



Author Guide

**Thieme Medical Publishers Inc.
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Important Notes:

- Your **Contributor Agreement** with Thieme states the maximum page length allowance of your manuscript (including text, references, figure legends, and tables, if any), the maximum number of figures, and the final date for submission. **These guidelines must be adhered to.**
- **Permissions:** As the author or contributor, it is your responsibility to obtain any needed permissions for previously published figures or tables, to pay any permission fees, and to furnish Thieme with copies of all permission documents.

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Manuscript Text

- Your manuscript (incl. text, references, figure legends, and tables) should be typewritten in a **MSWord document**.

Make sure that the text is

- **aligned left**
 - **double spaced**
 - **written in 12-point Times New Roman**
- **Arrange the manuscript in the following order:**
 1. **text**
 2. **references** (please see p. 3)
 3. **figure legends** (please see p. 4)
 4. **tables** (please see p. 5)

Please enter a page break after each section.

- **Ensure all references, figures, and tables are cited sequentially in the text.** Number the references, figures (with the corresponding captions), and tables sequentially so as to match the citations in the text.
- **Figure and Table citations** within the text should be in **boldface** and styled as per these examples:
(**Fig. 7.2**)
(**Table 5.1**)
- Clearly Indicate the **different headings and subheadings** and be consistent. Use the styles listed below as a guide:

Level 1

Level 2

Level 3

Level 4

Level 5

For box text, i.e. Pearls, Pitfalls, etcetera:

[Begin Pearl/Pitfall]

Text in the box.

[End Pearl/Pitfall]

- Please **DO NOT** use multiple fonts and font sizes.

References

- References should be the **most recent and pertinent literature available**.
- **DO NOT** use old, outdated references.
- Please **check the references thoroughly** before submission. Thieme may not be able to detect inaccuracies.
- If your reference information is incomplete, good online sites to search for full details are:
 1. The National Library of Medicine: www.nlm.nih.gov
 2. Books in Print: www.booksinprint.com
 3. PubMed: www.ncbi.nlm.nih.gov/PubMed/
 4. or individual publishers' websites
- References should be cited and styled per **standard AMA guidelines**.

Examples:

1. book – single author

Munk R., Ryan A.G. Teaching Atlas of Musculoskeletal Imaging. New York, Thieme; 2008

2. chapter from a book

Fisher E., Frodel J.L.. Wound Healing. In: Papel I.D. Facial and Reconstructive Surgery. *New York, NY: Thieme; 2002:15-25*

3. article form journal – single author

Laferriere K., Kilpatrick J.K. Transblepharoplasty: Subperiosteal Approach to Rejuvenation of the Aging Midface. *Facial Plastic Surgery*. 2003; 19, 2:157-170

- **Exceptions to normal AMA style:** Do not italicize book or journal titles/abbreviations, and do not put a period at the end of a reference.
- Where there are **more than six authors** of a journal article, chapter, or book, cite the first three authors followed by “et al.” If there are six or fewer authors, all names should be listed.
- Please cite the references within the text, **consecutively numbered in the order they appear** using superscript numbers.
- References should be listed **following the chapter text** numbered in the same sequence as they are cited within the text, and using *Index Medicus* title abbreviations.
- Please **DO NOT** list the references alphabetically by surname, as in APA style.

Figure Legends

Legends are an appropriate description of the figure and each additional lettered part (A, B, etc).

- **Number all figures sequentially** in the order that they are cited within the text.
- All corresponding figures should be cited sequentially **in bold** within the text, preferably in parentheses at the end of a sentence. As examples:

(Fig. 2.5)

(Figs. 2.5A,B)

(Figs. 2.5A–H)

(Fig. 2.5 and Fig. 2.6)

(Fig. 2.5, Fig. 2.6, Fig. 2.7)

For **figures borrowed or adapted** from another publication (used with permission), add a **credit line** in parentheses at the end of each figure legend.

Example:

Used with permission from Calfee DP, Wispelwey B. Brain Abscess. Semin Neurol. 2000; 20:357.

Please list only the specific page numbers on which the material appears.

Tables

Tables consist of lists of related data, information under column heads, or unadorned lists. Tables are considered manuscript pages rather than artwork or figures.

- **Please cite tables sequentially** within the text **in bold**, e.g. **(Table 3.1)**.
- Please **DO NOT** insert a table within the text. Add the tables at the end of the manuscript, following the figure legends, putting page breaks between tables if there are more than one.
- Provide a **short descriptive title** for every table.
- **Create tables** using the table function in MS Word.
- For tables **borrowed or adapted** from another publication:
 - Be sure to add a **credit line**
 - **Request permission** if needed. Note that merely altering a table does not make it a new table owned by you – you must still obtain permission.
 - The **credit line** for a borrowed image should be a complete bibliographical listing of the source publication (as for a reference) or other credit line as supplied by the copyright holder.

Example:

Used with permission from [or "Adapted from" for altered tables] Calfee DP, Wispelwey B. Brain Abscess. Semin Neurol. 2000;20:355.

For tables that you yourself have newly-created using data from the cited source:

- add a credit line in the following format:

Example:

Data from Calfee DP, Wispelwey B. Brain Abscess. Semin Neurol. 2000;20:355.

- Explain any **abbreviations** used in the table in a footnote starting with the word *Abbreviations:*

Artwork

Accepted Formats:

Preferred Formats: Electronic files of high resolution in TIFF or EPS format

Other Accepted Formats: Electronic files in JPEG, BMP, hard copies of glossy prints and slides

Please refer to your Contributor Agreement for the appropriate number of submitted figures.

If a figure is to be converted to black and white, please convert before submitting the artwork in order to confirm no critical details are lost or obscured.

If hard copies are to be submitted (i.e., artboards or prints), please contact the lead editor or artist of the book for specifications.

Labeling Artwork

- **Color and grayscale artwork:**
Labeling should appear on any hard copy; do not label electronic images.
- **Line art (EPS files):**
Labels can be included on the electronic version.
- Avoid using multiple fonts and font sizes – stick to one or two sizes of a serif font. 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 structure, use the most common one and make sure it is consistent with the text.
- **DO NOT** drop a white label on to a solid black background. Use a hard copy if necessary.

Requirements for Electronic Art Files

- Submit art created in: **Adobe Photoshop**, version 3.0 or higher (for grayscale or color images); **Adobe Illustrator**, versions 4.0 or higher (for line art and labels); Macromedia Freehand, version 3.0 or higher.
- **Color and grayscale artwork:**
TIFF format, at a minimum resolution of **300 dpi** (dots per inch) **at 6 inches** (15cm) width. Color artwork should be in CMYK, not RGB.
- If a color figure is to be converted to black & white, please do the conversion yourself before submitting the artwork in order to confirm no critical details are thereby lost or obscured.
- **Drawn or scanned line art (no screens):**
EPS format, at a minimum resolution of **1200 dpi at 6 inches** (15cm) width.
- **Save each figure as a separate file.** Do not save more than one figure per file.
- Submit files via CD or DVD.
- Submit your **figures cropped to final size or larger**, and in the correct orientation.
- Name files with lead contributor's last name, chapter number, and figure number and use the same file name for any revisions. e.g.:
Morrison_3.6.tif
- **DO NOT compress files or send low resolution files.** If possible, please convert all low resolution formats (ex. JPEG) to TIFF format before submitting.
- **DO NOT submit art created in PDF, MS Excel, MS Word, Powerpoint, Publisher, Lotus 1-2-3, Corel Draw, GIF, PICT, WMF, BMP, ONG, PCX, PNG, or XBM.**

Permission Guidelines

It is your responsibility, as author/contributor, to obtain all permissions, pay any permission fees, and provide copies of permission documents to Thieme. We cannot publish your work unless these are obtained and on file. We urge you to submit new figures and tables with your work, avoiding the hassle of obtaining permissions from other publishers which may be more work than creating new material.

When to Request Permission?

- For previously published material (figures, tables, text, etc.).
- For material never before published yet given to you by another person.
- If you have altered a previously published table or figure yet two-thirds or more of the original remains.

Please contact us for usage of an original illustration previously published by Thieme.

Never assume that material is in the public domain because the author has died: Copyright ownership can eventually expire, but copyrights held by publishers can remain in force indefinitely.

Patient Releases

Patient releases are usually required when a person's recognizable likeness will be used in the book. Your practice most likely has forms and procedures for this process.

How to Request Permission?

We recommend you start at the copyright holder's website. Most publishers offer an **online application** process where you can file your permission request. If this is not possible, here are the steps you should take.

- Identify the copyright holder of the material you wish to reuse.
- Send a letter requesting reprint permission and ensure it bears your full name and contact information.
- Include a photocopy of the material for which you are requesting permission

NB: An electronic version of this sample letter can be e-mailed to you (as an attachment) upon request, so that you may modify it to your own needs. Please contact us.

How long does it take to obtain permission?

A publisher's response time can vary over several weeks, so please plan accordingly. You may need to obtain permission from the author as well, and this takes additional time. Start permission work as early as possible.

Permission Received?

The publisher will usually mail or fax your letter back to you, stamped with their approval and bearing the signature of the permissions supervisor. **Mail photocopies of these documents to Thieme. Retain the originals for your own files.**

Submission of Manuscript

- Send your completed chapter (text & figures) to the **lead author** for review.
- Submit manuscript on disk.
- Save and name chapter according to the following convention:
Book editor's name, chapter #, and lead author's last name
e.g. **Simmons05Morrison**

Use the same principle when submitting other parts of a manuscript (naming front and back matter files, e.g. Simmons-foreword).

MSWord is our preferred software program

- Label your disk(s) with: Your Name, Chapter and book titles, Software and the version you have used (e.g., MSWord 2000).
- Save each chapter as a separate, clearly labeled file.
- Keep an electronic copy of your manuscript and art for your own records.