

Technical Guidelines - Text

Your submission should be in Microsoft Word®, or **RTF (what's this?)**.

The presentation format should be simple. Thoughtfully composed figures, tables and lists often help to accentuate key concepts and data. In general, we recommend conforming to common practices in standard medical journals.

- Use generic names for drugs
- Italicize non-English words (e.g., organism names)
- Avoid medical jargon (e.g., “echo” for echocardiogram)
- Limit use of abbreviations and acronyms; when used, spell out all but the most commonly accepted abbreviations and acronyms on first their first occurrence followed by the abbreviation or acronym in parentheses.
- Common abbreviations and acronyms (e.g. DNA, EKG, MRI, HIV)

Text

- Single-spaced, single-column, left and right justified, double carriage return between paragraphs
- Limit special formatting to standard bold, italics or bold italics
- Verdana font throughout

Please adhere to the following formatting guidelines for uniformity:

| | Case | Bold | Font Size | Comments |
|---------------------------------|-------------|-------------|------------------|---|
| Title of Article | mixed | yes | 12 | <i>no leading or trailing punctuation or special formatting (such as underline)</i> |
| Author | mixed | yes | 10 | <i>same as above</i> |
| Section Headings | upper case | yes | 10 | <i>same as above</i> |
| Contents | mixed | no | 10 | <i>same as above, single-spaced</i> |
| Title of Tables and Figures | mixed | no | 10 | <i>same as above, single-spaced, centered</i> |
| Contents of Tables and Graphics | mixed | no | 9 | <i>same as above, single-spaced, centered</i> |
| Captions in Tables and Graphics | mixed | no | 8 | <i>same as above, single-spaced, centered</i> |
| Subscripts & superscripts | mixed | no | 8 | |
| Reference | mixed | mixed | 8 | <i>see guidelines below</i> |

Technical Guidelines - Graphics, Sound or Video

Graphic, photo, sound or video files should be submitted separately even if they are already embedded in the document. If the files are not embedded, please specify where they should be located in the document. Digital processing cannot recreate missing information lost in the initial image conversion process; therefore, it is important to submit the highest quality image/sound recording possible.

Photo or Illustration Files

- JPG for graphics with complex colors and/or photographic material. A compression ratio of about 50% will produce a good quality compact file.
- JPG for black and white line drawings
- Select a minimum resolution of 300 dpi with horizontal dimension of 700 pixels
- Crop figures to their final size

EKG's

Submit a printed duplicate with pink grids. If an EKG must be photocopied, make sure the background grids on the copy are significantly lighter than the EKG tracings.

Art Labels

- Images such as CT scans or X-rays must include arrows pointing to the affected area.
- Use black markers in light areas and white markers in dark or black areas.
- Rules and leader lines should be 1 point or thicker.

Sound Files

- Save in MP3

Video Files

- MP4 only

