

Postgraduate Medical Journal

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The Journal, as the organ of the Fellowship of Postgraduate Medicine, is dedicated to advancing the understanding and practice of postgraduate medical education and training. The Fellowship of Postgraduate Medicine was founded after the First World War and was a pioneer in the UK in the development of programmes of postgraduate study in all branches of medicine (see *Postgrad Med J* 1985; 61: 1). It always has been, and remains, independent of University, Health Service and Government. Currently the Fellowship works closely with the National Association of Clinical Tutors in furthering mutual aims. Amongst other activities, the Fellowship provides research grants and support for young investigators, especially those working temporarily in the UK.

Further details of the Fellowship of Postgraduate Medicine can be obtained from The Executive Secretary, Fellowship of Postgraduate Medicine, 12 Chandos Street, London W1M 9DE, UK.

The Journal is covered by *Current Contents*, *Biological Abstracts*, *ASCA*, *ISI/BIOMED*, *Index Medicus*, *Excerpta Medica* and *Science Citation Index*.

Editorial

Manuscripts, initial supplement enquiries, and all editorial correspondence should be sent to: The Editor, *Postgraduate Medical Journal*, 12 Chandos Street, London W1M 9DE, UK. (tel: +44 71 636 6334; fax: +44 171 436 2535).

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diagnoses if the eardrum is red or retracted?"

The book makes frequent use of sections for the specialist which are of limited value for the senior specialist but certainly would be of use to otologists in training or for those wishing to extend their knowledge. Overall, I feel this book will improve the understanding of all who are required to look at ears.

DE PHILLIPS
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Performance management

Performance management and appraisal in health services, Martin Edis. pp 160, illustrated. Kogan Page, London, 1995. £12.95, paperback

In a finance-constrained NHS, every last pound must be used to the best effect, and the management of people, the biggest and most important resource of all, must be managed optimally. This concise book sets out to get to the core of what is important in all aspects of managing performance and to give health managers practical advice on how to do it. In almost every respect, it achieves it and offers real guidance, particularly to a newcomer to the subject.

Martin Edis, the author, has laid out his book in a clear, concise style, with each element of performance management and appraisal the subject of a chapter. The text is interspersed with telling but simple diagrams, flow charts, check lists and tables, and each chapter has a useful summary. Management theory is covered in a referenced, but fairly jargon-free way, and is linked to practical advice with relevant workplace examples. The

author clearly has a good understanding of how hospitals work.

The chapter on appraisal is particularly interesting. Staff appraisal can be of great value but is never easy and this section offers good advice on how to cover a tricky discipline. The case studies are well thought out and a positive benefit.

In summary, this book offers a comprehensive, but simple approach to an increasingly important area which is traditionally badly done. It is highly readable, but is also a good reference which can be dipped into for practical pointers. It is a must for the new manager or someone designing a performance management system.

ANDREW EVANS
Director of Corporate Management
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London W2 1NY, UK

Books received

Quality and safety in anaesthesia, J Secker Walker, ed. pp 212, illustrated. BMJ, London, 1994. £16.95, paperback

Manual of hypertension, JD Swales, ed. pp xvi+182, illustrated. Blackwell Science, Oxford, 1995. £22.50, paperback

Neurophysiological basis of cerebral blood flow control: an introduction, S Mraovitch, R Sercombe, eds. pp 408, illustrated. John Libbey, London, 1996. £40.00, paperback

Progress in obesity research, A Angel, H Anderson, C Bouchard *et al*, eds. pp xvi+768, illustrated. John Libbey, London, 1996. £70.00, hardback

Human molecular genetics, T Strachan, AP Read. pp xiv+624, illustrated. BIOS, Oxford, 1996. £29.95, paperback

Metabolic regulation. A human perspective, N Frayn. pp xviii+265, illustrated. Portland Press, London, 1996. £18.85, paperback

Colour atlas of breast diseases, E Mansel, NJ Bundred. pp v+144, illustrated. Mosbey-Wolfe, London, 1995. £19.95, paperback

Medical education review, D Faux, C Ball, eds. pp 72. Medical Education Review, Corbett Press, Stourbridge, 1996. Annual subscription £35, paperback

Surgical principles, I Taylor, SJ Karran, eds. pp xi+212, illustrated. Arnold, London, 1996. £37.50, paperback

Joint and soft tissue injection: injecting with confidence, T Silver. pp vi+90, illustrated. Radcliffe Medical Press, Oxon, 1996. £19.95, hardback

Liver innervation, T Shimazu, ed. pp xii+484, illustrated. John Libbey, London, 1996. £60.00, hardback

Cystic fibrosis, Dennis J Shale, ed. pp vii+162, illustrated. BMJ, London, 1996. £25.00, hardback

Epidemiology in old age, S Ebrahim, A Kalache, eds. pp xx+436, illustrated. BMJ, London, 1996. £59.95, hardback

Neuromuscular transmission, LHDJ Booij, ed. pp x+196, illustrated. BMJ, London, 1996. £27.95, paperback

ABC of major trauma, 2nd edn. D Skinner *et al*, eds. pp x+146, illustrated. BMJ, London, 1996. £16.95, paperback

ABC of rheumatology, ML Snaith, ed. pp vii+90, illustrated. BMJ, London, 1996. £14.95, paperback

Scientific basis of health services, M Peckham, R Smith. pp xi+186, illustrated. BMJ, London, 1996. £22.95, paperback

Fraud and misconduct in medical research, 2nd edn, S Lock, F Wells, eds. pp xx+293, illustrated. BMJ, London, 1996. £29.95, hardback

Ophthalmology revision aid, PT Khaw *et al*. pp vii+197. BMJ, London, 1996. £22.95, paperback

Management of diabetic retinopathy, AMP Hamilton, MW Ibig, P Polkinghorne. pp viii+296, illustrated. BMJ, London, 1996. £49.95, hardback

Getting into a residency. A guide for medical students, 4th edn. KV Iserson, pp xx+526, illustrated. Galen Press, USA, 1996. \$31.95, paperback

Diabetes and the eye, MA Towler, JA Patterson, S Lightman. BMJ, London, 1996. £99.00, CD ROM

Navigating the NHS: core issues for clinicians, P Lees, ed. pp ix+150, illustrated. Radcliffe Medical Press, Oxon, 1996. £15.00, paperback

The hands-on guide for house officers, A Donald, M Stein, pp xviii+236, illustrated. Blackwell Science, Oxford, 1996. £12.95, paperback

Perioperative management for house surgeons, PR Hambly, MC Sainsbury. pp xii+280, illustrated. BIOS, Oxford, 1996. £17.95, paperback

Key questions in anaesthesia, 2nd edn, TM Craft, PM Upton. pp x+126, paperback. BIOS, Oxford, 1996. £12.95, paperback.

Key topics in anaesthesia, 2nd edn, TM Craft, PM Upton. pp xv+341. BIOS, Oxford, 1996. £21.95, hardback.

Suggestions for record keeping, 2nd edn. Kent MAAG Medical Records Working Party, 1996. pp 14, illustrated. Kent MAAG, Kent, 1996. £3.00

International Postgraduate Diary

Royal Free Hospital School of Medicine, London

14–18 October 1996: MRCP Part II course
Details: *DG James, Royal Free Hospital, Pond Street, London NW3 2QG, UK. Tel +44 171 794 0500*

Royal National Orthopaedic Hospital Trust Courses, London

16/17 October 1996: Amputation and prosthetics
15 November: Anaesthesia for orthopaedic surgery
Details: *Carol Winston, RNOHT, Stanmore, UK. Tel: +44 181 954 2300 ext 319*

RPMS Institute of Obstetrics and Gynaecology, Queen Charlotte's & Chelsea Hospital, London

8 November 1996: Perinatal study day
14 November 1996: Infant nutrition perspectives study day
Details: *Course Registration Service, PO Box 3219, London SW13 9XR, UK. Tel +44 181 741 1311; fax +44 181 741 0611*
1 October 1996: Controversies in paediatrics (29)
8/9 October 1996: The leading edge in neonatology (31)
11 October 1996: Women and children with HIV and AIDS (32)
14 October 1996: Ethical problems in reproduction (33)
4 November 1996: Molecular biology for paediatricians (39; Wolfson Conference Centre)
5 November 1996: The pre-school child (40)
19 November 1996: The bereaved child (43)
25–29 November 1996: Neonatal course for senior paediatricians (45)
Details (please use course codes for reference): *Symposium Secretary, RPMS Institute of Obstetrics & Gynaecology, Queen Charlotte's and Chelsea Hospital, Goldhawk Road, London W6 0XG, UK. Tel +44 181 740 3904; fax +44 181 259 8555*

Charing Cross & Westminster Medical School, London

4–9 December 1996: Obstetric anaesthesia and analgesia
Details: *Obstetric Anaesthetists' Association, PO Box 3219, London SW13 9XR, UK. Tel +44 181 741 1311; fax +44 181 741 0611*

St Bartholomew's and the Royal London School of Medicine and Dentistry

9–11 October 1996: Three-day course on Helping smokers give up
Details: *Course Secretary Janice Rossabi, London Hospital Medical College, Turner St, London E1 2AD, UK. Tel +44 171 377 7266*

Institute of Psychiatry and Bethlem and Maudsley NHS Trust

18/19 November 1996: Workshop on motivational enhancement therapy for eating disorders
Details: *Mrs L Wilding, Short Courses Office, Institute of Psychiatry, De Crespigny Park, London SE5 8AF, UK. Tel +44 171 919 3170; fax +44 071 740 5172*

University of Warwick Short Courses

9–12 December 1996: Techniques and applications of molecular biology: a course for medical practitioners
Details: *Dr Charlotte West, Department of Biological Sciences, University of Warwick, Coventry CV4 7AL, UK. Tel +44 1203 523540; fax +44 1203 523701*

Institute for Complementary Medicine and the University of Central Lancashire

26/27 October 1996: Complementary medicine—the added dimension
Details: *Anne Parker. Tel +44 1772 892252; fax +44 1772 892938*

Holistic Skills (London, UK)

21 November 1996: Suffering – a practical and spiritual dimension (conference)
16 December 1996: The immediate care of the deceased and their families/friends (conference)
Details: *Holistic Skills (UK), Sullivan House, 72/80 Widemarsh St, Hereford HR4 9HG, UK. Tel +44 1432 267290; fax +44 1432 267390*

University of California

12/13 October 1996: The skin from A to Z (San Francisco, CA)
17–20 October 1996: Office-based orthopaedics for the primary care physician (San Francisco, CA)
17–20 October 1996: Minimally invasive techniques for facial rejuvenation (San Francisco, CA)
2/3 November 1996: The skin from A to Z: tips on practical therapy and office techniques (San Francisco, CA)
7–9 November 1996: Otolaryngology update (San Francisco, CA)
8–10 November 1996: 42nd Annual group therapy symposium (San Francisco, CA)
21/22 November 1996: Third annual course on lasers in cutaneous and cosmetic surgery (London, UK)
7/8 December 1996: Stabilization and management of the critically ill child (San Francisco, CA)
6–8 February 1997: Epidemiology and prevention of infectious diseases (San Francisco, CA)

12–14 February 1997: Recent advances in neurology (San Francisco, CA)

Details: *University of California, Office of Continuing Medical Education, 1855 Folsom St, MCB Room 630, San Francisco, CA 94143–0742, USA. Tel +1 415 476 4251; fax +1 415 476 0318*

IVth International Dermatology Symposium: the sebaceous gland and its disorders

11–13 April 1997: University Medical Centre Benjamin Franklin, Berlin, Germany
Details: *Dr Ch C Zouboulis, Department of Dermatology, University Medical Centre Benjamin Franklin, Free University of Berlin, Hindenburgdamm 20, D-12200 Berlin, Germany. Tel +49 30 8445 2808; fax +49 30 8445 4262*

Arab Pharma: International exhibition and conference for pharmaceutical products and technology and First regional course on hospital administration

12–14 October 1996: Dubai Chamber of Commerce & Industry, Dubai, UAE
Details: *Expomed. Fax +971 4 622802*

1st International Conference on Priorities in Health Care

13–16 October 1996: Stockholm, Sweden
Details: *Conference Secretariat, Stockholm Convention Bureau, PO Box 6911, S-102 39 Stockholm, Sweden. Tel +46 8 736 1500; fax 46 8 348441*

World Forum for Doctors' Surgeries and Hospitals. 28th International Trade Fair with Congress

20–23 November 1996: Dusseldorf Exhibition Centre, Dusseldorf, Germany
Details: *Info-fax +49 211 45 6086100*

National Association of Clinical Tutors

The Association assists clinical tutors in their role as leaders in district medical education. Membership is open to University-appointed clinical and GP tutors. The Association arranges courses for the training and continuing professional development of clinical tutors and holds Winter and Summer meetings for all members.

Information about the NACT and its activities can be obtained from *The Secretariat, National Association of Clinical Tutors, 12 Chandos Street, London W1M 9DE, UK. Tel: +44 171 636 6334*

Postgraduate Medical Journal

INSTRUCTIONS TO AUTHORS

The aims of the *Postgraduate Medical Journal* are three-fold. Firstly, to help doctors in training to acquire the necessary skills to enable them to deliver the highest possible standards of patient care. Secondly, to help the trainers to develop suitable training programmes for their trainees. Finally, once that training is completed, to allow these doctors to maintain those high standards by a process of continuing medical education.

To achieve these aims we publish original papers, short reports and commissioned editorials and review articles. We are also delighted to receive unsolicited editorials and reviews, from doctors and others. The *Postgraduate Medical Journal* peer reviews all the material it receives. Each issue also includes a Self-Assessment corner, Letters to the Editor, book reviews and an international postgraduate diary. Many issues contain papers or abstracts of symposia devoted to a single subject, and the full proceedings of meetings may be published as supplements to the Journal. The *Postgraduate Medical Journal* is published monthly in the English language, and has an international readership.

Typescripts

Three complete copies should be sent to the Editor, *Postgraduate Medical Journal*, 12 Chandos Street, London W1M 9DE, UK. Papers must be type-written, double-spaced, on one side of paper not larger than A4 (297 mm × 210 mm). The first page of the typescript should bear the names of the author(s) and the name and address of the laboratory or institution where the work has been carried out, in addition to the title of the paper. The full address, telephone and fax number of the principal author to whom proofs will be sent should be given, together with up to four key words or phrases suitable for use in an index. All pages should be numbered, including the title page. All material submitted is assumed to be submitted exclusively to the *Postgraduate Medical Journal* unless the contrary is stated. Papers may be returned if presented in an inappropriate form. If the paper is rejected, these copies will not be returned. Authors are encouraged to submit their approved manuscripts on computer discs. Guidelines will be sent with the acceptance letter.

The principal author

The principal author must ensure that any co-authors listed agree to submission of the typescript. Any written or illustrative material which has been or will be published elsewhere must be duly acknowledged and accompanied by the written consent of the authors and publishers concerned.

Style

Abbreviations and symbols must be standard and SI units used throughout except for blood pressure values which are reported in mmHg. Acronyms should be used sparingly and fully explained when first used. Whenever possible, drugs should be given their approved generic name. Where a proprietary (brand) name is used, it should begin with a capital letter. Statistical analyses must explain the methods used. Words to be italicized should be underlined. The *Concise Oxford English Dictionary* is used as a reference for spelling and hyphenation. Figures and tables should be referred to in the text.

Articles

Original articles are usually up to 3000 words long with up to six tables/illustrations and 30 references. They should be divided into: (a) Title page, (b) Summary, (c) Introduction, (d) Materials and Methods, (e) Results, (f) Discussion, (g) Acknowledgements, (h) References, (i) Tables, (j) Figures and captions. The summary should not exceed 250 words and should state concisely what was done, the main findings and how the work was interpreted. Numbered paragraphs should be avoided. The use of boxes with learning/summary 'bullet' points is encouraged.

References

References should follow the Vancouver style. In the text, they should appear as superscript numbers starting at 1. At the end of the paper they should be listed (double-spaced) in numerical order corresponding to the order of citation. All authors should be quoted for papers with up to six authors; for papers with more than six authors, the first three only should be quoted followed by *et al.* Titles of medical periodicals should be given in full or abbreviated in line with the latest edition of *Index Medicus*. The first and last page numbers for each reference should be provided. Abstracts and letters must be identified as such. For example,

- 1 Clements R, Gravelle IH. Radiological appearances of hydatid disease in Wales. *Postgrad Med J* 1986; 62: 167-73.
- 2 Greenberger JS. Long-term hematopoietic cultures. In: Golde W, ed. *Hematopoiesis*. New York: Churchill-Livingstone, 1984; pp 203-42.

Responsibility for the accuracy and completeness of references rests entirely with the authors.

Figures and tables

Photographs, photomicrographs, line diagrams and graphs should be prepared to professional standards and submitted as originals or as unmounted glossy photographic prints. When preparing illustrations which include lettering or symbols, remember they will be reduced to 65 mm in width, or less. Three copies of each illustration should be submitted, each bearing a label on the back marked in pencil with the author's names and the number of the figure. Figure legends and tables should be typed on separate sheets. If any tables or illustrations

submitted have been published elsewhere, written consent to republication should be obtained by the author from the copyright holder the authors. Figures and tables should be numbered in arabic numerals.

Short reports

Short papers or case reports should not exceed 1000 words, inclusive of abstract, introduction, report and discussion. Up to 10 references and two illustrations or tables will be accepted. Each report must include (on a separate sheet) a list of learning or summary points.

Self-assessment questions

Self-assessment questions may take several formats, including multiple-choice questions, (each consisting of a question stem and five items, with discussion of the correct answers and up to five references per question) and photographic material (eg, clinical photograph, X-ray, blood film, histological section) or data interpretation (eg, ECG, arterial blood gases), with clinical information and up to three questions with discussion of the correct answers, and up to five references per case. Authors whose case reports are rejected may be asked to consider resubmitting their report as a self-assessment question.

Review articles

The Editor welcomes review articles of up to 3000 words, provided they contain a clear educational message. The use of boxed case histories, learning/bullet points and structured tables/summaries are encouraged. Guidelines for authors of review articles are available from the Editorial Office, who are also happy to discuss proposed articles.

Editorials

The Editor is delighted to consider for publication unsolicited editorials of 800 words. These will be peer reviewed.

Covering letter

The covering letter must be signed by all authors and include a declaration that the paper is not under consideration by any other journal at the same time and that it has not been accepted for publication elsewhere.

Peer review

All papers are peer reviewed. Some are rejected after review by one or more members of the editorial team. The remainder are also reviewed by one or more external advisers. Reasons for rejection will be indicated to the principal author. The Editor retains the customary right to determine style and, if necessary, to shorten material accepted for publication.

Letters

Letters to the Editor related to articles published in the *Postgraduate Medical Journal* are welcome. Only one copy need be sent, which should not exceed 500 words and five references. Authors whose short reports are rejected may be asked to consider resubmitting their report as a letter.

Supplements

Guidelines for supplements are available from the Editorial Office, who are happy to discuss proposed supplements.

Proofs

A marked copy of the proofs will be sent to the principal author which should be read carefully for errors. The corrected copy must be returned to the Technical Editor within three days. Major alterations to text cannot be accepted.

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Offprints

Offprints may be ordered on a form accompanying the proofs. The charges are necessarily high if orders are received after the issue has gone to press.