

## Instructions to Authors for Submission of Articles

Thank you for agreeing to contribute to *Seminars in Hearing*. Please read these instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article.

### MANUSCRIPT SUBMISSION PROCEDURE AND CHECKLIST

*Please be sure that the following have been included when submitting your manuscript to the Guest Editor or Editor in Chief.*

- For each contributor: full name (first and last), degrees, titles, department, affiliation, and current mailing address (with e-mail address and telephone and fax numbers).
- Name of corresponding author.
- For each article, 3 printouts of the manuscript and electronic art, 3 sets of non-electronic art, and the disk(s). Be sure that the disk(s) and the manuscript printout match exactly. The disk(s) should contain the manuscript as one file.
- Electronic art should be saved in separate files from the manuscript.
- Each article should include, in addition to the article text, an abstract of up to 150 words; 3 to 5 keywords; a reference list presented according to Thieme style; CEU objectives, questions, and answers; and all figure captions and tables prepared according to Instructions to Authors (see pages 2–4). Note in particular that electronic artwork must be prepared using acceptable software and file formats and to specified resolutions for final size (and accompanied by printouts). See Instructions to Authors for complete details (pages 4–6).
- All necessary letters of permission and patient release forms.

***All materials should be mailed to either the Guest Editor or the Editor in Chief unless otherwise instructed.***

### Table of Contents for Instructions to Authors

	<u>Page No.</u>
<b>MANUSCRIPT FORMAT</b>	<b>2</b>
<i>General Guidelines</i>	2
<i>Length</i>	2
<i>Title Page</i>	2
<i>Abstract and Keywords</i>	2
<i>Acknowledgments</i>	2
<i>References</i>	2
<i>Figure Captions</i>	3
<i>Tables</i>	4
<b>ARTWORK PREPARATION</b>	<b>4</b>
<i>Hard Copy Art</i>	5
<i>Electronic Art</i>	5
<b>MANUSCRIPT PREPARATION</b>	<b>6</b>
<i>CEU</i>	7
<i>Permissions</i>	7
<b>COLOR ART</b>	<b>7</b>
<b>PAGE PROOFS</b>	<b>7</b>
<b>ARTICLE OFFPRINTS</b>	<b>8</b>
<b>EDITORIAL CONTACTS</b>	<b>8</b>

## MANUSCRIPT FORMAT

### *General Guidelines*

- Please use a computer to prepare your article.
- The manuscript, including the title page, abstract and keywords, text, references, figure captions, tables, and CEU objectives, questions, and answers should be typewritten, double-spaced in 12-point font and submitted on white 8.5 x 11 inch paper with 1-inch margins all around.
- Number the manuscript pages sequentially beginning with the title page as page 1.
- Be sure all references, tables, and figures are cited **sequentially** in the text.
- Number the references, tables, and figures (and corresponding captions), each sequentially in the order they are cited in the text.
- Keep abbreviations to a minimum and be sure to explain all of them the first time they are used in the text.
- Do not submit text with handwritten corrections—instead, make any necessary corrections to the electronic version of your text and print out a fresh hard copy. Clear, handwritten notes to an editor's attention may be made on the hard copy if appropriate. Thieme will assume any such notes have not been transferred to the electronic version and are not a part of your manuscript.
- Include printouts of all electronic artwork.

### *Length*

It is important that contributions are as close to the length stipulated as possible. The length should average 20 double-spaced typed pages. The length allocated to each article is inclusive of references, abstract, keywords, figure captions, tables, figures, and any appendices. (An illustration or table is equivalent to about one-half page of manuscript.)

### *Title Page*

Page 1 of the manuscript should list the article title and your (and any co-contributor's) full name, degree, title, department, affiliation, and current mailing address (with e-mail address and telephone and fax numbers). Be sure to indicate who the corresponding author is.

### *Abstract and Keywords*

Page 2 of the manuscript should start with an abstract of 150 to 200 words and 3 to 5 keywords. The abstract should briefly outline the content of the article and any conclusions it may reach. The keywords should be words a reader would be likely to use in searching for the content of the article. (Also, include a section explaining all the abbreviations used in the article.)

### *Acknowledgments*

The source of any financial support received and recognition of personal assistance for the work being published should be indicated at the end of the article, just before the Reference section, under the heading Acknowledgments.

### *References*

References should be the most recent and pertinent literature available. It is essential that they are complete and are thoroughly checked because inaccuracies cannot be detected by the publisher. If the reference information is incomplete, good online sites to search for full details are the National Library of Medicine: [www.nlm.nih.gov](http://www.nlm.nih.gov); Books in Print: [www.booksinprint.com](http://www.booksinprint.com); PubMed: [www.ncbi.nlm.nih.gov/PubMed/](http://www.ncbi.nlm.nih.gov/PubMed/); or individual publisher Web sites.

- References follow the article text. Insert a page break between the end of text and the start of references.

- References must be cited sequentially in the text using superscript numbers.
- References must be listed double-spaced, numbered, in AMA style, using Index Medicus journal title abbreviations, and in the same sequence as they are cited in the text. The references in the reference list should NOT be listed alphabetically, but rather sequentially, with the reference numbers typed manually. Do not use the automatic numbering function on your computer and do not link the citation numbers with the references in the list.
- By way of exception to AMA style, do not italicize book titles or journal title abbreviations and do not put a period at the end of a reference.
- List all author names, up to and including six names. For more than six authors, list the first three followed by et al.
- References should be styled per the following examples:

Citing a journal article:

Newburger JW, Takahashi M, Burns JC, et al. The treatment of Kawasaki syndrome with intravenous gamma-globulin. *N Engl J Med* 1986;315:341–347

Citing a chapter in a book:

Toma H. Takayasu's arteritis. In: Novick A, Scoble J, Hamilton G, eds. *Renal Vascular Disease*. Philadelphia: WB Saunders; 1995:47–62

Citing a book:

Stryer L. *Biochemistry*. 2nd ed. San Francisco: WH Freeman; 1981:559–596

Citing a thesis:

Stern I. Hemorrhagic Complications of Anticoagulant Therapy [Ph.D. dissertation]. Evanston, IL: Northwestern University; 1994

Citing a government publication:

Food and Drug Administration. Jin Bu Huan Herbal Tablets. Rockville, MD: National Press Office; April 15, 1994. Talk Paper T94-22

Citing an online article:

Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. *Arch Pediatr Adolesc Med* [serial online]. 1996;150:457–460. Available at: [http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol\\_150/no\\_5/abstract/htm](http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol_150/no_5/abstract/htm). Accessed November 10, 1996

Citing a symposium article:

Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC

### **Figure Captions**

- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
- Figures must be cited sequentially in the text. Number all figures (and corresponding figure captions) sequentially in the order they are cited in the text.
- Figure captions should be written after the reference list. Insert a page break between the end of references and the start of figure captions.
- Figure captions must be listed double-spaced, and numbered in the same sequence as they are cited in the text. They should include a description of the figure and/or each lettered part (A, B, etc.) and of any portions of the figure highlighted by arrows, arrowheads, asterisks, etc.
- For a figure borrowed or adapted from another publication (used with permission—see Permissions on page 7), add a **credit line in parentheses** at the end of each figure legend. This credit line should be a complete bibliographic listing of the source publication (as for a reference), or other credit line as supplied by the copyright holder. For example (Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.)

- See Artwork Preparation (pages 4–6) and Manuscript Preparation (pages 6–7) for details on figure submissions.

### **Tables**

- Data given in tables should be commented on but not repeated in the text. Be sure that lists or columns of related data are composed in a word-processing program like the rest of the text.
- Do not intersperse tables in the text. Tables should appear after the figure captions. Insert a page break between the end of the figure captions and the start of the tables.
- Tables must be double-spaced and numbered in the same sequence they are cited in the text. A short descriptive title should be provided for each table.
- If a table contains artwork, always supply a hard copy of the table showing the artwork in place. Supply the artwork separately as hard copy or an electronic file.
- For tables borrowed or adapted from another publication (used with permission—see Permissions on page 7), add a **credit line as the first footnote** beneath each table. This credit line should be a complete bibliographical listing of the source publication (as for a reference), or other credit line as supplied by the copyright holder.  
For example, “Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.” (“Data from . . .” or “Adapted from . . .” may also be used, as appropriate.)
- Other footnotes for tables should be indicated in the table using superscript symbols in the following order: \* (asterix), † (dagger), ‡ (double dagger), § (section mark), ¶ (parallel mark), ¶ (paragraph symbol), # (number sign), \*\* (asterix [repeated]), †† (dagger [repeated]).
- Any abbreviations used in the table should also be explained at the end of the table in a footnote.

### **ARTWORK PREPARATION**

- Black-and-white artwork can be halftone (or grayscale), such as photographs, radiographs, and drawings with graded shades of black; or line art, such as black line drawings, most graphs, and flowcharts. Thieme will accept artwork in any of the following forms:
  - glossy prints (3" x 5" or larger),
  - slides,
  - transparencies,
  - camera-ready copy or clean laser copy (images submitted in this form must be approved by Thieme’s Production Department), and
  - electronic files (hard copies of figures must also be submitted)
- If you submit color artwork, unless you notify us in writing at the time of submission that it must be in color and you assume responsibility for the costs, we will convert it to black-and-white or grayscale. Upon request, we will provide you with a cost estimate for the color printing.
- Avoid using grayscale, color, or line art that has been previously published and for which no original is available because reproduction quality will be poor.
- If possible, do not send color art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white or grayscale.

### **Hard Copy Art**

*Please follow these instructions when submitting glossy prints, slides, transparencies, or camera-ready copy:*

- **Identify all figures** on the back (of the glossy prints, slides, transparencies, or camera-ready copy) with your last name, and the figure number. On glossy prints, **always use a soft pencil or china marker** for labeling the back so that the impression of the writing does not show through. **Do not use a pen** to label photos.
- **Do not use paperclips** to attach prints or slides to the manuscript, as they may create indentations in the photograph that may be reproduced in printing. **Do not use glue or tape** on prints or slides.
- **Indicate top** on all figures so that Thieme will know the correct orientation of each.
- **Indicate any necessary cropping** for all images.
- For best results, line art should be black on white background. Lines and type should be clean and evenly dark on white background. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.
- Arrows, arrowheads, asterisks, etc., should be white in dark or black areas and black in light or white areas, and large in size. If not, these highlighting marks may become too small to be easily seen when figures are reduced in size to place in the typeset pages.

### **Electronic Art**

*Please follow these instructions when preparing digital artwork in electronic files:*

- Submit art created in Adobe Illustrator, version 4.0 or higher (for line art and labels); or Adobe Photoshop, version 7.0 or higher (for grayscale or color images).
- **Do not submit art created in MS Excel, MS Word, PowerPoint, Publisher, Lotus 1-2-3, Corel Draw, GIF, PICT, WMF, BMP, ONG, PCX, PNG, XBM.** These files cannot be used by the typesetter, and the art will need to be scanned from the hardcopy.
- **All black-and-white halftones** (grayscale) should be at a resolution of **300 dpi** (dots per inch) **in TIFF format in final size.** (Contact Thieme if you are unsure of final size.)
- **All color artwork** should be **300 dpi in TIFF format, CMYK, not RGB, in final size.**
- **All drawn line art** (no screens) should be **1200 dpi in EPS format in final size; all scanned line art** should be **1200 dpi in TIFF format in final size.**
- Provide a hard copy of every figure that matches the electronic version exactly. The hard copy should be marked with the last name of the corresponding author and the figure number, with correct orientation and any further cropping indicated.
- **Save each figure in a separate file;** do not save more than one figure per file.
- Save and **name files** according to the following convention. If the file is revised for any reason, always use the same file name—last name of corresponding author + figure number; for example, Morrison.F12 (Figure 12 of Dr. Morrison's article).
- It is preferable for figures to be **cropped to final size** (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the **correct orientation.** If art is submitted smaller and then has to be enlarged, its resolution (dpi) and clarity will decrease.
- Submit files on 3.5-inch floppy diskette or CD-R.
- Do not compress files.

**Note:** Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for grayscale and color artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

If you must submit files that are JPEGs, save files as large as possible and to the highest resolution possible, and present samples to Thieme's Production Department for review and approval.

*Please follow these instructions when labeling electronic artwork:*

- **For grayscale, color, and scanned TIFF line art files, labels should be on the hard copy and not on the electronic version of the figure, or they should be in an EPS file linked to the TIFF file.**
- **For drawn line art (EPS files), labels should be in the EPS file.**
- Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serifed font. Do not use Truetype fonts. Be sure to provide all fonts you use.
- Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels.
- Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text.
- Do not drop out a white label from a solid black background. Do not put type over shaded or dark areas.
- Arrows, asterisks, or arrowheads (or other markers) should be light on dark background or dark on light background in figures. Because figures often are reduced in size for publication, these markers will be reduced and the entire figure will become slightly darker; so be sure the markers are large with enough contrast in the original.
- Use 1-point (or thicker) rules and leader lines. Avoid the use of finer lines—these may break up and disappear or not reproduce well after reduction.

#### **MANUSCRIPT PREPARATION**

- **The manuscript (title page, abstract and keywords, text, references, figure captions, tables, and CEU objectives, questions, and answers) should be saved as one file. Each digital figure should be saved as its own separate file. Do not embed figures within the manuscript file. This requires special handling by Thieme's Production Department.**
- **Keep the format of your manuscript simple and clear.** We will set your manuscript according to our style—**do not try to "design" the document.**
- Please clearly distinguish the **hierarchy of headings within the manuscript** by using capital letters, underline, italic, and bold styles as necessary.
- As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
- Do not insert page or section breaks except where noted.
- Use hard returns (the Enter key) only at the end of a paragraph, not at the end of a line. Allow lines of text to break automatically in your word-processing software. **Do not justify your text.**
- Use only one space, not two, after periods. Be sure to use double line spacing throughout.
- Use the numeral "one" and "zero" keys where you intend numbers, not the lowercase letter "l" and capital "O" key.
- If you are using Word for Windows, create tables using the Table function. If you are using any other program for tables, use tab stops or other commands to indicate indents and columns; please do not use the space bar.
- Do not staple the pages of your manuscript together.
- **Always include 3 printouts of the manuscript with the disk, and be sure that the disk and printouts match exactly. Provide 3 copies of original artwork or, if electronic, 3 printouts with the disk. Keep a copy of your manuscript and art files in case the Guest Editor, Editor in Chief, or Thieme receives a damaged disk or needs to contact you with questions about your manuscript. Disks and art are not returnable.**
- PC (Windows) and MAC disks are acceptable; 3.5-inch high-density disks are preferred.
- Microsoft Word is the preferred software program.
- Do not compress the file; leave it in its native format before you copy it on to your disk.

- Put your last name, file names (such as, Smith.text, Smith.F2), the platform, and the software version (such as Microsoft Office Word 2003) on the disk label.
- Package the manuscript, art, and disks carefully for mailing.

### **CEU**

Submit a short summary of what you consider to be the chief learning objective of your article in 40 words or less. For instance, if your article was on "Epidemiology of Genetic Hearing Loss," the learning objective might be:

"As a result of this activity, the participant will be able to (1) distinguish between syndromic and non syndromic hearing loss, and (2) list the functions of some of the genes that are associated with hearing loss."

Submit three multiple-choice questions with four or five possible answers. The questions should not be "tricky," but rather underscore the clinical import of your article. **Remember to indicate the correct answer to each question.**

### **Permissions**

**NOTE: Owing to problems in obtaining permission to reproduce and store material electronically, authors are requested to avoid the use of previously published material if possible.**

- If you plan to reproduce text, tables, or figures from a published source, you must first obtain written permission from the copyright holder (usually the publisher). This is required even if the material is from your own published work. For material never before published and given to you by another person, you must obtain permission from that person. Serious delays to publication can be incurred if permissions are not obtained. **Attached is a sample permissions request letter** that can be copied and used to seek permissions. Be sure when seeking permissions that your letter bears your full name and contact information, and that you include with your letter a photocopy of the material you are requesting permission for.
- As the author, it is your responsibility to obtain all permissions, pay any permissions fees, furnish copies of permissions to Thieme with your manuscript, and include a credit line at the end of the figure caption, beneath the table, or in a text footnote. See discussions of Figure Captions (page 3) and Tables (page 4) for information on credit lines.
- You must obtain a signed patient permission form for every patient whose recognizable photograph will be used. If you do not supply this, the identity of the patient must be obscured before the image is published; this could interfere with the instructive value of the photograph. **Attached is a sample patient permission form.**

### **COLOR ART**

Color illustrations are expensive to reproduce and usually cannot be accepted unless the author is willing to cover the additional production costs incurred. Please check with the Guest Editor, Editor in Chief, or Thieme for details. We will convert color illustrations to black-and-white unless accompanied by a letter from the author requesting color and assuming responsibility for the cost of printing color. (Upon request, we will provide you with a cost estimate for the color printing.)

### **PAGE PROOFS**

Page proofs will be sent to you as an E-mail attachment. The proofs will be in a PDF file format, which should be opened using Acrobat Reader software. You will receive further instructions with your proofs. Take this opportunity to check the typeset text for typographic and related errors. Elective alterations are difficult to accommodate owing to the associated time and expense of introducing them. Therefore, please be sure that when you submit your

manuscript, it is accurate, complete, and final. **Please correct and return proofs to Thieme within 72 hours of receipt.**

#### **ARTICLE OFFPRINTS**

Details and prices will be sent to you along with the page proofs. Upon publication, the corresponding author will receive a complimentary copy of the journal issue.

#### **EDITORIAL CONTACTS**

Should you have any further questions that cannot be answered by the Guest Editor, please contact the Editor in Chief or Thieme Medical Publishers:

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