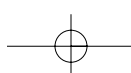
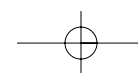


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Preparing your manuscript

What you should supply

You should supply us with the **complete** text and illustrations. This should consist of the following sections:

- Title page
- Contents list
- Contributors list (where necessary)
- Preface
- Acknowledgements/dedications
- About the author
- Main text (and Appendices)
- References/Bibliography
- Tables
- Illustrations
- Captions for figures
- Captions for tables
- Permissions

How you should supply your manuscript

WORD-PROCESSOR FILES

We can use files created in any common word-processing package. If you are in any doubt about compatibility, please contact the Pharmaceutical Press. All textual components of your manuscript should be supplied as **separate** word-processed files, limiting each file to about 100 kB (about 50 double-spaced pages). Please ensure the file names are meaningful, e.g. 01Text, 01Tables, 14Refs, Intro, FigCaps. You should supply a list of file names with an explanation of the content if unclear.

Label each disk with the author name(s), title, the files contained, the word-processing package and version used, and the date created.

FORMATTING

We require simple word-processed files, containing the words only. Avoid unnecessary styling and formatting. Follow these guidelines when preparing your files.

DO

- leave the text ragged on the right-hand side
- use your program's normal margins
- double-space all text
- indent each new paragraph with one tab space
- use italics for mathematical symbols, species' names, Latin terms, and journal and book titles
- number all pages consecutively

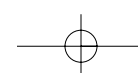
DO NOT

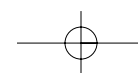
- insert headers or footers
- use forced page breaks
- justify the text
- centre text
- tab (except at the beginning of each new paragraph or to display a quote, using one tab space only)
- use more than one space between words and between sentences
- design the pages
- use tint boxes or rules
- use the Enter or Return key at ends of lines
- use hyphens at the end of lines to break words
- apply formatting styles such as bold or italic unless essential for sense
- use ALL CAPS

THE PRINTOUT

In addition to supplying your manuscript on disk, please always supply a printout of each file. Do not print out your files until you have finalised the text, as the printout should exactly match the files.

- Print out your manuscript on one side only and on white A4 (210 X 297 mm) paper
- Double-space all text
- Leave at least a 3 cm margin on all sides
- Number all pages consecutively





Editorial style

Headings

Make sure that you use headings consistently throughout the text.

You should identify the hierarchy of your headings. A helpful way of doing this is to use a coding system, whereby you insert <<CH>> at the start of the chapter heading, <<A>> to indicate the most important heading in a series, followed by <>, <<C>> etc. (see Example 1).

Example 1 Coding headings to indicate the hierarchy

<<CH>>12 Management of acute medical crisis

This chapter outlines the management of a range of acute medical crises occurring in the critically ill patient...

<<A>>Clinical acid-base disorders

Increased intake, altered production or impaired/excessive secretion of acid or base leads to derangements in blood pH. ...//... It is also essential to prevent the acute and long-term metabolic consequences of acid-base derangement.

<>Metabolic (non-respiratory) acidosis

This arises from abnormal loss of HCO_3^- or increased generation or intake of acid, resulting in a subnormal arterial blood pH <7.36, with a base deficit of >2 mmol/l.¹ ...//... The role of alkalinising agents is controversial, and these must be used with caution.

<>Diabetic ketoacidosis

This occurs in undiagnosed diabetics and previously diagnosed diabetics following an acute insult such as infection. It is a combination of hyperglycaemia, ketosis and metabolic acidosis.

<<C>>Insulin therapy

Hyperglycaemia is corrected slowly (2-4 mmol/h) with a short-acting insulin infusion (0.1 U/kg/h or 1-5 U/h).¹ ...

Style points

GENERAL

You should only use italics for mathematical symbols (*see below*), titles of publications, foreign language and species names in biology (e.g. *E. coli*). Capitalisation should be minimal – use only for proper nouns and where required in acronyms.

SPELLING

Please check with the Pharmaceutical Press whether British or American English should be used. In general, use ‘-ise’ endings in preference to ‘-ize’, except in titles such as World Health Organization.

UNITS

Always use SI units unless there is a good reason for not doing so. If other units are used please put the SI equivalent in parentheses or provide a conversion table. Please refer to *Units, Symbols, and Abbreviations* 5th edn (Baron D N. London: Royal Society of Medicine Press, 1994) and **be consistent** in your use of units.

SYMBOLS

If you use many symbols in the text please provide a list. This will aid the typesetter in their job.

- Indicate whether they should be printed in roman, bold or italic type.
- Spell out the name of the symbol in the margin if there is any possibility of ambiguity.

Make sure that you use the same conventions for the lettering on the illustrations and in the captions to the illustrations as you have used in the main text.

The most important thing is to **be consistent** in your use of symbols and abbreviations.

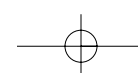
ABBREVIATIONS

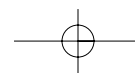
Apart from those that are most commonly used, all abbreviated words should be given in full when you first use them in a chapter, with the abbreviation in parentheses. Decide whether or not you intend to abbreviate and then stick to your decision throughout the text. If you have a lot of relatively rare abbreviations provide us with a list of them.

FOOTNOTES

Avoid footnotes wherever possible, particularly within the main text. If there are instances where footnotes are essential, they should be typed at the end of each chapter, and numbered to match the numbers appearing within the text.

For footnotes to tables, *see under* Preparing tables and illustrations, p.8.





Equations, chemical formulae and organic structures

It may not be possible to present mathematical or chemical formulae adequately using a word processor. In these cases, insert the formulae by hand on your printout, both in the text and in displayed equations.

Organic structures should be drawn and submitted on separate sheets of paper with the point of insertion in the text clearly marked, whether or not they actually constitute a figure.

Figure captions

Each illustration (line artworks, photographs, radiographic images) must have a caption. The captions should be presented as a complete list, in a file separate from the main text.

- List the figures in numerical order.
- Each caption should consist of a concise discussion of the figure.
- Include appropriate information on permissions (*see* Permissions, p.11) and acknowledgements.

References

References should be collated at the end of the chapter or book; check with the Pharmaceutical Press whether you should use either the Harvard or the Vancouver system. If you are writing a single chapter, check with the editor of the book which system is being adopted.

Harvard System In the text the reference is given as 'Harman (1989)' or '(Harman, 1989)' depending on the context, and the references are listed alphabetically at the end of the text. Different papers, by the same author, in the same year are shown as 'Harman (1989a)' etc.

Vancouver System The references are numbered in their order of appearance in the text using arabic numerals either within square brackets, e.g. '[6]', or as superscripts. In the reference list the references should be listed in the same numerical sequence.

Please follow the journal abbreviation conventions of the *Index Medicus* or *Martindale*. For multi-authored books or papers, if there are more than four named authors or editors, you should give the **first three** names only followed by '*et al.*' Initials should be given without full stops. Check against the examples below that you have included all the required information.

Whichever referencing system you use **be consistent**.

A book by a single author or group of authors working together as one author
Harman R D (1989). *Patient Care in Community Practice*, 2nd edn. London: Pharmaceutical Press.

1. Harman R D. *Patient Care in Community Practice*, 2nd edn. London: Pharmaceutical Press, 1989.

A multi-authored book

Newall A N, Anderson L A, Phillipson J D (1996). *Herbal Medicines*. London: Pharmaceutical Press.

1. Newall A N, Anderson L A, Phillipson J D. *Herbal Medicines*. London: Pharmaceutical Press, 1996.

An edited book

Wade A, Weller P J, eds (1994). *Handbook of Pharmaceutical Excipients*. London: Pharmaceutical Press.

1. Wade A, Weller P J, eds. *Handbook of Pharmaceutical Excipients*. London: Pharmaceutical Press, 1994.

An article in an edited book

Kennedy E G (1991). Hepato-biliary disease with jaundice. In: Dodds L, ed. *Drugs in Use*. London: Pharmaceutical Press, 176–185.

1. Kennedy E G. Hepato-biliary disease with jaundice. In: Dodds L, ed. *Drugs in Use*. London: Pharmaceutical Press, 1991: 176–185.

An article in a journal

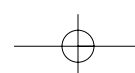
Sarriá B, Cortijo J, Cabrera M, *et al.* (1989). Antagonism of calcium by zinc in guinea-pig isolated taenia caeci and trachealis muscle. *Br J Pharmacol* 97: 1519–1526.

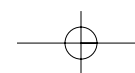
1. Sarriá B, Cortijo J, Cabrera M, *et al.* Antagonism of calcium by zinc in guinea-pig isolated taenia caeci and trachealis muscle. *Br J Pharmacol* 1989; 97: 1519–1526.

A website

Cyclolab (1999). Cyclodextrin news, 13. http://hungary.com/cyclolab/cd_news (accessed 12 August 1999).

1. Cyclolab (1999). Cyclodextrin news, 13. http://hungary.com/cyclolab/cd_news (accessed 12 August 1999).





A list of some abbreviated journal titles is available from the Pharmaceutical Press. Please note, this list is not exhaustive and you should refer to the *Index Medicus* for more titles (<http://www.nlm.nih.gov/tsd/serials/lji.html>).

Preparing tables and illustrations

Numbering tables and illustrations

Tables should be numbered sequentially within each chapter. For example, Table 3.6 would be the 6th table in Chapter 3.

Illustrations should be numbered separately from tables. Number all of them, whether line illustrations or photographs, in one sequence within each chapter. For example, Figure 8.2 would be the 2nd figure in Chapter 8. Colour plate sections are an exception and should be numbered separately.

Positioning tables and illustrations in the text

Tabular matter and figures **must not** be placed within the main text.

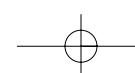
However, you should flag the optimum position of each table and figure in the text by inserting, for example, '<<TABLE 2.3>>', leaving one line of space above and below the flag (see Example 2).

Presenting tables

Depending on the number of tables, they should be supplied as either one file for the whole book or a separate file per chapter. You should use the table formatting option in your word-processing package in preference to inserting tabs between column entries.

- Present each table, clearly typed, on a separately numbered page.
- Include a concise title that indicates what the table shows.
- Supply a heading for each column.
- Make sure each table is fully explanatory so that it can be understood without reference to the text.
- Include all units of measurement.

Footnotes should be used only when necessary, identified by lower case letters and not numbers. They should be positioned at the bottom of each table.



Example 2 Flagging tables and figures in the text

...A mortality rate of 98% has been reported in MODS with three or more organ system failures persisting >72h,⁸ but this depends on definitions of the organ failure (Table 10.1). Outcome in MODS has been found to be determined both by the number of failed organ systems and the duration of organ system failure.

<<TABLE 10.1>>

...It is also frequently associated with any type of serious illness, such as uncontrolled sepsis due, for example, to pneumonia or rupture of an abdominal viscus, pancreatitis or shock from any cause (Figure 10.1). One factor which may be implicated in the pathogenesis of MODS is gut mucosal ischaemia.

<<FIGURE 10.1>>

Passage of endotoxin into the portal venous system, activation of liver macrophages and systemic bacteraemia/endotoxaemia combine to initiate the systemic inflammatory response...//...The inflammatory mediator cascade between tissue injury, SIRS and development of MODS is outlined in Figure 10.2. The mediators are implicated in neutrophil sequestration ...//... Inflammatory mediators may also disrupt intracellular oxygen utilisation.

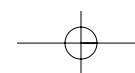
<<FIGURE 10.2>>

On a global scale, the effects of this inflammatory process is a state of hypermetabolism, ...

Presenting illustrations

LINE ARTWORK

In most cases we will redraw all artwork from the roughs you supply, to maintain consistency of style throughout your book.



- All artwork should be submitted on separate sheets with the figure captions supplied separately from the text, in their own file.
- If you supply artwork electronically, you should also supply printouts of the files.
- Indicate the figure number and abbreviated book title and/or author's name on the front side of the illustration, outside the image area. Please also clarify the orientation of the illustration.
- Remember to ensure that the terms used on the figure correspond with those used in the caption and the text.
- Keys to symbols or letter codes used in the figure should be typed into the caption, and not placed on the figure itself.

PRINTS AND SLIDES

Black and white photographs

Black and white photographs (halftones) should be supplied as original glossy prints or slides. For optimum reproduction, they should be clear with good contrast and clarity. Where possible, avoid supplying colour originals for figures that are to appear in black/white.

Colour photographs

It will have been agreed in advance if colour photographs are to be included in your book. We will advise you whether the colour figures should be treated separately, as 'plates', or integrated throughout the book.

Colour photographs are best supplied as original slides (35 mm transparencies), in order that the reproduction quality is high in the printed book. You should indicate any critical detail or colour contrasts that must show up, but do not mark the actual print/slide.

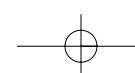
Cropping and labelling

Ensure that all slides and prints are clearly labelled with the figure number.

- Slides should be labelled on the mount with your name and figure number.
- When labelling prints, write the figure number and your name on an adhesive label which should then be stuck on the back of the print.

Use crop marks to indicate any part of the figure that is critical or can be cropped if superfluous.

- For prints, indicate areas to be cropped or highlighted on an accompanying photocopy of the image. If you require labels on the figure, please indicate this on the photocopy.
- For slides, crop marks should be drawn on the slide mount.



Remember:

- DO NOT make any marks on the original print or slide.
- DO NOT write on the back of the photograph as this can be picked up by the camera or scanner.

Permissions

It is absolutely essential that you obtain permission for material for which you do not hold the copyright.

Materials requiring permission

YOUR OWN WORK

If your own work is published by another publisher, you must obtain permission to borrow material from that publisher if you do not hold the copyright.

EXTRACTS

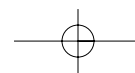
The 'fair dealing' provision of the Copyright Act allows, generally, for the use of one extract of not more than 400 words from any one work, or a series of extracts not exceeding 800 words in total from any one work without the need for written permission. The use of Crown/Parliamentary copyright material must always be cleared.

TABLES, GRAPHS AND CHARTS

Permission is required for the use of tables, graphs and charts if they are unchanged or only slightly modified. However, you may take data from a table and construct your own table, or change vertical columns into horizontal rows, without securing permission. In these cases, you must cite the source of the information, in the form of either 'Data from...' or 'Modified from...'.

LINE ARTWORK

You need permission to use unaltered or slightly modified copyrighted artwork. However, if the original artwork is altered significantly beyond recognition, permission is not required.



PHOTOGRAPHS

Permission is needed for photographs for which you do not hold copyright. This is likely to include photographs from your own institution, including those you have taken yourself. Check whether the copyright is yours or whether you need the institute's permission.

Obtaining permission

You should start obtaining permissions as early as possible. A Permission Request Form is enclosed with this guide, of which you may make copies. You should send the form to the copyright holder, who is usually the publisher. Ask our advice if they seek to charge. Copies of all permission forms, both signed and sent but not returned, should be submitted as part of your complete manuscript.

If in any doubt, apply for permission. We cannot publish material from other publications without permission

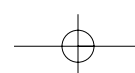
The copyright holder may give you instructions on the form of acknowledgement to be followed; otherwise follow the style: 'Reproduced with permission from [author], [book title]; published by [publisher], [year].' at the end of the caption.

Index

If you are preparing the index, we would normally require this to be returned with the page proofs. Hence, it may be best if you prepare the entries in advance by either marking up the original manuscript or some other method. For further instructions see the *Guide for Authors: Compiling Indexes* available from the Pharmaceutical Press.

Bias and parochialism

It is our policy not to publish material that we deem to be sexist, racist or prejudicial in any way. Sentences can usually be reworked to avoid sexist and non-inclusive language, for example, replacing mankind (humans, humanity, people); man-made (artificial, synthetic); manpower (workforce, staff, human resources); the man (the person, the individual), etc. Please be aware of the effects of any parochialism, racist language or stereotyping in your text and modify it if necessary.



The publishing process – what happens next?

Copy-editing

Once your manuscript has been accepted for publication, it will be edited by an experienced professional copy-editor. He or she will read carefully through your manuscript, editing the text for consistency, style and grammar, and checking that all figures and tables are supplied and cited in the text. This stage usually takes about 4 weeks, and the copy-editor may contact you with some queries.

Typesetting

When all the queries are answered, the manuscript will be sent to the typesetter for setting into proofs. The page proofs will be an accurate representation of how the printed book will look.

Proof-reading

A professional proof-reader will check the proofs closely against the manuscript. You will be sent a copy of your chapter (or of the whole book if you are the editor/main author). You will be expected to read through the proofs and mark any small corrections. As changes to the proofs are expensive and time-consuming to correct, you will be asked to keep such corrections to a minimum. This will be your last chance to look at the proofs before the book is published.

Proof revision and printing

As soon as all your corrections are received, they will be collated onto the proofs and the master set sent back to the typesetter for revision. Revised and any subsequent proofs will be thoroughly checked in-house at the Pharmaceutical Press. When the text has been finalised, the book will be sent to be printed and bound. This last stage usually takes at least 4 weeks.

Publication

As editor or author, you will be sent a Sales & Marketing Plan for your book around the time of its publication. You will be sent your gratis copy(ies), usually direct from our warehouse, as soon as possible after publication.