

Instructions for Authors

The NZIMLS Journal considers work related to medical laboratory science and human pathology. Animal and related studies will be not considered for publication by the NZIMLS Journal.

All named authors must approve submission, including any revisions and final version. Submissions may be checked for plagiarism and if discovered, the authors will be banned from future submissions. The Journal strongly advises against the use of AI language models in the generation of articles and submissions will be checked for their usage.

Authors must identify any financial or other support for their study.

The following are instructions for the submission of Original and Review Articles for consideration of publication in the New Zealand Journal of Medical Laboratory Science.

Further guidance including Instructions and guidelines for the submission of Case Studies and Journal policy can be found on the website <https://www.nzimls.org.nz/about-the-journal> and <https://www.nzimls.org.nz/instructions-to-authors>

All articles must be submitted electronically as an email attachment .docx file together with a completed Author Form, with author consent to: sharon@nzimls.org.nz

No submission will be accepted or reviewed without a completed author consent form.

Submitted articles must not have been previously published in full or substantial part thereof (except as an abstract), nor must articles have been submitted to or be under consideration by another journal.

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Articles submitted to the Journal undergo single-blind peer-review and acceptance for publication is at the discretion of the Editors.

No undertaking is given that any article will be published in a particular issue of the Journal. Contributors are responsible for the scientific content and views on opinions expressed in articles presented in the Journal are not necessarily those of the Editor, the Editorial Board or Council of the NZIMLS.

Preparation of manuscripts

Manuscripts must be presented double-spaced throughout with pages numbered consecutively, commencing with the title page. Authors are advised to retain a copy of all material submitted.

Each manuscript component should be presented on a **new page** in the following sequence:

- Title page
- Abstract and key words
- Introduction
- Materials and methods
- Results
- Discussion
- Conclusions
- Acknowledgements
- References
- Tables
- Illustrations

Word Limits

- Original Articles and Case Studies: limit to 3,000 words (exclusive of references)
- Review Articles: limit to 5,000 words (exclusive of references)
- Scientific Letters: limit to 1,500 words.
- Authors may have further supplementary material published on-line

Title page

- The title page must contain a concise title of the article not exceeding three lines, including punctuation and spacing.
- Do not use abbreviations in the title
- All authors must be identified with first name, middle initial and last name as well as with their academic/professional qualifications and positions held.
 - Include the name of the institution with which each author is affiliated.
 - Include a valid email address for all authors
 - Supply a complete address (including a valid e-mail) for the corresponding author and indicate who this is.

Abstract and keywords

- Abstracts must be concise and precise (limited to 300 words) and be structured under the following sub-headings: Objectives; Methods; Results; Conclusions.
- Up to **6 keywords** must be listed below the abstract. *Authors are advised to comply with approved terms from the Medical Subjects Headings List from the National Library of Medicine (<https://www.nlm.nih.gov/mesh/meshhome.html>)*

General Text

- The style of writing should conform to acceptable English usage.
- English (UK) spelling must be used.
- Do not use slang, medical jargon, or unnecessary abbreviations.
- When using abbreviations, the first use of the term must be written in full followed by the abbreviation in parentheses, unless it is a standard unit of measurement. E.g., New Zealand Institute of Medical Laboratory Science (NZIMLS)
- Measurements must be reported using the International System of Units (SI Units) where possible.
- Use internationally accepted scientific nomenclature. E.g., *Bacteria* – use italics for genus and species, use lower case for non-proprietary medicinal products such as antibiotics.

Articles must be divided into sections headed:

- Introduction
- Materials and methods
- Results
- Discussion
- Conclusions
- References
- Long articles may use subheadings within some sections, especially the Methods, Results and Discussion sections, to clarify their content.

Introduction

- Clearly state the purpose of the article.
- Summarise the rationale for the study or observation.
- Give only strictly pertinent references and do not review the subject extensively.
- Do not discuss your results here.

Materials and methods

- Describe the selection of the observational or experimental subjects (patients or experimental animals, including controls) clearly.
- Identify the methods, apparatus and procedures in sufficient detail to allow experienced scientists to reproduce the results.
- Give references to established methods.
- Adequately describe new or substantially modified methods.

- Describe statistical techniques employed to analyse the results, include references and software versions, where appropriate.
- Precisely identify all drugs and chemicals used, including generic names, dosages and routes of administration.
- Ethical approval for any work involving human subject is required and must be stated in this section and by which authority. *The Editors reserve the right to request a copy of the ethical approval. Do not identify patients without consent.*

Results

- Present results concisely using logical sequence in the text, tables and illustrations.
- Do not repeat all the data shown in the tables or illustrations as text.
- Only emphasise or summarise important observations (both positive and negative).

Discussion and Conclusions

- Indicate the new and important aspects of the study and emphasise the conclusions that follow.
- Do not repeat in detail data given in the Results section.
- Include in the Discussion section the implications of the findings and compare the observations to other relevant studies.
- Link the conclusions with the aims of the study.
- Avoid unqualified statements and conclusions not fully supported by the data.
- Avoid claiming priority and alluding to work that has not been completed.
- State new hypotheses if warranted, but clearly label them as such.
- Recommendations and suggestions of further studies may be included if appropriate.
- State limitations of the study, if any.

Acknowledgements

- Acknowledge the people who have made substantive contributions to the study but who do not fulfil authorship criteria. Examples are provided on the **Author Form**
- Acknowledge organisations or commercial firms who have made finance, equipment or supplies available for the study.
- Authors are responsible for obtaining consent from everyone acknowledged by name, as readers may infer their endorsement of the data and conclusions.

References

- Number each reference throughout the body of the manuscript, consequently in the order in which they are first mentioned and identify references in the text, tables and legends using Arabic numerals in parentheses, e.g., (1), (2,3) or (4-6).
- Reference limits:
 - Articles and Case Studies: limit to 30 references
 - Review Articles: limit to 50 references
- Authors are responsible for the accuracy of references:
 - Authors are expected to perform a comprehensive search of the literature to gather the most current articles relative to the subject matter.
 - Do not "lift" references out of other articles as they can be inaccurate
 - References must be verified by the authors against the original articles.
 - Do not use AI tools to generate references or as trusted sources of information.
 - Do not use Predatory Journals as references.

Use **Vancouver style** for all referencing, some documents are published in both paper and electronic formats. Cite according to the format referenced as follows:

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 - List all Authors by last name, followed by their initials (no more than two).
 - If 4 authors or less authors, list all, if 5 or more, list the first 3 followed by "et al"
 - State the full title of the cited reference (capitalise only the first word of the article title), followed by the Index Medicus approved journal abbreviation (in italics), the full year of publication, semicolon, volume number (include supplements in parentheses), colon, and full first and last page numbers, or article number.

e.g., Gillespie J, Wickens K, Siebers R, et al. Wheezing and rash in infancy and endotoxin exposure in a New Zealand cohort. *J Allergy Clin Immunol* 2006; 118(6): 1265-1270.

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Australian Institute of Health and Welfare. Chronic diseases and associated risk factors [Internet]. Canberra: The Institute; 2004 [updated 2005 Jun 23; cited 2005 Jun 30]. Available from: <http://www.aihw.gov.au/cdarf/index.cfm>.
 - Include the name of the full text database used to source the article, e.g. ProQuest
- Do not use "Unpublished observations" and "personal communications" as references, they must be inserted (in parentheses) within the text.
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- Books are referenced as follows:
 - **Book authors:** Pearce NE, Beasley CR, Burgess CD, Crane J. Asthma epidemiology: principles and methods. Oxford University Press, New York, 1998.
 - **Book editors:** P Howard-Chapman, J Bennett, R Siebers (Editors). *Do Damp and Mould Matter? Health Impacts of Leaky Homes*. He Kainga Oranga/Housing and Health Programme, University of Otago, Wellington. Steele Roberts Publishers, Wellington, 2010: 172 pp.
 - **Book chapters:** Weinstein L, Swartz MM. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. Pathogenic physiology: mechanisms of disease. WB Saunders, Philadelphia, 1974: 457-72.

Tables

- Type each table double-spaced on a separate page.
- Do not submit tables as images.
- Number tables consecutively and supply a brief title for each (at top of the table).
- Give each column a short or abbreviated heading.
- Do not use vertical lines in tables.
- Place explanatory matters in table footnotes below, not in headings.
 - Explain all non-standard abbreviations used in each table.
 - Use the following symbols in this sequence: * † ‡ § ** ††
- In the text, cite each table number in consecutive order.
- If data from other published or unpublished sources is used, then written permission must be obtained from the copyright holder, a copy must accompany the manuscript.
- All tables must be formatted for A4 portrait publication, this includes the use of any spreadsheets (e.g., Microsoft Excel).

Illustrations

- Save line art such as charts, graphs and illustrations in PDF or JPG format. *Most programmes have a 'save as...' or 'Export...' feature to allow this.*
- Save photographic images in JPG or TIFF format at a resolution of at least 300 dpi at final size.
- Save figures containing a combination of photographic images and text as PDF or JPG formats.

- Any photographic images embedded within these should be at least 300 dpi.
- All letters and numbers should be drawn to be at least 1.5mm high after reduction, symbols at least 1.0mm.
- Illustration titles must be written in the legend not on the illustrations themselves.
- Photomicrographs and microscope images must have clear internal scale markers.
 - Symbols, arrows or letters used in the photomicrographs should contrast with the background.
- If persons are identifiable in photographs, written permission to use photographs must accompany the manuscript.
- Cite each figure in the text in consecutive order. If a figure has been published elsewhere, acknowledge the original source.
- Obtain and submit written permission from the copyright holder to reproduce the material.

Legends

- Type legends for illustrations double-spaced, on a separate page with Arabic numerals, corresponding to the illustration numbers.
- When symbols, arrows, or letters are used to identify parts of illustrations, identify and explain each one in the legends.

Relevant large or complex tables and/or illustrations may be considered during peer review and published as Supplementary Material and made available online and not in the printed publication at the discretion of the Journal.