



AfSBT Submission Guidelines for Authors: Africa Sanguine

PRINCIPLE

Submissions for consideration shall include original scientific studies (which shall be peer reviewed), short reports, letters to the editor, reviews related to aspects of blood transfusion or transfusion medicine,

or reprinting of articles or congress presentations (with permission). Research papers by junior scientists are also encouraged. *Africa Sanguine* is an online journal.

PREREQUISITES

Manuscripts

All manuscripts submitted shall conform with prerequisites listed below:

1. Not published elsewhere.
2. Conforms to national ethics guidelines.
3. Authors shall include a word count in the submission.
4. Tables and images shall be numbered and referenced together with number assigned within the text.
5. Graphs, illustrations, images and drawings shall be submitted in a format that enables word processing (particularly of the words) by the AfSBT editors.
6. Facts stated in the submission shall be fully referenced according to the format provided in this document.
7. Submissions shall be in English and/ or French language.

Scientific studies

Original scientific studies should be in the following format:

1. Article should not exceed 10 000 words.
2. Includes an abstract of not more than 250 words (introduction, aims and objectives, materials and methods, results, discussion and conclusion).
3. References shall not be cited in the abstract.
4. Includes keywords or phrases / terms - should not exceed six.
5. Article should include introduction, aims and objectives, materials and methods, results, discussion and a conclusion.
6. Vancouver referencing style should be used.

ETHICS

Research ethics

1. All research findings presented including tests performed must have received approval by the authorised ethics committee of the institution, country or region.

Reference: Instructions for authors: Vox Sanguinis (ISBT) Blackwell Publishing. *“When reporting research on human subjects, the work must comply with the principles of the Declaration of Helsinki (1964), and authors should indicate that ethical approval of the study was granted (and from which institution ethical approval was obtained), and, where appropriate, that informed consent was obtained. The Editors reserve the right to reject a paper with questionable ethical justification.”*

2. The anonymity of patients and subjects must always be ensured.

Case reports

Case reports should be in the following format:

1. Word limit of 2 000.
2. Title of case
3. Abstract of up to 150 words summarising the case presentation and outcome
4. Background describing what makes this case different or noteworthy.
5. Case presentation, relevant investigations, management and outcome.
6. Discussion
7. Learning points or conclusion.
8. Vancouver referencing style should be used.

Letters to the editor, short reports, book reviews, obituaries are welcomed.

1. They will be published at the discretion of the editors.
2. These do not require abstracts.
3. Should be limited to 400- 500 words.

Reviews

1. Reviews on subjects relevant to transfusion will be published by invitation only.
2. Queries with regard to review articles can be addressed to the Editor-in-Chief by email.

Ethical authorship

1. The International Committee of Medical Journal Editors (ICMJE) has specific criteria for authorship.
2. The following criteria shall be met by all authors of the paper:
 - Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
 - Drafting the work or revising it critically for important intellectual content; AND
 - Final approval of the version to be published; AND
 - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

ADMINISTRATION

1. No manuscript should be submitted without the consent of all authors.
2. All authors shall provide their full contact details. The review process will not proceed without the correct contact details of all authors.
3. Authors shall provide the entire manuscript in a single submission.
4. Authors shall save an electronic copy of their submission for reference.
5. Authors' names shall be stated, together with full affiliation/name of institution and the main author indicated.
6. Submissions shall be accompanied by a declaration (if any) of conflict of interest or financial involvement related to the submission. If there are no conflicts, this shall also be stated.
7. Receipt of the submission shall be acknowledged on receipt and when the submission is complete and comprehensive.
8. Authors shall be responsible for emailing an enquiry to AfSBT, using the contact details provided below, should an acknowledgment of receipt not be received within 5 days of submission.

FORMAT OF SCRIPT

1. Manuscripts should be written in UK English.
2. Microsoft compatible formats shall be used.
3. Basic text shall be used (preferably Calibri).
4. Font size shall not be less than 10 or more than 12. Text shall be double spaced with adequate margins but without text justification.
5. Special or mathematical characters and Greek letters shall be created by using the symbol font.
6. Pages shall not be numbered.
7. Complex formatting shall be avoided, especially for images, figures and tables. The same font used in the text shall be used in figures and tables.
8. The first time that a statement to be abbreviated appears in the text, it shall be written in full, followed by the abbreviation in parenthesis: e.g. National Blood Transfusion Service (NBTS).
9. Standard abbreviations shall be used.
10. Abbreviations shall not be included in the title or in the summary.
11. There shall be no full stops between authors' initials.
12. Standard units (SI) of measurement shall be used: e.g. for hours, it should be 'hr' and not 'hrs'.
13. Numbers should be written as grouped per thousand-units. For example, 1 000 or 12 345.
14. Quotes should be placed in single ('...') quotation marks.
15. If brackets/parenthesis are required, round brackets should be used. Square brackets are reserved for concentrations.
16. Ensure that your manuscript is as concise as possible, even if it is below the word limit.
17. Submissions shall be sent to the editors as attachments to e-mail.
18. All documents shall be submitted in a format that allows for updates/ changes to be made by the editors, to comply with the formatting of the journal, especially images, tables and figures.
19. If English or French is not the first language of the authors, it is recommended that the authors engage the services of a language editor prior to submission.

INCLUSION OF REFERENCES

1. References shall follow directly after the conclusions of the paper.
2. They shall be numbered by order of appearance in the text.
3. They shall be identified within the text, tables and figures by Arabic numerals: example. 1,2
4. Numbers are separated by commas, but no spaces.
5. References shall comply with the standards of Vancouver: International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Fifth edition. N Engl J Med 1997;336:309–16).

Examples of reference formats

- Egah DZ, Banwat EB, Audu ES, Iya D, Mandong BM, Anele AA, *et al.* Hepatitis B surface antigen, hepatitis C and VIH antibodies in a low-risk blood donor group, Nigeria. East Mediterr Health J 2007;13:961–6.
- Ferrera C, Monet D. Clinical use of Blood. 2e éd. Paris:Lockt Blackwell;1997.
- Beide ET. Indications of Fresh Frozen Plasma. In: Ferrera C, Monet D. Clinical use of Blood. 2e éd. Paris:Lockt Blackwell;1997. p.1-15
- Telly G. Blood donor in Africa. In:ISBT, ed. State of the art lectures. XXIIIrd Congress of the International Society of Blood Transfusion. Basel: Karger;1994. p.25-6.

CONTACT DETAILS

1. All submissions to be considered for publication in Africa Sanguine shall be sent by email to the Editor-in-Chief (incoming), Dr Claire BARRETT on email address: africa.sanguine@afsb.org
 2. Correspondence should be copied to the AfSBT Administration Officer on email address: molly.gondwe@afsb.org
 3. Submissions shall be acknowledged by the Editor-in-Chief. If acknowledgement is NOT received, submitting authors should assume that the submission was not delivered, and take appropriate steps to rectify.
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