

INSTRUCTIONS TO AUTHORS

1 Legal requirements

The author(s) guarantee(s) that the manuscript will not be published elsewhere in any language without the consent of the copyright holders, that the rights of third parties will not be violated, and that the publisher will not be held legally responsible should there be any claims for compensation.

Authors wishing to include figures or text passages that have already been published elsewhere are required to obtain permission from the copyright holder(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

The main author is responsible for ensuring that the article has been seen and approved by all the other authors. The covering letter accompanying the manuscript should be signed by all authors to this effect.

2 Editorial procedure

Papers must present scientific results that are essentially new. All manuscripts are subject to peer review.

The original and 2 copies of the manuscripts should be submitted in English together with 3 sets of illustrations to: Jan Dequeker, *Clinical Rheumatology*, UZ Gasthuisberg, Herestraat 49, B-3000 Leuven, Belgium. Please be sure to include your e-mail address and your fax number. Please do not transmit electronic data to the publisher until your manuscript has been reviewed and accepted for publication. Please follow the instructions below.

The manuscripts and the figures will not normally be returned, unless specifically requested by the authors.

Manuscripts which are returned to the authors for revision should be sent back within 8 weeks; otherwise they will be considered withdrawn. Rejected manuscripts will not be returned to the authors (except for original illustrations).

Papers that do not conform to the journal norms may be returned to the authors for revision before being considered for publication.

The author is responsible for the accuracy of the references.

3 Manuscript preparation**General remarks**

To help you prepare your manuscript, Springer offers a template that can be used with Winword 7 (Windows 95), Winword 6 and Word for Macintosh. For details see point 4.

All manuscripts are subject to copy editing.

Proprietary substances and materials, and instruments. The correct designation and the manufacturer's name should be given. Where the manufacturer is not well known, the address should also be included.

SI units should be used throughout except where non-SI units are more common [e.g. litre (l) for volume]. When **drugs** are mentioned, the international (generic) name should be used. The proprietary name, chemical composition, and manufacturer should be stated in full in Materials and methods.

Generic names of drugs and pesticides are preferred; if trade names are used, the generic name should be given at first mention.

Ethics: When reporting on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) or with the Helsinki Declaration of 1974 as revised in 1983.

When reporting on animal experiments indicate whether the institution's or the National Research Council's guide for, or any national law on, the care and use of laboratory animals, was followed.

Title page

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the communicating author

Abstract. Each paper must be preceded by an abstract presenting the most important results and conclusions in no more than 300 words.

Keywords. Up to 6 keywords in alphabetical orders characterising the scope of the paper should be supplied after the Abstract for indexing purposes.

Abbreviations should be defined at first mention in the abstract and again in the main body of the text and used consistently thereafter.

The text will normally be divided into sections headed *Introduction*, *Methods*, *Results* and *Discussion* and, where necessary, subsections of these. Emphasise in the *Discussion* new and important aspects of the study and the conclusions that follow from them.

Acknowledgements. These should be as brief as possible. Any grant that requires acknowledgement should be mentioned. The names of funding organizations should be written in full.

Funding. Authors are expected to disclose any commercial or other associations that might pose a conflict of interest in connection with submitted material. All funding sources supporting the work and institutional or corporate affiliations of the authors should be acknowledged.

Appendix. If there is more than one appendix, they should be numbered consecutively. Equations in appendices should be designated differently from those in the main body of the paper, e.g. (A1), (A2) etc. In each appendix equations should be numbered separately.

References

The list of References should only include works that are cited in the text and that have been published or accepted for publication. Personal communications should only be mentioned in the text.

References should be *numbered in the order in which they appear* in the text and listed in *numerical order*. Journal titles should be abbreviated according to *Index Medicus*. References with correct punctuation should be styled as follows

Journal papers:

Corporaal S, Bijl M, Kallenberg CGM (2002) Familial occurrence of autoimmune diseases and autoantibodies in a Caucasian population of patients with systemic Lupus Erythematosus. *Clin Rheumatol* 21:108-113

Books:

Khamashta M (2000) *Hughes Syndrome: Antiphospholipid Syndrome*. Springer, London.

Chapters in books:

Godfrey T, D'Cruz D (2000). Antiphospholipid Syndrome: General Features. In: Khamashta M (ed) *Hughes Syndrome: Antiphospholipid Syndrome*. Springer, London pp 8-19.

References such as "personal communications" or "unpublished data" cannot be included in the reference list, but should be mentioned in the text in parentheses: this also applies to papers presented at meetings but not yet published or accepted for publication. A date should be given for both "personal communications" and "unpublished data".

Papers which have been accepted for publication should be included in the list of references with the name of the journal and "in press".

Oral communications should only be mentioned in the acknowledgements.

If available the Digital Object Identifier (DOI) of the cited literature should be added at the end of the reference in question.

Example: Dyllal KG (1998) Relative and non-relative finite nucleus optimized double zeta basis sets for the elements. *Theor Chem Acc* 99: 366-371 DOI 10.1007/s002149800025

Illustrations and Tables

All figures (photographs, graphs or diagrams) and tables should be cited in the text, and each numbered consecutively throughout. Figure parts should be identified by lower-case roman letters. The placement of figures and tables should be indicated in the left margin. For submission of figures in electronic form see below. **Line drawings.** Please submit good-quality prints. The inscriptions should be clearly legible.

Half-tone illustrations (black and white and colour). Please submit well-contrasted photographic prints with the top indicated on the back. **Magnification** should be indicated by *scale bars*.

Details that might identify patients should be omitted unless absolutely necessary for scientific reasons. Falsification or altering of data should never be used as a means of ensuring anonymity; masking of the eye region in photographs of patients may be inadequate. If identification of patients is unavoidable, the author must guarantee that the reproduction of illustrations in which a patient is recognisable is approved either by the patient him-/herself or by his/her legal representative.

Plates. Several figures or figure parts should be grouped in a plate on one page.

Size of figures. The figures should either match the width of the column (80 mm) or 110 mm wide. The maximum length is 230 mm.

Figure legends must be brief, self-sufficient explanations of the illustrations. The legends should be placed at the end of the text.

Tables should have a title and a legend explaining any abbreviation used in that table. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

For **colour illustrations** the authors will be expected to make a contribution (£308, plus VAT per colour page) towards the extra costs.

4 Electronic submission of final version

Please send only the final version of the article, as accepted by the editors. Please utilise the Word templates made available to the authors.

Preparing your manuscript**Text**

The zip file should be sent uuencoded.

Layout guidelines

1. Use a normal, plain font (e.g. Times Roman) for text. Other style options:
 - for textual emphasis use *italic* types.
 - for special purposes, such as for mathematical vectors, use **boldface** type.
2. Use the automatic page numbering function to number the pages.
3. Do not use field functions.
4. For indents use tab stops or other commands, not the space bar.
5. Use the table functions of your word processing program, not spread sheets, to make tables.
6. Use the equation editor of your word processing program or MathType for equations.
7. Place any figure legends or tables at the end of the manuscript.
8. Submit all figures as separate files and do not integrate them within the text.

Data formats

Save your file in two different formats:

1. RTF (Rich Text Format) or Word compatible Word 95/97
2. pdf (a single pdf file including text, tables and figures)

Illustrations

The preferred figure formats are EPS for vector graphics exported from a drawing program and TIFF for halftone illustrations. EPS files must always contain a preview in TIFF of the figure. The file name (one file for each figure) should include the figure number. Figure legends should be included in the text and not in the figure file.

- **Scan resolution:** Scanned line drawings should be digitised with a minimum resolution of 800 dpi relative to the final figure size. For digital halftones, 300 dpi is usually sufficient.
- **Colour illustrations:** Store colour illustrations as RGB (8 bits per channel) in TIFF format.
- **Vector graphics:** Fonts used in the vector graphics must be included. Please do not draw with hairlines. The minimum line width is 0.2 mm (i.e., 0.567 pt) relative to the final size.

General information on data delivery

Please send a zip file (text and illustrations in separate files) to the Editorial Office of the Journal on any of the following media:

- On a diskette [you may use .tar, .zip, .gzip (.gz), .sit, and compress (.Z)]
- On a ZIP cartridge
- On a CD-ROM

Please always supply the following information with your data: journal title, operating system, word processing program, drawing program, image processing program, compression program.

The file name should be memorable (e.g. author name), have no more than 8 characters, and include no accents or special symbols. Use only the extensions that the program assigns automatically.

5 Proofreading

Proofreading is the responsibility of the author. Corrections should be clear; standard correction marks should be used. Corrections that lead to a change in the page layout should be avoided. **The author is entitled to formal corrections only. Substantial changes in content, e.g. new results, corrected values, title and authorship are not allowed without the approval of the responsible editor.** In such a case please contact the Editorial Office or the Editor-in-Chief before returning the proofs to the publisher.

6 Offprints

Twenty-five offprints of each contribution are supplied free of charge. If you wish to order additional offprints you must return the order form with the corrected proofs. You are then entitled to receive a pdf file of your article for your own personal use.



Springer