

AUTHOR'S MANUSCRIPT CHECKLIST FOR JOURNALS

Authors should pay particular attention to the items below before submitting their manuscripts.

Manuscript Preparation

- Manuscripts should be created on IBM-compatible (PC) equipment using Windows 95 or higher operating system. Our preferred software is **Microsoft Word**.
- Hard copy and electronic files should be submitted for all text. If artwork is submitted electronically, it should be sent as a tagged Image File Format (TIFF) or as an Encapsulated Post Script (EPS) file in Adobe Illustrator®, Adobe Photoshop®, or QuarkXpress®. All disks submitted must be **new**. Disks should be clearly labeled as to operating system and software application.
- Manuscripts should be double spaced (including quotations, lists, and references, footnotes, figure captions, and all parts of tables).
- Manuscripts should be ordered as follows: title page, abstracts, text, references, appendixes, tables, and any illustrations.

Manuscript Contents

Each manuscript **must** include the following:

- Title page including (1) title of the article, (2) author names (with highest academic degrees) and affiliations (including titles, departments, and name and location of institutions of primary employment), (3) corresponding author's name and complete address including email, and (4) any acknowledgments credits, or disclaimers.
- Abstract of 200 words or fewer describing the main points of the article. If it is a research article, prepare a structured abstract describing (1) what was observed or investigated, (2) the subjects and methods, and (3) the results and conclusions. Also include 3-5 key words that describe the contents of the article like those that appear in the *Cumulative Index to Nursing and Allied Health Literature* (CINAHL) or the *National Library of Medicine's Medical Subject Headings* (MeSH).
- Clear indication of the placement of all tables and figures in text.
- Signed copyright transfer form with signature from all authors or U.S. Government Work form (attached).
- Completed article submission form for each contributor (attached).

- Written permission, including complete source, for any borrowed text, tables, or figures.

References

- References must be cited in text and styled in the reference list according to the *American Medical Association Manual of Style*, Ed. 9, Copyright 1998, AMA.
- References should **not** be created using Microsoft Word's automatic footnote/endnote feature.
- References should be included on a separate page at the end of the article and should be double spaced
- References should be numbered consecutively in the order they are cited; reference numbers can be used more than once throughout an article.
- Page numbers should appear with the text citation following a specific quote.

References, con't

Here are some examples of correctly styled reference entries.

Journals: Author, article title, journal, year, volume, inclusive pages.

Doe J. Allied medical education. *JAMA*. 1975;23:170–184.

Doe J. Drug use during high school. *Am J Public Health*. 1976;64(5):12–22.

Books: Author, book title, place of publication, publisher, year.

Farber SD. *Neurorehabilitation: A Multisensory Approach*. Philadelphia, Pa: Saunders; 1982.

Winawar S, Lipkin M. Proliferative abnormalities in the gastrointestinal tract. In: Card WI, Creamer B, eds. *Modern Trends in Gastroenterology*. 4th ed. London, England: Butterworth & Co; 1970.

For multiple authors in journals and books:

- If six or fewer, list all authors
- If more than six, list the first three followed by et al.

Illustrations

- Figures should be created using electronic software (i.e., Adobe Illustrator®, Adobe Photoshop®, or QuarkXpress®). Please save files in both the application in which they were created (i.e., Microsoft Word) and as either EPS or TIFF files. Use computer-generated lettering. Do not use screens, color, shading, or fine lines.

- In lieu of original drawings and other material, a sharp, glossy, black-and-white photographic print between 5" x 7" and 8" x 10" is acceptable.
- Each figure should have a label on the back indicating the number of the figure, the names of the authors, and the top of the figure. Do not write on the back of figures, mount them on cardboard, or scratch or mar them using paper clips. Do not bend figures.
- Cite each figure in the text in consecutive order. If a figure has been previously published, in part or in total, acknowledge the original source and submit written permission from the copyright holder to reproduce or adapt the material. Include a source line. Type "Source: Author" on figures that you created. This will help Lippincott Williams & Wilkins identify the status of each figure.
- Supply a caption for each figure, typed double-spaced on a sheet separate from the artwork. Captions should include the figure title, explanatory statements, notes, or keys; and source and permission lines.
- Provide a camera-ready copy for each piece of artwork. An electronic copy of the art also may be provided in a separate file.
- Do **not** embed art in your text file.

Tables

- Tables should be on a separate page at the end of the manuscript.
- Number tables consecutively and supply a brief title for each.
- Include explanatory footnotes for all nonstandard abbreviations. For footnotes, use the following symbols, in this sequence: *, †, ‡, §, ||, **, ††, etc.
- Cite each table in the text in consecutive order.
- If you use data from another published or unpublished source, obtain permission and acknowledge fully. Include a source line. Type "Source: Author" on tables that you created.

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