



Clinics of North America

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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.

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- 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- We cannot accept any manuscripts, figures, or tables that are unpublished and have been submitted to or are under consideration by any other publisher or publication.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).
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- 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.
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Your title page must include the following information (a sample is provided on page 7):

- Title of article (please be as concise as possible)
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- 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.
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- Type double-spaced with ample margins.
- List by number in the order in which used in the text.
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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

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

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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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Diagnosis and management of pneumonia in the elderly

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