Document Submission Requirements

[Updated sections are marked with\*]

Authors should also refer to their editor’s guidance documents for their specific chapter to be found on the portal (e.g. *Format for chapters on exposure,* and *Format for chapters on cancer sites*)

## Documents to be posted on the portal

The following documents should be posted on the portal and categorized with the corresponding file type, indicated below in parenthesis.

### Outline submission (March 1st 2015)

1. Outline – double spaced with page numbers (Outline)

### First full submission (see list of document types below)\*

1. The [face page](https://portals.dceg.cancer.gov/4thedition/guidance-documents/submission_rec/face-page/view) should be placed and populated as the first page in the full text document
2. Figures and tables for the printed text should be submitted in separate files one for all figures, and one for all tables etc.

### Subsequent submissions\*

1. Click on the last version in your to-do list. By selecting "upload revision" you will be able to replace the old document with your new revised one. (Do not click on “Add file” because this will clutter up the portal.)
2. NOTE: If you have no items in the to do list and can’t see the "upload revision" button – **it means that the** **your editor is working** on your document. If you have substantive changes that you want the editor to review – contact Annelie Landgren.

### FINAL SUBMISSION (more information to come) \*

To help you prepare a document compliant with submission requirements for OUP we are creating a "Final submission requirement check list" to be sent out in a few weeks.

Please ensure that all coauthors have carefully reviewed all aspects of your submission prior to uploading it to the portal.

I will perform a brief technical review (not proof reading). Please understand that due to limitation of resources we will have to send back any documents that are not fully compliant.

## Details on types of documents to submit: \*

1. **Full text** should include:
   1. the [face page](https://portals.dceg.cancer.gov/4thedition/guidance-documents/submission_rec/face-page/view) listing title, author(s), wordlength (including 200 words per table or figure) etc.,
   2. placement indicators and captions for tables and figures and reference list, but not tables or figures themselves.

**One file each with all of your:**

1. **Figures** for the printed text
2. **Tables** for the printed text
3. optional supplementary figures (**Suppl Figures**)
4. optional supplementary tables (**Suppl Tables**)
5. **Other** (e.g. boxes or photos etc.)

And lastly: - **required for final submission only**

1. A list of items used with copyright restrictions (Other)

If you have any questions regarding the portal, layout or submissions, please contact the project manager (PM) Annelie Landgren (landgrena@mail.nih.gov)

## Text format

MS Word

Letter size (8.5’’ x 11’’)

12pt Times New Roman

Double-space all text (including notes and endnotes)

Default 1-inch margins

Page numbers

## Headings

Please use headings with a clear and consistent structure. Distinguish heading levels by including brackets and numbering as shown below when preparing your manuscript. In addition you may use MS Word’s automated heading styles as in our example or manually formatted headings.

# <1> Main heading

## <2> Sub heading

### <3> Sub-sub heading etc.

(Here we used the default blue MS Word heading styles 1-3)

## Tables / Figures

Figures/tables in Word, TIFF, JPG, or Excel

Number Tables/Figures 1.1, 1.2, etc (first number refers to chapter number)

Text should call out any table, figure or other: e.g. “Figure 1.1 depicts…” or “…as shown in Table 1.1”

Placement indicator [INSERT FIGURE 1.1 HERE]

Captions/Notes: double spaced – should begin with element number (e.g., Table 3.2)

Figures in color will be rendered in black and white for hard copy production but will remain in color for online version.

## References\*

Find detailed [reference guidance](https://portals.dceg.cancer.gov/4thedition/guidance-documents/references) on the portal as well as EndNote sample and output style. **Note: Correction – There should be a period after et al. in the in-text citation.**

Also note that there is no requirement to use reference manager software.

Will follow a modified [APA style](https://owl.english.purdue.edu/owl/resource/560/01/), as in the third edition:

* 1. Text will show first author and year (Smith et al., 2012) if more than 2 authors and Smith and Jones, 2012) if two authors.
  2. Chapter author need only designate citation in text and full reference including the URL in the bibliography
  3. Publisher will create and activate all links

## Spelling and punctuation

Use American English spelling and punctuation throughout. Please refer to New Oxford American Dictionary (Third edition).

## Do not use:

Justification (align left side only)

Statements such as “see above”, “see below”, and “see next page” since these will change when text is resized for the book. Instead, use “See Figure 1.1” or equivalent.

Do not reference supplemental materials in body of chapter, as it will not lend well to use of print book.

## Electronic Links:

The electronic version of the book will contain two active links for each citation. One will allow readers to connect between the abbreviated citation in the text and the full citation in the reference list. A second will connect from the citation in the reference list to the abstract (and sometimes full article) in PubMed. Readers can access the full source material if a paper is designated “Free PMC full article” or if their institutional affiliation provides this access.

* Chapter authors need only designate the citation in the text and full reference (including URL) for the bibliography using a reference manager.
* The publisher will create and activate the links in the electronic version.

Unfortunately, readers of the electronic text will not be able to cross-link directly to other chapters in the book or to the Supplementary Material. The Publisher informs us that it is time-consuming and cumbersome to establish two-directional links that can connect readers to other chapters and then return them to their starting point. Readers who wish to link to other chapters must use the embedded comprehensive “Search” function that locates all instances where a topic is covered and display them in order of most to least relevant.

## Copyright and permissions:

Please contact Meredith Keller at Oxford University Press (meredith.keller@oup.com) with any questions related to permissions, or if you have difficulty procuring permissions.

More detailed guidelines can be found in the OUP author handbook (link below):

<https://global.oup.com/academic/authors/author-handbook/?cc=us&lang=en>

APA referencing:

<https://owl.english.purdue.edu/owl/resource/560/01/>

4th edition working portal (1st authors have access)

<https://portals.dceg.cancer.gov/4thedition>