Cardiotext Publishing Submissions Guidelines

Cardiotext Publishing requests that all authors, volume editors, and contributors to multi-author works follow these guidelines. If you are a contributor to a multi-author work, please check the Author Instructions for your book for specific information regarding style, length, and format. Please contact Caitlin Crouchet Altobell [caitlin.altobell at Cardiotext.com].

Manuscript Format

- Submit your manuscript electronically as a Microsoft Word file (extension ".doc").

- Submit all figures as separate graphics files (.eps or .tiff preferred); do not place in Word documents. (See below for graphics file format guidelines.)

- Submit each chapter as a separate file that has one-inch margins, is double-spaced, and is in twelve-point Times New Roman.

- Please keep formatting to a minimum: Use italics instead of underlining. Be consistent in formatting headings to indicate their levels (e.g., Header 1 for first level, Header 2 for second level, Header 3 for third level, etc.), or simply label heads in brackets (e.g.: [A] A-Head). Use a consistent convention throughout your manuscript.

- Where a figure should be inserted in the layout, please type on a separate line in bold. Use the first number to represent the chapter number and the second to represent the sequential order of the images. [Insert Figure 1.1, Insert Figure 1.2, etc.].

- On the line following "[Insert Figure . . .]," provide the title of the figure (set the figure number in bold, but not the caption (e.g., Figure 1.1 Coronary Venography) and the credit line, using the exact wording dictated by the copyright holder. It should be preceded by Source: (set off in italics). For example, Source: Used with permission from Caitlin Crouchet, Cardiotext Publishing.

- If your image features more than one panel, please describe this in the caption. Be sure to label the figure or provide clear instructions for how we can label each panel in the image. For example. Figure 1.2 Patterns of LSG nerve activity. Panel A: Low amplitude burst discharge activity (green arrow). Panel B: High amplitude spike burst activity (red arrow).

- Similarly, Tables should follow the same format. For example,Table 1.1 Medications and their generic equivalents

- Videos should also be called out in the text, but their legends will appear at the end of the chapter, following the references.

- Submit your text in one document with the elements in the following order:

1. Body
2. References
3. Tables
4. Figure legends
5. Video legends (if applicable). Provide a title and a brief description of the content of the video (like a figure legend), with time stamp reference if applicable.
6. List of previously unpublished images provided by contributors to the chapter.

- Each figure legend should include a description and a complete credit line (see Permissions and Courtesies section). If you also include titles for some figures, include titles for all figures.
- The manuscript should include references to the figures (as well as captions and credit lines) so it is clear where each image is to be placed.
- File names should correspond to figure numbers in the manuscript (e.g., Figure 5.1.tif).
- Please check the Author Instructions for your book for length requirements.

Bibliographic Style

- Cardiotext follows AMA style for references. See example.
- Contributors, please check the Author Instructions for your book for the bibliographic style specified for your book.

References

- Materials, where appropriate, should be referenced.
- Cite all references by number in the text and list them in order of citation at the end of the chapter. Limit the number of nonconsecutive citations to a reasonable number.
- References should be endnotes

Figures

Please note: Figures may be subject to changes in order to match the style requirements of Cardiotext Publishing.

File Formats
- TIFF and EPS files are preferred.
- JPEGs are also acceptable.

Quality (Resolution) and Appearance

- All graphics should be submitted in the highest resolution possible, measured in dots per inch (dpi), at 100% of the size they will be printed in.

  Photographs and illustrations: 300 dpi
  Line drawings: 1200 dpi
  Machine images: highest resolution the generating machine can produce.

- Graphics must be submitted as separate, high-resolution .tif, .eps, or .jpg files. They may not be submitted in PowerPoint.

- Labels, arrows, etc.: Make sure that these are very easy to interpret and also high resolution (so that they don't look jagged or fuzzy). Do not include figure titles as part of the image.

- Multiple images: If possible, leave A, B, C, etc., out of the graphics file. The A, B, C, etc. labels will be added in a consistent way throughout the book during layout according to the name of the graphics file.

- Numbering in the text: Figure 1.1, Figure 1.2, Figure 1.3, Figure 1.4A, B, C, Figure 1.5A, etc.

- File naming: Use the last name of the senior author as the first element in the file name: Cohen Figure 12.2.tif, Cohen Figure 12.5A.jpg, etc.

- Be sure your figures are correctly numbered before you submit your chapter. Make sure all of your figures are referred to by number in the text.

- Crop images (if necessary) before submitting them, or provide cropping instructions with the figure information in the manuscript.

- Do not embed any figures within your chapter text in MS Word. Use Basecamp to post individual files of good-quality images.

- Be sure to include credit lines in the figure legends for any borrowed material (see Permissions and Courtesies section).

- Please check the Author Instructions for your book for figure count requirements.

Tables

- Numbering in the text and set bold: Table 1.2, Table 2.5, etc.

- Cardiotext recommends using the Table function in Microsoft Word to create tables. Alternatively, use tabs to separate columns and paragraph returns to separate rows.

- Be sure to include credit lines for any borrowed material to appear as Source:. (See Permissions and Courtesies section). If a table is reprinted from a previously published work, provide the credit line, using the exact wording dictated by the copyright holder, on a separate line below the table.

Videos

- Final videos must be submitted as separate, individual files. The following formats are acceptable: .wmv, .mpg, .mov, .avi, .flv, .mpeg, .rm, .mp4.

- Numbering in the text: Video 1.6, Video 1.8, etc.

- File naming: Use the last name of the senior author as the first element in the file name: Author.

Video.6.mov, Author.Video.8.mpeg, etc.

Permissions and Courtesies

- Images, illustrations, tables, and videos originally created for or used for the first time in this text are best.

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- At the end of your manuscript, include a list of all previously unpublished images provided by contributors to the chapter. All figures, diagrams, tables, and videos not in this category must have credit lines at the ends of their legends.

- Authors are responsible for all fees charged for permissions.

- Granted or approved permission requests must be submitted with your manuscript. Name these documents to match the appropriate figure or table (e.g., Table 12.2 Permission.doc, Figure 12.5A Permission.pdf). Written permission from the publisher is needed even if you are the author of the previously published article or book.

- Complete source information must be included at the end of the legend unless the image belongs to one of the contributors to the chapter. If the source is one of the references in your chapter, indicate the reference number and provide the page number and original figure or table number of the item when possible. Include the credit line provided by the copyright holder (eg, "Courtesy of _____"). If the source is a medical device company, the credit line they provide you with will be sufficient.

- Tables that combine data from several sources or that have been significantly revised do not require specific written permission. In such cases, the credit line should begin "Data from _____" Data cannot be copyrighted.

Patient Confidentiality

- Make sure that no patient information appears anywhere in the text, images, illustrations, tables, videos, or any other part of your chapter.

Chapter Contributors

- List the names, affiliations, and contact information for all contributors on the title page of your chapter. The sequence of authors should reflect the order in which you want the names to appear in the book.

- Please check the Author Instructions specific to your book to see if there are restrictions on the number of authors allowed per chapter.