

Schedule	Manuscript Preparation	Production	Permissions
Content Templates	Manuscript Checklist	Page Proof	Upon Publication
Content Samples	Manuscript Submission	CME	Contacts

The Clinics publishes clinical review articles to provide practitioners and residents with the current state of the practice, addressing the key points, diagnosis, prognosis, clinical management, complications of disease and techniques, and controversies in the field. Evidence-based information provides the practitioner with medical information useable for point-of-care as well as for further comprehension and analysis.

The Pediatric Clinics publishes 6 times annually in print and online at www.pediatric.TheClinics.com. Our goal is to provide practicing pediatricians with state-of-the-art information that is clinically useful, concise, well referenced, and comprehensive. Each issue should function as a clinical guide to pediatricians on a given topic, and articles should also be able to stand alone for online readers.

Manuscripts should focus on the most current methods, techniques, evidence, and controversies in clinical practice. Visual information in the form of figures, summary boxes, and tables is particularly encouraged. Specific content templates are followed for each series; the Guest Editor and your publishing Editor will direct you to the appropriate sets of [Content Templates](#) for your topic.

Clinics that offer [CME credit](#) require that authors provide full disclosure of financial relationships as described in [Financial Disclosure and Conflict of Interest](#).

SCHEDULE

OVERVIEW of Clinics' Publishing Process for Print Publications

Step 1 ACCEPT	Step 2 PREPARE MANUSCRIPT	Step 3 REVISE MANUSCRIPT	Step 4 PRODUCTION	Step 5 PAGE PROOF REVIEW	Step 6 ON PRESS	Step 7 PUBLISH
Accept invitation to author a manuscript	Write manuscript, search references, prepare figures, contact Guest Editor or Publishing Editor with questions	Submit complete manuscript to Guest Editor(s) and finalize revision requests from Guest Editor or Publisher as requested	Manuscript in production for copyediting (spelling, grammar, style, adherence to outline, etc)	Corresponding Author review of page proof, submit revisions or corrections within 2 days	Production revisions, then issue goes on press	Manuscript published on line and in print

Keeping to schedule is *crucial* in The Clinics. Practitioners, academicians, and residents value this content for its clinical usefulness and currency. Titles are promoted with publication dates in advance of publication. The work is fast and focused, and published within one year.

CRITICAL PERIODS for Authors

Manuscript preparation	Step 2	Authors are provided deadline to prepare manuscript, as directed by Guest Editor and Publishing Editor. This period is "critical" in that staying on top of the manuscript preparation throughout should make this a manageable publishing project.
Manuscript revision following peer review and publisher review	Step 3	Authors may be asked to revise or clarify content, re-format content to fit the proscribed outline, or add elements such as Tables or Figures. Requests originate from the Guest Editor or the Publisher, or both.
Page Proof review	Step 5	Corresponding author receives proof via email. Expectations are that the author reads the entire article thoroughly, reviews figures and graphics, makes revisions in the PDF file, and responds to production queries, notifying the publishing editor with questions.

<u>Title Page</u>	<u>Article Synopsis</u>	<u>Permissions</u>	<u>Tables, Lists, Boxes</u>
<u>Disclosures</u>	<u>Content Tagging</u>	<u>Text Format</u>	<u>Trademarks</u>
<u>Keywords</u>	<u>Content Templates</u>	<u>Reference Format</u>	

- Include a **TITLE PAGE** with the following information:
 - Title of article
 - Names, degrees, affiliations, preferred contact address, telephone/fax numbers, and email addresses for all authors.
 - Indicate the corresponding author for proofs/queries
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e.g., Trimethoprim sulfamethoxazole (Bactrim; Septra)
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TEXT FORMAT:

- Double spaced, 10 or 12-point type, 1-inch margins
- Number each page starting with the title page
- Indent paragraphs
- Type reference numbers sequentially within parentheses or superscripted
- Page limits or word counts are provided with the initial welcome email

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- If more than 3 authors, cite first three and add "et al"
- **VIEW SAMPLES OF REFERENCES** formatted for the Clinics and for further details in the file "[Reference Samples.](#)"

TABLES, LISTS, AND BOXES

The use of **tables**, **lists**, and **boxes** is encouraged. These should summarize, support, or expand information presented in text. Provide a Title for each Table, List, or Box.

Please note the difference between tables and lists:

TABLES

- At least 2 columns
- Shows relationship between data
- Provide a title for each table
- Number Tables consecutively and call out each one in order as they appear in the text
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- Figures should be high resolution and sharp in detail:
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 - **1000** dpi/ppi for line drawings
 - **500** dpi/ppi for figure with combined photos and drawing
- Submit only figures that are not under consideration for publication elsewhere.
- Please contact the in-house Clinics editor with any questions about figure preparation.
- Gastroenterology Clinics is a black & white series, but some figures are reproduced in color at the discretion of the Editor.

Acceptable formats:

- Digital file formats: **PREFERRED JPG, TIF, EPS, PSD**
- Digital file formats accepted *only if* JPG, TIF, or EPS not available: **PDF, PPT, DOC, XLS**
- Original line drawings, black and white or color glossy prints

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- Submit each figure as a separate file.
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- Digital file names must include the Figure number even if you use a description (e.g., Fig1-sutures, Fig4A-breast MRI)
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MANUSCRIPT AND FIGURE SUBMISSION

- Submit manuscript as directed in the welcome email.
- Link to Clinics Manuscript Submission website <http://editorial.elsevier.com>

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