



# Clinics of North America

## *Manuscript Guidelines for Contributors*

Welcome to the Clinics publishing program. Your contribution is greatly appreciated, and we look forward to working with you. All of the periodicals in the Clinics publishing program offer the medical, dental and veterinary practitioner comprehensive, clinical reviews of timely subjects, including diagnosis and therapy, new materials, and new equipment. Your contribution should be of genuine clinical interest and contain information that is well substantiated by your research, your clinical experience, and by reports in the literature.

These guidelines are provided to simplify the manuscript preparation process for you and to ensure that your article moves smoothly through the production process. Follow the instructions provided regarding article length and number of tables and figures, and when complete, submit your manuscript (hard copy, disk, tables, figures and appropriate forms) to the Guest Editor by the agreed-upon deadline. Your manuscript will be forwarded to us after the Guest Editor's review of scientific content. The Guest Editor will contact you if any major revisions are necessary.

### **SOME GENERAL GUIDELINES**

- Manuscripts must be typed double-spaced. This guideline includes all text, references, tables, and figure legends.
- It is the author's responsibility to obtain written permission for any borrowed, modified, or adapted text, tables, or figures from the copyright owner (usually the original publisher).
- We cannot accept any manuscripts, figures, or tables that are unpublished and have been submitted to or are under consideration by any other publisher or publication.
- It is the author's responsibility to send us publication-quality artwork (photos, drawings, etc).
- Digital art must be submitted according to our guidelines (see [authors.elsevier.com](http://authors.elsevier.com)).

*Please note:* Articles are accepted for publication with the understanding that they are original contributions never before published or under consideration for publication elsewhere. You will be required to submit with your manuscript a signed Contributing Author's Agreement/Transfer of Copyright form (which will be sent to you at a later date) transferring copyright of your material to Elsevier Science Company. *We will be unable to publish your article without this signed agreement.*

*W.B. Saunders*  
*An Imprint of Elsevier Science, Inc.*

The Curtis Center, Suite 300  
Independence Square West  
Philadelphia, PA 19106-3399  
(215)-238-7800 • FAX (215)-238-8772



# GUIDELINES FOR MANUSCRIPT TEXT

## SUBMITTING MANUSCRIPTS ON DISK

- Please submit your manuscript on computer disk. We prefer that articles are prepared on software such as Word or WordPerfect, but we can convert most files prepared with other programs. Be sure to identify the software used and note whether the manuscript was prepared on a Macintosh or PC platform.
- Write protect your disk before submitting (for a 3 1/2" disk, slide the tab to the open position).
- Text, references, synopsis, figure legends, and tables should all be saved as one file.
- Do not activate the hyphenation or justification feature of your software.

## TITLE PAGE

Your title page must include the following information (a sample is provided on page 7):

- Title of article (please be as concise as possible)
- Author's name, degrees, academic or professional affiliation, city, and state (or country); same information for any coauthors
- Mailing address, telephone number, fax number, and e-mail address of each coauthor. Clearly indicate which coauthor is the corresponding author, and who should receive proof and reprints; otherwise, these materials will be sent to the first-named author.
- Statement acknowledging funding support, if applicable

## TEXT

- Text should be double-spaced in 10- or 12-point type with ample margins on quality paper.
- Number each page, starting with the title page.
- Indent paragraphs.
- Type heads consistently throughout the article. We prefer all heads flush left.
- Type reference numbers within brackets.
- Conclude article with a brief summary of its important points or objective.
- Acknowledge assistance of any colleagues or support staff in the preparation of article, if applicable.
- Send one copy to Guest Editor and save a copy for yourself.

## REFERENCES

- Type double-spaced with ample margins.
- List by number in the order in which used in the text.
- Use *Index Medicus* abbreviations for journals that are indexed; if a journal is not indexed, use full name.
- If more than six authors, cite first six and add "et al."
- If using reference managing software such as Reference Manager, EndNote, or ProCite, choose the style for "AMA style," which most closely approximates our style.
- For questions regarding formatting of other references not cited below, e.g., websites, e-mail, CD-ROMs, or databases, reference according to the *AMA Manual of Style*.
- Please include volume, number and page range whenever possible.

### Sample citations:

#### Journal article

12. Simpkins H, Schoaf F, Katz J, Smith A, Jones B, Cooper B, et al. An acute granular lymphoid leukemia: a case report. *Hum Pathol* 1987;18(2):93-9.

#### Clinics article

18. Aron DN, Crowe DT. Upper airway obstruction. *Surg Clin North Am* 1999;46(6):1224-45.

#### Chapter in a single-authored book

5. Haeney M. Antibody deficiency. In: Introduction to clinical immunology. London: Butterworth; 1985. p. 64-87.

#### Chapter in a multi-authored book

3. Krane SM, Near RM. Connective tissue. In: Smith LJ Jr, Their SO, editors. Pathophysiology: the biological principles of disease, 2nd edition (International Textbook of Medicine, vol 1). Philadelphia: WB Saunders; 1985. p. 611-26.

#### Proceedings papers

24. Bell LM, Alpert G, Gorton-Slight P. Skin colonization of hospitalized and nonhospitalized infants with lipophilic yeast [abstract 519]. In: Programs and abstracts of the 25th Interscience Conference of Antimicrobial Agents and Chemotherapy. Minneapolis: 1985, p. 186-8.

#### Works in Progress

Insert in text, in parentheses, any mention of personal communications or unpublished observations:

...(John Hones, MD, City, State, personal communication, May 1999)...

Personal communications should not be included in the reference list.

## SYNOPSIS

Provide a brief, approximately five-sentence abstract of your article for the table of contents.

## PERSONAL COMMUNICATIONS

Information attributed to “personal communication” in your manuscript should not be inflammatory or libelous or cause embarrassment to anyone, including the source, when it is published.

## USE OF TRADEMARK NAMES

The generic or nonproprietary name of a drug should be used, with the proprietary or trademark name included in parentheses at first mention, e.g., trimethoprim-sulfamethoxazole (Bactrim; Septra). The manufacturer’s name, superscript ®, and superscript ™ are *not* necessary.

Trademark names of equipment and materials should be provided when appropriate, and the manufacturer’s name and address (city, state, country if necessary) should be included in parentheses immediately following; e.g., Velcro tourniquet (Velcro USA, Inc., Manchester, NH).

## FINANCIAL DISCLOSURE OBLIGATIONS

Authors should disclose any relationship with a commercial company that has a direct financial interest in the subject matter or materials discussed in their article or with a company making a competing product.

All funding sources supporting research that is the primary subject of discussion in the article should be acknowledged in a footnote on the title page of the manuscript, as should all institutional or corporate affiliations of the authors.

Other relationships that might pose a conflict of interest, such as a paid consultancy, stock ownership or other equity interest, or patent-licensing agreements, should be disclosed in an acknowledgment placed at the end of the article before the references, where it will appear when the article is published.

## TABLES

Be aware of the difference between tables and lists. Tables must be at least two columns and their purpose is to show relationships between data; lists are enumerations. Submitted “tables” that are actually lists will be converted to lists according to our house style.

- Number tables consecutively; do not combine with figures.
- Compose each table on a separate sheet of paper.
- Provide a title at the top of each table.
- All tables must be called out in order at least once in the text (e.g., Table 1). Place tables at end of the manuscript.
- Obtain permission for all borrowed, modified, or adapted tables (see “Guidelines for Permissions”).
- Provide the appropriate credit line at the bottom of all borrowed, modified, or adapted tables (see “Guidelines for Permissions”).

## GUIDELINES FOR ARTWORK

### FIGURES

If you provide artwork for your article, it is your responsibility to provide publication-quality artwork. For optimal reproduction, all figures should be clean and sharp in detail. *Please note that all costs for figure preparation are assumed by the author.* **Art will not be reproduced in color unless an arrangement has been made with the Clinics editor prior to the submission of the manuscript.** Please submit only figures that are not under consideration for publication elsewhere. Publication in peer-review periodicals is a lengthy process, and publishers will not grant permission for reuse of your figure(s) until after the month of publication in their journal. Therefore, do not submit with your Clinics manuscript a figure already submitted to a peer-review periodical under the assumption that you will get permission to reuse it. Please remember to retain copies of your figures for your files; all artwork will be returned to the corresponding author.

*The following figures are acceptable for publication (only one copy is necessary):*

- Unmounted 5" × 7" black-and-white glossy prints
- Original line drawings

- Computer-generated laser-quality prints (sorry, photocopies of artwork are not publication-quality and will not be accepted)
- Camera-ready copy of a borrowed figure
- 2" ∞ 2" slides
- Electronic files, with matching hard copy (see [authors.elsevier.com](http://authors.elsevier.com))

#### *Details of figure submissions:*

- Number each figure consecutively as it appears in the text. Do not combine numbering of figures with numbering of tables.
- Refer to each figure by number in the text (e.g., Fig. 1).
- Label the backs of all figures with author's name and figure number, using a very soft pencil or peel-away label. Indicate top of illustration. Do not bear down hard or use felt-tip markers, ballpoint pen, Scotch tape, staples, or paper clips (each can mar the figure). Do not use sticky notes as they may get lost.
- Add any labels, arrows, or other markings neatly with transfer type or provide a photocopy of figure with changes noted.
- Indicate any crop marks on border of figure or on a photocopy of the figure.
- Submit photomicrographs and electron micrographs as 3" ∞ 5" prints so that they can be sized as close to 100% as possible. Prints of any other size may have to be reduced or enlarged significantly, which can affect print quality. Include original magnification and stain in figure legend.
- Submit suggested layouts on photocopies of the figures, if appropriate. If figures must be placed in a specific arrangement, we must be informed before we begin work on your manuscript. Layout changes are not possible once an article has been typeset.
- Mask eyes or other identifiable features of the patient or any other person in the photograph from whom a release has not been obtained, or we will be obligated to mask or crop accordingly (see "Patient Photograph Release Forms").

## FIGURE LEGENDS

- Type double-spaced with ample margins.
- Explain each part of multi-part figures, using capital letters A, B, C, etc.
- Explain any labels, arrows, arrowheads, or other markings on the figures.
- Obtain permission for any borrowed or courtesy figures (see "Guidelines for Permissions").

- Obtain a patient photograph release form from any identifiable person (see "Patient Photograph Release Forms").
- Provide a complete credit line at the end of the legend of each borrowed figure.



## GUIDELINES FOR DIGITAL ART

- **Halftone images (clinical photos, radiographs, MRIs) must have a resolution of at least 300 dpi, line art must be at least 1200 dpi, and combination art must be at least 600 dpi.** (The resolution of an image on a computer screen is normally 70 to 90 dpi, which is too low for adequate quality in print.)
- **You must supply a hard copy of each file (figure).** The hard copy is used for matching purposes, to ensure accurate copy editing of the accompanying legends, and to aid with quality control. The hard copy should include all pertinent portions of the figure and should have the top marked.
- Figures should be submitted as TIF files. Image size should be at least 3" ∞ 5" (preferably 5" ∞ 7").
- We cannot accept PowerPoint figures, Word figures, or figures embedded into a text document. Only hard copy of these formats is acceptable.
- Please see [authors.elsevier.com](http://authors.elsevier.com) for more detailed information.



## GUIDELINES FOR PERMISSIONS

We encourage you to use original figures and tables to illustrate your article. If you need to borrow, modify or adapt a table or figure from another source, it is necessary to obtain permission from the original source. **Note that you as the author are responsible for proper use and attribution of all borrowed material in your article, including your own work that has been previously published.**

We cannot and will not publish borrowed material without proper written permission, so it is important that you seek permission as soon as possible. *If you have not obtained permission by the time your article is submitted for publication, borrowed material may have to be withdrawn.* Copies of all letters of permission and patient releases must be enclosed with your manuscript with the originals kept for your files. To ensure correct attribution of borrowed figures and tables, include a photocopy of the page on which the borrowed material appears. Please also include a copy of the original legend.

This is particularly important because of the possibility that the source you are using may refer to yet another party. If this is the case, you must request permission from the original source of the material.

## MATERIAL REQUIRING PERMISSION

Any form of expression, upon creation, including personal letters, unpublished tables, and committee recommendations, whether published or not, requires permission for its use or reuse. The same is true of anything that was published in the United States during the last 75 years. Anything first published in the United States more than 75 years ago and material in the public domain do not require permission. Included in the public domain are United States Government publications (including material authored by United States Government employees within the scope of their employment) and any work on which the copyright has expired. Please note that you must obtain permission to reuse any previously published material for which W.B. Saunders Company holds copyright by faxing our Permissions Department (215-238-8483).

### Text

You may make “fair use” of borrowed text without permission. Whether a use is “fair” depends on a variety of factors, including what percentage of the original material is used, how much of your work is composed of borrowed material, and whether the potential market or value of the original source will be adversely affected. To be “fair,” proper credit must be given and material should not be used misleadingly. Ordinarily, use of 300 words or less from an average book chapter will be considered fair use, but it could be considered unfair use if, for example, the 300 words constitute a large percentage of the original article or chapter. If you are unsure, the safest course is to request permission. It is necessary to seek permission to quote from a poem or song lyric and for verbatim use of dictionary definitions.

### Figures and Tables

Permission is required for borrowed figures and tables, even if they have been adapted or modified. In the latter case, specific permission to adapt or modify must be obtained, and the credit line should begin, “Adapted from....” If you have created your own figure or table using data from another source, no permission is necessary, and the credit line should read, “Data from....”

If you are using your own unpublished photographs, releases must be obtained from all identifiable persons (see “Patient Photograph Release Forms”). If you are using previously unpublished photographs obtained from a colleague, the credit line should read “Courtesy of...” followed by the colleague’s name and location. If you are using original artwork and the artist has retained

copyright, you must obtain permission for its use. If you are borrowing previously published artwork, you must ascertain whether the publisher or the artist holds the copyright and obtain permission from the appropriate party.

The following are samples of credit lines for tables and figures. Some copyright holders require specific wording for credit lines; please follow their instructions. Please *do not* list a reference number in place of a credit line.

#### **Fully borrowed (permission necessary)**

*From* Lawrence TJ. The hepatorenal syndrome. *Am J Gastroenterol* 1989;28:475–80, with permission.

#### **Modified or adapted (permission necessary)**

*Adapted from* Epstein AE, Stanley JG, Morris TB. Hematologic abnormalities associated with HIV disease. *Blood* 1990;125:615–23, with permission.

#### **Created using data from other sources (no permission is necessary)**

*Data from* Brenner WN, Bauer HH. Long-term survival following heart-lung transplantation. *Arch Surg* 1988; 89:339–45.

#### **Courtesy (no permission is necessary)**

(Courtesy of Steven J. Thompson, MD, Los Angeles, California.)

## HOW TO OBTAIN PERMISSION

Write directly to the publisher for any reuse of text, figures, and tables. Please photocopy onto your letterhead the sample form provided on page 8 of these guidelines. Write directly to any artist holding copyright. Addresses of book publishers can be found on the publishers’ websites. Some other useful sites include:

1. U.S. National Library of Medicine  
**www.nlm.nih.gov**, go to “Medline” then “PubMed”
2. Thomas Jefferson University Catalog  
**jeffline.tju.edu**, go to “ThomCat”
3. Northwestern University  
**welles.library.nwu.edu/vel**

Publishers can also be found in the Titles volume of *Bowker’s Books in Print* series. Addresses of periodical or journal publishers may be found either in the journal itself or in *Ulrich’s Guide to Periodicals*. Both of these reference volumes are available in any medical library.

## PERMISSION FORMS

- Include a copy of the signed permission form for each borrowed figure or table.
- Include a copy of the signed permission form for any borrowed text over 300 words.

or

- If above not yet available, send a photocopy of your permission request (with a copy of signed original to follow directly to Clinics Editor).

## PATIENT PHOTOGRAPH RELEASE FORMS

A signed release *must* accompany photographs of an identifiable patient or other recognizable person. If a release is not submitted with the figure, the eyes will be masked so that the person cannot be identified. If we are unable to mask the patient's eyes because they are critical to the presentation, we will crop the photo so that only the eyes are visible. If we are unable to mask or crop the photo appropriately because of facial features that are crucial to the material presented, we will not use the figure. If you do not have your own form or a form provided by your institution, we suggest that you use the following wording on your letterhead:

I \_\_\_\_\_ (patient's name) \_\_\_\_\_ give permission to \_\_\_\_\_ (your name) \_\_\_\_\_ to take and reproduce photographs in connection with my diagnosis, care, and treatment, including surgical procedures, and authorize that such photographs may be a part of the physician's files or medical record. I also authorize the physician to use and publish these photographs at his or her discretion in the medical literature and otherwise for research purposes, provided that I shall not be identified by name in any such publication or use.

Patient or Legal  
Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## OTHER IMPORTANT INFORMATION

### CONTRIBUTING AUTHOR'S AGREEMENT

- At a later date you will be sent a Contributing Author's Agreement. Please submit a signed Contributing Author's Agreement for yourself.

- Contact the Clinics Editor for special form for U.S. government employees.

## PROOFS

Your article will be copy edited for grammar, punctuation, house style, and format, and then typeset. Page proof will be sent to the corresponding author for examination and necessary corrections. We ask that these proofs be returned within 48 hours. Corrections received after that time may not be included. Please keep in mind that only essential changes can be made on the page proof. Any lengthy changes in your manuscript should be sent to us before typesetting.

## FINAL CHECKLIST

*Before mailing the final version of your article, have you:*

- Included a matching copy of your manuscript (text, references, synopsis, figure legends, tables) on disk?
- Included all figures and tables with your article? Each illustration should have a legend, including a complete reference if borrowed.
- Obtained permission for use of all borrowed material? Please include the letter(s) granting permission with your article, or a photocopy of your request(s) if no response has been received.
- Included the correct name, address, phone number, e-mail address, and affiliation of each author?
- Indicated a change in your address or that of any coauthor if it will take place in the next nine months?
- Used the correct style for references (listed in order of appearance in text, with citation by number in the text)?
- Included a synopsis (approximately five sentences in length) of your article?
- If submitting digital art, have you submitted hard copy of all the figures?

## SAMPLE TITLE PAGE

Diagnosis and management of pneumonia in the elderly

William F. Smith, MD,<sup>a,b</sup> and Ellen J. Lewis, MD, PhD<sup>c</sup>

<sup>a</sup>Professor of Medicine, Division of Pulmonary and Critical Care Medicine, Medical University of South Carolina;  
and <sup>b</sup>Director, Medical Intensive Care Unit, Medical University of South Carolina Medical Center, Charleston,  
South Carolina

<sup>ψ</sup>Associate Professor of Medicine and Chief, Program in Geriatric Medicine, University of Pennsylvania School of  
Medicine, Philadelphia, Pennsylvania

This work was supported by Grant No. HL23456 from the National Institutes of Health.

<sup>a</sup>Corresponding author for  
proof and reprints:

William F. Smith, MD  
Division of Pulmonary and  
Critical Care Medicine  
Medical University of  
South Carolina  
171 Ashley Avenue  
Charleston, SC 29425  
(803) 792-3000  
(803) 123-4567 (fax)  
[wfsmith@musc.edu](mailto:wfsmith@musc.edu) (email)

<sup>c</sup>Coauthor(s) address(es):

Ellen J. Lewis, MD, PhD  
Department of Internal Medicine  
University of Pennsylvania  
School of Medicine  
36th and Hamilton Walk  
Philadelphia, PA 19104  
(215) 898-4211  
(215) 123-4567 (fax)  
[lewisej@upenn.edu](mailto:lewisej@upenn.edu) (email)

## PERMISSION REQUEST FORM

To: \_\_\_\_\_  
Date: \_\_\_\_\_  
Title of Clinic: \_\_\_\_\_  
Publication date of Clinic: \_\_\_\_\_  
Name(s) of Guest Editor(s): \_\_\_\_\_  
Author applying for permission: \_\_\_\_\_  
Figure/Table Number as will appear in Clinic: \_\_\_\_\_

W.B. Saunders, an Elsevier Science Company, is preparing to publish an issue of the Clinics of North America. Your permission is requested to reproduce and, if necessary, to redraw or modify the following material for use in this and all subsequent editions of the work, in English and in all other languages, translations, and other derivative works for distribution throughout the World, in all media including electronic/online and microfilm. Please note that the Clinics of North America are published simultaneously in both print and electronic formats.

Full credit to the original source will be given. If you grant permission, please sign this form in the space provided and return it to me. If permission of the author or the artist is needed, kindly provide his/her address. If specific credit to the author or artist is needed, please so indicate. Thank you.

*For signature by publisher (copyright holder) granting permission:*

Permission is hereby granted:

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

### **Please direct this release to:**

W.B. Saunders/Elsevier Science  
Clinics Department  
The Curtis Center, Suite 300  
Independence Square West  
Philadelphia, PA 19106-3399

**Attn:** \_\_\_\_\_

Telephone: 215-238-\_\_\_\_\_

Fax: 215-238-8772