

Communication & Medicine

Checklist for Authors (Revised and Final Versions)

Prepare **ONE** Word document as follows:

- everything in one file

Page 1: cover sheet – See attached sample (below)

- name(s) of author(s)
- main author's full institutional address (including email address)
- full title of the article
- short title of the article (for running head)
- word count and character count (with spaces), inclusive of all material

Page 2: bionote (approx. 75 words per author) – See attached sample (below)

- Academic biography, including correspondence address of author(s)

Page 3: abstract and keywords

- Abstract (max. 200 words)
- Up to 6 keywords

Page 4 ff: manuscript

- Double spaced
- 12-point font (do not use boldface in the body of the text except for subheadings)
- 7000 words max.
- No headers or footers
- Insert page numbers
- Affiliations for TITLE PAGE: provide two sets: (i) Title of university and country only and (ii) full address, which should also appear in the biographical notes
- for data transcripts with line numbers rather than turn numbers: max. 40 characters per line (including spaces)
- Keep 'notes' to a minimum. These should precede 'references'
- Figures/tables (and captions to accompany them) should be provided on separate sheets at the end of the manuscript. In the body of the text, clearly indicate at the appropriate place [Fig. 1, about here]
- Avoid use of appendices but if they are essential place them before notes and references.
- List citations in the text in chronological orders.
- Reference section to conform to C&M house style (see below)
- Include volume number, issue number and page references in journal citations, e.g. *Clinical Linguistics and Phonetics* 16 (5): 355-359 (Use unspaced en dashes rather than hyphens in number spans, also for book chapters)

- Ensure that annotations are deleted from manuscript

Revised/Final Submissions

Save this document giving as file name the manuscript reference number provided + author name + R (e.g., C&M880-Jones-R for revised version); + F (e.g., C&M880-Jones-F for final version); add a cover letter as a separate file in which you set out in some detail how you have addressed the referees' concerns, and submit:

- as an email attachment to Bettina Jensen: bettinaj@hum.aau.dk
- return this checklist with boxes ticked/crossed

Sample Cover Sheet

Author: Jinx Jones

Affiliation: University of Virtual Space, Otherland

Full Address: Department of Communications

University of Virtual Space

Otherland, OH20 8TT

UK

Email: jjones@com.ou.com

Full title of article: Communicative representation of virtual illness experience

Short title of article: communicative representation of illness

Word Count (all inclusive): 7007

Character Count (with spaces): 47777

Sample Bionote

Jinx Jones received his Ph.D in illness semiotics from the University of Cosmos and is currently associate professor in the University of Virtual Space, Otherland. His research interests include lifestyle illnesses, cultural belief systems and communication ethics. His most recent book-length publication is *Communication Therapy for Almost All* (2008, Blue Sky Press). Address for correspondence: Department of Communications, University of Virtual Space, Otherland, OH20 8TT, UK. Email: jjones@com.ou.com

House Style

Manuscripts must be typed in 12 point, Time Roman font, double spaced, divided into sections by numbered headings. Do not use headers and footers. All pages must be numbered. Emphasized words or phrases should be italicized. Foreign words or phrases should also be italicized and followed by a translation in single quotation marks. Please avoid the use of boldface in the text. For data transcripts with line numbers rather than turn numbers, use a maximum of 60 characters per line (including spaces).

Line drawings and photographs (called 'Figures' in the text) must be reproducible originals and should be submitted as supplementary files. Figures should be reduced in size to fit the width. A note should be placed in the text to indicate the approximate placement of each figure, e.g., [Figure 1 about here]. Figures should be numbered separately, i.e., Figure 1, 2, 3, etc. All figures must be cited in the text.

Tables should be numbered consecutively and titled, and must be referred to in the text. Use endnotes rather than footnotes. Endnotes should be kept to an absolute minimum. They should be numbered consecutively throughout the article (not per page) and listed on a separate page entitled 'Notes' at the end of the article, preceding the References.

Appendices should be placed before the Notes and References.

Citations in the text should give the surname of the author(s) or editor(s), year of publication, and page numbers where appropriate, in the following style:

(Smith 2002)

(Smith 2002: 250-253)

(Smith *et al.* 2003: 10)

(Smith 1979, 2001)

(Smith and Jones, 1976)

(Smith 1970a, 1970b)

(Smith 2000: 24)

(Smith 1991; Jones 1992)

(Smith 2004 [1992])

Do not use 'ibid' or 'op cit.' But repeat the author, date and page citation. In referring to information from a particular work, please give the exact page numbers, e.g. (Smith 1979: 54-59), not '54ff'. List citations in the text in chronological order (e.g., Thomas 2002; Smith 2005; Arnold 2009).

All works cited in the text, and only those, must be fully listed in the Reference section at the end of the manuscript, in alphabetical order by the author. All entries for book publications must include place of publication and publisher. Please be sure to give the page numbers of articles in both books and journals, as well as the volume and issue numbers in the case of journal articles. Do not abbreviate the names of journals.

Note the system of capitalization and punctuation in the following examples:

Book

Mishler, E.G. (1984) *The Discourse of Medicine: Dialectics of Medical Interviews*. Norwood, NJ: Ablex.

Book Chapter

Cicourel, A.V. (1999) The interaction of cognitive and cultural models in health care delivery. In S. Sarangi and C. Roberts (eds) *Talk, Work and Institutional Order: Discourse in Medical, Mediation and Management Settings*, 183-224. Berline: Mouton de Gruyter.

Journal Article

Hamilton, H.E. (2004) Symptoms and signs in particular: The influence of the medical concern on the shape of physician-patient talk. *Communication and Medicine* 1 (1): 59-70.

Include volume number, issue number and page references in journal citations, e.g. *Communications and Medicine* 1 (1): 1-11. (Use unspaced en dashes rather than hyphens in number spans, also for book chapters).

Dissertations and Theses

McAllister, M. (2000) *Predictive Testing for hereditary Non-Polyposis Colorectal Cancer (HNPCC): A Theory of Engagement*. Unpublished Doctoral Thesis. University of Cambridge, Cambridge.