Manuscript Guidelines for Authors

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Introduction

Dear Author:

Welcome to Elsevier. If this is your first book or contribution for us, we hope you find this booklet 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 booklet is to provide Elsevier 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 that apply to your project are not included in this booklet, your editor will provide you with separate notes on those. If you wish to seek further advice on or clarification of these guidelines, please ask your editor.

Elsevier—Your Partner in Publishing
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Publishing Overview

Elsevier—Your Partner in Publishing

Your Elsevier publishing partners are skilled, highly trained professionals who have extensive knowledge of the publishing world. They know informational products and what makes them successful; they know the markets we serve, the production process, and how they can best leverage and share your expertise with readers. Publishing is a partnership process, and Elsevier is proud of our history of working with authors in a spirit of cooperative creativity to bring quality products to professional people and institutions of learning throughout the world.

Editorial Department

The editorial process begins with an idea and a need. Acquisition or Commissioning Editors conceive ideas for new products and also ideas for current product revision. Those ideas are then validated in the marketplace. Content experts are recruited as authors, and a contract is signed. Our editorial staff collaborates with our authors to develop content, illustrations, pedagogical features, and ancillaries to ensure that market needs are met. They also provide guidance in such matters as manuscript preparation, contributor management, editing style, and electronic delivery. Schedules are monitored closely by our editorial staff to ensure timely publication of products that achieve only the highest standards of quality.

Production Department

A dedicated production team of project managers, designers, producers, and illustration managers joins the editorial line-up once your manuscript has been submitted. They are responsible for guiding your manuscript, whether print and/or electronic, through to publication. Your production team manages the copyediting, composition, proofreading, indexing, and manufacturing stages of your book—at all times working closely with you to ensure excellence and accuracy of final content. Your production team is responsible for creating a schedule and monitoring that schedule from the date of manuscript turnover to the date of publication. They also work closely with the staff of the Editorial and Sales & Marketing departments to design the interior layout of your book, as well as a unique and customer-focused cover.

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Sales & Marketing Department

The responsibilities of the Sales & Marketing staff begin well before publication. Either a marketing plan or a market segment strategy is developed for every Elsevier product. Marketing efforts may include direct mail campaigns, individual or cluster brochures, journal advertising, bookstore point-of-sale displays, convention and exhibit promotions, catalogue and web campaigns, and more. Our sales and marketing channels have a global reach, with ever-broadening worldwide distribution opportunities. Domestic and international sales channels directly target faculty, students, practitioners, researchers, librarians, and consumers, as well as business, industry, and governmental agencies.
Manuscript Preparation

Submitting Material
Submit all text matter (including references, tables and boxes, and legends) in electronic form along with an exact printout, double-spaced on 8 1/2 x 11 inch or A4 paper with margins of 1 inch, or 4.5 cm, respectively.

NUMBERING PAGES
Within each chapter, number the pages of the printout consecutively. This includes the references, illustration legends, and tables and boxes.

COVER SHEET
Your contributors, if any, should submit a cover sheet with their manuscript that includes their name and degrees, affiliations, preferred contact address, telephone and fax numbers, and e-mail address.

CHANGE OF ADDRESS
If you or your contributors have a change of address at any time, please keep us informed.

LENGTH OF TEXT
Before submitting your manuscript, check to be sure that the length (or page count) does not exceed or fall short of that stated in your contract.

IRREPLACEABLE MATERIAL
Keep copies of all submitted material, including copies of any photographs or transparencies.

Back up (save to a disk or CD) all text material.

Have duplicates made of transparencies and photographs and keep reproducible copies of all submitted artwork, especially if items have been borrowed from other sources.
Submitting Electronically Created Text

- Supply files created using Microsoft Word software. If your manuscript contains heavy math, it may be prepared in TeX or LaTeX. Your editor will supply specific guidelines for these programs. If you are preparing “print-ready” files, please contact your editor to finalize the format and software to be used before proceeding.

- Provide us with one copy of each electronic file along with a double-spaced printout. The printout must match the content of the electronic file exactly.

- Label your disks/CDs clearly.

- Provide us with the names, contents description, and file format of all the files on each disk/CD.

- Arrange the files in sequential chapter order.

- Place references, illustration legends, tables, and boxes at the end of the chapter text file—not embedded within the text file where these elements are mentioned. Illustrations created electronically should be stored in separate files. (See p. 42.)

- Be consistent in your use of spacing, punctuation, and spelling.

- Remove any backup files from disks before submitting them.

Basics—Keying in the Text

- Use double spacing throughout, including references and bibliography.

- Turn off automatic hyphenation; use hyphens only when they are part of a word.

- Turn off the “track changes” feature.

- Use single spaces between words and sentences.

- Use formatting commands, for example, italics and superscripts, as you would for any written document.

- Use accents and special characters found under the “Insert, Symbols” option.

- When keying in tables, use the “Table” option feature.
• Do not use special formatting or style the text to make it look like a printed book.

• Do not justify each line of your text. Let the text within a paragraph “flow together.” Use the return key only at the end of paragraphs or headings, or after each entry in a list.

• Do not use the letter “1” in place of Arabic number 1.

• Do not use capital letter “O” in place of number 0 (zero).

• Do not indent lists. Do not indent or “tab” text in a list that “runs over” to the next line.

• Do not insert illustration legends throughout the text; list them all together at the end of the chapter.

• Do not use the “Endnotes” or “Footnotes” feature for your references.

Organizing the Text

CHAPTER OUTLINE

Submit an outline with each chapter that shows the subordination of headings within the chapter.

HEADINGS

• Ensure that the headings within a chapter are consistent and logically ranked.

• If you have not provided an outline, indicate the relative importance of each heading by placing <1>, <2> before the heading (for example, <1> = major heading; <2> = subheading; <3> = sub-subheading, etc.). The chapter title does not count as one of the coded headings.

• Avoid using more than four levels of headings if at all possible.

LISTS

• Use the “Outline” feature in Microsoft Word to create bulleted or numbered lists.

• Do not classify lists as tables, even if they involve more than one column.
DISPLAYED TEXT

Key long quotations, case histories, chemical formulas, and equations as separate paragraphs and position them within the text as you want them to appear in the final published text.

FOOTNOTES

Avoid use of footnotes by including the explanatory material within the text.

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 readings list gives suggestions for texts that will provide additional information. The bibliography provides a list of the texts consulted by the chapter author in preparation of the manuscript.

References can be presented in either an alphabetical or a numerical style. Please check first with your editor to determine which style is to be used in your publication.

• Key references as a separate list and position immediately after the main text in the chapter. Configure the reference details (author name, book title, date of publication, etc.) in the exact order and with the exact punctuation as that described in the section on references (see pp. 37-39). Do not use the “Endnotes” or “Footnotes” feature in Microsoft Word. Simply add superscript numbers or author and date (depending on the reference style to be used) in the text of the manuscript.

• Cross-check that all the references cited in the text are included in the list at the end of the chapter (and vice versa) and that the name(s) and date match (if using the author and year citation style within the text).

The detailed information to include for each book, journal, and non-print reference is explained in the References section (pp. 37-39). You can check the details for most references using online data sources.
Illustrations

(see also pp. 40-45)

- Give every illustration a number and a legend.

- Number each illustration sequentially according to its appearance in the text; for example, Figure 2-1 would be the first illustration in Chapter 2.

- Refer to every illustration in the text in numerical order. Indicate within angle brackets < > its preferred location. This information should be on a line alone with double returns before and after to make it stand out from the text of the manuscript. *Example:*

  <Figure 2-1 here>

- Ensure that spellings and abbreviations used in illustration labels and legends are consistent with the text.

- Submit each illustration separately. Do *not* include pages containing illustrations in the numbering of the manuscript pages, but do include the pages containing figure legends in the numbering.

- If an illustration has been borrowed, supply a full reference for the source, a photocopy of the illustration, and a permission form signed by the copyright holder (see p. 27).

- If the person in a photograph can be identified, obtain a release from that individual and keep it on file (see p. 28).

**ILLUSTRATION LEGENDS OR CAPTIONS**

A legend/caption is a brief explanation or identifying title of what the illustration shows and should not merely repeat the description already given in the text.

- Supply legends/captions for all illustrations separately at the end of each chapter (after the references).

- If illustrations have parts (for example, A and B), make sure all parts are explained in the legend. Define or explain what any arrows, letters, or symbols within the illustration indicate. If abbreviations are shown on the illustration, provide an explanatory key at the end of the legend.
• If the material is borrowed, include a credit line or acknowledgment of the original source. Permission for the use of borrowed illustrations must be obtained before delivery of the manuscript (see pp. 18-28).

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 (and usually cross-aligns) 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.

• Number each table sequentially according to its appearance 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. Indicate within angle brackets < > its preferred location. Example:

  <Table 2-1 here>

• Key tables at the end of the chapter, after the figure legends. Begin each table by first keying in its number and title and then filling in the table column headings and text using the Word “Table” feature to create the columns.

• Define all abbreviations and symbols used in the table in a key (or footnote) at the end of the table. This key should include an explanation for each abbreviation used in the table.

• If the table is borrowed, include a credit line or acknowledgment of the original source. Permission for the use of borrowed material must be obtained before delivery of the manuscript (see pp. 18-28).

Boxes

Boxes are used to present simple but important lists, key information, or special text features.

Special boxes that recur throughout the textbook may use identifying icons instead of numbers. Discuss use of special boxes with your editor.
• Number each box sequentially according to its appearance within the chapter.

• Refer to every box in numerical order. Indicate within angle brackets <> its preferred location. Example:

  <Box 2-1 here>

• If the box material is borrowed, include a credit line or acknowledgment of the original source.

Permissions

If material such as quotations, illustrations, boxes, or tables has been borrowed, written permission from the copyright holder must be submitted with the manuscript and acknowledgment must be given to the original source in the illustration legend, in a table footnote, or at the end of the quotation (see pp. 18-28).

Front Matter

The front matter pages (or “prelims”) include all the pages that precede page 1 of the actual text. The front matter of a book usually consists of a minimum of four elements: title page, copyright page, preface, and table of contents. The front matter also may include a dedication, a foreword, and acknowledgments.

ESSENTIAL FRONT MATTER PAGES

• Indicate on the title page exactly how you want your name, as author, to appear; that is, decide whether you want to include your full name or just first and last name with middle initial. Be sure to include your degrees and the schools or institutions with which you are affiliated.

• The copyright page will be prepared by Elsevier staff.

• A preface is written by the author to explain the purpose of the book and its target audience; it is also used by the Sales & Marketing Department for promotional purposes. Be sure to mention features that are unique to your book or enhance its usefulness.
• Supply a table of contents with your manuscript. The chapter titles in the table of contents must correspond exactly with those in the manuscript.

ADDITIONAL FRONT MATTER PAGES

• A dedication page, if you wish to include one in your book, usually precedes the preface. The dedication should be simple and brief.

• A good foreword places the book in the context of its field. It is generally an implied endorsement written by a prominent person in the book’s field. Because a foreword is a nonessential element, it should be included only when the writer of the foreword will serve to enhance the prestige of the book or the reader’s understanding.

• Acknowledgments can be listed separately or included in the preface. The people or institutions usually included are those who have provided assistance or guidance to the author. (Acknowledgments for borrowed illustrations and tables should be included in the figure legends and table footnotes.)

Index

A professional freelance indexer will be hired to compile the index unless the author or volume editor has indicated otherwise. The index is compiled at the page proof stage, the point at which the finished page numbers of entries are known. If page proofs have been heavily corrected, index preparation may have to wait until revised proofs are available.

Electronic Media

If your book is to include a CD-ROM, DVD, or other electronic media, development of this content must parallel manuscript preparation to ensure that content is consistent, integrated with the text, and published simultaneously with the textbook. Early planning is required.

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Manuscript Checklist

Ensure that:

☐ Your manuscript is the contracted length (fulfills the page count commitment).

☐ Your manuscript and illustrations are complete.

☐ The disks contain only the final version of the manuscript.

☐ The printout matches the submitted disks exactly.

☐ You have retained the original of each disk you are sending.

☐ You have retained a duplicate reproducible original of all irreplaceable illustrations.

☐ All disks and illustrations are clearly labeled and identified.

☐ All electronic files of illustrations are in the correct format (see pp. 41-42).

☐ You have obtained explicit written permission for all borrowed or previously published material, case history descriptions, and other proprietary information as well as personal releases from identifiable people in photographs.

☐ You have provided Elsevier with up-to-date contact details for yourself and all contributors.

☐ You have kept a copy of all submitted material.
Elsevier Style Guidelines

Please follow the points of style listed below. It is important that spelling and hyphenation be consistent throughout. If in doubt about any of these style guidelines, please contact your editor.

General Guidelines

CAPITALIZATION

• Do not capitalize diseases or syndromes unless they include a name or proper noun. Note that the words “syndrome” and “disease” are never capitalized; for example, Down syndrome, Hodgkin disease.

• Use initial capital letters for trade names, for example, Teflon, Ventimask. Do not use the trademark symbol (™) or registered symbol (®); the trade name alone is sufficient.

CROSS-REFERENCES

Indicate page cross-references in the text by inserting a series of bullets (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 bullets (•••) with the final page numbers at the page proof stage.

DECIMAL POINTS

Decimal points should be typed on the line, for example, 23.6 not 23•6. Decimal commas should not be used.

GENDER

• Do not use “he” and “she,” “he/she,” and “he or she” to refer to the physician and/or patient; neither should these pronouns be used to refer to the nurse/therapist. Use plural subjects whenever possible to avoid this. When use of plural pronouns is not possible, vary the usage.
• Avoid the use of plural personal pronouns when referring to singular nouns; for example, avoid “The nurse must be aware that their responsibilities in giving drugs are to be governed by The Misuse of Drugs Act.” The preferred version is “Nurses must be aware that their responsibilities in giving drugs are . . . .”

GREEK LETTERS

Spell out Greek letters or use the “Insert, Symbol” feature in Microsoft Word. Do not create your own symbols.

HYPHENATION

• Use hyphens sparingly. Do not use hyphens with common prefixes unless the word looks confusing when closed up or unless the prefix precedes a proper noun, some other capitalized word, or an abbreviation.

• Elsevier style follows Merriam Webster’s Collegiate Dictionary, Collins English Dictionary, and Dorland’s Medical Dictionary in regard to prefixes.

• Common prefixes that should be “closed up” include ante, anti, bi, co, contra, counter, de, extra, infra, inter, intra, micro, mid, neo, non, over, post, pre, pro, pseudo, re, semi, sub, super, supra, trans, tri, ultra, un, and under.

ITALICS AND BOLDFACE TYPE

• Use italics sparingly for emphasis in the text. Do use italics to introduce a term if you are defining it. Also italicize the title of a publication when it is mentioned in the text.

• Do not use italics for common expressions, such as in vivo, in utero, en face, aide-mémoire, or in situ.

• Use italics for the genus, species, and subspecies of microbiologic names, for example, Staphylococcus (genus) and S. epidermidis (species).
• Use bold type sparingly in text because it competes with headings for the reader’s attention. An appropriate use of bold type, for example, would be to indicate terms that can be found in the glossary of the book.

NUMBERS

• Always use numerals for statistics, ages, and measurements (including time, for example, 6 weeks). For other uses, spell out numbers from one to nine only. Exceptions: To be consistent in a sequence, numerals may be used throughout, for example, “The study population included 5 men, 7 women, and 12 children.” Large round numbers such as millions can be spelled out, for example, five million.

• Close up four-figure numbers, such as 4000 (i.e., delete the comma), but do use a comma in numbers of five or more figures, such as 25,300.

• If a number is less than one, a zero should precede the decimal point, for example, 0.25%.

• Do not use trailing zeros in medication-related information to avoid possible confusion. However, the use of trailing zeros is appropriate when reporting laboratory values and equipment sizes.

PERCENT SIGN

Use the percent sign (%) (not “per cent” or “percent”) when it follows an Arabic number throughout both text and tables, for example, 10% to 30%. NOTE: The number and percent sign (%) are closed up.

SPELLING

Our preferred form for words that can be spelled with either -ize or -ise is -ize in both the United States and the United Kingdom. The -ise choice is preferred in Canada. Your editor will inform you whether
British or American spellings are to be used in your book.

**Guidelines for Drug Nomenclature**

- In general, use the generic (nonproprietary) name of a drug throughout a manuscript. In the United States check generic names in the *American Drug Index, Merck Index, United States Pharmacopeia* (USP), *Physicians’ Desk Reference, National Formulary*, or United States Adopted Names (USAN; on the Internet). In the United Kingdom check [http://medicines.mhra.gov.uk](http://medicines.mhra.gov.uk).

- When a drug has no generic name, give the chemical name or formula. If that terminology is unwieldy, you may use the trade name after the first mention of the drug in text.

- When it is necessary to mention a trade name, place the trade name in parentheses immediately after the first mention of the generic name, for example, diazepam (Valium).

- If an alternative generic name and a trade name are used, both may appear in parentheses at first mention, for example, ascorbic acid (cevitamic acid; Cevalin).

- When the salt is included in both the generic name and trade name, give it only once, for example, tetracycline (Panmycin) hydrochloride. In general, do not add the salt or ester (e.g., you may use tetracycline rather than tetracycline hydrochloride).

- Capitalize trade names, except for such oddities as pHisoHex. *Do not* use the registered trademark symbol.

**Abbreviations and Units of Measure**

- Spell out abbreviations at first mention in the book, with the abbreviation following in parentheses (*except* for units of measure, which are always abbreviated following numerals). In some books, abbreviations are spelled out at first mention in each chapter.

- Use the same abbreviation for the same unit of measure consistently
throughout the book.

- Day, month, and year are not abbreviated.

- Standard units of measure should always appear abbreviated when preceded by a numeral. The singular form is used (with no periods), and a space is inserted between the numeral and unit, for example, 45 mg, 100 mL. However, no space is inserted between a numeral and a percent sign or a degree sign, for example, 25% or 24°.

- Accepted units of measure are subject to change. Contact your editor with any questions.

**COMMON UNITS OF MEASURE**

gram - g  
kilogram - kg  
milligram - mg  
microgram - mcg*  
liter - L  
milliliter - mL  
meter - m  
decimeter - dm  
centimeter - cm  
millimeter - mm  
millisecond - ms  
hour - h  
minute - min  
second - s

*μg can be mistaken for mg. Discuss the use of mcg with your editor.

**SI UNITS**

SI units should be used unless the traditional symbol is still in common usage. For further guidance on units and abbreviations, please refer to Logan’s Medical and Scientific Abbreviations; Jablonski: Dictionary of Medical Acronyms & Abbreviations, ed 5, 2004, Elsevier; or Units, Symbols and Abbreviations, published by and available from the Royal Society of Medicine, 1 Wimpole Street, London W1M 8AE.
Copyright and 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. If in doubt about whether permission is needed, apply for written permission from the copyright holder. We cannot publish borrowed material without permission. In addition, because of patient confidentiality and privacy concerns, the publication of any uncropped full-face view or side profile that would make it possible for those who know the subject to identify him or her requires explicit written permission of the person or that person’s guardian or legal heir.

Some publishers limit the amount of material they will allow to be used in any one book. If you want to use multiple items from a single source, please check with the publisher or copyright holder first to find out whether there are any limitations. For example, if you wish to borrow more than 10 illustrations from an Elsevier book or more than 10% of the text from one of our books, the Acquisition or Commissioning Editor responsible for the book must be consulted beforehand to make sure the book author has no objections to heavy borrowing.

Unresolved permissions cause delay in the release of your manuscript for editing and production and therefore will ultimately delay publication—even if only one permission is missing. Please help us publish on time by requesting all permissions before submitting your manuscript.

Copyright

Copyright is an intellectual property right that provides its owner with exclusive rights to reproduce, distribute, perform, and display a copyrighted work, as well as the right to prepare derivative works based on the original copyrighted work. It gives authors and publishers the power to prevent unauthorized reproduction of their work, including the unauthorized use of photographs, drawings, charts, graphs, and

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other forms of illustration, in addition to the written text, including tables.

- Copyright protection is generally in effect until 70 years after its creator dies. That means as soon as the author writes a chapter, that chapter is protected by copyright. After the term of copyright protection has expired, the work enters the public domain and may be freely copied without obtaining permission (see chart, p. 20).

- Any kind of creative work, such as fiction and nonfiction literature, music, plays, drawings, photographs, videos, computer programs, and Internet websites, can be copyrighted.

- Ideas, facts, formulas, processes, procedures, or concepts cannot be copyrighted.

Public Domain

- Public domain is the term used to refer to works not protected by copyright. These can include works with expired copyrights, works consisting solely of facts or ideas, and works created by United States government officers and employees as part of their duties, such as material published by the CDC (Centers for Disease Control and Prevention), NIH (National Institutes of Health), Healthy People 2010, MMWR (Morbidity and Mortality Weekly Report), or AFIP (Armed Forces Institute of Pathology).

- Not all materials published by the U.S. Government or with governmental assistance are in the public domain; materials prepared by independent contractors for the U.S. Government may in some cases be copyrighted. Therefore, always check the source to make sure copyright protection is not an issue.

- Materials found on the Internet are not necessarily in the public domain. Both content and design of a website can be copyrighted. Contact the website owner to request permission to use any material from the site.

- The fact that a work is out of print does not mean it is no longer under copyright protection. You must write to the original copyright owner for permission. Use the chart on page 20 to determine whether a publication is still copyrighted or has entered the public domain.

The following chart, which considers the scope of copyright protection under current and previous United States copyright laws, should
be useful in helping you determine whether a publication has entered the public domain. Authors in the United Kingdom can refer to the UK General Medical Council website:

http://www.gmc-uk.org/standards/aud_vid.htm

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<th>Date of Work</th>
<th>Protected as of When</th>
<th>Duration of Copyright</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created on January 1, 1978</td>
<td>When work is fixed in a tangible medium of expression</td>
<td>Life of creator + 70 years or if work is of corporate authorship, the duration is whichever of the following choices is shorter: 95 years from publication or 120 years from creation</td>
</tr>
<tr>
<td>or later</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Published before 1923</td>
<td>In public domain</td>
<td>None</td>
</tr>
<tr>
<td>Published from 1923-1963</td>
<td>When published with copyright notice</td>
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  18. Jones...Pediatric health care...2003b.

Ensure that the text reference is similarly identified.

(Jones, 2003a).
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  The patient remained in the hospital for 10 days.\(^3\)
  Smith\(^27\) used another method.
Arnold’s research\textsuperscript{14} indicated that the condition is hereditary.  

- Place reference number citations \textit{after} periods and commas and \textit{before} colons, semicolons, and dashes.  

A hospital stay of 10 days is excessive.\textsuperscript{3}  
The hospital stay length usually correlates with the procedure performed:\textsuperscript{3} laparoscopic surgery, 24 hours; open heart surgery, 5 to 7 days.  

- Put two to four reference numbers in numerical order and separate them by commas but no spaces.  

Such children are less likely to receive immunizations by age 2.\textsuperscript{12,14,23,37}  

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\begin{tabular}{ll}
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It was adopted much later.\textsuperscript{4} Smith\textsuperscript{5} used another technique, but Jones\textsuperscript{6-8} continued to modify his earlier system. It is usually not difficult to adapt.\textsuperscript{4}  

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• Place reference number citations after periods and commas and before colons, semicolons, and dashes.

The nurses at several major medical centers found the patient questionnaire helpful.3,4,28-32

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Jones...Care for children...2003a.
Jones...Pediatric health care...2003b.
Ensure that the text reference is similarly identified.
(Jones, 2003a).
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The percentage of PAs...has remained at less than 1% (Sagan, 1979).
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Smith (1979) has proved...
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Rowland’s theory has been disproved (A.C. Smith, 1970; J.B. Smith, 1970).

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(Smith, Ames, 1940; Sagan et al, 1970; Smith, 1976b).

Alphabetical
(Sagan et al, 1970; Smith, 1976b; Smith, Ames, 1940).

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Rowland’s theory has been disproved.*

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• Supply images at the approximate finished size if possible. Do not supply images at a smaller size than desired.

• Make sure that you are saving color images as CMYK (for print) and not RGB (for screen viewing only). Note that images supplied at computer screen resolution (72 dpi) are not acceptable. If you are preparing a product that requires computer screen usage, send sample files to your editor before proceeding.

| CMYK — Cyan, Magenta, Yellow, black. The subtractive process colors used in four-color process printing; loosely defined, cyan is blue-green; magenta is red-blue; yellow is, well, yellow, and black is used to enhance contrast. |
| RGB — Red, Green, Blue. The three primary additive colors, separated as signals and then displayed on a video monitor; when red, green, and blue are added together, the result is white. |

• Supply each photograph as a separate and individual file.

• When submitting illustrations on CDs, include a directory and a printout of each photograph. Include any instructions for cropping, placement of labels and arrows, or any manipulation of the supplied image on the printout.

DRAWINGS CREATED ELECTRONICALLY

• Have all digitally produced drawings prepared in an appropriate professional-level software program such as Illustrator and Photoshop, which create file format and image configuration that is suited exactly to the requirements of the print production process.

• Supply files for print as EPS (encapsulated PostScript) if created using Illustrator but as tiff files if created using Photoshop.

• Create each drawing as an individual file, and provide hardcopy laser prints for every one.

• Do not supply illustrations created in MacDraw or MacPaint programs or business graphic programs such as PowerPoint, Persuasion, Harvard Graphics, or AutoCAD.

• If you are supplying scans of already existing line drawings, scan at a resolution of 1200 dpi, as close as possible to the size they will appear when printed.
Nondigital Art

Elsevier will match the quality of submitted photographs as closely as possible. However, the standard of an original cannot be improved during the reproduction process. A transparency or print that is poorly developed, out of focus, lacking in contrast, creased, or scratched cannot be enhanced.

GENERAL INSTRUCTIONS

• Identify each photograph by applying a pressure-sensitive label (1) on the back of a print or (2) on the front casing of a transparency. Each label should include the author/editor name and illustration number.

• *Do not* write directly on photographs and *do not* use a felt-tip or ballpoint pen on tracing paper overlays. *Do not* attach a paper overlay with a paperclip; instead, write on a pressure-sensitive label and then affix it to the back of the print.

• Indicate the orientation of a photograph by marking “top;” again, please write this information on a pressure-sensitive label, not the actual photograph, and affix it to the back of the photograph.

• Please supply prints no smaller than 5 x 3 inches (126 x 76 mm).

• Try to ensure that each photograph illustrates just what is relevant and no more; for example, exclude any unnecessary background detail. Indicate areas to be removed (cropped or trimmed) by marking on a clear photocopy of the print. You can also indicate crop marks in the white margins of the image proof. Be careful to avoid marking in the image area.

• For transparencies, indicate cropping on a separate paper print (black and white prints are acceptable for this purpose).

• Indicate the exact position of any necessary arrows or labels either on an overlay or on a clear photocopy.

Packaging

• Transparencies should be supplied in plastic mounts *without* glass covers. Package the transparencies in rigid transparency boxes, *not* in plastic wallets.

• Package prints in rigid, cardboard-sided envelopes to prevent bending.
BLACK AND WHITE PHOTOGRAPHS

- Supply images as high-quality prints on a smooth surface paper; do not print on textured paper. The prints should have good contrast and tonal range and clearly show important features and the appropriate level of detail.
- When possible, supply the originals (prints or transparencies) of CT, ultrasound, and MRI scans.
- For ECGs and other tracings, supply the best quality tracing in which line weights are clear and distinct.

COLOR PHOTOGRAPHS

- Supply original color transparencies. Color prints are acceptable, but please be aware that they will print at a lower quality than those produced from transparencies.
- Color negatives are not acceptable.

DRAWINGS

- Elsevier has a registry of approved medical artists. If you want to employ an artist not on this list, Elsevier must evaluate and approve that artist’s work before the artist can begin working on the project. Art must be prepared according to Elsevier guidelines. In addition to the appropriate level of drawing skill, the artist must have a thorough knowledge and understanding of the preparation of drawings for the publishing process.
- Drawings submitted by authors or contributors themselves should be prepared in accord with professional standards and in a form suitable for the requirements of the print production process. Only original drawings or high-quality prints should be supplied.
- To brief the artist on what is to be drawn, we require clear and unambiguous source material from the author. This should come in the form of rough sketches and short descriptions of the drawing to be rendered. Because of copyright infringement laws, artists cannot directly copy already published material and call it “original.” If you wish to provide photocopies of already published drawings and other such reference material that is similar to what you have in
mind rather than rough drafts, you should supply your editor with three versions of the illustration subject so that the artist can choose features among the examples and thereby render the new illustration without infringing on copyright.

**ARTWORK REVIEW**

Proofs of your redrawn illustrations will be sent to you for a careful check before the compositor positions them in the page proofs. **You must indicate necessary corrections at this stage.**

Alterations made at the later page proof stage are costly and may delay publication; also be aware that extensive costs incurred at the page proof stage may be charged to the author.

**Illustration Checklist**

- Obtain written permission for borrowed illustrations or patient photographs before the material is submitted.
- Submit samples of digital images to your editor as early in the process as possible to ensure that images will be suitable for the printing process.
- Provide clear roughs or three representative sources for illustrations that are to be redrawn. Also provide written descriptions for the artist as needed.
- Provide good quality prints or images for reproduction.
- Be sure your digital photos have been created using the required mega pixel setting.
- Consult with your editor regarding labeling guidelines for electronic illustrations.
- Make sure color images are saved using the CMYK color process.
- Save each digital photograph or electronic drawing in a separate file.
- Add an identifying label to each nondigital illustration.
- Indicate the position of any crop marks, labels, and arrows.
The Production Process

After the editorial development, review, and revision process is complete, your Developmental Editor transmits final manuscript and art for your book or media product to the Book Production Department. Your title is assigned to a Project Manager, who will guide it through editing and production and be your primary contact throughout the production process.

Your editorial team, the Project Manager and Publishing Services Manager, the Book Designer, the Producer (if your project has electronic components), and the Marketing Manager discuss and plan the production of your book and any ancillaries at a planning meeting called the transmittal meeting.

Before copyediting begins, the Project Manager will contact you to discuss the production schedule and clarify any editing style questions. The Project Manager will tell you when to expect edited manuscript or page proofs to review.

Copyediting and art processing proceed.

A book design is finalized, if the design was not completed during the development phase. A cover design is created and approved.

Author Review

If you will be reviewing edited manuscript for your book, the Project Manager will send you the material according to your schedule. You will be asked to review the batch of manuscript and to answer any queries from the copyeditor. If art proofs are available at this time, they will also be sent for review.

After your changes have been incorporated, the files for edited manuscript and sized art are sent to the composition vendor for page makeup. The manuscript is usually sent in batches of chapters, unless the book is very small. Material to be used in media products is edited and proofread; once finalized, it is given to the Producer for development. When pages are returned from the vendor, they are proofread by a professional proofreader and revised if necessary.
The Project Manager will send you a set of page proofs and accompanying illustration proofs (if not sent earlier). Page proofs are usually sent in batches of chapters, except for very small books. You will be asked to review these pages carefully within a specified period of time and make any necessary final revisions.

At the same time you are reviewing page proofs, a professional indexer is creating the index for the book. The cover design is finalized and sent to the cover printer. Any media products are checked by the producer and a testing company and are finalized for replication.

The Project Manager carefully incorporates all final revisions to a master set of pages, which is sent to the composition vendor.

The Project Manager checks the revised pages and the typeset index and does a final quality check before the book is sent to the printer.

The printer prints and binds the book. The Project Manager checks the printed pages before the book is bound. The printer ships the books to the Elsevier warehouse. You will receive a sample copy of your book from your editorial team.
The Production Process

After the editorial development, review, and revision process is complete, your developmental editor transmits final manuscript and art for your book or media product to the Book Production Department. Your title is assigned to a project manager, who will guide it through editing and production and be your primary contact throughout the production process.

Your editorial team, the project manager and publishing services manager, the book designer, the production (if your project has electronic components), and the marketing manager discuss and plan the production of your book and any ancillaries at a planning meeting called the transmittal meeting.

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The printer prints and binds the book. The project manager checks the printed pages before the book is bound. The printer ships the books to the Elsevier warehouse. You will receive a sample copy of your book from your editorial team.
### Proof correction marks

<table>
<thead>
<tr>
<th>Instruction to printer</th>
<th>Textual mark</th>
<th>Marginal mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>medical books</td>
<td></td>
</tr>
<tr>
<td>Delete &amp; close up</td>
<td>medical books</td>
<td></td>
</tr>
<tr>
<td>Delete &amp; leave space</td>
<td>medical books</td>
<td></td>
</tr>
<tr>
<td>Substitute</td>
<td>medical books</td>
<td></td>
</tr>
<tr>
<td>Leave as printed</td>
<td>medical books</td>
<td></td>
</tr>
<tr>
<td>Insert new matter</td>
<td>medical books</td>
<td></td>
</tr>
<tr>
<td>Change to capitals</td>
<td>medical books</td>
<td>caps</td>
</tr>
<tr>
<td>Change to small capitals</td>
<td>medical books</td>
<td>s.c.</td>
</tr>
<tr>
<td>Change to lower case</td>
<td>MEDICAL books</td>
<td>l.c.</td>
</tr>
<tr>
<td>Change to bold</td>
<td>medical books</td>
<td>bold</td>
</tr>
<tr>
<td>Change to italics</td>
<td>medical books</td>
<td>italic</td>
</tr>
<tr>
<td>Change to roman</td>
<td>medical books</td>
<td>rom</td>
</tr>
<tr>
<td>Underline</td>
<td>medical books</td>
<td>insert rule</td>
</tr>
<tr>
<td>Replace damaged type</td>
<td>medical book</td>
<td>×</td>
</tr>
<tr>
<td>Transpose</td>
<td>books medical</td>
<td>trs</td>
</tr>
<tr>
<td>Move to right</td>
<td>medical books</td>
<td></td>
</tr>
<tr>
<td>Move to left</td>
<td>medical books</td>
<td></td>
</tr>
<tr>
<td>Begin new paragraph</td>
<td>here Medical books</td>
<td>n.p.</td>
</tr>
<tr>
<td>No fresh paragraph</td>
<td>here Medical books</td>
<td>run on</td>
</tr>
<tr>
<td>Insert punctuation mark indicated</td>
<td>medical books</td>
<td></td>
</tr>
<tr>
<td>Insert hyphen</td>
<td>medical books</td>
<td></td>
</tr>
<tr>
<td>Insert single quotes</td>
<td>medical quotes</td>
<td></td>
</tr>
</tbody>
</table>

The typesetter works line by line when correcting proofs, looking down the margins of proofs. Therefore, you should make your correction in the margin — not in the lines of type — nearest the mistake and level with it. If more than one mistake occurs in a line of text, the marginal corrections should be written from left to right in the same order as the mistakes occur in the line.
23. Infections of the upper limb

Edward Ashworth and Wendy Robinson

HAND INFECTIONS

Since antibiotics became available, hand infections are not as serious as they once were. However, they are still commonly encountered and their prevalence is equally high in the general practitioner, surgery and the hospital accident and emergency department. Infection is likely to follow hand injury and is often the result of inadequate initial treatment.

Classification

1. Acute paronychia
2. Pulp space infection
3. Web space infection
4. Thenar space infection
5. Midpalmar space infection
6. Suppurative tenosynovitis

Clinical features

Acute paronychia

The nail fold is red and swollen and is followed by a subcuticular collection of pus.

Pulp space infection

The patient usually complains of a severe throbbing pain at the point where the initial injury sustained.

Web space infection

Again this is present after a penetrating injury and there will be tenderness and pain in the area affected. There may also be considerable swelling of the dorsum of the hand.
Glossary

A

Acknowledgments—the portion of the front matter in which the author thanks and gives credit to the people who have helped with the process of making the project happen.

Acquisition (or Commissioning) Editor—a member of the publishing team who acquires new projects, enlists new authors, and maintains existing lists of titles—likely to be your first contact with our company.

Alterations allowance—the allowance, as a percentage of composition costs, the author is allotted to cover the cost of a change in typeset copy or illustrations that are revisions, additions, or deletions during production. Alterations in excess of the allowance may be charged back to the author.

Ancillaries—print or electronic materials for students or instructors that support a textbook or complement a reference book; examples include instructor’s manuals, test banks, DVDs, CDs, and study guides.

Appendix—part of the back matter, containing information that readers often need to refer to while using the book; appendixes also can include supplemental material that is related to the text.

B

Back cover copy (BCC)—promotional copy that appears on the back cover of a book.

Back matter—any material that follows the text; glossaries, credits pages, appendixes, and indexes are back matter.

Bibliography—list of publications appearing at the end of a chapter or book that is related to the subject matter of the chapter or book; bibliographies differ from reference lists in that references contain material that is cited in the text, whereas bibliographies do not.

Boxes—pedagogical aids that are set off from the text to highlight key or supplemental content; examples include current trends, essays, case studies, and biographical sketches.

http://www.us.elsevierhealth.com/authors
C

Call-outs—editorial, author, or freelance notations in the margin of a manuscript used to indicate placement of figures, boxes, tables, or other text elements.

Chapter objectives—a pedagogical aid that identifies measurable goals or competencies students should be able to fulfill upon completing the chapter.

Chapter outlines—a pedagogical aid that lists the main headings and subheadings as a point of reference for instructors and students.

Chapter summary—a pedagogical aid that reinforces key content in the chapter.

CMYK color process (for printing)—1. Cyan, Magenta, Yellow, black. 2. The subtractive process colors used in four-color process printing. Loosely defined, cyan is blue-green; magenta is red-blue; yellow is, well, yellow; and black is used to enhance contrast.

Compositor—typesetter; one who composes pages and prepares final files for printing.

Compression—mathematical reduction of computer files for the purpose of reducing the amount of disk space required to store the data; PostScript files and PDF files are examples of compressed files. Other common examples of compressed files are JPEG (.jpg), Stuff-It (.sit), and ZIP (.zip).

Contributors—writers who contribute chapters or selected content for a book on behalf of authors.

Copyright—an intellectual property right that provides its owner with exclusive rights to reproduce, distribute, perform, and display a copyrighted work and to prepare derivative works based on the original copyrighted work; it gives authors and publishers the power to prevent unauthorized reproduction of their work, including the unauthorized use of photographs, drawings, charts, graphs, and other forms of illustration, as well as the written text, including tables.

Credit line—text that usually follows the legend accompanying an illustration or other element; it identifies (credits) the source from which the element was borrowed.
Cropping—removing or marking for removal certain parts of an illustration that are not to be included in the final image.

Cross-reference—a reference made from one part of a book, chapter, or article to another part or page that contains related information; also a reference from one entry of an index to another for additional information.

D

Dedication—a brief note from the author that is included in the front matter for the purpose of expressing appreciation to another person or persons.

Designer—a member of the publishing team who develops an integrated plan for how every element of the book will appear in final form.

Developmental Editor—a member of the publishing team who implements the project plan and coordinates all aspects of content development; likely to be your day-to-day contact throughout the publishing process.

E

Edited manuscript—hard copy or electronic files that show changes made to the manuscript during copyediting; may contain queries or comments for the author to address.

e-ditions—electronic versions of major reference books with dynamic websites that provide ongoing updates to content.

Editorial—the department that proposes and develops projects for publication.

Evolve site—an online supplement of student and instructor materials that accompanies selected Elsevier publications.
File types

<table>
<thead>
<tr>
<th>Extension</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>.ai</td>
<td>Extension for Adobe Illustrator file.</td>
</tr>
<tr>
<td>.bmp</td>
<td>Graphics file format (bitmapped files) created from Photoshop for PC use.</td>
</tr>
<tr>
<td>.eps</td>
<td>Encapsulated PostScript—an image description format. EPS translates graphics and text into descriptions that a computer printer can translate in order to “draw” or reproduce the image; the font and pictures themselves need not be loaded into the printer; they have been “encapsulated” into the EPS code.</td>
</tr>
<tr>
<td>.gif</td>
<td>Graphics interchange format—a compressed graphics file format patented by Unisys and widely used in the online environment.</td>
</tr>
<tr>
<td>.jpg or JPEG</td>
<td>Joint Photographic Expert Group—a file format introduced for use on the Internet; the files are self-extracting, low-resolution files.</td>
</tr>
<tr>
<td>.ppd or .pdf</td>
<td>Portable document format—a file that contains information on screen angle, resolution, page size, and device-specific information for a file to be printed on a PostScript device.</td>
</tr>
<tr>
<td>.qxd</td>
<td>Extension for a Quark Xpress file.</td>
</tr>
<tr>
<td>.rtf</td>
<td>Rich text format—an export file format supported by many word processors and desktop publishing programs.</td>
</tr>
<tr>
<td>.sit</td>
<td>Stuff-It file—a Mac-based compression utility that is lossless (no data are lost when files are compressed); used to compress files or groups of files together for easier transport over the Internet.</td>
</tr>
<tr>
<td>.tiff or .tif</td>
<td>Tagged image file format—a document format developed by Aldus, Microsoft, and leading scanner vendors as a standard for bitmapped graphics, including scanned images.</td>
</tr>
<tr>
<td>Extension</td>
<td>Meaning</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>.txt</td>
<td>A file containing only letters, digits, and symbols; a text file usually consists of characters coded from the ASCII character set.</td>
</tr>
<tr>
<td>.zip</td>
<td>ZIP file—a PC-based compression utility that is lossless (no data are lost when files are compressed); used to compress files or groups of files together for easier transport over the Internet.</td>
</tr>
</tbody>
</table>

**Foreword**—an element of the front matter that is written by someone other than the author (usually someone prominent in the subject field), serving to introduce and endorse the book in terms of its context in the discipline.

**Front matter**—all pages in the book that precede page 1 of the text, including title page, copyright page, preface, table of contents, and occasionally others.

**H**

**Halftone (HT)**—a photograph. These illustrations differ from drawn illustrations in shading or use of a pattern of dots to reproduce the image.

**I**


**Index**—part of the back matter of a book; an alphabetized list of important subjects or concepts that appear in the book, giving the page or pages on which each item is mentioned.

**Introduction**—an element of the book that presents the author’s first words on the subject matter; the introduction can be part of the front matter or of the text itself.

**ISBN**—International Standard Book Number; a 10-digit number (13 digits after year 2006) that is exclusive to and identifies a specific book or product and its publisher.
K

Key concepts—a pedagogical aid that lists and reinforces the most important points of content within a chapter.

Key terms—a pedagogical aid that lists the most important terms that students should learn.

L

Labels—descriptive or explanatory words or phrases placed on an illustration, usually in a separate digital file or on a transparent overlay.

Lead line—a line on an illustration that points from an element within an illustration to the words (labeling) that tell you what the element is.

Legend—text, usually positioned below an illustration, that identifies and/or explains the content of the illustration.

Line drawing (LD)—an illustration that is computer- or hand-drawn.

M

Marketing—the department that coordinates the communication and promotional plan for a product to its targeted customers in defined markets.

Marketing Manager—a member of the publishing team who creates a marketing plan for a product and works with authors, editors, and sales staff to develop a sales and promotional effort.

P

Page proofs—a set of typeset and paginated proofs with all elements in place for final author review.

Pasted pages—manuscript composed of printed pages from the previous edition that are attached to standard-sized typing paper; occasionally used in developing a revision.

Pedagogy—special features or learning devices designed to reinforce the content of a book; examples are chapter outlines, key terms, case studies, and boxes.

Permission—written authorization to use copyrighted material.

Preface—a major component of the front matter; an important marketing tool that states the book’s purpose, audience, content, features, and suggestions for use.
Production Department—the department that manages the production stages of the publishing process, including copyediting, author review, proofreading, indexing, and manufacturing.

Project Manager—a member of the publishing team who serves as your day-to-day contact within the Production Department; the Project Manager coordinates copyediting, proofreading, indexing, and manufacturing, working directly with the author throughout the process.

Public domain—material not protected by copyright including works with expired copyrights, works consisting solely of facts or ideas, and works created by United States government officers and employees as part of their duties, materials such as those published by the CDC (Centers for Disease Control and Prevention), NIH (National Institutes of Health), *Healthy People 2010, MMWR (Morbidity and Mortality Weekly Report)*, or AFIP (Armed Forces Institute of Pathology). Not all materials published by the U.S. Government or with governmental assistance are in the public domain; materials prepared by independent contractors for the U.S. Government may in some cases be copyrighted.

Publishing Services Manager—a member of the publishing team who directs your Project Manager and ensures collaboration among the Editorial, Design, Multimedia, and Sales & Marketing departments and external suppliers.

Reference book—a book targeted at practitioners in a given field that provides practical information for use in a professional or vocational setting; a book that is not organized to conform to a curriculum and that is not intended primarily for classroom use.

Reprint—subsequent printing of a book, including only significant corrections of the previous printing.

Reviews—responses by experts in the field in regard to a manuscript’s content that are solicited by the publisher during the process of manuscript development; also evaluations of a published book by members of the scholarly or clinical community, usually in a journal or newspaper.

Revision—subsequent edition of a book, incorporating substantial changes to and updating of the material in the previous edition.
RGB color process (for screen viewing only)—Red, Green, Blue, the three primary additive colors; separated as signals and then displayed on a video monitor; when red, green, and blue are added together, the result is white.

Royalty—the publisher’s payment to the author, based on a percentage of net revenues from a book.

T

Table—a presentation of data or information in correlating columns for the purpose of comparison or easy reference.

Table of contents (TOC)—a component of the front matter that lists chapter numbers and titles, with page numbers; also may include sections and details of content within chapters.

Textbook—a book created primarily for use in an educational setting that often includes learning aids (pedagogy) and is organized to conform to a curriculum.

Title page—the page in the front matter on which the full title, edition number (if any), author(s) names, and publisher’s name appear.

W

Word style—a comprehensive list of terminology, spelling, grammar, and punctuation preferences used in the copyediting and proofreading of a book.
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