



CAP PRESS: AUTHOR GUIDELINES

Roles and Responsibilities

New Publications

Lead Author

- Determine scope and content of publication, consistent with that outlined in the original proposal and approved by the Publications Committee. Any significant variation requires approval of the Publications Committee.
- Recruit contributing authors and set deadlines for chapter submissions.
- Communicate directly with contributors regarding content, timelines, CAP Press author guidelines, etc.
- Review and edit all contributor chapter content.
- Provide a list of contributors and contact information to Publications.
- Submit all content – text, tables, images – to Publications.
- Identify any content (eg, tables, images) obtained from previously published sources.
- Review edited chapters and respond to all manuscript queries. (This may be delegated to the contributors, based on the preference of the lead author.)
- Review chapter PDF proofs and submit changes to Publications. (This may be delegated to the contributors, based on the preference of the lead author.)
- Review final book proof (PDF and/or hardcopy) and submit any changes.
- Provide a brief biosketch for book cover.
- Review promotional text for ads, publications catalog, etc, as needed.
- Note: The accuracy of all content, including references, is the responsibility of the lead author.
- Throughout the development process, respond to emails from assigned member of the Publications Committee on status and progress of work, as requested.

Contributing Authors

- Work with lead author to determine assigned content and timeframe for development.
- Submit draft chapters for editing to lead author within assigned deadline.
- Modify chapter content based on input of lead author, as needed.
- Submit final chapter content along with associated images, etc, to lead author to finalize/submit to CAP Publications.
- Review edited chapters and respond to queries, as appropriate.
- Review PDF proof of chapter and submit changes to Publications, as appropriate.

CAP Publications Staff

- Provide CAP-owned materials, as requested by lead author (eg, Surveys images/write ups, LAP checklists).
- Edit final chapter content for grammar and style, with all significant changes tracked and queries inserted as comments in the Word file.

- Distribute edited content for review either to lead author or contributors, as designated by lead author.
- Design page layout and book covers.
- Put edited/reviewed content into layout, and provide PDF proofs of chapters for review either to lead author or contributors, as designated by lead author.
- Obtain any necessary permissions for reuse of content previously published.
- Create index, table of contents, contributors listing, etc.
- Obtain and assign ISBN and Library of Congress numbers.
- Work with Purchasing to select print vendor, and provide all necessary electronic files for print production. Work with ebook vendor, providing all necessary electronic files for ebook production.
- Draft promotional text and work with Marketing to create promotional materials.

CAP Publications Committee

- A Publications Committee member will be assigned as the liaison to each publication in development.
- Liaison to contact lead author to request status update (at least three times annually).
- Liaison to communicate status of publication development and any issues to Publications Committee and staff.
- For proposed variation to approved proposals, review new proposal for re-approval.

New Edition of Existing Publications

Lead Author

- Responsibilities are as outlined for new publication, with the following exceptions.
- Contributors from previous edition will be first choice for updating existing chapter content.
- If previous edition contributor is not able to update the content, identify and recruit new contributing author.
- For all new chapters, identify and recruit contributing author.

Contributing Authors

- Responsibilities are as outlined for new publication.

CAP Press / Publications Staff

- Responsibilities are as outlined for new publication with the following additions.
- Create list of authors from existing edition and initiate contact to assess if they are able to update the chapter for the new edition. Communicate status to lead author.
- Provide in Word format all previous chapter content to contributors along with PDF of previous edition chapter.

CAP Publications Committee

- Responsibilities are as outlined for new publication.

General Guidelines

- When naming your manuscript files, please indicate the chapter number, abbreviated title, and date (month and year); for example:

ch1_intro_0605.doc

- Manuscripts should be typed in 12 point Arial or Times Roman.
- Subheadings should be consistently formatted as follows:

First Level Subhead	Upper/lower case, bold
<u>Second Level Subhead</u>	Upper/lower case, underlined
<i>Third Level Subhead</i>	Upper/lower case, italic

- Authors can use color illustrations, photos, etc, as needed.
- Figures and tables should be numbered within each chapter, beginning with Figure 1, as follows:

Chapter 1: Figure 1-1, Figure 1-2, Table 1-1, etc

Chapter 2: Figure 2-1, Figure 2-2, Table 2-1, etc

- Include references at the end of each chapter. References should be cited within the text in numerical order, or should be presented as an alphabetized “Bibliography”; using both cited and bibliography references in combination is acceptable as well.
- All references should follow AMA Style Guidelines (see examples below).
- Include a list of key terms (for the index) at the end of the chapter.
- Text-only manuscripts and small-size image and graphic files may be submitted via e-mail to ctursky@cap.org. Text files, graphs, and diagrams must be sent as separate attachments. Text files must be sent as Microsoft Word attachments. Tables should be included in the text files.
- For larger files, CAP Press has a Dropbox that can be used by authors for content development and to transfer completed manuscript and image files for publication. Contact the editorial office to obtain access to an assigned folder.

Manuscript Preparation

Authors should make certain that all identifying information, such as author names and affiliations, appears only on the title page of the book or chapter (see “Title Page” below).

Manuscripts should be prepared in accordance with the *American Medical Association Manual of Style*, 10th edition.

- Note: Per AMA style, the following abbreviations are presented without punctuation: eg, ie, etc, vs. Also, for abbreviated genus names, there should no period (eg, *E coli*). *Please do not reinsert the periods if the copyeditor removes them.*

Double-space throughout, including title page, text, acknowledgments, references, legends for illustrations, and tables. The right margin should be unjustified (ragged).

Headings and subheadings must be clearly identified and consistently applied.

The text file submitted must be the **final version of the manuscript**. The final text file should be formatted as follows:

- only use double hard returns at the end of paragraphs and display lines;
- do not use tabs or extra space at the start of paragraphs or for list entries;
- do not indent runover lines in references;
- do not specify a typeface, page breaks, or document headers; and
- turn off line spacing and hyphenation and justification.

For lists, use bullets unless a sequence is being described, in which case numbers are appropriate. **Do not use the auto-numbering feature in Word.**

Do not use abbreviations in the chapter title or subtitles, and limit their use in the text. **Spell out all abbreviations on first reference.**

Start each section or chapter in a new file.

Use conventional units of measurement throughout the manuscript, with Système International (SI) units expressed secondarily in parentheses, if desired. In tables and figures, a conversion factor to SI may be presented in the footnote or legend. Exceptions to this policy include calories, hematocrit, glycosylated hemoglobin, blood cell counts, and ejection fraction, for which conventional units alone should be expressed.

Use generic names of drugs, unless the specific trade name of a drug used is directly relevant to the discussion.

Give sources (name of company and location) for all special reagents (eg, antibodies, enzymes, probes).

Title Page (page 1 of manuscript/chapter). List the title and subtitle of the manuscript/chapter on this page, along with chapter author names, if applicable. Additionally, all contributing author names, affiliations, and related information should be listed in a separate document.

Tables. Title all tables and number them in the order of their citation in the text. Abbreviations used in the table should be listed in a key below the table.

Figures. Submit electronically, if available. We accept figures saved in various formats, including TIFF, JPEG, and EPS, as well as in Photoshop, Illustrator, and PowerPoint files.

Halftone and color images must be scanned at a minimum of 300 dots or pixels per inch (dpi/ppi). Line art should be scanned at 600-1200 dpi/ppi. Digital color files must be submitted in CMYK mode. For additional information on requirements for submitting figures electronically, contact the editorial office.

Number the figures according to the order in which they are cited in the text. The figure files should be named so as to be easily identified, preferably how they will be referred to in the text, eg, AtlasFig2_1.

Indicate magnification and stain used for photomicrographs, as appropriate.

Acknowledge fully all illustrations and tables taken from other publications.

For all material taken from other sources (including illustrations, graphs, photos, and tables), if the author obtains permission to use the material, the author is responsible for submitting a copy of the permission letter from the original publisher to the editorial office.

References

Number references in the order they are mentioned in the text; *do not alphabetize*. In text, tables, and legends, identify references with superscript Arabic numerals. In listing references, follow AMA style, abbreviating names of journals according to *Index Medicus*.

The minimum acceptable data for print references is:

- Journals – Author(s). *Article title*. Journal Name. Year;volume(issue):inclusive page numbers.
- Books – Author(s). *Book Title*. Place of publication: publisher; year: inclusive pages.

Other elements that can be included are: Edition (for books); physical description (physical construction or form); series statement; supplementary notes (identifiers of uniqueness of the reference or material necessary for added clarity).

Authors:

- Use the author's surname followed by initials without periods.
- In listed references, the names of all authors should be given unless there are more than 6, in which case the names of the first 3 authors are used, followed by "et al."
- Do not use "and" between names.
- Roman numerals and abbreviations for Junior (Jr) and Senior (Sr) follow author's initials.

Examples:

Journal article:

1. Bostwick DG, Tazellar HD, Ballon SC, Hendrickson MR, Kempson RL. Ovarian epithelial tumors of borderline malignancy: a clinical and pathologic study of 109 cases. *Cancer*. 1986;58(9):2052-2065.
2. Tripodo C, Iannitto E, Florena AM, et al. Gamma-delta T-cell lymphomas. *Nat Rev Clin Oncol*. 2009;6(12):707-717.

Entire book:

1. Dehner LP. *Pediatric Surgical Pathology*. 2nd ed. Baltimore, MD: Williams & Wilkins; 1987:874-885.
2. Lee GR, Bithell TC, Foerster J, Athens JW, Lukens JN, eds. *Wintrobe's Clinical Hematology*. Vol. 2. 9th ed. Philadelphia, PA: Lea & Febiger; 1993.

Chapter in a book:

1. Gallagher PJ. Blood vessels. In: Sternberg SS, ed. *Diagnostic Surgical Pathology*. 2nd ed. New York, NY: Raven Press; 1994.

Government bulletins:

1. US Bureau of the Census. *Statistical Abstract of the United States: 1993*. 113th ed. Washington, DC: US Bureau of the Census; 1993.
2. *Clinical Practice Guideline Number 5: Depression in Primary Care, 2: Treatment of Major Depression*. Rockville, MD: Agency for Health Care Policy and Research, US Dept of Health and Human Services; 1993. AHCPR publication 93-0551.

Online material:

1. Health Care Financing Administration. 1996 statistics at a glance. <http://www.hcfa.gov/stats/stathili.htm>. Accessed December 2, 1996.
2. LaPorte RE, Marler E, Akazawa S, Sauer F, et al. The death of biomedical journals. *BMJ* [serial online]. 1995;310:1387-1390. <http://www.bmj.com/bmj/archive/6991ed2.htm>. Accessed June 26, 1997.

Authors are responsible for the accuracy of all references.

The authors are responsible for all statements made in their work, including any changes made by the copy editor and authorized by the authors.

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