



Clinics of North America

Manuscript Guidelines for Contributors

Welcome to the Clinics publishing program. Your contribution is greatly appreciated, and we look forward to working with you. All of the periodicals in the Clinics publishing program offer the medical, dental and veterinary practitioner comprehensive, clinical reviews of timely subjects, including diagnosis and therapy, new materials, and new equipment. Your contribution should be of genuine clinical interest and contain information that is well substantiated by your research, your clinical experience, and by reports in the literature.

These guidelines are provided to simplify the manuscript preparation process for you and to ensure that your article moves smoothly through the production process. Follow the instructions provided regarding article length and number of tables and figures, and when complete, submit your manuscript (hard copy, disk, tables, figures and appropriate forms) to the Guest Editor by the agreed-upon deadline. Your manuscript will be forwarded to us after the Guest Editor's review of scientific content. The Guest Editor will contact you if any major revisions are necessary.

SOME GENERAL GUIDELINES

- Manuscripts must be typed double-spaced. This guideline includes all text, references, tables, and figure legends.
- It is the author's responsibility to obtain written permission for any borrowed, modified, or adapted text, tables, or figures from the copyright owner (usually the original publisher).
- We cannot accept any manuscripts, figures, or tables that are unpublished and have been submitted to or are under consideration by any other publisher or publication.
- It is the author's responsibility to send us publication-quality artwork (photos, drawings, etc).
- Digital art must be submitted according to our guidelines (see authors.elsevier.com).

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GUIDELINES FOR MANUSCRIPT TEXT

SUBMITTING MANUSCRIPTS ON DISK

- Please submit your manuscript on computer disk. We prefer that articles are prepared on software such as Word or WordPerfect, but we can convert most files prepared with other programs. Be sure to identify the software used and note whether the manuscript was prepared on a Macintosh or PC platform.
- Write protect your disk before submitting (for a 3 1/2" disk, slide the tab to the open position).
- Text, references, synopsis, figure legends, and tables should all be saved as one file.
- Do not activate the hyphenation or justification feature of your software.

TITLE PAGE

Your title page must include the following information (a sample is provided on page 7):

- Title of article (please be as concise as possible)
- Author's name, degrees, academic or professional affiliation, city, and state (or country); same information for any coauthors
- Mailing address, telephone number, fax number, and e-mail address of each coauthor. Clearly indicate which coauthor is the corresponding author, and who should receive proof and reprints; otherwise, these materials will be sent to the first-named author.
- Statement acknowledging funding support, if applicable

TEXT

- Text should be double-spaced in 10- or 12-point type with ample margins on quality paper.
- Number each page, starting with the title page.
- Indent paragraphs.
- Type heads consistently throughout the article. We prefer all heads flush left.
- Type reference numbers within brackets.
- Conclude article with a brief summary of its important points or objective.
- Acknowledge assistance of any colleagues or support staff in the preparation of article, if applicable.
- Send one copy to Guest Editor and save a copy for yourself.

REFERENCES

- Type double-spaced with ample margins.
- List by number in the order in which used in the text.
- Use *Index Medicus* abbreviations for journals that are indexed; if a journal is not indexed, use full name.
- If more than six authors, cite first six and add "et al."
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Sample citations:

Journal article

12. Simpkins H, Schoaf F, Katz J, Smith A, Jones B, Cooper B, et al. An acute granular lymphoid leukemia: a case report. *Hum Pathol* 1987;18(2):93-9.

Clinics article

18. Aron DN, Crowe DT. Upper airway obstruction. *Surg Clin North Am* 1999;46(6):1224-45.

Chapter in a single-authored book

5. Haeney M. Antibody deficiency. In: Introduction to clinical immunology. London: Butterworth; 1985. p. 64-87.

Chapter in a multi-authored book

3. Krane SM, Near RM. Connective tissue. In: Smith LJ Jr, Their SO, editors. Pathophysiology: the biological principles of disease, 2nd edition (International Textbook of Medicine, vol 1). Philadelphia: WB Saunders; 1985. p. 611-26.

Proceedings papers

24. Bell LM, Alpert G, Gorton-Slight P. Skin colonization of hospitalized and nonhospitalized infants with lipophilic yeast [abstract 519]. In: Programs and abstracts of the 25th Interscience Conference of Antimicrobial Agents and Chemotherapy. Minneapolis: 1985, p. 186-8.

Works in Progress

Insert in text, in parentheses, any mention of personal communications or unpublished observations:

...(John Hones, MD, City, State, personal communication, May 1999)...

Personal communications should not be included in the reference list.

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Provide a brief, approximately five-sentence abstract of your article for the table of contents.

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Information attributed to “personal communication” in your manuscript should not be inflammatory or libelous or cause embarrassment to anyone, including the source, when it is published.

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The generic or nonproprietary name of a drug should be used, with the proprietary or trademark name included in parentheses at first mention, e.g., trimethoprim-sulfamethoxazole (Bactrim; Septra). The manufacturer’s name, superscript ®, and superscript ™ are *not* necessary.

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All funding sources supporting research that is the primary subject of discussion in the article should be acknowledged in a footnote on the title page of the manuscript, as should all institutional or corporate affiliations of the authors.

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Be aware of the difference between tables and lists. Tables must be at least two columns and their purpose is to show relationships between data; lists are enumerations. Submitted “tables” that are actually lists will be converted to lists according to our house style.

- Number tables consecutively; do not combine with figures.
- Compose each table on a separate sheet of paper.
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- All tables must be called out in order at least once in the text (e.g., Table 1). Place tables at end of the manuscript.
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- Provide the appropriate credit line at the bottom of all borrowed, modified, or adapted tables (see “Guidelines for Permissions”).

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SAMPLE TITLE PAGE

Diagnosis and management of pneumonia in the elderly

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