

# **GUIDE FOR AUTHORS**

## **Length of manuscript**

The length of the manuscript will normally be within a range of +/- 5-10,000 words of the extent stated in the Memorandum of Agreement.

If it appears that it is likely to fall outside this parameter, you agree to discuss this with the publisher before submission of your manuscript.

## **Hard copy**

Please supply one copy of your manuscript to the publisher, on single-sided A4 paper, with text single line spaced.

Please include a title page and definitive contents list. The text should be 12pt for main body text, contain ample headings with hierarchy clearly identified, bullet-point lists, tables, case studies, boxes etc.

References should be presented on a separate page at the end of each chapter (Vancouver convention). Footnotes to the text should be avoided.

All illustrations (figures, graphs, diagrams, charts, cartoons, photographs etc) must be provided separately along with a full caption list.

Pages must be numbered. Start page 1 with the first page of the manuscript and number consecutively right through to the last page.

Please do not staple or bind the hard copies.

## **Electronic copy**

In addition to the hard copy, please supply the manuscript on disk, saved in Word, or by email (a single word file containing the manuscript is preferred) with the exception of illustrations: figures, graphs, diagrams, charts, cartoons, photographs etc which must be provided separately as advised below

Please retain a copy of the manuscript.

## **Illustrations: Figures/Graphs/Diagrams/Charts/Cartoons**

It is important all illustrations are numbered sequentially according to their appearance in the text and the chapter number, e.g. Figure 3.2 is the second figure in Chapter 3. Please cite in the text, e.g. FIGURE 3.2 NEAR HERE. A separate list of figure captions must be included.

Each illustration must be supplied as a separate hard copy and an electronic TIFF or JPEG file with minimum resolution of 300 dpi (dots per inch) or 118 pixels per cm.

Colour illustrations must be converted to black and white (greyscale).

Illustrations supplied in WORD or POWERPOINT are not acceptable.

Cartoons should be supplied as high resolution electronic TIFF or JPEG file as above.

## **Photographs**

Please supply photographs as TIFF files, saved with a PC preview (if possible) and cropped close to the edge of the figure to minimize the white space surrounding the image, or as a transparency.

The TIFF should be saved at a resolution of at least 300 dpi at final size. Supplying uncompressed TIFFs is preferable, but if the image is very large, compression software can be used. If used, please tell us the type of compression used, e.g. LZW, WinZip, etc.

### **Please:**

*do not* supply photographs, cartoons, figures or artwork, line drawings in Powerpoint or Word. Nearly all files supplied in these formats are low resolution (less than 300 dpi) and are therefore unusable

*do not* supply artwork as a native file. Most illustration packages now give the option to 'save as' or export as TIFF or JPEG

*do not* use line weights of less than 0.5 point to create line drawings. Line weights of less than 0.5 point will show up on screen but not when printed

*do not* include the figure caption as part of the figure (supply a separate list of figure captions with the manuscript)

## **Illustrations from the Internet**

Illustrations from the internet and screenshots are usually 72 dpi and are not high enough quality to use for printing. Please contact the website administrator and request an electronic TIFF or JPEG original in minimum 300 dpi.

Please check if permission is required as most internet sites are not copyright free.

## Tables

Please supply a caption for each table. Keep the caption succinct and reserve more detailed discussion for the main text.

Ensure that all tables are numbered sequentially, according to their appearance in the text and the chapter numbers, e.g. Table 3.4 is the fourth table in Chapter 3.

Use two horizontal rules to separate the column headings from the main table body and one horizontal line at the end of the table text to separate it from the following main text. Vertical rules are rarely necessary.

Define all abbreviations and symbols used in the table in a footnote at the end of the table.

If the table, or data used in the table has been published elsewhere, ensure that you have obtained written permission from the copyright holder and acknowledge the original source at the end of the caption.

## Permissions

Permission must be obtained in writing from owners of any copyright work or previously published material and an acknowledgement cited in the manuscript. This includes quotations from works in copyright, poetry, tables, figures, diagrams, graphs, photographs, cartoons and line drawings.

A copy of correspondence from the copyright holders must be provided with the manuscript. A Permission Request Form is available from Radcliffe

## References

Number references consecutively in the text and list at the end of each chapter under the heading 'References' in numerical order (Vancouver convention). Name up to three authors for each reference, with *et al.* for subsequent authors.

Please do not use linked fields (produced by EndNote and other reference programs) or bookmarks to insert references, type them in by hand.

Examples of how to reference different types of publications in the Vancouver style follow:

### **An article in a journal**

*Format:* Author(s) of article (surname initials). Title of article. Journal title abbreviated. Year of publication; volume number (issue number): page numbers.

*Example:* Frezza M, di Podava CF, Pozzato G et al. Pharmacological treatment of alcohol dependence: a review of the evidence. *New Engl J Med.* 1999; 322(2): 95-9.

### **A book with multiple authors**

*Format:* Author(s) of book (surname initials). Title of book. Edition. Place of publication: Publisher; Year of publication.

*Example:* Pratt J, Gordon P, Plamping D. Working Whole Systems. 2nd ed. Oxford: Radcliffe Publishing; 2005.

### **An edited book**

*Format:* Editor(s) of book (surname initials), editor/s. Title of book. Edition. Place of publication: Publisher; Year of publication.

*Example:* Baker M, editor. Modernising Cancer Services. Oxford: Radcliffe Medical Press; 2002.

### **A chapter in an edited book**

*Format:* Author(s) of chapter (surname initials). Title of chapter. In: Editor(s) name (surname initials), editor/s. Title of book. Place of publication: Publisher; year of publication. page numbers.

*Example:* Chisholm J. Patient registration. In: Fradd S, Cross J, editors. The Insider's Guide to the New GP Contract. Oxford: Radcliffe Publishing; 2004. p. 9-19.

### **Conference proceedings**

Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.

### **Referencing from the Internet**

If you are just referring to a website then the reference would shown the URL details:

*Example:* [www.connectingforhealth.nhs.uk](http://www.connectingforhealth.nhs.uk)

A particular location at a website:

*Example:* [www.euro.who.int/eprise/main/who/progs/ems/home](http://www.euro.who.int/eprise/main/who/progs/ems/home)

If the reference is for a particular paper or report (adding an authors name if supplied):

*Example:* Commission for Health Improvement: What CHI has found in: NHS Direct services sector report, 2003, November. Available at: [www.healthcarecommission.org.uk/NationalFindings/NationalThemedReports/NHSDirect/fs/en](http://www.healthcarecommission.org.uk/NationalFindings/NationalThemedReports/NHSDirect/fs/en) (last accessed 16/11/05)

### **Personal communications**

These should not be listed in the reference list but can be cited in the main text.

Other books and articles that may be of interest to readers, should follow the main reference list under the heading 'Further reading', grouped by topic and listed alphabetically by author within each topic.

## **Date due**

The manuscript is due at the time specified in the Memorandum of Agreement. If you are unable to meet this deadline, please inform the publisher as soon as possible with a view to negotiating an extension. From time to time the publisher may contact you to check on progress.

## **Copy-editor queries**

The copy-editor or editor(s) may wish to raise questions with you about the content of your manuscript. You may be asked to update part or parts of your manuscript in view of advances in knowledge. If this is the case, you should respond as quickly as possible.

## **Proofs**

The publisher will send you page proofs and agree with you a date for their return. Corrections must be kept to an absolute minimum and only changes of an essential nature should be made.

## **Reprints**

A book may be reprinted if the title is selling successfully. In order to facilitate the reprinting process, it would be a great help to us if, upon publication of your book, you could check it thoroughly and send your editor photocopied pages marked with any corrections. The decision to make these corrections will be made based on time and cost. Only minor factual errors can be corrected when a book is reprinted.

## **New Editions**

For a book to be called a new edition, a sizeable portion of the content must be revised. We monitor sales closely and depending on the success of the title a decision is made as to whether and when to publish a new edition. The interval between editions can vary and each book will be considered on an individual basis. When it has been decided that a new edition of a book is viable, your editor will contact you to discuss the project.

**Please run through the Checklist provided with this guide before submitting your final draft manuscript to Radcliffe**

## **PUBLICATION SCHEDULE**

1. Receipt of manuscript. Manuscript passed to Gillian Nineham, Editorial Director, for perusal and comment. Undetermined time period, depending on any necessary changes to be made by author.

Average time period: 2 weeks-3 weeks

2. Editorial Director passes manuscript to editorial project management team. An in-house meeting is arranged to discuss issues such as title, book format, price, cover design etc.

Average time period: 2 weeks

3. Manuscript is sent out for editing and returned along with a list of author queries.

Average time period: 3 weeks

4. Queries needing a response before the typesetting stage are sent on to author.

Average time period: 2 weeks-3 weeks

5. Amendments to manuscript following query responses made in house. Manuscript sent to typesetters for preparation of page proofs.

Average time period: 4 weeks

6. Page proofs sent out to author, proofreader, indexer and foreword writer if applicable. Further author queries are addressed at this stage.

Average time period: 3 weeks

7. Author's and proofreader's corrections amalgamated on to one set of proofs. Index checked and inserted.

Average time period: 2 weeks

8. Marked page proofs returned to the typesetter for preparation of revised page proofs. These are checked in house and any further corrections are sent back to the typesetter.

Average time period: 3 weeks

9. Once final revisions have been checked, book goes to press. Cover is also being printed at this stage.

Average time period: 4 weeks

**AVERAGE TIME FROM RECEIPT OF MANUSCRIPT TO PUBLICATION = 6-7 MONTHS**