

eighth edition

house

Style

manual



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1 Manuscript Guidelines

- Length of 2,000-5,000 suggested. Maximum length of 10,000 words.
- And Abstract should precede each chapter.
- We encourage you to enhance the chapter with images and tables. Please prepare images for black-and-white representation in the book.
- Color images will be posted online and converted to black-and-white for the book. In some cases you may have color pages in the book, but there is a fee. Contact Cynthia Conomos (cynthai@eurekah.com) for details.

Below is a brief description of what we need when you are ready to send your completed manuscript:

- One complete hard copy.
- Complete manuscript on CD, Zip disc or 3.5-inch high-density diskette.
- Computer-generated artwork should be submitted in electronic format, but a paper copy may be essential for good-quality images. Please be prepared to submit one set of illustrations on glossy high-quality paper should we request them.
- All letters granting permission for any material previously published. (If permissions have not yet been received, please send a copy of your letters of request. You will need to update us when you receive permission.)
- The completed Copyright Form (form is provided at the end of this manual) from all contributors to the book.
- If manuscript has co-author(s), co-editor(s) and/or contributors please send their complete addresses, including phone numbers, FAX numbers and Email addresses.

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Georgetown, TX 78626
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2 Manuscript Guidelines and Requirements

English Usage

We encourage submissions from scientists all over the world. Since English is not the native language of many of our authors, extensive editing is sometimes necessary. Our in-house editors give as much of their time to this as possible but, in some cases, we have to ask the author to hire a freelance editor or to allow us to hire one.

Consistency

Whether the book is written by a single author or multiple authors, internal consistency should be maintained throughout the entire book. Please pay particular attention to the use of different abbreviations or terms in different chapters. Authors/editors should also define how certain terms are used. This is particularly important for terms whose meaning changes depending on usage (See Variable Information in this section for examples)

Length of Manuscript

The following guidelines apply to Intelligence Unit series. In order for your manuscript to meet our requirement of a completed book of approximately 200 pages, your overall book manuscript must be 250-400 double-spaced, typed manuscript pages (8.5x11 inch paper with 1 inch margins all around). The equivalent word count is approximately 65,000-100,000. References are included in this calculation. We will calculate figures, figure captions and tables separately in-house.

Chapter titles and subheads should be concise, meaningful and clear. Please keep the length under 30 characters if possible.

Avoid using parenthetical information in headings. Our style generally avoids outlining. You may submit an outline to help us determine subhead structure, but this listing will be removed in the formatted version. Please do not include an outline format within the text.

The length of each chapter manuscript should be kept between 10 and 25 double-spaced, typed pages of text (2,000-5,000 words preferred, maximum word count of 10,000).

- Begin each chapter with an Abstract, followed by an introduction that puts the topic in a broader context
- Include a review of current research
- Conclude by discussing future applications, new research, anticipated developments
- Additional subsections may be needed depending on the topic.

Table of Contents

All manuscripts should be accompanied by a working table of contents and/or outline. Contents should list chapter titles in the correct order of appearance as well as the main subhead of each chapter.

Contributors

Editors of multi-authored books are asked to provide a list of all contributing authors. Please list the following information for all contributors:

- Author's full first and last name, title and degrees
- Affiliation and address
- Phone, fax number and Email address

Preface

Please provide a two- to three-page preface (approximately 500 words) or foreword that describes the content of the book, its contribution to the field, and a summarized table of contents in paragraph form.

Variable Information

Given variations in style for a multitude of abbreviations and acronyms, to maintain consistency authors are asked to provide a list of commonly used terms and their definitions. This list will appear in the front of the book along with other variable information. Again, this is particularly important for terms whose meaning changes depending on usage, examples of which follow:

Example: ras in a gene; while Ras is a protein

Example: Please select either style below when referring to amino acid position:

cys-44 or cys₄₄

Cys⁴⁴ is not preferred as it can be confused with reference style.

Example: not kDa, HTLV1 in Chapter 1; kilodalton, HTLV-1 in Chapter 2; kD, HTLV-1 in Chapter 3.

References

References in the text are numbered consecutively as superscripts beginning with number 1 and starting again with 1 in the next chapter. Punctuation always precedes the superscript.

Example: [Chapter 1] ...according to Jones.¹ not... Jones¹.

Example: [Chapter 2] ...noted by Smith et al.¹ not ...Smith et al (1).

When referring the reader to specific references as part of a sentence, cite as:

Example: For a review see refs. 40-45. not... For a review see⁴⁰⁻⁴⁵

For handbooks and lab manuals, only general references should be given. There should be no more than 10 per chapter, and each reference should be annotated with the chapter author's comments (1 to 2 sentences) about the usefulness of the specific reference.

The list of references which follows the chapter should be numbered consecutively according to the first time mentioned within the chapter. Our preferred style for reference listings is "Vancouver" omitting the periods after journal abbreviations. We also accept the JAMA style. If you use automatic referencing software, please use EndNotes with the JAMA style and include your numbered reference list within the text file (do not send an EndNote library to us). Abbreviate journal names according to Index Medicus or a comparable source. Spell out foreign or less commonly known journal names. Use cardinal numbers in the listing, not Roman numerals. References in the text are numbered consecutively as they appear in the text, not in alphabetical order.

Journals. [Author's last name] [Author's initials], [Other author's last names followed by their initials]. [Title of article with only first word capitalized]. [Journal's standard abbreviated name] [Year]; [Volume (number)]:[Inclusive pages].

Only the first three authors are listed. If there are more than three authors, the first three names are followed by "et al." Initials and abbreviations are not followed by periods.

Example: 1. Pitou, AS, Miles Jr PT, Kerkaporta A et al. The inappropriate secretion of gonadotropin following mediansternotomy. *Clin Cardiovasc Surg* 1984; 23:607-611.

2. Abbasi O, Lane CL, Krater S et al. Canine neutrophil margination mediated by lectin adhesion molecule-1 in vitro. *J Immunol* 1991; 147(25):2107-2115.

Books. [Author's last name] [Author's initials], [Other authors' last names followed by initials]. [Chapter title]. In:[Editor's initials], ed(s). [Book title]. [Number of edition]. [City]: [Publisher], [Year]:[Inclusive pages].

Example: 1. Pitou AS, Barrett FG. Endocrine changes following mediansternotomy. In: Kerkaporta A, ed. *Textbook of Endocrinologic Surgery*, 3rd ed. Austin: RG Landes Co., 1989:511-565.

2. Abbasi O, Lane CL, Krater S et al. Canine neutrophil margination mediated by lectin adhesion molecule-1 in vitro. In: Fox N, Aparicio L, eds. *Textbook Cases*. Austin: RG Landes Co., 1994:611-765.

Unpublished data and personal communications are not listed in the references but rather appear in parenthesis in the text.

Figure and Table Captions

Please title figures and tables succinctly and clearly. Capitalize only the first word of figure and table headings.

When illustrations are reproduced from other sources, acknowledge the copyright holder at the end of the figure legend or as a footnote to tables. Do not use superscripted reference numbers in lieu of a full credit line.

Example: Reprinted with permission from: Fox N, Aparicio L. *Postgrad Gen Surg* 1994; 24:611-765. ©1993 RG Landes Co.

When referring to figures within the text, the word is abbreviated to Fig. if it is in parenthesis, but spelled out when it is part of a sentence.

Example: ... the comparison is obvious (Fig. 1).
Figure 1.2 shows a comparison of...

Figures and tables are numbered consecutively within each chapter:

Example: [Chapter 1] ... (Fig. 1), not (Fig. 1.1)
[Chapter 2] ... (Fig. 1), not (Fig. 2.1)

Indexing Your Manuscript

Due to ever-increasing production and printing costs, we are changing our way of indexing manuscripts in the *Intelligence Unit* series. We offer you the following options:

Simplified index, free of charge: Please include a list of pertinent terms with your galleys, limiting these terms to an average of 25-30 per chapter, depending on the length and content of the chapter. We will compile these terms electronically and they will represent the headings of your index. Your list of terms does not have to be alphabetized and *should not have* page numbers.

You may decide to hire a freelance indexer or allow us to hire a freelance indexer for a more complex index. In this case, we will charge you \$300-600 against your royalties, depending on the length and content of your manuscript.

We strongly urge authors and editors to let us know of their decision before or upon receipt of their galleys.

3 Copy Editing Guidelines

The most important qualities to strive for are *clarity* and *consistency*. If your manuscript deviates somewhat from the following preferences with respect to points of style, it should conform to the conventions of your field and be *internally consistent*, particularly regarding abbreviations, units of measurement, references and punctuation. For questions of style not addressed in this manual, refer to *The Chicago Manual of Style*.

Spelling

Use U.S. spelling conventions if possible.

Be sure that a spell check is run on each chapter, preface and forward before submitting your manuscript.

Commas

Avoid overuse of commas. They are needed only in a few standard situations. Otherwise use them if they make your sentence more easily understood.

Independent clauses joined by conjunctions are separated by commas.

Example: Initially the ligands did not bind, but binding increased with the concentration.

Series. A comma follows each element-but not the penultimate-of a series.

Example: The WBC, temperature, chest x-ray and auscultatory findings all supported the diagnosis of pneumonia.

Hyphenation

Prefixes. Common prefixal words are generally not hyphenated.

Example: nonspecific, postoperative, pretransplant

Exceptions to this rule are words that are awkward when unhyphenated.

Example: anti-inflammatory, intra-abdominal

A hyphen is used after a prefix when omitting the hyphen would change the meaning of the word.

Example: retreat (meaning treat again) becomes re-treat

Suffixes. Compound terms including the suffixes -type and -like are hyphenated.

Example: eczematoid-like lesion

Avoid overuse of hyphens. Acronyms should be hyphenated when used as an adjective and make the sentence clearer.

Example: TNF-resistant, IFN-dependent, wild-type

Do not hyphenate numbers and units even if they are used as an adjectival phrase.

Example: 3 mg increments, not 3-mg increments

Fractions are always hyphenated.

Example: three-fourths of the cells

Numbers**Cardinal numbers**

When a sentence begins with a number, even if it would normally be set in Arabic numerals, always spell it out, regardless of any inconsistency this may create.

Example: Thirty-three ml of solution was added.

Numbers one through nine are written out. Numbers 10 or greater are expressed as Arabic numerals. However, when used with units of measure, all numbers are expressed as Arabic numerals.

Example: seven increments but 7 ml

Numbers one through nine which appear in a sentence together with numbers greater than nine are expressed as Arabic numerals.

Example: In our study 4 of 11 patients required operation.

Numbers in a series are expressed as Arabic numerals.

Example: Trials 6, 7 and 8 were unsuccessful.

Common fractions should be written out unless fraction is used mixed with numbers.

Example: three-fourths of the cells

Example: 8 _ x 11 inches in size

Ordinal numbers

First through ninth is spelled out, but numerals are used for 10th and up.

Example: second, third but 22nd, 23rd

Ordinals in a series are expressed as numerals.

Example: The 3rd, 5th and 8th trials were unsuccessful.

Consistency

Numbers belonging to the same classification should be treated similarly within the same context, whether in a sentence or a paragraph. For consistency, if Arabic numerals are used for one of the numbers in a classification, then Arabic numerals should be used for all numbers in the classification within that context.

Example: Allow 20 ml of plasma to flow into the waste bag through valve 3. Open valve 1, close valve 3 and collect 150 ml of plasma.
At this point, two valves should be closed and one valve should be open.

Units of Measure

Quantities, such as length, area, volume, mass, temperature, energy, pressure, time, etc., are considered units of measure. Consult the Chicago Manual of Style for lists of standard unit abbreviations.

Example: 4 cm, 200 in², 15 ml, 5 kg, 0°C, 75 mm Hg, 3 weeks, 100 days, 6 hours

Punctuation. Unit abbreviations are not followed by a period.

Abbreviations

Use abbreviations that are standard in your field. In cases where several forms of abbreviations exist in the literature (kDa, kD, Kd, etc.) choose one and use it consistently throughout your manuscript.

Spell out the first instance in each chapter of the word to be abbreviated, followed by its abbreviation in parentheses.

Punctuation. Abbreviations are generally not followed by a period, except for Latin terms such as etc., e.g., ca. When an abbreviation, such as a symbol, begins a sentence it should always be spelled out.

Example: Beta particles are ... not \leq particles are

Acronyms

Spell out the first instance in each chapter of the parent phrase followed by its acronym in parenthesis.

Example: Treatment for adult respiratory distress syndrome (ARDS) is complex. In fact pulmonologists who treat ARDS frequently will...

Punctuation. Acronyms do not require periods between letters.

Example: RBC, not R.B.C.

Plurals. The "s" is not preceded by an apostrophe.

Example: WBCs not WBC's

1980s, not 1980's

Case. Acronyms are upper case.

Example: TNF, not tnf

AIDS, not Aids

Eponyms

When a proper noun is used in the name of a disease, syndrome, sign, position, etc., capitalize the proper noun but not the common noun it modifies.

Example: Gaucher's disease not Gaucher's Disease

Simm's position not Simm's Position

Words Derived from Proper Nouns

Adopt a convention and be consistent throughout your manuscript.

Example: Mendelian or mendelian, Addisonian or addisonian

Personal Pronouns

Choose a gender and use it throughout. Do not use "he/she."

Foreign Language Words

Foreign language words and terms that are well known are not italicized, but those not well known are both italicized and defined.

Example: in vivo, in vitro, in situ

sine qua non (without which nothing)

Drug Names

The nonproprietary (generic) name of a drug should be used.

Example: OKT3 not Orthoclone

Isotopes

When the name of the element is spelled out, the mass number follows the name in the same typeface and type size.

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5 Production Guidelines

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Your chapter should be submitted directly to the Book Editor and not to the Landes Bioscience offices. Once the Book Editor approves your chapter, they may ask that you send the files to Landes Bioscience. If so, please email the files directly to Cynthia Conomos (cynthia@eurekah.com) and indicate the name of the book Editor so that we know with which project to associate the chapter. Please indicate in your email that the Book Editor has approved your chapter. We prefer to receive the files via email, but a mailing option is also detailed below (see Disk Preparation before preparing files to mail). Your text file should be named with the book editor's last name, followed by your last name.

Example: Magruder(Smith)

Your image and table files should be named with your last name and the number of the image or table.

Example: SmithFig1
SmithTable1

Please save your figures in tif or eps format.

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810 S. Church St.
Georgetown, TX 78626
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Disk Preparation

Should you wish to submit your chapter by mail, files to be submitted on disk should be submitted on CD, Zip disk, or 3.5-inch, high-density computer disk. Save tables and figures in a document separate from the text. There is no need to make a separate file for figure legends. Figure legends should be included in the text file following the References list. Include one set of typed, double-spaced laser copies of the manuscript. Please label the disk with your last name and the book editor's last name. It is helpful if you include the name and version of software used.

Please try to use Microsoft Word for your text files. If you are not able to do so, save the file in rtf or txt format and we will try to open the file to our best ability. Please include your Copyright Form and all associated permissions forms.

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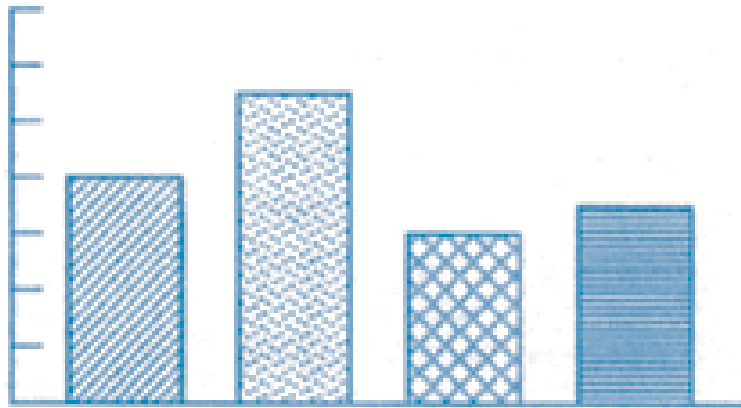
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All artwork should be submitted in electronic format. Although we do not require that you submit high-quality glossy images to us, we reserve the right to request them should we have concerns about the artwork quality. Should you wish to mail artwork please label with author's name, the figure number and correct orientation of the figure. Please be sure to label well away from the image itself. Usually labels should appear on the top left-hand corner on the back. Do not put the label directly behind the image. Do not write directly on the back of a photograph or on the label after it has been applied. Mount multiple figures on soft, pliable cardboard.

Graphics in electronic format should be saved as tif or eps. If a Mac-compatible option is given, please select it as we are a Mac office.

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Example:



Tables will be reformatted during production, therefore they need only be minimally formatted in your text file.

NOTE:

Images submitted in color will be published in color online and converted to black-and-white for the book. Color pages in the book may be arranged for a fee. Please contact Cynthia Conomos (cynthia@eurekah.com) to arrange for color in the book.

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