...etc) and go directly to "Attach Files." You can get to "Attach Files" by either clicking through each page using the "Next" button, or more easily by clicking the "Attach Files" menu item on the left hand side of the screen.
6. You'll see all the components of your original manuscript. **DO NOT INCULDE ORIGINAL FILES WHICH YOU HAVE REVISED.** You'll just need to upload your revised files and Revision letter.
7. Click the Item in the drop-down box. Select Manuscript. Browse for your revised File. "Attach" revised.doc (or whatever you have named your revised manuscript).
8. Click the Item drop-down box to attach your "Revision letter" file, using the same steps as #7.
9. After attaching all revised files and ensuring the files are in the correct order, click **Next** at the bottom of the page.
10. You are taken to the next page. If everything you attached is listed, click "build PDF for my approval". You'll need to wait a few minutes, then check your "**Submissions Waiting Author's Approval**" box to view the file that was built to make sure everything processed. You must click "**Approve Submission**" for your revision to be sent it to the editorial office.

#### **Changing your password**

You may at any time change your password. To do so, log in to the system and select 'Update My Information' from the main navigation menu at the top of the screen (see below).

This will bring you to the Update My Information page were you can change your password and enter new contact details.