



Authors' Style Guide

Note: Manuscripts that do not follow format will be rejected or returned for revision.

Manuscript Format

Manuscripts, in English, should be typed on one side of the paper only with double spacing and wide margins. Times New Roman, 12-point font is required. Please include a title page that contains the following: author name(s) and affiliations, an address for correspondence, fax and telephone numbers, and e-mail addresses, if available. Please indicate the corresponding author with an asterisk (*).

Medium of Submission

The preferred medium of submission is on disk with accompanying manuscript in hard copy. Hard copy-only submissions will not be accepted. The preferred storage medium is CD in either MS-DOS or Mac format. CDs will not be returned. Additionally, you should e-mail the electronic copy to IHL Press at ajuodawlkis@informedhorizons.com.

File Format

Files should be saved in Microsoft Word format. Please do not save files in ASCII format. Ensure that your disk is formatted correctly, and that it contains only final version of the files you are submitting (text and figures, see also "Figures" section, below). Please label the disk or file with your surname and date, e.g., "strauss083104.doc." Figures should be labeled with your surname, date, and figure number, e.g., "strauss083104_figure 1.eps." See below for additional information regarding format of figures/images.

Final Submission

CD plus one final, printed and exactly matching version should be submitted together to IHL Press. It is critical that the file on disk and the hard copies match *exactly*. Submissions should be made (and inquiries directed) to:

Amy Juodawlkis
IHL Press
Informed Horizons, LLC
26 Bailey Rd
Arlington, MA 02476
Phone +1 781 648 1933
ajuodawlkis@informedhorizons.com

Chapter Style

The foundation of our style is the most recent edition of The Associated Press Stylebook and Libel Manual. The style for references and scientific information is drawn from the most recent edition of the American Medical Association Manual of Style. We request use of the active voice for a clear, concise style. Headlines should be as brief as possible while conveying the point clearly. Short subheads should be used to help guide the reader throughout the chapter.

Contents of Chapters (for an edited volume)

Chapters should contain the following:

Title

Capitalize the first letter of the first word of the title only. For example, "Novel combination therapy strategies," *not* "Novel Combination Therapy Strategies."

Authors

Please include all contributing authors' complete names (first name, middle initial, then last name). Separate the names by commas and indicate each author's affiliation. Again, please place an asterisk next to the corresponding author's name.

Example: Chung K Chu,* Jean-Pierre Sommadossi and Raymond F Schinazi

Abstract

Introduction

Materials and Methods

Results

Discussion

Conclusions or Summary

Acknowledgments

References

References

When composing your manuscript, you will need to cite (quote) the bibliographical references of all documents you have used or to which you have referred. It is very important to be consistent and accurate when citing references because the references may need to be traced at a later date by someone who reads your work. The same set of rules should therefore be followed every time you cite a reference.

References need to be cited in two different places: at the point at which a document is referred to in the text of the work and in a list at the end of the work

1. Citation in the Text

The Harvard System (Author-date method)

All statements, opinions, conclusions etc. taken from another writer's work should be acknowledged, whether the work is directly quoted, paraphrased or summarized. In the Harvard System cited publications are referred to in the text by giving the author's surname and the year of publication in one of the forms shown below:

1.1 If the author's name occurs naturally in the sentence the year is given in parentheses:

e.g. In a recent study Harvey (1993) argued that ...

1.2 If, however, the name does not occur naturally in the sentence, both name and year are given in parentheses:

e.g. A recent study (Harvey 1993) shows that ...

1.3 When an author has published more than one cited document in the same year, these are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the parentheses:

e.g. Johnson (1989a) discussed the subject ...

1.4 If there are two authors, the surnames of both should be given:

e.g. Matthews and Jones (1992) have proposed that...

1.5 If there are more than two authors the surname of the first author only should be given, followed by et al in italics or underlined:-

e.g. Wilson *et al* (1993) conclude that...

2. Elements to include in the list of references at the end of a work

Bibliographical references describing the documents cited are given in a list at the end of the text.

2.1 In the Harvard System, the references are listed in alphabetical order of authors' names. If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and letter (1993a, 1993b) if more than one item has been published during a specific year

.

2.2 Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication rather than from the front cover.

2.3 Each reference should use the elements and punctuation given in the following examples.

Reference to a book - Elements to cite:

Author's surname, initials,

Year of publication.

Title in italics or underlined.

Edition (if not the first).

Place of publication:

Publisher.

e.g. White, R, 1988. *Advertising: what it is and how to do it*. 2nd ed. London: McGraw Hill.

Direct Quotation

If a writer's work is directly quoted from, in an essay, the quote, in inverted commas, should be indented on the page and followed by the writer's name, date of publication of the work and the page number(s) of the quote.

e.g. Moore, referring to problems solving and decision choice, writes: "It is a process that can be directly taught" (Moore, 1990,37)

If the same point is mentioned by several authors it should be in date order, linked by a semi-colon.

e.g. Several authors have criticized Maslow's concept of needs (Brown 1972; Smith, 1983; Ashton, 1988).

Reference to a contribution in a book - Elements to cite:

Surname of contributing author, initials,

Year of publication.

Title of contribution followed by the word *in*: which should be in italics or underlined

Author or editor of publication, (initials, surname) followed by **ed.** or **eds.** if relevant.

Title of book in italics or underlined.

Edition (if not the first) or volume number if part of a series.

Place of publication:

Publisher,

Year of publication of book,

Page number(s) of contribution.

e.g. Wright, P, 1986. Reactions to an Ads contents versus judgements of Ads impact. *In*: J. Olsen and K Sentis, eds. *Advertising and consumer psychology*. Vol. 3. New York: Praeger, 1986, 108-117.

Reference to an article in a journal - Elements to cite:

Author's surname, initials,

Year of publication.

Title of article.

Title of journal (in italics or underlined),

Volume number and part number (with the latter in parentheses),

Page numbers of contribution.

e.g. Greco, A.J. and Swayne, L.D., 1992. Sales response of elderly customers to point-of-purchase advertising. *Journal of Advertising Research*, 32 (5), 43-63.

Reference to a conference paper - Elements to cite:

Surname of contributing author, initials,

Year of publication.

Title of contribution followed by the word *In*: which should be in italics or underlined

Editor of conference proceedings (initials, surname) (if applicable) followed by **ed.** or **eds.**

Title of conference proceedings (in italics or underlined) including date and place of conference.

Place of publication:

Publisher,

Page numbers of contribution.

e.g. Silver, K, 1989. Electronic mail: the new way to communicate. *In*: DI Raitt, ed. *9th international online information meeting, London 3-5 December 1988*. Oxford: Learned Information, 323-330.

Reference to a publication from a corporate body (e.g. a government department or other organization) - Elements to cite:

Name of issuing body,

Year of publication.

Title of publication (in italics or underlined).

Place of publication:

Publisher.

Report Number (where relevant).

e.g. Independent Television Commission, 1991. *The ITC code of advertising standards and practice*. London: ITC.

Special Characters

Do not use Symbol font. Characters not available in Times New Roman – foreign language letters, mathematical symbols, etc. - should not be left open, but must be indicated by a unique code (e.g., "Beta symbol" for the Greek letter beta, etc.) consistently throughout the entire text. Please make a list of such codes and provide a key. It is preferred that Times New Roman font and standard keying be used for primes in compound names.

e.g., 3²-substitution, *NOT* 3¹-substitution

Drug and Equipment Nomenclature

Generic names (unabbreviated) for drugs should be used throughout the text. The supplier (with brief address) must be given for all laboratory equipment and materials. *All abbreviations should be spelled out in full at first mention.*

Virus Nomenclature

Authors are requested to follow the guidelines of the International Committee on Taxonomy of Viruses (ICTV), as mentioned in Vol. 29 (1996) pp 1-2. The complete report of the ICTV (The Classification and Nomenclature of Viruses: Sixth Report of the ICTV, Murphy, F.A. et al., 1995) is available from Springer-Verlag.

Tables

All tables should be created using Microsoft Word and should consist of “live” text (i.e., modifiable text rather than a pasted static image). Tables should be formatted as they will appear in the text and located where it is desired they should appear within the text. Tables must be numbered consecutively with Arabic numerals, and only contain horizontal lines. A short descriptive title should appear above each table, with legend and, if needed, footnotes (identified with a, b, c, etc.) below the table.

Tables will occasionally require redrawing by the Publisher. The author will be required to review and approve any table redraws.

Figures

Figures must be submitted in gray scale. Figures must be included as individual image files (one file per figure) and named as described above in “File Format” section. Please be certain that all figures will convey the desired information when printed in gray scale. Reproduction in color is subject to approval by the Editor(s) and Publisher.

Amino acid sequences, gene maps, etc., should be submitted as figures.

Acceptable image formats for publication:

- TIFFs, JPGs and EPS: 300 dpi at 100% of the final size; *EPS images are preferred*
- Images 150 dpi and over that are at least twice the final size
- Images 72 dpi and over that are at least 4 times the final size

The illustration file names must include the author's name and be numbered in Arabic numerals according to the sequence of their appearance in the text, where they are to be referred to as Fig. 1, Figs. 2-4, etc.

Each illustration must have a legend, which should be included within the text of the chapter, at the desired location for the illustration, with the number of the illustration to which it refers. The Publisher will determine degree of reduction.

Occasionally, graphic images require redrawing by the Publisher. The author will be required to review and approve any image redraws.

Any hard copy illustrations, which are not also supplied electronically, will not be accepted.

Review

Manuscripts will be reviewed by the editor and at least one additional reviewer. Review comments will be sent to the author and every effort should be made to address the review comments in the manuscript.

Electronic and hard copy of the revised manuscript should be sent to Amy Juodawlkis.

Proofs

Proofs will be sent to the corresponding author. They should be checked carefully and returned by email or fax (+1 866 534 6438) within two (2) days of receipt. Only printer's errors may be corrected: no changes in or

additions to the edited manuscript will be allowed at this stage. The Publisher will proceed if proofs are not received on time.

Numerical Conventions

Please note that within the text of your submission, numbers *less than 10* should be spelled out (e.g., one, two, three, etc.), while numbers *greater than or equal to 10* should be represented with Arabic numerals (e.g., 10, 11, 12, etc.).

Commonly Misspelled Words

antinuclear	multispecific	reevaluate
antiviral, antiretroviral	nonconstant	re-infected
anti-cancer	nonessential	re-treat
baseline	nonhuman	reusable
co-administer	noninfectious	semiquantitative
cocultured	noninvasive	short-term
coexistence	nonresponder/nonresponse	side effect
coincident	nonspecific	stepwise
coreceptor	nonstructural	stereochemistry
coworkers	nonviral	subcellular
cross-resistance	outpatient	subchronic
endpoint	overall	subclinical
et al.	Pekin duck (<i>not</i> Peking duck)	subculture
first-order	post-dose	subfamily
follow-up (adj.), follow up (v.)	postoperative	suboptimal
half-life	posttransfusion	subpopulation
herpesvirus	posttreatment	time point (always two words)
housekeeping	preclinical	turnover
intracellular	precore	twofold (followed by threefold, etc.)
in vitro	predate	up
in vivo	predispose	to tenfold, then 11-fold, 12-fold, etc.
life cycle	preexist	thereafter)
lifelong	pretreatment	wild-type (adj.) - Example, wild-
long-standing	postnatal	type
long-term	posttreatment	virus. The noun form does not have
metanalysis	proofread	the hyphen (i.e., wild type).
multicenter	re-dose	X-axis
		Y-axis