

ONS Publishing Division Manuscript Checklist

Author: _____

Title of M/S: _____

Deadlines: Original M/S: _____ Revised M/S: _____

Please read and check off the relevant items listed below as you prepare your manuscript (M/S). Enclose the checklist when you return your M/S to the book's editor.

This book will be published as a unit not individual chapters; therefore, it is important that everyone adheres to deadlines.

	1. The M/S is complete.
	2. Your name, credentials, and chapter title are included on everything you send to your editor.
	3. In-text reference citations (author[s], year) are included for all statistics, dosages, and references made to the work of or reported by another author. Use primary references (the original work being cited) whenever possible.
	4. All parts of the M/S are formatted double-spaced.
	5. Margins are 1" on all sides. Text is justified on the left side only.
	6. Page numbers are included in the bottom right corner of the M/S.
	7. Titles and headings are typed in caps and lowercase (Like This), not in full caps (LIKE THIS) or sentence style (Like this).
	8. Subheads within chapters are treated consistently. For example, first-level subheads are centered, second-level subheads are typed flush left, and third level subheads are boldfaced, run into the text and followed by a colon. Do not italicize or underline subheads.
	9. Direct quotations have been checked against their sources. All statistics, dates, names, and other facts have been verified and noted with an in-text citation. Add page number to in-text citation and reference list citation for a direct quote.
	10. Prose quotations under 10 lines and verse quotations under two lines are run into the text. Longer quotations are set off as extracts (indented on each side). Page numbers on which the quotation appears in the original source are included.
	11. The accuracy of references has been verified: titles, authors, publishers, dates of publication, volume numbers, and page numbers are complete and correct. Information cited in parenthetical text citations matches that given in the reference list.

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	12. Generic names for drugs are used whenever possible. If brand names are required, the TM or [®] designation and the manufacturer's name are included in parentheses the first time the product is mentioned.
	13. Tables and figures photos are numbered consecutively within categories and grouped at the end of the M/S; their placement in the book is signaled by call-outs (e.g., "see Figure X") at the proper points.
	14. Captions for tables and figures are provided and include credit exactly as specified by the letters of permission or lists of references used in the creation of original material.
	15. The M/S is printed on good-quality medium-weight paper and is fully legible.
	16. An electronic word-processing file is provided, with any graphics files being used saved in separate files, <i>not</i> embedded in the word-processing file. The printout and electronic file match <i>exactly</i> .
	17. All electronic versions of figures and photos are provided as high-resolution (at least 300 dpi) TIFF, EPS, or JPEG files and are not enlarged more than 15% from the original.
	18. Permissions are provided for any clinical photographs of patients in which they are identifiable (full face or side view photos). If the photograph is of a minor, written permission must be obtained from a parent or guardian. In the case of a patient who has died, permission must be obtained from the next of kin.
	19. Original letters of permission for tables and figures, as well as for any textual material that requires permission, are enclosed. Chapter number and figure or table number are written at the top of the permission letter.
	20. A copy of the original source material for adapted or reprinted material is included. For figures reproduced from another source, a <i>very clean</i> photocopy or high-resolution electronic scan is included.