

## **Manuscript Information for Authors**

- Please supply us with your script saved as a **double-spaced** Word document (hard and soft copy must be absolutely identical).
  - Please send us all permissions/consent forms with your final script.
- 

### **Preliminary pages**

Please include the following:

- Title page
- Table of Contents
- Preface, Foreword, Dedication, Acknowledgements or Introduction (as applicable).

### **Contributors** (if applicable)

Please include a complete list of their names, affiliations, addresses, telephone numbers and email addresses. Please ensure all contributors provide a short abstract and up to six key words at the beginning of their chapter.

### **Abstracts/key words**

Your chapter/book will be part of our **online-book programme**. Please supply a 50 to 150 word abstract and up to 10 keywords for every chapter. These are free to view on-line and will increase 'discoverability' and readership of your chapter by encouraging readers to go to the main text. These are not usually included in the printed book.

Please include the abstract and keywords in the same file as the rest of the chapter between the chapter title and the main text.

#### *Abstracts should:*

- be a concise and informative summary that encapsulates the message of the chapter
- be between 50 and 150 words
- not contain any graphics, tables, equations or references

Abstracts are used by online search engines like Google to find material relevant to each search, so well-structured abstracts are more likely to be found. More information on how to structure abstracts can be found at:

<http://authorservices.wiley.com/bauthor/seo.asp>

#### *Keywords should:*

- be up to 10 per chapter
- use an initial capital only for proper nouns

### **Main text**

- *Saving the text:* please save each chapter separately as a double-spaced Word document, named by Chapter number. The copyeditor will work on a double spaced version of the script, and will ask you queries by page number so it is important that you have the same spaced version to be able to easily identify the queries. (The electronic text must be identical to the hard copy.)
- *Font:* there is no preferable font to use for the chapter text, as long as it is clear. Times or Arial are good fonts for plain text. Times is better if you are using unusual or mathematical symbols as Arial or other 'sans serif' fonts can be ambiguous (e.g. the letter 'el' can look like a numeral 1).
- *New editions:* if you are updating the electronic files of the previous edition please use the 'track changes' function in Word to highlight for us the additions/deletions.
- *Saving artwork:* save artwork separately from the text. Please do not embed artwork within the text as this can make it unusable. However, tables within the text are fine.

- *Headings*: please use a clear hierarchy of headings to indicate main sections and sub-sections within each main section. We advise using a maximum of 4 levels of heading, as more may become confusing for the reader.
- *Lists*: please use a consistent style, either bullet points or numbered lists: (1), (2).
- Please number all the pages of each document electronically.

### **Figures and tables** (See separate guidelines for the preparation of artwork)

- *Numbering*: please number the figures and tables as follows: Fig. 1.1, Fig. 2.1, Table 1.1, etc., where the first number is the chapter number, the second number is the figure/table number. They should be numbered sequentially according to the order in which they fall in the text. Tables should be saved in a separate sequence to figures.
- *Citing display items*: **please cite all figures, tables and boxes in the text**, for example: 'Fig. 1.1 shows...' or '(see Table 1.1)'. Please do not write 'Place Fig. 1.1 here' as we are rarely able to place items exactly, unless you are having a very specific layout as agreed with your Commissioning Editor.
- Supply figure captions as a separate list.
- Tables are best formatted using Word's table function.

### **References**

All references cited in the text need a full citation in the Reference list. Please use a consistent style for references, especially important in multi-contributor books.

- References should include the following information:
  - All author or editor surnames and initials
  - Year of publication
  - Title of the book, journal article or book chapter
  - Journal title, volume number and page range of the article
  - Publisher name and place of publication for books (not necessary for journals)
  - Page numbers if referencing a chapter within a book. Supply the chapter title, full name of the book from which the chapter is taken, and the book's editor
- If you use a numbering scheme for references, assign numbers to the references according to the order in which they appear in the text, not alphabetically or by date.
- If you are using a name-date system, e.g. Smith (1990), the references should appear in date order in the text (Smith, 1988; Davies, 1995), and alphabetically in the reference list.

### **Consent**

For medical/dental subject areas, informed consent must be obtained from patients for use of information or images from which patients may be identified. Consent may also be needed for use of photographs generally where persons are identifiable. If in doubt please ask your commissioning editor. If you are using case studies, please ensure that all names or places are made anonymous.

### **Permissions**

Permission must be sought for all copyright material. This may include text extracts (see our website guidance below) and is always necessary for figures, photos, tables or any other material where you are not the original author or artist.

We will supply you with a standard form to send out to publishers and copyright holders requesting permissions for world English language rights in print and electronic media. These must be returned to us with your final manuscript. Scripts cannot proceed into production until permissions are cleared. For further information on copyright clearance please check the author pages on our website (<http://authorservices.wiley.com/>) or ask us for advice.

### **What happens after I send in my script?**

Once your commissioning editor has accepted your script for publication, it is passed to a Production Editor, who spends time preparing the script for copyediting, assessing the work required, checking artwork, preparing a page design, arranging suppliers, and so on. Your Production Editor will be in touch early to introduce themselves and your copyeditor, to go over any early queries and to inform you of the publication schedule.

After script assessment, the script is sent to a freelance copyeditor who will contact you directly with any copyediting queries. It is important that you are able to answer these queries as quickly as possible, so please let your Production Editor know if you will be away so this can be taken into account in the schedule.

Following copyediting, the script is checked and sent to a typesetter. Typesetting takes about 4-5 weeks, after which proofs will be sent to you. Your Production Editor will inform you of the exact proof date.

#### *Proofs*

You will need to read the proofs carefully. Proof stage gives you the opportunity to check you are happy with the text. Proofs will look the same as the final book, laid out in pages with the artwork in place. At proof stage we cannot usually accept large-scale changes, as there are serious cost and time implications, but small corrections and essential updates are fine. If you have agreed to prepare an index this will be the time you finalise it, or if we are preparing the index for you we will book a specialist indexer. We can supply PDFs of your proofs which you can use for correcting electronically and/or to help with preparing your index.

#### *Proof collation and final correction*

If we have any queries on your corrections we will contact you. Once everything has been finalised the proofs are sent back to the typesetter, who corrects the final files. We have a further 'in-house' checking stage to make sure the setter has not made any mistakes, and then the final files are approved and sent for printing.

## Preparing Your Artwork

- Please send us early samples of your artwork, before submitting your script.
- Permissions – if you have used illustrations from other published sources, you will require permission *from the publisher of the original source*. Please obtain permission before sending in your script and provide copies of all completed permissions forms. We can supply you with Blackwell forms to use when you request permission.
- Unless otherwise agreed with your commissioning editor, please present all your artwork in **black and white**.

**You may not have to read all the notes below. It depends on the type of artwork you wish to supply – either electronic or hard copy.**

### **General notes**

- Please supply good quality print outs of all artwork on single-sided A4 paper.
- **Please do not embed artwork in the text file.**
- Please save each figure as a separate file, numbered by Chapter so the first figure in Chapter 1 would be Figure 1.1, the second would be Figure 1.2, and so on. Please do not save more than one figure in a file.
- Please avoid scanning illustrations from other previously printed sources, as interference patterns can be a problem. In this case it is necessary to supply originals for us to scan.

### **Electronic artwork**

Unless you need to create a composite image in Powerpoint or Word, please **do not** embed artwork into Word or Powerpoint files. Instead please just supply us with the original 'native' image files.

However, we **are** usually able to use line artwork that was **originally drawn** in Word, Powerpoint or Excel (i.e. it hasn't been drawn in some other package and embedded). Do not attempt to convert these to tif or jpeg files.

*Electronic LINE artwork - ideal resolution is 600 dpi at the size you would like to use them (although the final sizing decision remains with Wiley-Blackwell)*

- Electronic line artwork that is drawn in Illustrator, CorelDraw or other drawing packages (except for MS Word, Excel or Powerpoint) should be saved as **tif** or **eps** files. Jpeg files are usually *not* appropriate for line artwork.
- We recommend using a minimum line thickness of 0.5 pt for electronically drawn artwork. Heavier lines may be used where required, but thinner lines may break up during printing.
- Unless your book is being printed in colour please do not use colour shading.
- Grey shading (tint of black): shades of grey that are closer than 20% to each other look too similar when printed. We suggest using 20% and 40% tints. You can also use white and black.

- If you are drawing something where you need a lot of different shades (e.g. a pie chart), we suggest using simple pattern types to increase the variety of shades available, e.g. hatching, cross-hatching, large dots.
- Ensure that the text size is appropriate for the size of the artwork you are drawing – we would normally suggest 8pt at the size the figure is going to be reproduced. Please also use a consistent and clear font (for example, Arial or Helvetica).

*Electronic photographs, including radiographs, MRI images, etc. Minimum resolution is 300 dpi at the size you would like to use them (although the final sizing decision remains with Wiley-Blackwell)*

- Appropriate file types are tif or jpeg, but we can accept others so supply early samples.
- Please ensure images are clear and free from fuzziness.
- We can convert colour images to black and white for you. Please bear in mind, however, that some colours convert to similar shades of grey so the contrast you see in colour may not be quite as strong in black and white.
- Electronic artwork from electronic copies of journals (e.g. pdf files downloaded from the internet) are not high enough resolution as they have been optimised for web viewing. Please supply an original copy of the printed hard copy journal for us to scan from.
- The byte size of a standard photo file (such as a halftone in tif or jpeg format) can also be a useful rough gauge when deciding whether the image will be clear enough when printed on the page. As we can only print at a resolution of 300dpi:
  - An image to be printed 8cm x 6cm on the page (approximately ¼ page of an average size book) will usually require an electronic file size of around 2Mb
  - An image to be printed 12cm x 9cm on the page (approximately ½ page of an average size book) will usually require an electronic file size of around 4.5Mb
  - An image to be printed 20cm x 15cm on the page (approximately full page of an average size book) will usually require an electronic file size of around 12Mb

### **Hard copy artwork**

If we only have hard copy images and no electronic files then we will scan the artwork. Hard copy can be line artwork on paper, photos or slides.

*Line artwork:* please supply good quality print outs or drawings on single-sided paper.

- For simple hard copy artwork such as graphs or charts please avoid using grey or coloured shading, as these do not scan well when incorporated from hard copy line artwork. Instead use clear patterns, such as cross-hatching. White and solid black are also good shading colours.
- For artist-produced, hand-drawn or other finely detailed artwork, we can accept a wider range of tints and effects. Please speak to your commissioning editor if this is the case.

*Hard copy photographs and slides:* our typesetters have high quality scanning equipment so if you cannot provide high quality electronic scans then we can do this for you. We can convert colour photos/slides into black and white images once they are scanned.

If you have any queries about your artwork, please speak to your commissioning editor or production contact. We have considerable artwork experience and can advise you on the best way to proceed.

## Suggested formats for supplying artwork:

Programme used to create/draw image	Electronic Format to supply it in	File extension	Required Resolution
Word	Word file	.doc	n/a – but see guides for recommended fonts and line thickness
Excel	Excel file	.xls	n/a – but see guides for recommended fonts and line thickness
PowerPoint	PowerPoint file	.ppt	n/a – but see guides for recommended fonts and line thickness
Illustrator	Save as tif or eps file	.tif or .eps	Minimum 600dpi
Photoshop	Save as tif or eps file	.tif or .eps	Minimum 600dpi if line drawing Minimum 300dpi if photograph
ChemDraw	Export as a tif file	.tif	Minimum 600dpi
Corel Draw	eps file	.eps	Minimum 600dpi
Digital camera (electronic photograph)	jpeg file or tif file	.jpg .tif	Minimum 300 dpi

### NOTE: Files created on Macs

IBM PCs use extensions on file names to recognise file types (eg '.doc', '.eps', etc). Because AppleMacs work in a different way, files created on an AppleMac computer may not automatically save with an extension in their names. If you are using a Mac, please ensure that you add the correct extension to the file names, to ensure the files can be 'read' by a PC.

## **Permissions**

*If in doubt – please apply for permission*

The author is responsible for clearing relevant permissions with copyright holders to reproduce text quotations, tabular matter and illustrations. Please let us have a note about any special permission/acknowledgements which must be reproduced in your book - including any requirements about specific wording or positioning. You should supply us with copies of permissions letters/emails for our records at the same time as you send us your final manuscript. **It is important that you contact the publisher (or copyright holder) of the original material** from which you wish to quote, you can use our Permission Request form or you can send an email to the Rights person at the relevant publishing house.

- **Tables and illustrations** must be covered by formal permission if they are copyright material.
- **Maps** taken from other sources will usually require copyright clearance as well. Please check that you have the appropriate permission to use these. Ordnance Survey charge high fees.
- **Photographs** borrowed from manufacturers/friends should also be accompanied by permission for us to reproduce the illustration in your book.
- If you have **adapted** or **modified** material from another source, it is important to state this with wording such as 'adapted from Smith & Jones (1996)' near the material and include the full details of the original source in your Reference list. **Permission is still required for adapted or modified material.**
- Icons or other illustrations from your computer software may be copyrighted to the software house and would therefore need permission before they can be reproduced in your book.
- You need to be sure that you have the permission of the **original** publisher (or copyright holder) to reproduce material in your book, even if you have taken the material from another, intermediate, source.
- **NB:** Copyright period is now 70 years from the death of the author/artist. Many publishers are looking far more critically and commercially at what they will and won't allow to be used freely with the advent of electronic publishing, and rules are getting tighter.

### **Requesting permission from a Blackwell Publishing book or journal**

- If you have a permission request for a John Wiley book or a Blackwell Publishing book or journal, and/or the Blackwell Publishing imprints of Blackwell Publishers, Blackwell Science, Iowa State Press and Futura Publishing, you will need to email your request to [permreq@wiley.com](mailto:permreq@wiley.com), supplying as much detail as possible. We are pleased to say that Wiley Blackwell are now on Rightslink and permissions for journal materials can be obtained instantly using this service, via Wiley Interscience.