



## COMMUNITY SKIN HEALTH - INSTRUCTIONS TO AUTHORS

The publication provides useful practical dermatology information of relevance to the health worker practicing in remote, resource-poor settings.

We direct our articles to our main audience of primary healthcare workers; doctors, nurses, clinical officers as well as health extension workers. However, dermatologists, especially those in training, should find the content interesting as well as educationally useful; especially in the areas of tropical dermatology.

### TYPE OF ARTICLE

Whilst we welcome any submissions that will be of interest to the health professional working in resource-poor settings, including original research, we are currently focused on the following topic areas:

- **Teaching reviews on dermatological diseases**  
Please aim to include investigation and treatment advice that will be available to our primary audience.
- **Photo stories**  
Good clinical photo of a condition with a short case discussion to highlight key features and simple locally available management tips.
- **Review of service development/research technique**  
Here we welcome original articles but suggest that these be reported with the aim of sharing your experience of how you developed a new service or undertook a survey or trial demonstrating what you have learned and how you will do it differently next time.
- **Quizzes**  
Photo quiz with multiple choice answers featuring diseases of relevance with suggested diagnostic and management interventions suitable for a resource limited setting.

We also welcome research reports, book reviews, news of forthcoming educational events, scholarships and correspondence. Suggestions for future articles are warmly welcomed.

All articles are subject to review by the Editorial Board and original papers are subjected to external peer review.

### SUBMISSION OF MANUSCRIPTS

All manuscripts should be submitted online to [CSH@ilds.org](mailto:CSH@ilds.org) and should be accompanied by the author declaration form.

### PREPARATION OF MANUSCRIPTS

The text should be written in British (rather than American) English and sent as a Word document (.doc). As space is at a premium, the text must be concise, avoiding repetition. The Editors reserve the right to make stylistic alterations to the text, although the corresponding author will be consulted if factual changes are recommended by the reviewer(s).

All manuscripts should be headed by a title, the names of all authors followed by their affiliation(s) (clearly linked to the respective authors), the name, address and email address of the corresponding author, a statement of funding (if relevant) and conflict of interests.

Original papers should be no longer than 2,000 words, including references, and should follow the following format:

- **Keywords** (please supply a few keywords)
- **Key learning points** (brief summary of the main arguments of the article)
- **Abstract** (including a brief summary of the background, objectives, methods, results and conclusions. It should not include references/citations)
- **Introduction**
- **Materials and Methods**
- **Results**
- **Discussion and Conclusion**
- **Acknowledgements**
- **References, tables and Figure Legends** (number of references should be limited to 10)

**Tables and figures** should be referred to in the text, eg Table 1, Figs 2-3. Each Table should be submitted at the end of the manuscript with a legend that fully explains its purpose. Figures should be submitted as a separate jpg or tif files at as high resolution as possible.

*Where an individual is identifiable in a photograph or text, written permission must be obtained for publication. You can adapt the **Appendix A** below to support this. If you are taking photos of either a meeting, conference or other events, you may not be able to get consent from each person. Please refer to **Appendix B** for more information on how to get consent. Please check the ILDS Privacy Policy for more information at <https://ilds.org/privacy-policy/>.*

#### REFERENCES:

Only key **References** should be included. Please aim to have a maximum of 10 references. References should be in Vancouver format and appear as consecutive, unbracketed superscript numbers in the text, e.g. 'in our previous reports<sup>1,2</sup> and those of Smith *et al.*<sup>3-5</sup>, and should be listed numerically in the reference list at the end of the article.

Format references as below, using standard (Medline) abbreviations for journal titles. If there are more than four authors, include the first three authors followed by *et al.*

1. de Berker DAR, Baran R, Dawber RPR. The nail in dermatological diseases. In: *Baran and Dawber's Diseases of the Nails and Their Management* (Baran R, Dawber RPR, de Berker DAR, Haneke E, Tosti A, eds), 3rd edn. Oxford: Blackwell Science Ltd, 2001; 172–92.
2. Shuster S. The nature and consequence of Karl Marx's skin disease. *Br J Dermatol* 2008; **158**:1–3.
3. Graham-Brown R, Burns T. *Lecture Notes: Dermatology*. Oxford: Wiley-Blackwell, 2006.
4. Smith A. Select committee report into social care in the community. Available at: <http://www.dhss.gov.uk/reports/report015285.html> (last accessed 7 November 2003).

We recommend the use of a tool such as EndNote for reference management and formatting. EndNote reference styles can be [found here](#).

#### YEARLY DEADLINE FOR SUBMISSION:

For Spring publication: **15<sup>th</sup> December** and for Autumn publication: **15<sup>th</sup> June**

## Appendix A

### CONSENT FORM FOR PHOTOGRAPHY/FILMING

I consent to *(insert your organisation's name)* using photographs and/or video recordings including images of me both internally and externally to promote the work of *(insert your organisation's name)*. These images could be used in print and digital media formats including print publications, websites, e-marketing, posters banners, advertising, film, social media, teaching and research purposes.

I understand that images on websites can be viewed throughout the world.

I understand that some images or recordings may be kept permanently once they are published and be kept as an archive.

I have read and understood the conditions and consent to my images being used as described.

Print Name	
Signature	
Date	

If the person is under 16, consent must be obtained from the parent/guardian.

If over 16, but not 18, as good practice, we will still need the consent of the parent/guardian that photographs/videos of their child may be used even if the child has given consent.

I have read and understood the conditions and consent to my child's images being used as described above.

Print Name (Parent/Guardian)	
Signature	
Date	

*(insert the name of your organisation)* is committed to processing information in accordance data protection laws. The personal data collected on this form will be held securely and will only be used for administrative purposes.

**Your rights**

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You can ask *(insert the name of your organisation)* to stop using your images at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation.

**Contact details**

If you have any questions relating to this consent form or the way, we are planning to use your information please contact:

*(insert the name, address and contact details of your organisation)*

## Appendix B

Before taking any photos or films, you should ensure the people are aware that they are being photographed, who is taking the pictures, what they will be used for, and who they will be shared with. You should also tell people who they should contact if they do not want to be photographed, or if they want their images deleted later. Display clear signs at your meeting or event or send this info prior to the meeting or your event which specifically explain all this. For example:

*(Insert the name of your organisation) will be taking photos at today's street party. These images will be used by (Insert the name of your organisation) for the Community Skin Health publication, and to promote our work. Images may be used in press releases, printed publicity and published on our Facebook Page. They will be stored securely. If you would prefer for you or your child not to be photographed, please speak to (insert name and telephone number) If you would like to see your images, or would like us to delete them, please email (insert email address) at any time.*

Make sure your signs are clear and big. Also make announcements at the meeting or event, telling people to read the signs. It is important that everyone is aware that photos are being taken. Here is a template notice which you could edit:

# Photographs and/or film footage will be taken at today's event.

(Name of organisation)

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will be taking photos and/or film footage at today's event. These images will be used by the group named above in the following ways:

- printed publicity
- online publicity (including Facebook and Twitter)
- Shared with the following third-party organisations for use in their printed and online publicity (including Facebook and Twitter):

They will be stored securely and will not be kept for longer than they are needed for the purposes listed above.

If you would prefer for you or your child not to be photographed, please speak to:

Name:

Mobile phone number:

If you would like to see your images, or would like us to delete them, please contact us on:

Phone number:

Email address: