

Basic Manuscript Preparation Guidelines

Manuscript should be typed double-spaced on one side only of 8 1/2 x 11 inch pages. The left margin should be at least 1 1/2 inches wide and all others should be at least one (1) inch wide. Each new paragraph should be indented one tab of five spaces. Please do not use actual spaces because the copyediting will take much longer deleting these unneeded spaces. Don't set paragraphs in block form. The right side of typing should not be justified. There should be no extra spacing between paragraphs.

A 3.5 inch floppy disk should accompany a hard copy of the manuscript. It should be formatted as outlined in the **Manuscript Prospectus Submission Guidelines**. The manuscript copy should be printed out from the disk so that both the disk and manuscript copy are exactly alike. Zip disks are acceptable, too.

Any words in italic should be underlined. If you have a word processor, don't use the italic unless you also underline the italic. Any words in bold should be underlined with a wavy line even though set in bold on a word processor. Book and journal titles in the text and in the bibliography should be underlined for italic.

Typewritten copy should be clear and dark. Word processors should utilize letter quality or laser printers. Old style dot matrix printers are not acceptable although there may be new style matrix printers, which would be acceptable.

Use double hyphens for breaks between parts of sentences. Use single hyphens for compound words. Don't break any compound words at the end of a line.

Periods and commas are always to be placed inside quotation marks. Other marks of punctuation should be placed inside the quotation marks only if they are a part of the actual quotation. Indented, in-block paragraphs should not be in quotation marks. Any quotations within the in-block quotation should begin with a double quote; quotes within quotes single quote.

Headings should be presented in a consistent style: The following is the preferred method by this publisher:

1. First place headings are generally reserved for the chapter title and are typed in all caps and centered on the page.

2. Second place headings are used for major divisions within a chapter and for heading the reference section at the end of a chapter. They should be typed in all caps, centered.
3. Third place headings are used for chapter divisions of less importance than second place. They should be typed in caps and lower case, centered.
4. Fourth place headings are used for less important divisions and should be typed in caps and lower case, flush left with the left margin.
5. Fifth place headings are used for minor subdivisions and should be typed in caps and lower case, underlined, and run in to the paragraph. They should have a period or colon at the end.

Footnotes should be typed on the first line after the reference point in the manuscript. Footnotes should be indented and set off by horizontal lines above and below the footnote, with text continuing thereon.

Bibliographies and references should be typed double space. Consistency in bibliographic typing is the important thing. There are many styles. One style by this publisher for books and journals is indicated below this paragraph. Many authors prefer the style of the American Psychological Association. Consistency in spacing in references is very important Spacing after periods is not always preferred but, if so, should be consistent. Book titles and journal titles, including the volume number, should be underlined or italic.

Bibliographic references should always appear at the end of the manuscript. The following style may be used, although the most important consideration is to make certain that a consistency is again maintained throughout.

Book References

Jones, E. W.; Smith, C. H., and Brown, A. K.: Lung Surgery, Springfield, Thomas, 1956. **JOURNAL**

References

Jones, E. W.; Smith, C. H., and Brown, A. K.: Aspiration of the lung. JAMA, 22:143, 1956.

Pages should be numbered consecutively in the upper right hand corner and pages should be checked to be certain that the text reads correctly from one page to the next.

There should be no handwritten material on pages. If additions or changes are necessary in the text, such pages should be re-typed.

Tables should appear on the floppy disk as well as the manuscript printout. Number tables in Arabic format. Table format should be kept as consistent as possible from one table to another. Tabular column headings generally appear in italic and should be underlined in the table.

Any original line or halftone illustrations should be kept separate from the manuscript text. However, the illustrations should be scanned onto the floppy disk and appear in the manuscript printout as well. These should be numbered in Arabic format. The illustrations should not be mounted. Place the illustrations in a folder at the end of the manuscript. Indicate in the left text margins where the illustrations should appear in relation to the text. Line illustrations may be submitted in a larger size than expected for reproduction but keep in mind that this publisher normally has a type page width of 5 inches and a type page length of 8 inches and that illustrations should fit within the 5 x 8 inch size, as reproduced and/or reduced.

Photographic illustrations should be submitted on glossy prints, in black and white. Color cannot be used without special permission from the publisher. Glossy prints may conveniently be prepared in about a 5 x 7 inch size. Note the back of line illustrations as to the "top" and with author and publisher name indicated. Photographic illustrations should have the same information but this should be on adhesive labels so that writing won't show through onto the front of the print. When in doubt with illustrations, the "top" should be identified on the back of the illustration.

Line illustrations may be professionally drawn with undiluted India ink. All captions on illustrations should be sharp with good contrast, and error free. Computer graphics processes of producing illustrations can be most suitable and may be printed on a bond paper.

Descriptive legends to illustrations should be typed separately, one below another, double spaced, and identified by the same figure numbers as for the illustrations. The legends should also appear on the floppy disk as well as the manuscript printout. Keep these legends separate from the illustrations and also separate from the text. However, captions, which are to appear on the illustration, should appear on the illustration--not furnished separately.

Permissions in writing for the use of materials from other publications should be sent in a separate folder at the end of the manuscript. It is necessary for authors to be responsible for securing permissions of materials, which are to be in their chapter. Any fees for the use of such materials should be paid for by the author. Acknowledgment to other sources may be made in a footnote

or in endnotes at the end of the chapter. A form for this purpose is located on this web site.

In addition to the above guidelines, the following references are useful:

- The Chicago Manual of Style
- Webster's New Collegiate Dictionary
- Dorland's Medical Dictionary
- Publication Manual of the APA
- Index Medicus