

How to Prepare Manuscripts for Submission to *Journal Name*

This document outlines general formatting requirements for manuscripts. It then breaks the manuscript down into pages and provides specific requirements for each section of the manuscript in addition to guidelines for tables and figures. Writers must follow these requirements for their manuscript to be considered by the Journal Review Board.

General Format Requirements

Journal Name only accepts manuscripts that are written in English. Articles intended for publication under Grand Rounds should include an abstract and the following three sections: "Case Presentation," "Discussion," and "Conclusion." The "Case Presentation" should be less than 500 words. The rest of the paper should not exceed 2,500 words (not including tables, figures, legends, or references).

Observe the following rules when formatting the manuscript:

- Type the article on white paper, 216 x 279 (8.5 x 11 in) or ISO A4 (212 x 297 mm), with margins of at least 25 mm (1 in).
- Double-space the manuscript.
- Only type on one side of the paper.
- Number pages consecutively, beginning with the title page.
- Place all references, notes, tables, and figure legends on separate pages with double spacing.

If the manuscript is accepted for publication, submit an e-copy and two printed copies of the revised manuscript.

Title Page (Page 1)

Include the following on the title page, which is page 1 of the manuscript:

- Use a title that is less than 20 words.
- Avoid abbreviations and numerical values in the title.
- Spell the first and second names of all authors in full.
- Indicate the author to whom page proofs should be sent.
- Include the complete address, telephone number, fax number, and email address where page proofs should be sent.
- Include the address of the institution where the author(s) worked.
- Place the affiliation of each author at the bottom of the page.

Second Page (Page 2)

On the second page of the manuscript, use the following rules:

- Include a running title, not to exceed 50 characters and spaces.
- Write 5-10 words for indexing purposes.
- Include any acknowledgements or grant information, not to exceed 50 words.

Abstract Page (Page 3)

Include an abstract, not to exceed 250 words, on the third page of the manuscript. Do not include references or details of the materials and methods in the abstract.

Body of the Manuscript (Pages 4+)

Begin the text on the fourth page.

- Include an abstract and the following three sections: "Case Presentation," "Discussion," and "Conclusion."
- Use concise headings (not to exceed eight words) to designate major sections. Recommended headings, where appropriate, are "Materials and Methods," "Results," and "Discussion" or "Conclusion."
- For research involving human subjects, include a statement that informed consent was obtained.
- For animal subjects, include a statement that care and treatment was conducted in accordance with established guidelines and identify the source of those guidelines.
- Ensure that all nomenclature and symbols conform to the recommendations of the American Chemical Society or the International Union of Pure and Applied Chemistry (IUPAC).

Tables

Abide by the following guidelines when inserting tables in the manuscript:

- Place each table on a separate page.
- Ensure that the entire table fits on one journal page.
- Number all tables with Arabic numerals.
- Give all tables a brief title, not to exceed 25 words.
- Do not include tables with more than three layers of column headings

- Do not use table layouts when setting up the tables; type tables as text and use tabs to align the columns.
- List abbreviations and definitions under each table.
- Type footnotes directly after the abbreviations.
- Indicate general footnotes to tables with lowercase superscript letters beginning with "a" for each table.
- Identify footnotes indicating statistical significance with asterisks (*, **) and number signs (#, ##).

Table 1: Data, level^a, and sources^b

Data	Description	Level	Source
Data1	Description.	cnty	USGS
Data2	Description.	MSA	USGS
Data3	Description.	cnty	Census

^a The smallest spatial unit is county, ^b more details in appendix A

Example of an effective table with footnotes

Figures

Submitting electronic versions of figures is encouraged, but should be submitted in addition to, not in lieu of, hard copies of the figures. Submitting material suitable for inclusion as online documentation, such as kinetic studies, is welcome. Dot-matrix computer drawings are not acceptable as original art.

Follow these instructions when including figures in the manuscript:

- Submit four sets of publication-quality figures.
- Ensure that the style of figures is uniform throughout the paper.
- Draw letters, numbers, and symbols to be at least 1.5 mm (6 points) high after reduction.
- Choose a scale so that each figure may be reduced to one-, two-, or three-column width in the journal.
- Identify all figures on the back with the authors' names and figure number and indicate orientation.
- Type figure legends together on a separate page.
- Keep legends as brief as possible without compromising explanation of the figure.

- Use Arabic numerals to number figure legends.
- Define any abbreviations in the legend.
- Provide an internal marker (measured in micrometers) for all photomicrographs; for example, "Bar = 10 μm . Color: blue."
- Label axes of graphs clearly and define all symbols used.

Submission Formatting

You must submit electronic copies of manuscripts on a diskette. Diskettes are not returned to authors. *Journal Name* prefers 3.5-inch diskettes or ZIP disks in the Macintosh platform or Microsoft Word but will accept IBM PC-compatible files. Electronic files created by word processors or similar equipment are not acceptable. Always send printed copies with electronic figures, as the printouts will be regarded as definitive.

Use the following guidelines for submitting electronic manuscripts:

- Place all text, references, tables, and figure legends in one file.
- Convert all file formats to Macintosh format whenever possible.
- Label the diskette with title, author, manuscript number, and type of software used.

For submitting figures and illustrations, use the following guidelines:

- Send figure illustrations separately from the text, i.e., not integrated into it.
- Send color images as RGB (8 bits per channel) in TIFF or JPEG format, at a final resolution of 300 dpi.
- Save black and white images with gray tones in either TIFF or JPEG.
- Ensure that all line art images are at a resolution of 600–1200 dpi.
- Store vector graphics exported from a drawing program in an editable EPS format with the fonts converted to path outlines.
- When using JPEG, use the highest quality setting to ensure lossless compression.

Conclusion

When submitting a manuscript to *Journal Name*, following these instructions is imperative in order for the manuscript to be reviewed and considered for publication. Please contact the editors of *Journal Name* with any questions regarding submitting a manuscript.