

## R.C.G.P. LIBRARY & INFORMATION SERVICE

### INFORMATION FOLDERS - GUIDANCE FOR AUTHORS

#### INTRODUCTION

A copy of the article should be sent direct to Dr. Ridsdill Smith, Thornhills Medical Group, 732 London Road, Larkfield, Kent, M20 6BG (Tel: 0732 843900).

It should be typed on A4 paper in double spacing with wide margins and on one side of the paper only.

Reimbursement for typing and postage costs will be made by the College.

#### AUTHORSHIP

1. Please give your name in your preferred form (ie. forename or initial). Your name should be located underneath the title of your article near the right margin. All articles should be dated.
2. Please will you write, on a separate sheet, up to fifty (50) words about yourself for publication. Qualifying medical degrees are omitted when there is a higher qualification such as MRCP and so are diplomas.

#### TEXT

Please write as clearly and simply as you can, avoiding unnecessarily long words. Much confusion can be caused by headings and sub-headings and the importance of each relative to the others should be clearly indicated by a consistent system.

All references, tables and illustrations should be cited in the text. Tables and illustrations on separate sheets should be numbered consecutively and given captions/legends. Drawings should be "originals" (ie. not photocopies). Lettering should be clear and concise. If using previously published material you should get permission from the copyright holder.

#### REFERENCES

Please follow the Harvard (alphabetical) style of references as shown overleaf.

## REFERENCES

### CITATIONS IN TEXT

Single author eg. (Balint, 1964)

Two authors eg. (Marsh and Kaim-Caudle, 1976)

Multi-authorship eg. (Jones et al, 1981)

One or more author(s), two different years (Howie, 1977 and 1979)

Same author(s), same year, different works (Gray, 1977a) (Gray, 1977b)

Multi-authorship, same first author and year as another reference but different joint authors (Jones, Gray et al, 1981) (Jones, Bolden et al, 1981)

### REFERENCE LISTS

#### Articles

##### Single author

Fowler, G. (1982) - Practising Prevention - What Does It Mean?  
British Medical Journal **284**, 945-6

##### Two authors

Cooperstock, R. and Thorn, B. (1982) - Health, Smoking and Doctors' Advice  
Journal of The Royal College of General Practitioners **32**, 174-8

##### Three authors

Woods, J.O., Cullen, M.J. and Dorman, R.I. (1980) - The Prevention of Coronary Heart Disease in General Practice - Journal of The Royal College of General Practitioners **30**, 52-7

##### Multi-authorship

Russell, M.A.H., Wilson, C., Taylor, C. et al (1979) - Effect of General Practitioners' Advice Against Smoking - British Medical Journal **2**, 241-5

#### Editorials

Journal of The Royal College of General Practitioners (1979) - The Management of Hypertension in General Practice - Editorial **29** 579-81

#### Books

Jones, R.V.H., Bolden, K.J., Gray, D.J. Pereira et al (1981) - Running A Practice 2nd Edition - London, Croom Helm

Waine, C. (1982) - Care Of The Newborn - in Child Care in General Practice Editor - Hart, C.R. - 2nd Edition - Edinburgh, Churchill Livingstone

#### Reports

Court Report (1976) - Fit For The Future - Report of the Committee on Child Health Services - Cmnd C680 - London, H.M.S.O.