



INSTRUCTIONS FOR AUTHORS & EDITORS

Editorial Concept . . .

The editorial concept for authors and editors of Davies Publishing Inc. is defined specifically in the publishing agreement. What follows here are general guidelines for the preparation of a manuscript. These generic guidelines may be modified according to the nature and purpose of your project with us.

Organization of Your Book Manuscript . . .

1. Title, authors, and affiliations
2. Table of contents
3. Chapters
4. CME questions, answers, and explanations
5. Appendices
6. Artwork
7. Permissions to reprint previously published material

Organization of Your Chapter Manuscript(s) . . .

1. Title and authors
2. Text of the chapter
3. References
4. CME questions, answers, and explanations
5. Tables
6. Figure captions
7. Permissions to reprint previously published material
8. Artwork

Manuscript Format

Please format and submit your manuscript in MS Word.

Headings in the Text . . .

Please organize the text by using as many as four levels of heads. Examples:

MAJOR HEADING

Text follows here. . . .

First-Level Subheading

Text follows here. . . .

Second-Level Subheading

Text follows here. . . .

Third-Level Subheading. Text follows here. . . .

References . . .

References should be cited in the text with superscript numerals (as here¹) and listed at the end of the chapter in consecutive order. Please cite all authors and use the following bibliographic style:

- *Article:*
Baker CA: Apical papillary fibroelastoma: JDMS 22:382–386, 2006.
- *Chapter in book:*
Bandyk DF: Ultrasound assessment during and after peripheral intervention. In Zwiebel WJ, Pellerito JS (eds): *Introduction to Vascular Ultrasonography*, 5th ed. Philadelphia, Elsevier Saunders, 2005, pp 357–379.
- *Book:*
Hedrick WR, Hykes DL, Starchman DE: *Ultrasound Physics and Instrumentation*, 4th ed. St. Louis, Elsevier Mosby, 2005.

Cases and Questions for the CME Component . . .

If your book or chapter contains a CME component,, approximately one-third of the CME questions should be case-based, one-third should involve the application of ultrasonographic technique or principles in a clinical context, and one-third should involve the interpretation of results in a clinical setting.

At least one-third of the CME questions should include one or more images, illustrations, or video clips for the reader to consider. Unless the chapter topic rules out video clips, each chapter should have at least one CME question that is based on or explained by a real-time video clip of high quality.

All questions should be in multiple-choice format and contain five answer choices, A–E. In manuscript, the correct answer choice should be followed by an asterisk. Generally, questions should require the reader to apply his or her knowledge of one or more facts rather than simply to recite a single fact from memory. Example:

- THIS:

1. You are insonating a target that lies 1.5 cm below the skin surface. The round-trip transit time of the ultrasound is:

- A. First answer choice.
- B. Second answer choice.
- C. Third answer choice.
- D. Fourth answer choice.*
- E. Fifth answer choice.

- NOT THIS:

1. The average speed of ultrasound in human tissue is:

- A. First answer choice.
- B. Second answer choice.
- C. Third answer choice.
- D. Fourth answer choice.*
- E. Fifth answer choice.

Answers should include both the letter choice and the text of the answer and, separated from the answer statement by one line space, an explanation that elucidates and elaborates on the correct answer and also explains why none of the remaining answer choices were the best answer:

1. E. Liver metastasis from lung cancer

The appearance of a bull's eye lesion within the liver is nonspecific, but is frequently seen with metastases from lung cancer. Answer choices A and B can be ruled out because. . . . Similarly, answer choices C and D would be reasonable considerations except that in this case. . . .

Art copies and related instructions appear last, identified by question number (e.g., "CME Figure 1").

Notes on formatting the questions and answers:

- Items are separated by one line space, as above.
- A flush-left format is used with no right justification.
- There are no indentations unless MS Word automatic numbering is used.
- One letter space is inserted following periods.
- A period is used following an answer choice in the questions (e.g., "A.").

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Artwork . . .

- Digital art: Please provide unreduced (i.e., don't reduce the dimensions of the original artwork) high-resolution ultrasound images in electronic format. GIF and TIFF formats typically retain more digital information. The larger the physical dimensions and file size of the original, the better the image in the book.
- Reflective art: Art for direct reproduction (e.g., drawings, photographs) must be clear, distinct, original (no photo reproductions from previously published books or articles, for instance), and generally of publishable quality. Art production and printing processes degrade the art; it will never look better in the book than it does in the original.
- Technical illustrations: Our medical illustrator will produce illustrations necessary to clarify technical points (probe/patient position, for instance) or scan details. (See chapter 6 in Talbot's and Oliver's *Techniques of Venous Imaging* for examples.) For any such illustrations, please provide clearly and unambiguously drawn, labeled, and annotated rough drawings from which our artist can work.
- Labels and annotations: We will set in a uniform font style and size all labels, symbols (e.g., arrows), and annotations that are to be added to artwork. Toward this end, please make clear, unambiguous notes on photocopies or printouts of original art so that we know how to label it. Include these instructions with the file of artwork for each chapter.
- Art files: Attach a label to the back side of each piece of art identifying it by number, making sure that these numbers correspond with the callouts in the text. Multipart figures should be identified by figure number and capital letters, as here: Figure 1A and B, Figure 2A–D, etc. Organize the art file in consecutive order and package it carefully with the manuscript.

Manuscript Delivery and Contact Information . . .



Instructions for Authors and Editors

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