

Author guidelines to follow JTO house style

- **Word count:** Feature articles and Subspecialty Section articles should be no longer than 1,500 words. News stories and obituaries should be no longer than 250 words and should include a photo. Please be aware that the Editorial Team reserves the right to reduce the content where appropriate.
- **JTO style:** JTO is not an academic scientific journal but is the BOA's instructional membership magazine. We have a more relaxed narrative writing style to that of academic research journals. We encourage use of everyday language that is clear, precise and evidence-based and avoids unnecessary jargon. Descriptive sub-headings (not scientific background, methods, results etc.) are encouraged for ease of readability. A summary of approx. five key learning points as bullet points can be used at the end of the article if applicable but this is not a requisite.
- **Language:** British English should be used consistently throughout.
- **References:** We encourage articles not to be reference heavy but ensure evidence-based content is referenced. Up to 5-7 references will appear in print, longer reference lists will be included online only (note references are not included in word count). References should be supplied in the Oxford Referencing format.
- **Images:** Use of Images, illustrations, graphs/tables is strongly encouraged in all articles where possible – please supply at least 2-3 images per article. Images should be submitted as individual files (not embedded in manuscript) with clear file names pertaining to figure numbers or the image title. JPEG, PNG, TIF files all acceptable. A short title/caption should be provided for each image. An indication within the article should identify where the image should be inserted. Please note that it is the responsibility of the author/s to obtain permission from the copyright holder to reproduce figures or tables that have previously been published elsewhere. Further information on the use of images relating to image copyright can be found at: www.boa.ac.uk/image-copyright. A patient's identity must be removed in all figures (i.e., X-rays, MRIs, charts, photographs, etc.). Informed written consent is required from any potentially identifiable patient or legal representative.
- **Authorship:** It is preferable that no more than five authors are listed (although exceptions can be made if warranted). JTO house style is for each listed author to submit a good quality headshot photo and short biography of no more than three sentences in the third person.
- **Submission:** Articles should be submitted as a word document along with any image files via e-mail to JTO@boa.ac.uk and n.dunwell@boa.ac.uk. If any files are too large to e-mail please use a file sharing service or send an e-mail asking for options.

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