

Checklist for Authors of Revisions

Author: _____

Title of Chapter: _____

Please refer to this checklist when preparing your chapter for submission to your editor. You'll find information on formatting, using tables and figures, obtaining references, and developing your chapter content. For questions on any information in this checklist or if you are having problems meeting the deadline, please contact your editor or Dave Burns, the Acquisitions Editor for ONS.

DOCUMENT FORMATTING	
	Put the chapter title, your name, and credentials at the top of the first page (include co-authors).
	Use 1-inch margins on all sides and double-space all text.
	Begin the chapter with an Introduction and end with a Summary.
	Identify the headings and subheadings: <ul style="list-style-type: none"> • First-level headings are bold and centered. • Second-level headings are bold and flush left. • Third-level headings are italicized and flush left.
CHAPTER CONTENT	
	Content <u>MUST</u> be accurate and current.
	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 whenever possible. These should match the reference list.
	Generic names of drugs should be used if possible. If brand names are required, the TM or [®] designation is included in parentheses the first time the product is mentioned.
	When using abbreviations or acronyms, spell out what it stands for the first time it is used and include the abbreviation in parentheses. Thereafter, use just the acronym.

TABLES AND FIGURES	
	Indicate the placement of tables and figures with a callout (see Table 3-1) in the text. Do not place the table or figure in the text at that point.
	Place all tables and figures at the end of the document after the references. Be sure to indicate the number of the table or figure and number them consecutively throughout the chapter. Please make sure the numbers correspond to the callouts in the text.
	Make sure all tables and figure information is legible. All electronic versions of figures and photos must be high resolution (at least 300 dpi) in TIFF, EPS, or JPEG format. Graphic files should be saved separately, not placed in the Word file. Provide captions and be sure they reflect any specific information required in permission letters.
REFERENCES	
	Use APA formatting for references. A separate document with reference examples is included in your packet.
	References should be no older than five years from the time the chapter is written. As an exception, historical/landmark references are OK.
	References should be from the most current edition of a book (don't use 2nd ed. if there is a 3rd ed. of a book).
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