

Overview

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

The Clinics publishes review articles spanning the breadth of 59 Medical and Surgical disciplines, including Veterinary, Dental, and Nursing. The intent of the series is to provide practitioners and residents the current state of the practice, addressing the key points, diagnosis, prognosis, clinical management, and complications of disease and techniques, evidence, and controversies in the field. Information for quick reference as well as in-depth coverage of a topic is a hallmark of the Clinics' series.

The Foot & Ankle Clinics publishes four times annually in print and online at www.Foot.TheClinics.com. Foot and Ankle Clinics updates you on the latest trends in patient management; keeps you up to date on the newest advances; and provides a sound basis for choosing treatment options. Each issue focuses on a single topic in foot and ankle surgery and is presented under the direction of an experienced guest editor.

CONTENT TEMPLATES

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

SCHEDULE

OVERVIEW of Clinics' Publishing Process for Print Publications

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

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

CRITICAL PERIODS for Authors

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

[Title Page](#)

[Article Synopsis](#)

[Text Format](#)

[Trademarks](#)

[Disclosures](#)

[Content Tagging](#)

[Reference Format](#)

[Permissions](#)

[Key Points](#)

[Tables, Lists, Boxes](#)

- Include a **TITLE PAGE** with the following information:
 - Title of article
 - Names, degrees, affiliations, preferred contact address, telephone/fax numbers, and email addresses for all authors.
 - Indicate the corresponding author for proofs/queries
 - [VIEW SAMPLE TITLE PAGE](#)
- Add tags consisting of phrases, words, or acronyms to each major section of your manuscript. The publisher will use these for search engine optimization (SEO) to allow best discoverability of the article online. [VIEW SAMPLES OF TAGGED CONTENT.](#)
- Include a **SYNOPSIS** of your article. Provide a brief overview and summary of the main points discussed in your article, about one paragraph. The synopsis is published with the table of contents and is often used by indexing services, such as PubMed, as the abstract for the article. [VIEW SAMPLES OF ARTICLE SYNOPSES.](#)
- Provide within the manuscript a brief summary of important points and objectives for recall. [VIEW SAMPLES OF KEY POINTS.](#)
- **DISCLOSE ANY RELATIONSHIP** with a commercial company that has a direct financial interest in the subject matter or materials discussed in the article or with a company making a competing product. [VIEW FURTHER DETAILS AND SAMPLES OF AUTHOR DISCLOSURES.](#) Clinics publications that offer optional **CME/CE** credits require completion of specific [disclosure forms](#); [CLICK HERE](#) to see if your series offers CME and for more details.
- **Drug Trademarks:** Generic or non-proprietary name of a drug should be used, with the TRADEMARK NAME included in parentheses at first mention. Clinics does not use TM or ® to indicate trademark.
e.g., Trimethoprim-sulfamethoxazole (Bactrim; Septra)
- **Equipment Trademarks:** Provide TRADEMARK NAMES of equipment and materials when appropriate, with the manufacturers name and address included in parentheses. Clinics does not use TM or ® to indicate trademark.
e.g., Velcro tourniquet (Velcro USA, Inc., Manchester, NH)

TEXT FORMAT:

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

REFERENCE LIST FORMAT:

- Double spaced with 1-inch margins
- List by number in the order in which used in text (sequentially, not alphabetically)
- Use Index Medicus (<http://www.nlm.nih.gov/bsd/aim.html>) abbreviations for journals that are indexed; if journal is not indexed, use full name
- If more than 3 authors, cite first three and add “et al”
- [VIEW SAMPLES OF REFERENCES](#) formatted for the Clinics and for further details.

TABLES, LISTS, AND BOXES

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

Please note the difference between tables and lists:

TABLES

- At least 2 columns
- Shows relationship between data
- Provide a title for each table
- Number Tables consecutively and call out each one in order as they appear in the text

LISTS

- Lists are enumerations, whether in text or in a box
- Number Boxes consecutively and call out each in order as they appear in text

VIEW SAMPLES OF TABLES, LISTS, AND BOXES

- Number tables consecutively and cite in order as they appear in the text
- Provide a credit line if necessary and obtain permission for all borrowed material. [VIEW MORE DETAILED INFORMATION ON PERMISSIONS.](#)

FIGURE PREPARATION

- Figures should be **high resolution** and clear in detail:
 - **300** dpi/ppi resolution for black-and-white and color photographs
 - **1000** dpi/ppi for line drawings
 - **500** dpi/ppi for figure with combined photos and drawing
- Submit only figures that are not under consideration for publication elsewhere.
- Please contact the in-house Clinics editor with any questions about figure preparation.
- Foot and Ankle Clinics is a black & white series - figures are not reproduced in color unless an arrangement has been made with the Clinics publishing editor prior to the submission of the manuscript.

Acceptable formats:

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

Submitting Figures:

- Submit each figure as a separate file.
- Number each figure consecutively as it appears in the text.
- Refer to each figure by number in the text (e.g., Fig. 1, Fig 3A, Fig 10A-C, etc).
- Digital file names must include the Figure number even if you use a description (e.g., Fig1-sutures, Fig4A-breast MRI)

- Crop artwork to show desired clinical information.
- Add labels (A, B, etc.), arrows, or other markings using appropriate software or provide a photocopy of figure with labeling or marking noted.
- The publisher is obligated to mask eyes or other identifiable features of a patient in a photograph from whom a release has not been verified ([VIEW INFORMATION REGARDING PATIENT PHOTOGRAPH RELEASES](#)). The publisher does not need a copy of the release, only verification that the author has one on file.

Borrowing figures:

- **Original** figures, as opposed to previously published figures, are highly desirable to illustrate articles.
- If it is absolutely necessary to borrow figures, authors are urged to consider material originally published by Elsevier or one of Elsevier’s imprints: Academic Press, Butterworth-Heinemann, Cell Press, Churchill Livingstone, Excerpta Medica, Hanley & Belfus, The Lancet, Mosby, Netter, Pergamon, and WB Saunders.
- To borrow any figures or tables from any Elsevier imprint, [VIEW DETAILS REGARDING ELSEVIER PERMISSIONS](#).
- When borrowing figures from academic or clinical colleagues, credit the person and their institution.

Figure Legends:

- Every figure, or every part of a multi-part figure, requires a legend.
- Explain each part of multi-part figures, using uppercase letters A, B, C, etc.
- Explain each label, arrow, arrowhead, or other marking on the figure.
- If borrowed, a complete credit line is required. The credit line is the complete source citation, including page numbers and original figure or table numbers when possible.
- Obtain permission for any borrowed or courtesy figures. [VIEW DETAILED PERMISSIONS INFORMATION](#).

MANUSCRIPT AND FIGURE SUBMISSION

- Submit manuscript online via <http://editorial.elsevier.com> as directed in the welcome email. [VIEW GUIDELINES FOR SUBMITTING MANUSCRIPT ONLINE](#).
- Refer to the **Manuscript Submission Checklist** prior to submitting your manuscript. [VIEW THE CHECKLIST](#).

PERMISSIONS

- If authors borrow or modify a figure or table from another source, you must obtain permission and pay fees requested from the original source. Copyright law prevents publishing borrowed material without proper permission. It is essential for you to **seek permission while you are preparing your manuscript**.
- Material taken from the Internet cannot be considered “public domain” or “free” and usually is copyrighted. Permission is needed to publish these images. [VIEW EXAMPLES OF COPYRIGHTED INTERNET MATERIALS](#).
- You, as author, are solely responsible for proper use and attribution of all borrowed material in your article, including your own work that has been previously published. *Clinics Authors do not need permission to re-use their own Elsevier work.*
- If you have not obtained permission by the time your article is submitted for publication, borrowed material may have to be withdrawn.
- Copies of permission requests and approvals should be sent with your manuscript when submitting to the Guest Editor(s) and Publishing Editor.
- Retain all emails/approvals for your records.

Using **RIGHTSLINK** to Obtain Permission from Elsevier and Other Publishers:

- Elsevier, along with most major publishers, requires that authors use RightsLink to obtain permission to reprint tables and figures taken from journal articles. RightsLink provides borrowers the fastest and easiest way to obtain permission. [VIEW INSTRUCTIONS TO USE RIGHTS LINK.](#)

PRODUCTION

After Manuscript Final Acceptance

- Articles are typeset for grammar and Clinics' style
- Copyeditors add queries to authors for missing or unclear information

Journal Publishing Agreement / Copyright Transfer

- Authors receive a Journal Publishing Agreement from Sanchin Dongre when manuscript is in production.
E-Mail: s.dongre@elsevier.com ; Fax: 1 619 699 6705
- Return the completed and signed original of the Journal Publishing Agreement by mail or fax, or a scanned copy of the signed original by e-mail. [VIEW A SAMPLE OF THE CLINICS JOURNAL PUBLISHING AGREEMENT.](#)

Page Proof

- Corresponding authors receive an email from Cadmus Communications (Diana Schaeffer, schaefferd@cadmus.com) with a link to a PDF file of page proof
- Minimal content revisions are accommodated at page proof stage
- All figures appear in color online, select images may appear in color in print in this series
- Submit your reviewed article within 48 hours to ensure immediate publication
- Elsevier may proceed with publication of your article if no response is received

Instructions on reviewing and marking up PDF files

- Acrobat Reader from Adobe is required to view and print the page proof. The program is free and can be downloaded from [HTTP://WWW.ADOBE.COM/PRODUCTS/ACROBAT/READSTEP.HTML](http://www.adobe.com/products/acrobat/readstep.html)
- Proof corrections can be annotated on-screen, which allows revisions directly in the PDF file
- Instructions on annotating PDF files can also be found at: [HTTP://EPROOFING.TNQ.CO.IN/FCL/561/P_ANNOTATEPDF.PDF](http://eproofing.tnq.co.in/FCL/561/P_ANNOTATEPDF.PDF)
- Contact E-CORRECTIONS@ELSEVIER.COM with questions about annotating PDFs
- Return the marked file as an e-mail attachment

UPON PUBLICATION

Author receives:

- Downloadable PDF of article
- Online access to Clinics series for one year
- E-Publication OR Print issue
- Option to purchase additional copies of print issue at discount

If you do not receive your copy of the issue or a link to the PDF of your article or cannot gain online access *within ~3 to 4 weeks of publication* of the issue, [VIEW A LIST OF CLINICS CONTACTS](#) under "Services for Clinics' Authors" (next page)

CLINICS CONTACTS

CLINICS EDITORIAL – CONTENT - MANUSCRIPT	
Content Issues - Focus, Format, Content Templates, Figure preparation, Special features, Schedule, etc:	Guest Editor(s): Emails are provided in initial project correspondence. Clinics Publishing Editor: David J Parsons, d.parsons@elsevier.com
Administrative Correspondence:	Clinics Editorial Assistant: Yvette Williams, y.williams@elsevier.com
Clinics Manuscript Submission System (EMSS):	URL: http://editorial.elsevier.com Notification associated with manuscript: notify@editorial.elsevier.com Technical Assistance/Frequently-asked-questions: http://support.elsevier.com/app/answers/detail/a_id/354/
Clinics Permissions Coordinator:	Robin Landry: r.landry@elsevier.com
CLINICS PRODUCTION	
Journal Publishing Agreement / Copyright Transfer:	Sachin Dongre: s.dongre@elsevier.com
Page proof:	Production manager: Diana Schaeffer, schaefferd@cadmus.com
SERVICES FOR CLINICS' AUTHORS	
Author Complimentary Online Subscription and Author Complimentary Article PDF not received upon 3 to 4 weeks of publication: United States Outside the United States	journalsonlinesupport-USA@elsevier.com Toll free 877-839-7126 JournalscustomerServiceEMEA@elsevier.com 1-314-447-8878
Author Complimentary Print Issue not received within ~4 weeks of publication:	Stephen Bushing SR.Bushing@elsevier.com - 215-239-3734
Order Additional Issues at Author-Discout:	Clinics Publishing Editor: David J Parsons, d.parsons@elsevier.com
Order Reprints of Author's Clinics Article:	reprints@elsevier.com
GENERAL CUSTOMER SERVICE	
Customer Support:	800-654-2452 (Toll Free US & Canada) http://support.elsevier.com
Technical Support : North America and rest of world Monday – Friday . . . 7:30am – 6:00pm, EST Europe Monday – Friday . . . 8:30am – 5:00pm, GMT	800-654-2452 (Toll Free US & Canada) 314-447-8871 (Outside US & Canada) E-mail: JournalsOnlineSupport-usa@elsevier.com +44 1865-843177 E-mail: eurosupport@elsevier.com