Manuscript Guidelines for Authors

Dear Author:

Welcome to Elsevier. If this is your first book or contribution with us, we hope you find this information to be a useful introduction to the process of writing for Elsevier. We are the undisputed market leader in the publication and dissemination of scientific, technical, and health care information products and services. If you have written for us before – welcome back. We are proud of the relationships we have built over the years with an outstanding and renowned author community.

The purpose of this information is to provide authors with guidelines on the preparation and presentation of manuscripts. By following these guidelines, you will help to ensure that your publication is produced as quickly and efficiently as possible.

If particular aspects of your project are not included here, your Content Strategist will provide you with additional information.

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ELSEVIER

Manuscript Format
- ❑ Create manuscript using **Microsoft Word** software.
- ❑ If your manuscript contains heavy math, consult with your Content Strategist or Developmental Specialist on acceptable programs to use.
- ❑ Place references, illustration legends, tables, and boxes at the end of the chapter text file. Do not embed within the text file where these elements are mentioned. Illustrations created electronically should be stored in separate files.
- ❑ Use double spacing throughout.
- ❑ Use formatting commands, for example, italics and superscripts, as you would for any written document
- ❑ *Do NOT* use style sheets or pre-formatted paragraph styles.
- ❑ *Do NOT* use the "Endnotes" or "Footnotes" feature for your references

Cover Sheet
- ❑ A cover sheet should be included as page 1 in your manuscript file with your full name, degrees, affiliation, email address, telephone number, and preferred mailing address.

Length of contribution
- ❑ Before submitting your manuscript, check that the length (word count or page count) does not exceed or fall short of that stated in your contract or by the Editorial Department.
- ❑ Word/page count allotments include references, tables, and boxes.

Chapter Outline
- ❑ Submit an outline with each chapter that shows the subordination of headings within the chapter (even if an outline will not be included in final published product).

Headings
- ❑ Ensure that the headings within a chapter are consistent and logically ranked
- ❑ Indicate the relative importance of each heading by placing a <1>, <2> before the heading (for example, <1> = major heading; <2> = subheading; <3> = sub-subheading, etc.). The chapter title does not count as a heading.
- ❑ Avoid using more than 4 levels of headings if at all possible.

Lists
- ❑ Create as a bulleted or numbered list
- ❑ Do *NOT* classify lists as tables

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Displayed Text
- ❑ Key long quotations, case histories, chemical formulas, and equations as separate paragraphs and position them within the text as you want hem to appear in the published product.

Cross-References
- ❑ Indicate page cross-references in the text by inserting a series of stars (p. ***) or cross refer the reader to a particular chapter by number rather than title, for example, (see Chapter 3). You will be asked to replace the stars (***) with the final page numbers at the page proof stage.

Tables
Tables are a collection of data correlates; that is, the information in a table is presented in a columnar format and the information in one column correlates with that in subsequent columns. All tables should be comprehensible to the reader without having to refer to the main text.
- ❑ Use the Microsoft Word "Table" feature to format tables
- ❑ Double number each table sequentially according to the chapter it appears in its order within in the text; for example, Table 2-1 would be the first table in Chapter 2.
- ❑ Refer to every table in the text in numerical order by adding a table callout within the text where reader should refer to it. *Example:* (see Table 2-1).
- ❑ Define all abbreviations and symbols used in the table in a key at the end of the table. The key should include an explanation for each abbreviation and symbol used in table.
- ❑ If the table is borrowed, include a credit line of the original source. Permission to use the borrowed material must be obtained before delivery of the manuscript.
- ❑ Keep tables to 3 columns or less, when possible, to allow for greater electronic friendly readability.

Boxes
Boxes are used to present simple but important lists, key information, or special text features.
- ❑ Double number each box sequentially according to the chapter it appears in its order within in the text, Box 2-1 would be the first box in Chapter 2.
- ❑ Refer to every box in the text in numerical order by adding a box callout within the text where reader should refer to it. *Example:* (see Box 2-1).
- ❑ Define all abbreviations and symbols used in the box in a key at the end of the table. The key should include an explanation for each abbreviation and symbol used in box.
- ❑ If the box is borrowed, include a credit line of the original source. Permission to use the borrowed material must be obtained before delivery of the manuscript.

Footnotes
Do not use footnotes, include explanatory material within the text. Footnotes do not exist in electronic formats.

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References, Readings, and Bibliography

Most manuscript queries arise from missing or inaccurate information provided in the references, so please pay careful attention and double-check the details of the reference information. A reference list comprises works cited in the text. A reading list gives suggestions for texts that will provide additional information. The bibliography provides a list of the text consulted by the chapter author in preparation of the manuscript.

- It is important that references be current (published within last 10 years unless the reference is considered a classic).
- References should be provided whenever you refer to original work, when you directly quote a source, when you paraphrase someone else's material, when you refer to a personal correspondence, and when you use statistical figures.
    - Do not reference general statement and dictionaries.
    - Cite all references found in the reference list in the text.
    - References can be presented in either an alphabetical or numerical style. Please check first with your Content Strategist or Developmental Specialist to determine which style is to be used in your publication.
    - Key references (full citation) at the end of your chapter.
    - The number of references allowed per chapter will likely be limited by your Content Strategist or Developmental Editor, please confirm before starting your work.
    - For information on how to cite references from internet based resources, guidelines are listed on the website: http://www.apastyle.org/elecref.html.

Permissions

- We encourage you to limit the use of borrowed material because it detracts from the uniqueness of your work.
- In the event you do use material from other publications (including print and nonprint formats, such as books, journals, CDs, online websites, and the Internet), **it is your responsibility as the author to secure all permissions and pay fees**.
- If in doubt about whether permission is needed, apply for permission from the copyright holder.
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- Please review Elsevier's policy on the use of images or personal information of patients or other individual. Your editorial team can supply you with this information

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Figures

❑ For our purposes, the term *figure* includes drawings and/or photographs that are to be used in your publication.

❑ Drawings, which include typeset forms, ECG tracings, algorithms, and artist renderings may be supplied as final artwork or clearly drawn enough drafts that will subsequently be redrawn by a freelance medical artist commissioned by Elsevier.
   ❑ Discuss the type of drawings and number expected with your Developmental Specialist prior to starting work on your contribution so your submission aligned with both our page and art budgets.

❑ For photographs (surgical, radiology, etc.), please send samples early on so Elsevier can confirm the quality passes our print test.

❑ Labels, leader lines, etc. that you want as part of the figure should be shown on a secondary file such as PowerPoint or PDF so we know what to add and where.

❑ Double number each figure sequentially according to the chapter it appears in its order within in the text, Figures 2-1 would be the first figure in Chapter 2.

❑ If using e-only figures, please discuss how to number these with your Developmental Specialist.

❑ All illustrations must be called out in the text where the reader should refer to it. Example: (see Figure 2-1).

❑ Legends are required for all illustrations; legends should be placed in your manuscript file after the main chapter text and references.

❑ New medical illustrations you are requesting should be submitted with at least 3 reference pieces. These can be a combination of your own sketches, figures from other sources, articles describing what you are looking for, etc. along with notes on what the goal of the illustration is to help artist.

❑ If any part of a figure is borrowed, include a credit line of the original source, following the legend for the figure in the manuscript file. Permission to use the borrowed material must be obtained before delivery of the manuscript.

❑ Acceptable and non-acceptable formats for figures are summarized below:

	Acceptable	Not Acceptable
FOR PHOTOS and other films	• TIFF files (300 dpi) • Adobe Illustrator EPS files (300 dpi) • Photoshop EPS files (300 dpi) • High quality glossy prints	• PowerPoint files • JPEG files • MacDraw or paint programs • Business graphic programs *(Persuasion, AutoCAD)* • Art merged with Microsoft Word or WordPerfect programs • PDF files • Copyrighted photos (unless permission grant has been requested/received and necessary fees paid)
FOR Algorithms, Diagrams, and	• Computer-generated or Hand-drawn sketches with necessary	

other illustrations to be created	labels and instructions for our artists to create a diagram or, • Illustration and/or Photos with necessary labels and instructions for our artists to create an illustration • PowerPoint • PDF	

Irreplaceable Material

- ❑ Keep copies of all submitted material, including copies of any photographs or tracings
- ❑ Back up all material
- ❑ Have duplicates made of photographs, tracings, and other original material and keep reproducible copies of all submitted artwork, especially if items have been borrowed from other sources.

Checklist

- ❑ I have kept to or under the specified word, figure and reference count
- ❑ All of my figures include figure captions/legends
- ❑ I have cited all tables, boxes and figures in the text of my chapter
- ❑ I have provided any new photographs in acceptable format
- ❑ Any new artwork has been provided for Elsevier's illustration team to draw up with at least 3 references
  I have permission to use all figures and tables, or have provided a full credit line so that Elsevier can apply for permission on my behalf
- ❑ I have included a cover page listing chapter title, chapter authors (full names), author affiliations and credentials, author contact information