

GUIDELINES FOR CAMERA-READY MANUSCRIPT PREPARATION

The following guidelines are provided to assist you in the preparation of your camera-ready manuscript. They can be used to format a consistent page setup (style) which will help you produce a manuscript ready for press.

These instructions are only a guide. Consistency and correct type area margins (see below) are the most important aspects in your manuscript preparation.

1. TEXT AND TYPE AREA (*Margins*)

This one basic requirement must be adhered to:

Type area on a page is 4 3/4" wide and 8" long (12 cm. x 20 cm.) inclusive of running heads and folios (page numbers). If folios not included, please leave appropriate space to strip in. This is a maximum. No text or figures should fall out of this text page area.

All text should be fully justified. Margins for this type area: top 4.4 cm, bottom 3.3 cm, left 4.8 cm, right 4.6 cm, header/footer 3.8 cm (header/footer margin is from edge of page). These margins are a guide only. Adjust as necessary to obtain correct (12 cm x 20 cm) type area.

2. TITLE FORMAT

Title: BOLD CAPITAL LETTERS. 15 point type (Times Roman)

Subtitle (if applicable): Upper/lower case, italic, 13 point (Times Roman)

Chapter author(s): Upper/lower case, 11 point type (Times Roman)

Affiliation(s): Upper/lower case, italic, 9 point type (Times Roman)

Chapter author(s) and affiliation(s) is required for edited volumes only.

b. Leave 3 line spaces between title (or subtitle) and author.

c. Leave 5 line spaces between author/affiliation and start of text of chapter.

d. Your chapter should begin with a brief Introduction. Abstract and keywords are optional.

3. TEXT

Text type should be 11 point Times Roman. Text should be single spaced. First line of all paragraphs should be indented. It is not necessary to insert line breaks between paragraphs.

4. SUBHEADS

Levels of subheads should be easily distinguishable from each other without the use of numbers. There should be two line spaces before each subhead and one line space after each subhead.

Examples of Subhead Style:

I. FIRST LEVEL SUBHEAD

(13 point bold, caps, flush left)

I.I. Second Level Subhead

(13 point bold, upper and lower case, flush left)

I.I.I. Third Level Subhead

(11 point bold, upper and lower case, flush left)

Use FIRST LEVEL SUBHEAD style for the notes, references and index section headings.

5. FIGURES (*Line Art Drawings*) AND TABLES

FIGURES

Figures and tables may appear printed directly in the text.

Figure should appear soon after the citation in the text.

Legends/Captions for figures

Text type should be 9 point Times Roman italic (eg; *Figure 1. Caption*). A caption should be provided for each figure. The legend should be typed into the manuscript,

directly beneath the figure.

Legends are to be listed in numerical order, labeled as "Figure 1", "Figure 2", etc. within each chapter.

TABLES

Indent tables slightly from the left margin, unless it is necessary to use the full width of the page.

Titles/Captions for tables

The table caption should be typed to the width of the table itself and typed above the table. Text type of table caption should be 9 point Times Roman italic (eg., *Table 1*. Caption).

Number the titles of the tables consecutively in the order of their first citation in the text. Be sure that each table caption is headed as "Table 1", "Table 2", etc. within each chapter.

Both figures and tables must be cited in the text.

6. HALFTONES/PHOTOGRAPHS

Halftones/Photographs should **NOT** be pasted into the manuscript. Appropriate space should be left for the halftone within the text. An original glossy photo should be submitted with the author's name and figure number clearly labeled on the back. The author should indicate which side of the figure is the top by using an arrow pointing upwards. Do not use clips/staples on prints.

Color plates can only be inserted when subsidized financially. Quotations can be provided for each particular case. However, color photos can be printed in black and white.

7. REFERENCES

References text type should be 9 point (Times Roman) at the end of each chapter for an edited volume and at the end of all chapters for an authored volume.

There are various acceptable reference styles: Samples here are included but any standard reference style is acceptable as long as consistency is maintained throughout the manuscript.

References can be listed in the order in which they appear in the text (cited by arabic numbers) or in alphabetical order (cited by author name and year).

Examples:

1. Book

Ward, Benjamin, *What's Wrong with Economics*. New York: Basic Books, 1972.

2. Chapter in a book

Smith, Adam. "An Inquiry into the Nature and Causes of the Wealth of Nations." In *Classics of Economics*, Charles W. Needy, ed. Oak Park, IL: Moore Publishing, 1980.

3. Journal Article

Lakatta E.G., Cohen J.D., Fleg J.L., Frohlich E.D., Gradham A.H. Hypertension in the elderly: age- and disease-related complications and therapeutic implications. *Card Drugs Ther* 1993; 7:643-54

4. Conference Proceedings

Ostadal B, Dhalla NS. Heart function in health and disease. Proceedings of the Cardiovascular Program sponsored by the Council of Cardiac Metabolism of the International Society and Federation of Cardiology during the Regional Meeting of the International Union of Physiological Sciences; 1991 June 30 - July 5; Prague. Boston: Kluwer Academic Publishers, 1993.