

# AUTHOR INSTRUCTIONS

## Submitting Articles for Medical Journals for Begell House Publishing

**GENERAL INSTRUCTIONS:** Manuscripts should be submitted through the Begell House Online Submission Program by registering on the website (<http://submission.begellhouse.com/>).

**SUBMISSION INSTRUCTIONS:** First-time users of our Submission Program should begin on the home page, click on *Journals* from the list of products, then click on the *New User* icon located at the top of the screen. Please complete the registration form, then click *Submit* at the bottom left side of the form. Your completed form will be reviewed and a confirmation email will be sent to you within 24 hours. Due to the high security that some affiliations have on their email programs this email may go into your junk/spam folder, please check. Please make sure you keep your username and password available for further use on the submission site. Once you have received your confirmation email you can logon to the submission site at [http://submission.begellhouse.com/usr/login.html?prod\\_code=journals](http://submission.begellhouse.com/usr/login.html?prod_code=journals), enter your username and password and click on the *Login* button

**If you forgot your logon info DO NOT register again, follow the instructions below to get your username and password.**

go to [http://submission.begellhouse.com/usr/login.html?prod\\_code=journals](http://submission.begellhouse.com/usr/login.html?prod_code=journals), click *Forgot Password*, on the next screen enter the email address that was used for your original registration, click *Get Password*, within minutes you will receive an email providing you with your username and temporary password, return to [http://submission.begellhouse.com/usr/login.html?prod\\_code=journals](http://submission.begellhouse.com/usr/login.html?prod_code=journals), enter your username and temporary password (please use appropriate upper and lower case characters as logons are case sensitive), click *Login*, on the next screen enter a password of your choice, click *Login*, you will now be on the BH submission site.

### PREPARATION OF MANUSCRIPTS:

- (1) Write in clear, concise English. The author is responsible for all aspects of manuscript preparation. Extensive changes to the manuscript will not be undertaken by the Editor or during the production process.
  - (a) **Non-English Speaking Authors.** Authors in non-English speaking countries are requested to find persons who are fully conversant and competent in English writing and also familiar with medical terminology to edit manuscripts before they are submitted to the editor.
- (2) **ORIGINAL ARTICLES SUBMITTED**, for possible publication in one of Begell House journals, should include all figures and tables and *must* be submitted in PDF format
- (3) **REVISIONS:** After your article has been reviewed the Editor will inform you if any revisions must be made before your article can be accepted for publication. If revisions are required you must upload your revised files onto the submission site using your original username and password. **DO NOT** register again on the submission site.
- (4) **ACCEPTED ARTICLE:** After your article has been accepted for publication, please provide your electronic files in the following format: 12 point type, on US Letter (preferred) or A4, double spaced with 1" margins all around. Times Roman is the preferred typeface for text. Acceptable formats for text files are Microsoft Word (using .doc extension) or LaTeX. All pages should be numbered consecutively. Your article should begin with the title information and end with pages containing references, tables, and figure legends. Figures must be submitted in either a separate file containing all figures or individual figure files. All figures must be labeled (example: 1, 2, 3, etc) clearly for proper placement within the text. Figures can be submitted in the following formats: word, tiff, jpeg, or eps. All files should be uploaded onto the submission site using your original username and password.

**LaTeX File: If you are providing your final approved article in LaTeX please follow all the above instructions, however, please include your LaTeX files plus a PDF file that is double spaced, no figures only figure captions at the end of the article.**

Once an article has been accepted for publication, the final peer-reviewed and corrected manuscript will be posted on the Begell House website with a DOI number. These files will be posted under Forthcoming Articles on the journal website. Please provide a PDF file that includes text, figures and tables for posting on the website.

- (5) **TRANSMITTAL AND COPYRIGHT FORM:** These forms can be found on the Begell House submission site when you upload your manuscript files. Each article submitted for publication must include a signed copyright form. All accepted articles, artwork, and photographs become the property of the publisher. Copyright forms can also be found in the Authors Hub (<http://submission.begellhouse.com/>). *"We do acknowledge that Authors who publish articles that are NIH-funded, that the Author retains the right to provide a copy of the final peer-reviewed manuscript to the NIH upon acceptance for Journal publication, for public archiving in PubMed Central as soon as possible but no later than 12 months after publication by our Journal."* We also require that you fill out a transmittal form. The transmittal form includes the following information: article title, short title for running heads, keywords (no more than 10 keywords), and all author names (include affiliation and e-mail addresses). Corresponding authors must include their complete mailing address, e-mail address, telephone number, and fax number.
- (6) **PERMISSIONS:** Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. **All Permissions Must be Included with the Final Draft of Your Article.**
- (7) Each manuscript must be accompanied by a statement that the article has not been published elsewhere and that it has not been simultaneously submitted for publication elsewhere. The original drawings and photos should be retained by the author until the conclusion of the review process. The original typed manuscript should also be retained by the author.
- (8) All manuscripts must include the following:

**Author Information:** Senior authors full name, affiliation, and e-mail address. Corresponding authors complete mailing address and e-mail address. Additional author's affiliation and email address.

**Abstract:** All manuscripts must have an abstract not to exceed 200 words.

**Key Words:** All manuscripts should have a list of key (indexing) terms. Three to ten key words or terms not in the title will assist indexers in cross-indexing your article.

**Body:** The body of the article presents details of the review. It should be divided into several sections identified by headings and subheadings according to the following scheme:

## **I. PRINCIPAL HEADING**

### **A. First Subheading**

#### **1. Second Subheading**

##### *a. Third Subheading*

Italic or boldface type should be clearly indicated and Greek or unusual characters should be written plainly or explained by annotations. Simple fractional expressions should be written with a slant line rather than stacked, so that only a single line of type is required in the text.

**TABLES:** Tables should be used only when they can present information more effectively than can be done in running text. Avoid any arrangement that unduly increases the depth of a table, column heads should be as brief as possible, use abbreviations liberally. Lines of data should not be numbered nor run numbers given unless those numbers are needed for reference in the text.

**ILLUSTRATIONS:** Figures should be numbered in series, and all legends should be typed double spaced and placed at the end of the text file. All figures should be called out in the text in numerical order. Figures should be supplied in a separate file or in individual files. Symbols used in figures (open or closed circles, triangles, squares, etc) and lettering of labels should be sized for optimum reproduction but should not exceed the size of the journal pages (size requirements can be obtained by emailing [journals@begellhouse.com](mailto:journals@begellhouse.com)). Color reproduction of figures is possible at the author's expense, rates will be provided upon request.

**COPYRIGHTED MATERIAL:** Authors who make use of artwork already published, or verbatim quotations of text amounting to more than a few words, are required by copyright law to ask the owner of the copyright (usually the publisher) for permission. Assign proper credit in the caption (the publisher granting permission may specify wording). Send copies of permissions clearly marked to indicate the relevant figure or table. If authors use material from their own published work, permission must be obtained from the publisher. **ALL PERMISSIONS MUST BE INCLUDED WITH THE FINAL DRAFT OF YOUR ARTICLE.**

**FORMULAS AND EQUATIONS:** Displayed equations should be incorporated in the text and should be numbered using Arabic numerals (in parentheses) in sequence. In the text, they should be referred to as, e.g., Eq. (12). At the beginning of a sentence, the word Equation(s) should be written out. Equations should be part of the word-processing document, using software component such as Equation Editor or MathType. All symbols should be identified in the text at first mention. Symbols that denote mathematical variables should be in italics. A clear distinction should be made between the characters "l," "1" (el) and "1" (one); "o," "O," and "0" (zero); "w" and "ω" (omega); "v" and "ν" (nu), etc. Please observe correct spacing — e.g., 25°C (not 25° C or 25 °C). For numerical values of measurable quantities, show no more digits than are significant. The use of powers of ten is recommended, e.g., 1.23 x 10<sup>5</sup> instead of 123,000. Use decimal points, not commas.

**EMPIRICAL AND STRUCTURAL FORMULAS AND MATHEMATICAL AND CHEMICAL EQUATIONS** should be arranged to fill the width of a single or double column. Subscripts and superscripts (i.e., exponents), such as +, -, =, <, or >, (ex: 10<sup>2</sup> + 11<sup>4</sup>, 125 - 47) should be spaced but the components of mathematical products should not be spaced.

**ORGANIC STRUCTURAL FORMULAS** should be submitted as copy suitable for direct photographic reproduction. Do not use structures when a simple formula will suffice. Do not use multiple lines unnecessarily. In order to avoid errors, carefully arrange and execute all formula matter, paying special attention to correctness of symbols; location of subscripts, superscripts and electric charges; and the placing and close join-up of single and multiple bond lines. Originals should be grouped at the end of the manuscript with other figures.

**UNITS AND QUANTITIES** Units follow the Systeme International d'Unites (SI <http://www.physics.nist.gov/cuu/Units/units.html> ). Symbols for physical quantities should be those recommended by IUPAC, IUPAP, or ASTM.

**COPYRIGHT RELEASE** forms can be found on the submission website. Original copyright forms must be completely filled out, signed, and mailed to Begell House, 50 Cross Highway, Redding, Connecticut 06896. To avoid delays in processing your article, please upload a copy of your signed copyright form with your final manuscript.

**OFFPRINTS OFFPRINTS:** An order form for offprints, copies of issues, subscriptions, and orders for color figures will be sent to the corresponding author with the author proofs. Authors who wish to purchase any of the above should fill out the order form and return it with author's corrections. Corresponding authors are asked to provide their co-authors with the above information. If you wish to order extra issues or offprints, please fill in the appropriate areas and submit with your corrections Corresponding Authors will receive a complimentary PDF file of their article upon publication of the journal issue in which their article will appear. This PDF file is for your own personal use and cannot be posted on any other websites or used for distribution purposes. If corresponding authors do not receive their complimentary PDF of their article, within 3 months after receiving their page proofs, they should notify Begell House immediately. Begell House will not honor claims for missing complimentary PDFs after the year in which the article is published.

## **REFERENCES**

References follow *Vancouver Style*, which is available in all reference management software. Detailed instructions to set up *Vancouver Style References* can be found on the *NLM* site at [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html). Cite references in the text in numerical order using superscript numerals, placed closed-up (no space) after punctuation. References to classified documents and reports or to unpublished

material not generally available to the scientific public should not be used. Journal abbreviations should be consistent with *Index Medicus* (check a journal abbreviation at <http://www2.bg.am.poznan.pl/czasopisma/medicus.php?lang=eng>). Format references exactly as follows:

**Journal Articles**      **NOTE: Previously the first six authors were followed by et al., however, NLM now lists all authors.**

Agarwal S, Rao A. Modulation of chromatin structure regulates cytokine gene expression during T-cell differentiation. *Immunity*. 1998 Dec 25;9(6):765-75.

As an option, if a journal carries continuous pagination throughout a volume (as many medical journals do) the month and issue number may be omitted.

Agarwal S, Rao A. Modulation of chromatin structure regulates cytokine gene expression during T-cell differentiation. *Immunity*. 1998;9:765-775.

Optional addition of a database's unique identifier for the citation:

Agarwal S, Rao A. Modulation of chromatin structure regulates cytokine gene expression during T-cell differentiation. *Immunity*. 1998 Dec 25;9(6):765-775. Cited in PubMed; PMID 12000309.

Organization as author

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension*. 2002;40(5):679-86.

Both personal authors and an organization as author

Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alf-One Study Group. European men suffering from lower urinary tract symptoms. *J Urol*. 2003;169(6):2257-61.

No author given

21st century heart solution may have a sting in the tail. *BMJ*. 2002;325(7357):184.

Article not in English

Ellingsen AE, Wilhelmsen I. Sykdomsangst blant medisin- og jusstudenter. *Tidsskr Nor Laegeforen*. 2002;122(8):785-7.

Volume with supplement

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache*. 2002;42 Suppl 2:S93-9.

Issue with supplement

Glauser TA. Integrating clinical trial data into clinical practice. *Neurology*. 2002;58(12 Suppl 7):S6-12.

Volume with part

Abend SM, Kulish N. The psychoanalytic method from an epistemological viewpoint. *Int J Psychoanal*. 2002;83(Pt 2):491-5.

Issue with part

Ahrar K, Madoff DC, Gupta S, Wallace MJ, Price RE, Wright KC. Development of a large animal model for lung tumors. *J Vasc Interv Radiol*. 2002;13(9 Pt 1):923-8.

Issue with no volume

Banit DM, Kaufer H, Hartford JM. Intraoperative frozen section analysis in revision total joint arthroplasty. *Clin Orthop*. 2002;(401):230-8.

No volume or issue

Outreach: bringing HIV-positive individuals into care. *HRSA Careaction*. 2002 Jun:1-6.

**Books and Other Monographs**

Personal author(s)

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

Editor(s), compiler(s) as author

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative obstetrics*. 2nd ed. New York: McGraw-Hill; 2002.

Author(s) and editor(s)

Breedlove GK, Schorfheide AM. *Adolescent pregnancy*. 2nd ed. Wiczorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

Organization(s) as author

Royal Adelaide Hospital; University of Adelaide, Department of Clinical Nursing. *Compendium of nursing research and practice development, 1999-2000*. Adelaide (Australia): Adelaide University; 2001.

Chapter in a book

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.

**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.

Conference paper

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. p. 182-91.

### **Report**

#### Issued by funding/sponsoring agency:

Yen GG (Oklahoma State University, School of Electrical and Computer Engineering, Stillwater, OK). Health monitoring on vibration signatures. Final report. Arlington (VA): Air Force Office of Scientific Research (US), Air Force Research Laboratory; 2002 Feb. Report No.: AFRLSRBLTR020123. Contract No.: F496209810049.

#### Issued by performing agency:

Russell ML, Goth-Goldstein R, Apte MG, Fisk WJ. Method for measuring the size distribution of airborne Rhinovirus. Berkeley (CA): Lawrence Berkeley National Laboratory, Environmental Energy Technologies Division; 2002 Jan. Report No.: LBNL49574. Contract No.: DEAC0376SF00098. Sponsored by the Department of Energy.

### **Dissertation**

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

### **Patent**

Pagedas AC, inventor; Ancel Surgical R&D Inc., assignee. Flexible endoscopic grasping and cutting device and positioning tool assembly. United States patent US 20020103498. 2002 Aug 1.

### **Other Published Material**

#### Audiovisual material

Chason KW, Sallustio S. Hospital preparedness for bioterrorism [videocassette]. Secaucus (NJ): Network for Continuing Medical Education; 2002.

### **Legal Material**

#### Public law:

Veterans Hearing Loss Compensation Act of 2002, Pub. L. No. 107-9, 115 Stat. 11 (May 24, 2001).

#### Unenacted bill:

Healthy Children Learn Act, S. 1012, 107th Cong., 1st Sess. (2001).

#### Code of Federal Regulations:

Cardiopulmonary Bypass Intracardiac Suction Control, 21 C.F.R. Sect. 870.4430 (2002).

#### Hearing:

Arsenic in Drinking Water: An Update on the Science, Benefits and Cost: Hearing Before the Subcomm. on Environment, Technology and Standards of the House Comm. on Science, 107th Cong., 1st Sess. (Oct. 4, 2001).

### **Map**

Pratt B, Flick P, Vynne C, cartographers. Biodiversity hotspots [map]. Washington: Conservation International; 2000.

### **Unpublished Material**

*In press* (Note: NLM prefers "forthcoming" because not all items will be printed.)

Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in Arabidopsis. Proc Natl Acad Sci U S A. In press 2002.

### **Electronic Material**

#### CD-ROM

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

#### Journal article on the Internet

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

#### Monograph on the Internet

Foley KM, Gelband H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

#### Homepage/Web site

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

#### Database on the Internet

##### Open database:

Who's Certified [database on the Internet]. Evanston (IL): The American Board of Medical Specialists. c2000 - [cited 2001 Mar 8]. Available from: <http://www.abms.org/newsearch.asp>.