

Author Guidelines for Final Manuscripts

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Abstract

The abstract is to be in fully-justified italicized text, at the top of the left-hand column as it is here, below the author information. Use the word "Abstract" as the title, in 12-point Times, boldface type, centered relative to the column, initially capitalized. The abstract is to be in 10-point, single-spaced type, and may be up to 3 in. (7.62 cm) long and should not exceed 500 words. Leave two blank lines after the abstract, then begin the main text. All manuscripts must be in English. The abstract should accurately and concisely describe the purpose, the methods, the results and conclusions of the study in the paper. The authors may choose also to include a statement on the limitations of the study.

Keywords: Maximum of 6 words.

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1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your final manuscripts.

2. Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within a print area of 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Do not write or print anything outside the print area. All *text* must be in a two-column format. Columns are to be 3-1/4 inches (8.25 cm) wide, with a 5/16 inch (0.8 cm) space between them. Text must be fully justified. Entire final manuscripts should be 8 pages or shorter.

3. Main title

The main title (on the first page) should begin 1-3/8 inches (3.49 cm) from the top edge of the page, centered, and in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two blank lines after the title.

4. Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, non-

boldface type. Multiple authors may be shown by superscript with number to indicate order of authors and then use that superscript in the affiliation. Affiliations are italicized, not bold. Include e-mail addresses if possible. Follow the author information by two blank lines before main text.

5. Second and following pages

The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.86 cm) from the bottom edge of the page for A4 paper, approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

6. Type-style and fonts

Wherever Times is specified, Times Roman, or New Times Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to. Please avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

7. Main text

Type your main text in 10-point Times, single-spaced. Do **not** use double-spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.17-inch or 0.422 cm). Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

Figure and table captions should be 10-point Helvetica (or a similar sans-serif font), boldface. Callouts should be 9-point Helvetica, non-boldface. Initially capitalize only the first word of each figure caption and table title.

All figures and tables, including charts, graphs, photographs, computer printouts and the like must be included in the manuscript at their appropriate place.

- Tables are consecutively numbered with roman numerals, figures with arabic numerals.
- Each figure and table should be accompanied by a legend that provides sufficient details to understand the figure or table. Any abbreviations in the figure or table should be explained in the legend.

Figure captions are to be *below* the figures. Table titles are to be centered *above* the tables.

An organization of materials into an Introduction, Methods, Results and Discussion also known as IMRAD' is the preferred format.

8. First-order headings

For example, "1. Introduction", should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after. Use a period (".") after the heading number, not a colon.

8.1. Second-order headings

As in this heading, they should be Times 11-point boldface, initially capitalized, flush left, with one blank line before, and one after.

8.1.1. Third-order headings. Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point Times, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

9. Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced. Use Times 8-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

10. References

Each bibliographic reference should be identified in the text by a number in square brackets (e.g. [3]) in order of appearance and be listed in numerical order at the end of the typescript. The referencing style as used by the NLM are preferred (see http://www.nlm.nih.gov/bsd/uniform_requirements.html for examples) Abbreviations for journals are those used in MeSH published by the US National Library of Medicine.

Although not encouraged, reference to dissertation or so-called technical reports is permissible. In such cases, sufficient information must be given in the citation for the reader to be able to reach the original report. References to electronic documents that can be found on the internet should be accompanied by their URL, and the date of the last visit.

List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper.

[1] Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002;347:284-7.

[2] Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer.* New York: McGraw-Hill; 2002. p. 93-113.