

## Aim and scope

**The Foundation Years Journal** is published by 123doc and is aimed at doctors in Foundation Training programmes, their educational and clinical supervisors, as well as medical students and other doctors (particularly international medical graduates) who intend to start Foundation training in the United Kingdom.

## Journal sections

The Journal has been redesigned and various sections have been introduced to map the Journal more closely to the Foundation programme curriculum. You can view the curriculum from <http://www.foundationprogramme.nhs.uk/pages/home/training-and-assessment>.

**The sections are the following:**

### **<sup>1</sup> Good Clinical Care (syllabus section 1)**

This section deals with various aspects of patient management including history, examination, diagnosis, record keeping, safe prescribing and reflective practice. Articles could also refer to other aspects of care including time management, decision-making, patient safety, infection control, clinical governance, nutrition, health promotion, patient education, public health and ethical and legal issues.

### **<sup>2</sup> Good Medical Practice (syllabus section 2)**

Articles could be on learning, research, evidence-based guidelines and audit.

### **<sup>3</sup> Training and Teaching (syllabus section 3)**

### **4. Professionalism in Practice (syllabus sections 4,5 and 6)**

This section includes relationship with patients, communication skills, working with colleagues, probity, professional behavior and personal health.

### **<sup>5</sup> Patient Management (syllabus section 7)**

Articles should be focused on the recognition and management of the acutely ill patients, core skills in relation to acute illness, resuscitation, management of the 'take', discharge planning, selection and interpretation of investigations.

### **<sup>6</sup> Practical Procedures (syllabus section 8)**

### **<sup>7</sup> Test Yourself**

The intention is to provide a vehicle whereby trainees and educational supervisors can present original and review articles mapped against the Foundation curriculum.

## Submission of manuscript

All articles submitted to the Journal must comply with these instructions. Failure to do so will result in return of the manuscript and possible delay in publication.

Manuscripts must be submitted exclusively by email (see detailed instructions below). Manuscripts should be written in English of a sufficiently high standard that is intelligible to the professional reader who is not a specialist in the particular field. Where contributions are judged as acceptable for publication, the Editor or the Publisher reserve the right to modify the manuscripts to improve communication between author and reader. Authors whose native language is not English are strongly recommended to have their submissions checked by a person knowledgeable of the language. If extensive alterations are required, the manuscript will be returned to the author for revision.

## Covering letter

The manuscript must be accompanied by a covering letter bearing the corresponding author's signature. Papers are accepted for publication in the Journal on the understanding that the content has not been published or is being considered for publication elsewhere. This must be stated in the covering letter. If authors submit manuscripts relating to original research in the field of education, the corresponding author must state that the protocol for the research project has been approved by a suitably constituted Ethics Committee and that it conforms to the provisions of the Declaration of Helsinki (as revised in Edinburgh 2000), available at <http://www.wma.net/e/policy/b3.htm>. All investigations involving human subjects must include a statement that the subject gave informed consent and patient anonymity should be preserved.

The covering letter must contain an acknowledgement that all authors have contributed significantly and that all authors are in agreement with the content of the manuscript.

Authors should declare any financial support or relationships that may give rise to a conflict of interest.

## Submitting a manuscript

Manuscripts should be submitted by email to [jackwestland@123doc.com](mailto:jackwestland@123doc.com). We do not accept manuscripts submitted by post. Corresponding authors must supply an email address as all correspondence will be by email. Authors should use double spacing when submitting their manuscript. Two files or documents should be supplied: the covering letter and manuscript. The covering letter should mention the title, authors, their contribution, provenance, journal section where their work is to be considered (see above) and any conflict of interests. Please supply the files in Word 2003 format.

Figures should be supplied as a separate file, with the figure number incorporated in the file name. High-resolution figures (at least 300 d.p.i.) saved as jpeg files should be submitted.

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**Manuscript style**

Unless otherwise stated manuscripts should follow the style of the Vancouver agreement detailed in the International Committee of Medical Journal Editors' revised "Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication", as presented at <http://www.ICMJE.org/>.

**Abbreviations**

Abbreviations should be used sparingly to facilitate reading the article by reducing repetition of long, technical terms. Initially you must use the word in full, followed by the abbreviation in parentheses. Thereafter use the abbreviation only.

**Units**

All measurements must be given in SI or SI-derived units.

**Trade names**

Drugs should be referred to by their generic names, rather than brand names.

**References**

All articles must be referenced appropriately. To reference the Journal please use the following abbreviation FYJ-123Doc. (The Vancouver system of referencing should be used and some examples are given below).

References should be cited using superscript Arabic numerals in the order in which they appear. If cited in tables or figure legends, number according to the first identification of the table or figure in the text.

In the reference list, the references should be numbered and listed in order of appearance in the text. Cite the names of all authors, when seven or more list the first three followed by et al. Names of journals should be abbreviated in the style used in *Index Medicus*. Reference to unpublished data and personal communications should appear in the text only.

**References should be listed in the following forms:****Journal article**

Vassallo M, Vignaraja R, Sharma JC, et al. The Impact of Changing Practice on Fall Prevention in a Rehabilitative Hospital. *The Hospital Injury Prevention (HIP) Study. J Am Geriatr Soc 2004, 52:335-9.* Book Azeem T, Vassallo M, Samani NJ. *Rapid review of ECG interpretation.* London UK: Manson Publishing 2005.

**Chapter in a book**

Martin GM. Biological mechanisms of ageing. In: *Grimley Evans J, Franklin Williams T eds. Oxford Textbook of Geriatric Medicine, 1st edn.* New York: Oxford University Press 1992, 41-48.

**Journal article on the internet**

British Geriatrics Society position paper. Dementia ethical issues [http://www.bgs.org.uk/Publications/Position%20Papers/psn\\_dementia\\_ethics.html](http://www.bgs.org.uk/Publications/Position%20Papers/psn_dementia_ethics.html).

**Tables**

Tables should be self-contained and complement, but not duplicate, information contained in the text. Number tables consecutively in the text in Arabic numerals. Table should be double-spaced and vertical lines should not be used to separate columns. Column headings should be brief, with units of measurement in parentheses; all abbreviations must be defined in footnotes. Footnote symbols: †, ‡, §, should be used (in that order) and \*, \*\*, \*\*\* should be reserved for P-values. The table and its legend/footnotes should be understandable without reference to the text.

**Line figures**

Line figures should be sharp, black and white graphs or diagrams, drawn professionally or with a computer graphics package. Lettering must be included and should be sized to be no larger than the journal text.

**Colour figures**

We encourage authors to submit colour figures and graphics that facilitate the comprehension of the article.

**Figure Legends**

Type figure legends on a separate page. Legends should be concise but comprehensive - the figure and its legend must be understandable without reference to the text. Include definitions of any symbols used and define/explain all abbreviations and units of measurement. The Journal accepts the following types of articles (as title please):

**Case Based Discussion**

These are mainly intended for inclusion in sections 1 and 5 as highlighted above and should be about 1000-1500 words long. The CBD can focus on various aspect of patient care such as presentation, treatment or prescribing. The articles should include areas that are evaluated in the case based discussion assessment tool of the foundation programme .

**The manuscript should be set out in the following sections:**

- Abstract: this should refer to salient points from the case being presented together with a mention of what aspects are being discussed.
- Case History: this relates to the initial presentation and should include the clinical setting, clinical problem, investigations and treatment. The history section should also include an ongoing update (e.g. 2 days later, a week later, etc) of patient progress and management.
- Discussion: this section should include a critical analysis of patient management in relation to clinical assessment, investigations, differential diagnosis, treatment, follow-up, professionalism and clinical judgement. The discussion should also include a discussion about the ongoing management issues and decisions. It is important to note that the case based discussion is not a review of a particular condition.
- Two best of 5 MCQs to be included in the Test Yourself section, with answers and detailed teaching notes explaining the answers. The answers only are NOT sufficient and it should be kept in mind when writing the teaching notes that the reader may take the test questions independently from reading the article.

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Authors writing a case based discussion should not write a short history and then write an article about the condition that the patient presented with. Such information can easily be obtained from a text book and is not the scope of Journal. Case based discussions written in this style will be returned to the author without being published.

### Practical Procedures

Manuscripts on practical procedures should be about 1000–1500 words long. They should be set out in the following sections:

- History: this should describe the presentation of the patient and mention why or how the patient ended up needing the procedure.
- The procedure itself.

#### This should include:

- indications and contraindications
- explaining the procedure to the patient (including possible complications) and gaining informed consent for procedures
- preparing the required equipment, including a sterile field
- position the patient and give pre-medication/sedation or local anaesthesia as required and involving the anaesthetist where appropriate
- safely disposing of equipment, including sharps
- documenting the procedure, including labelling samples and giving instructions for monitoring and aftercare
- recording complications and the emergency management of such complications when appropriate.

Adequate pictures and diagrams need to be supplied in order to make the procedure as clear as possible.

Two best of 5 MCQs for inclusion in the test yourself section, including answers and detailed teaching notes. The answers only are NOT sufficient and it should be kept in mind when writing the teaching notes that the reader may take the test questions independently from reading the article.

### Audit

Manuscripts, 1500–2000 words long, on audit are encouraged. The Journal will only publish high quality audit i.e. completed audit cycles or audits that have led to guideline development. Part 1 audits or surveys will not be accepted for publication.

### Review Articles

We are interested in review articles on any aspect of the curriculum that is of relevance to our readership. They should be a maximum 3000 words long, 30 references, 250 word structured abstract, 4 tables OR figures.

#### We would consider reviews on any of the following:

- Good Medical Practice
- Teaching and Training
- Professionalism
- Medical reviews subject to prior discussion with the editorial team as to the appropriateness of the article

### Shorter Reflective Practice Articles

We are always pleased to receive short pieces of a thoughtful nature that describes the personal or professional experiences of colleagues working with patients or their relatives. They should have a maximum of 1000 words. As suggested in the Foundation Programme Portfolio (Reflective Practice) these articles should describe:

- What made the experience memorable?
- How did it affect you?
- How did it affect the patient?
- How did it affect the team?
- What did you learn from the experience and what if anything would you do differently next time?

#### Some aspects to be considered in these articles are:

Communication with the patient, ethical issues, aspect of your works with colleagues, probity and honesty, personal health.

### Research Papers

**The Foundation Years Journal** would welcome research articles on Medical Education. Other research papers would be considered if thought to be of interest to the readership of the Journal. Articles should be written using the following headings (title page, abstract, introduction, methods, results, discussion acknowledgements, references, tables, illustrations legends.). They should be of a maximum of 2500 words of text, plus abstract, 30 references, 3 tables or figures. Manuscripts including a structured abstracts should have a maximum of 250 words using the headings introduction, methods, results, conclusion. The title page should contain (i) the title of the paper; (ii) the full names of the authors; and (iii) the addresses of the institutions at which the work was carried out together with; (iv) the full postal and email address, plus facsimile and telephone numbers, of the author to whom correspondence about the manuscript should be sent.

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### Editorial Review And Disclaimers

The Editor and or Publisher reserve the right to decline publication for whatever reason and the right to modify articles to make them suitable for publication.

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