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# 14<sup>TH</sup> INTERNATIONAL CONGRESS ON CIRCUMPOLAR HEALTH

## PROCEEDINGS TO BE PUBLISHED IN CIRCUMPOLAR HEALTH SUPPLEMENTS

The proceedings of the 14<sup>th</sup> International Congress on Circumpolar Health will be compiled by the International Association of Circumpolar Health Publishers and will be published in the *Circumpolar Health Supplements*. The proceedings will target health care professionals, researchers, community health advocates, students, policy makers and administrators in circumpolar regions. *Circumpolar Health Supplements* are indexed in EBSCO and the Circumpolar Health Bibliographic Database and is also published on-line and free of charge at [www.ijch.fi](http://www.ijch.fi) – they are not indexed on Medline.

### INSTRUCTIONS FOR CONTRIBUTORS

#### *Submitting of papers*

The deadline for paper submission is **July 16, 2009**, which is the last day of the congress. Papers must be submitted at [www.icch2009.com](http://www.icch2009.com) in the form of an attachment to [papers@arctichealth-nt.ca](mailto:papers@arctichealth-nt.ca).

#### *Editing process*

The manuscripts submitted for publication as a Proceedings article of Circumpolar Health Supplements will not be subject to a peer review process, but will be reviewed for editorial considerations before publishing. The editors retain the right to make changes in manuscripts that they deem are necessary for grammatical and editorial integrity.

#### *Schedule*

The Proceedings of the 14<sup>th</sup> International Congress on Circumpolar Health will be prepared and distributed by the end of 2009.

### PREPARING YOUR MANUSCRIPT

*For examples of manuscripts that meet the requirements outlined below, please view the 12th ICCH Proceedings published by the International Journal of Circumpolar Health, and available online at: <http://ijch.fi/issues/63suppl2/63suppl2.html>*

#### *Title*

The title should be informative and concise and the length should **not exceed 160 characters** (letters and spaces). The title should be followed by the name(s) and affiliation(s) of the author(s), with precise postal address. The full name of each author should be provided and the family name (surname) should be underlined. If the authors have different affiliations, numerals in superscript (e.g. <sup>1,2</sup>) should be used to link each author with his/her corresponding institution. The authors should also suggest a short (running) title of no more than **50 characters** (letters and spaces).

### **Abstract**

Each manuscript should contain an **abstract of 250 words** divided into the following sections: **Objectives, Study Design, Methods, Results** and **Conclusions**. The authors should also suggest a maximum of six keywords.

### **Narrative text**

The length of the narrative text should not exceed 1500 words. The manuscript should be sub-divided as follows: **Introduction, Material and Methods, Results, Discussion**, and **References**. If appropriate, a paragraph entitled **Acknowledgements** may be inserted between the **Discussion** and **References** sections.

### **Figures**

Not more than 2 figures and not more than 2 tables may be included in each manuscript. *Figures* must be prepared on separate sheets (one figure per page) and they should not be embedded in the text. The authors are asked to suggest a preferred location for the figure by making an annotation in the text (e.g. place Figure 1 here). The figures should be numbered with Arabic numerals (e.g. 1, 2, etc.) and each figure should be accompanied by a descriptive legend. Figure legends must not be included in the figure itself, but should be grouped together and typed on a separate sheet.

### **Tables**

Table should be self-explanatory and complementary to the text. They should have their own title, be numbered with Roman numerals (i.e., I, II, etc.), and typed on separate sheets (one sheet per table). The preferred location for the table may be indicated by making an annotation in the text (e.g. place Table I here). Tables should be designed using three parallel, horizontal lines: the table number and title should be placed above the first line, column headings above the second line, and all of the data above the third line. Tables should be created using the insert table function (e.g. Word), where a separate cell for each data point is created for the different columns and rows. Any descriptions detailing data in the table should be presented as footnotes. Table footnotes should be listed in order of their appearance and identified by consecutive lowercase letters (i.e., a,b,c,d, etc.).

### **Reference format**

The number of references should not exceed 10. In the text, cited references must be numbered, using Arabic numerals in parentheses, in the order in which they appear. They must then be listed in the References section, in numerical order of appearance in the text (Vancouver system), with one reference to a number. The title of the journal should be abbreviated as in the list of journals indexed in the National Library of Medicine (NLM). If the reference includes **up to six authors**, all authors should be listed. For **seven or more authors**, list only the first six and add '*et al.*'

For more samples of reference citation formats, authors should consult the 12<sup>th</sup> ICCH Proceedings at the website given above, or NLM's Citing Medicine at [www.nlm.nih.gov/citingmedicine](http://www.nlm.nih.gov/citingmedicine).