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## GENERAL MANUSCRIPT GUIDELINES

### Text

1. Before you begin, it might be helpful to create an outline for your personal use of each chapter to keep you organized as you write. If you are updating a previously published chapter, you will receive Word documents from the prior edition, so the existing chapter's headings and subheadings may be used as a guide to help identify necessary modifications and updates.
2. Include an outline of the section headings at the beginning of each chapter.
3. Use 12-point Times New Roman font. Double-space pages with 1" margins.
4. **Chapter length: A good rule of thumb for calculating page count is 2.5 manuscript pages equal approximately 1 printed page for a book with a 7" x 10" trim. This is not counting illustrations and tables. Please keep this in mind as you write your chapter.**
5. If the manuscript has chapter contributors, the full names, degrees, and professional credentials of each contributor should be at the beginning of the chapter with the chapter title. Any disclosures related to a contributor's employment or potential conflicts of interest should be also be included.

Example: *The Adrenal System*

*John R. Jones, PharmD and William Smith, PharmD*

*Note: The views expressed in this article are those of the author and may not necessarily represent U.S. Food and Drug Administration (FDA) policy. No official endorsement is intended nor should be inferred.*

*Disclosure: Dr. Smith received a grant from Mallinckrodt Pharmaceuticals for an investigator-initiated study of the incidence of opioid-associated adverse events on inpatients having surgery. The other authors have declared no potential conflicts of interest.*

6. Insert call outs for figures and tables in the text where they are to appear. Use the designation (Chapter # -Figure # [Figure 1-3], Chapter # - Table # [Table 6-4]).
7. Number the pages.
8. Include references at the end of chapters. **Do not** use the automatic endnote features; instead type the reference numbers directly in the text using a **superscript number** and put full reference at the end of the chapter. If the reference number is placed at the end of a sentence it should be placed directly after the sentence's final punctuation. (This is an example.<sup>1</sup>) For additional information related to references, see *References* section of GENERAL MANUSCRIPT GUIDELINES.
9. Group table and figure legends (captions) together and place them at the end of the chapter.

10. Headings: To make it easy to distinguish level of headings , we suggest the following:
  - Level 1 head: ALL CAPS BOLD** (e.g., **ALL FIRST HEADINGS**)
  - Level 2 head: Upper/Lower Case Bold** (e.g., **All Second Headings**)
  - Level 3 Head: Upper/Lower Case Bold Italics** (e.g., **All Third Headings**)
  - Level 4 head: Upper/Lower Case Bold Italics** with period and run in to text. (e.g., **Level 4 Head.** Continue with paragraph text etc.)
11. Do not use required ("hard") returns **except** at the ends of paragraphs.
12. Indent the beginning of each paragraph by hitting the Tab key.
13. Always spell out acronyms at their first use in the chapter.
14. Use serial (i.e. Oxford) commas—the comma in a series of three or more items that is placed between the next-to-last item and “and” (e.g., apples, oranges, and kiwi).
15. Consult ASHP Special Publishing Style Guide (attached) for additional instructions.
16. Contributor authors and editors are expected to make every effort to ensure accuracy of the information submitted, particularly with regard to drug selection, dosage and administration, therapeutic drug monitoring, or other information that could be used in patient care. In addition, appropriate sources should be consulted and cited when developing content. Please consult Appendix C for guidance on contributor proofreading and checking for accuracy prior to manuscript submission. Appendix D provides details related to ASHP’s process for clinical proofreading during the final page proof stage.

## ***Tables and Figures***

1. **Do not embed tables or figures in the text. Tables and figures should be included at the end of the chapter and hi-resolution figures should be sent in separate files appropriately named with chapter and figure or table number.**
2. Each table or figure should appear as a new page.
3. Note figures and tables that require permission to reprint. Include copies of the permission letters and source documents (See Permissions section).
4. **Electronic Art:** Please submit the art in the one of the following preferred formats: **eps, ai, psd, tiff, jpg, or wmf. If you submit Visio files, then please also save as a pdf and submit both.**
5. **Image/Figure Resolution: Files should be saved in Hi-res format.** Any bitmapped (raster) images should be 1200 dpi for line art, 300 dpi for halftones. Lines should be at least 1/2 point.
6. Lines should be at least 1/2 point.
7. **Column Widths:** Images should be created to the following column widths:
  - single column: 2 5/8"
  - double column: 5 1/2"
8. **Delivery Media:** Final image files can be delivered **via e-mail**. Please maintain a backup copy of all files until the book has been published.

### **\*\*For New Editions\*\***

Please indicate if tables or figures are being picked up from the previous edition and the figure or table number and page number from that edition.

If the figure or table was used with permission in the previous edition, please secure permission again for the new edition.

## **References**

See attached quick reference guide for AMA reference style.

1. References are listed numerically in the order they are cited in the text. For example, if Smith is the first reference in the text, it is numbered “1” and wherever it appears subsequently in the chapter, it retains the number “1.”
2. References should be noted numerically, beginning with 1, for each monograph or chapter.
3. Identify the references in the text by superscript number. Again, do not use the automatic Endnotes features.
4. Make sure that all references cited are included in the reference list and that all references listed are cited in the text.
5. Unpublished material: For articles accepted but not yet published, follow the standard format, noting "(in press)" in place of page numbers.

**\*\*Note\*\***: In our continuing efforts to ensure high-quality publications, ASHP will plan to have a clinical pharmacist proofread the final pages of your manuscript, appropriate to its risk classification (i.e., low-, medium-, or high-risk). Please keep copies of articles used in development of your chapter and highlight the sentences or section that you are referencing. We may ask you to upload copies so that our clinical proofreaders can easily verify that information. See Appendix D for more details.

## PERMISSIONS

**Permissions You Need.** As the author, **you** are responsible for obtaining signed letters from copyright holders granting permissions to reprint or adapt all materials that are borrowed from other sources (including previously published material of your own). If you want to redraw, reword, or adapt any figure or table, or quote a substantial portion of text from another publication, you must obtain permission to do so from the copyright holder. Even the slightest change qualifies as an adaptation. Please note that inserting a source line or acknowledging the source of the material with a footnote, does not substitute for receiving permission to use the material. Obtaining permission in advance of submitting your manuscript will save production delays and minimize other problems later.

**Permissions You Don't Need.** You do not need permission to use material in the public domain, which includes those published by the U.S. government as well as material that has never been copyrighted. This does NOT mean that any material you find on the Internet can be used without permission. You must be very careful about what material you use and how you use it when accessing websites. (If the material is copyrighted, you will need to contact the copyright holder.)

**In short:** You have the right to quote from another author's work that is under copyright but the following conditions apply. If these conditions are not met, you need to seek permission from the original author.

- The quotations should be clearly marked and referenced. Use quotation marks to indicate what has been used from another's pen and indicate from where it was taken.
- Do not assemble a collection of quotations. There must be a significant amount of your own contribution. It must be recognizable as an original work.
- **Quotes from published books:** Publishers require you to obtain permission if you are quoting text in excess of a maximum word count—anywhere between 100 and 1,000 words, depending on the length of the original publication and the publisher. Whether you want to include one long quote or a number of short quotes, if the total exceeds 100 words, you should contact the publisher for their guidelines. Publishers often charge a fee for granting permission to quote from one of their publications.
- **Quotes from periodicals:** If you want to quote from a magazine, journal, or newspaper, the word limit may be less than for books. Contact the publisher and ask for their guidelines if you are quoting more than 50 to 100 words. A fee may be required.
- Giving credit to your source does not take the place of getting permission to use material. It is important to cite all sources for any material not original to your book, but this is **not** the same thing as **obtaining permission**, and does not excuse you from that obligation. If permission is required, the owner of the copyright may require you to use a specific format and wording for crediting the source.

**Note the difference between quoting and paraphrasing.** **Quoting** is using the author's exact words. You must use quotation marks. You must also properly cite the quote with a footnote.<sup>1</sup> The material should be copied exactly as it is in the original source (even if there are typos) and enclosed with quotation

marks. If you are quoting more than 4 lines of text, then you should indent the material from the text (known as a block quote). **Paraphrasing** is rephrasing the ideas of other writers in your own words. To bolster your text, you will probably mention via footnote the sources from which you gleaned your ideas.

<sup>1</sup> In the citation at the end of the chapter, there should be complete citation information (author, title, publication date, issue and volume if journal article; and city and publisher for books).

## MANUSCRIPT SUBMISSION

1. Submit first and final drafts to your Editor.
2. Be sure to include the following information in your email:
  - Project name, chapter, and version (e.g., first draft/final draft).
3. Each chapter should be in a separate file appropriately marked with book author's name and chapter number (e.g., BSLD\_Chapter 8 Lipid Disorders\_\_Final Draft 2020\_01\_16).
4. Each chapter should have full names of all contributors, their degrees, and any additional professional credentials (e.g., BCPS) . Please include any disclosures related to contributor employment or potential conflicts of interest.
5. Frontmatter should include a Table of Contents, any Dedication, Introduction, or Preface, and a list of all contributors with their full names, degrees, professional credentials, titles, and affiliations.
6. A separate file with a complete list of all contributors and their contact information (email, phone, home or work address).
7. Keep at least one backup file of your manuscript.

## CHAPTER WORKFLOW

1. Contributor submits **first draft** to Editor(s).
2. Editor(s) reviews, edits, and returns to contributor.
3. Contributor revises draft and submits to Editor(s). Editor forwards draft to Editorial Coordinator, Special Publishing.
4. ASHP Editorial Director or Consultant evaluates content (this includes obtaining feedback through peer review) and returns draft with feedback to Editors/Contributors.
5. Contributor revises draft and submits to Editor for review (additional steps between Editor and Contributor may occur if deemed necessary).
6. Editor submits final draft to Editorial Coordinator, Special Publishing, to share with ASHP Editorial Director or Consultant, who will approve **final draft**.
7. ASHP staff transmits final draft for each chapter to publishing partner (Sheridan) for copyediting and page composition.

8. Publishing partner sends **chapter proof** to ASHP (for layout and content review and approval to open proof for contributor/editor review).
9. Publishing partner notifies contributor/editor that the **eProof** (pdf file for online viewing and printing) is ready for review in Author Center. Note: Editors and contributors will need to coordinate process to submit corrections on one pdf file.
10. Editor/Contributor submits proof corrections via Author Center.
11. Publishing partner makes proof corrections and sends back to ASHP for review.
12. ASHP and Editorial Consultant send **final chapter proof** to clinical proofreader (if required).
13. Proofreader returns **annotated proof** to ASHP; ASHP and Editorial Director or Consultant review and provide to Editor/Contributor.
14. Editor/Contributor review proofreader comments/queries and submit changes to Editorial Coordinator, Special Publishing. ASHP provides final corrections to publishing partner.
15. Publishing partner completes final page composition based on corrections provided and sends **final chapter pages** to ASHP for approval (additional review steps may occur depending on extent of corrections).

## **APPENDIX A**

### **FINAL CHECKLIST FOR PERMISSIONS/COPYRIGHT, TABLES, AND FIGURES**

#### **PERMISSIONS/COPYRIGHT**

- \_\_\_ The text/data/figures have not been published elsewhere nor are they under consideration by another publisher.
- \_\_\_ Some portion of the results/data/figures in this manuscript has been published or is under consideration for publication elsewhere and written permission for reprints has been obtained or requested from the original copyright holder.
- \_\_\_ Written permission has been request from the copyright holder to use previously published text, figures, or tables.
- \_\_\_ Chapter and figure number to which the permission pertains are on the permission letter, and the requested source line has been added to the figure or table legend.

#### **TABLES**

- \_\_\_ Tables are typed double-spaced, each on a separate page complete with title and footnotes [and source line if necessary] (not submitted as photographs).
- \_\_\_ All tables are mentioned with call outs in text appropriately numbered to match the tables with chapter and table number (e.g., Table 10-1).
- \_\_\_ Text information is not duplicated in the text or figures.
- \_\_\_ Horizontal or vertical rules are not continued within the data field.
- \_\_\_ Superscript letters are used for footnote designations.
- \_\_\_ If data from another published or unpublished source are used, written permission is obtained from the source, the source material and permission are submitted with the manuscript, and the source is acknowledged.

#### **FIGURES**

- \_\_\_ Figures are supplied in their original native file format, in a separate file, and not embedded in the text.
- \_\_\_ Figures are numbered consecutively as they are cited in the text.
- \_\_\_ All figures are mentioned with call outs in text appropriately numbered to match the figures with chapter and table number (e.g., Figure 10-1).
- \_\_\_ All abbreviations and symbols used in the figure are defined; when appropriate, the measure of variability or precision represented is identified (e.g., do error bars represent standard deviations or confidence intervals?).

\_\_\_ All figures are professionally drawn and photographed. (Freehand or typewritten lettering is unacceptable.) Computer-generated figures are acceptable only if produced on letter-quality printers.

\_\_\_ Axis labels appear outside the axes.

\_\_\_ Titles and detailed explanations are in the captions, not in the illustrations themselves.

\_\_\_ **If previously published, the original source is acknowledged, and the source material and written permission from the copyright holder to reproduce the material is submitted.**

## **APPENDIX B**

### **PERMISSION FAQs FOR AUTHORS**

- 1. If I give credit, do I need permission?** Giving credit merely means you can say you are not a plagiarist. However, giving credit is not a defense to copyright infringement, which has legal consequences. Copyright infringement is unauthorized use of someone else's copyrighted material.
- 2. If the work I want to use doesn't have copyright notice, I don't need permission.** FALSE. Since March 1, 1989, copyright notice has been optional.
- 3. If I am going to modify/adapt the original work, I don't need permission.** Copyright law grants copyright owners the exclusive right to control modifications to their work. If you add a new layer of copyrighted material to the previously existing work, you have created a derivative work. You need to notify the original work's copyright owner—send them information as to where the original appeared (Figure #, title of article, journal /book name, issues/vol number, year, page number) and a copy of the adapted work and tell them where you want to publish it.
- 4. I can always obtain permission later.** If what you need is essential to your project, it is better to find out now that it is unavailable or the fee to reproduce it is more than you can afford.
- 5. The material was posted anonymously on an online discussion or news group. That means the work is in the public domain.** Not true. Just because it is easy to upload/download information on the Internet and there is no obvious owner does not mean it is not protected by the copyright Act from unauthorized copying. Postings and republications of protected material if not done with the consent of the copyright owner may constitute copyright infringement.
- 6. The book is out of print so it is okay to use because it is in the public domain.** Not necessarily. Out of print does not mean that the copyright has expired. When a book goes out of print, it is a temporary state. The rights generally revert to the author, which means the underlying copyright remains unaffected and you will need to contact the author.

## APPENDIX C

### CONTRIBUTOR PROOFREADING AND CHECKING FOR ACCURACY

**\*\*PLEASE READ THE APPENDIX IN ITS ENTIRETY!\*\***

**This information is critical to ASHP's manuscript review process for high-risk publications!**

1. Make sure your material is submission ready. It is recommended that you have a professional colleague proofread your manuscript for accuracy because it may be difficult to find errors after working closely with the same content over a period of time. **(Note: Copy editors will read your entire manuscript and correct grammar, punctuation, and style, but it is the author's responsibility to make every effort to ensure the accuracy of the material.)**
2. Drug names, dosage information, calculations and formulae should all be **triple checked!** Pay special attention to decimal points.
3. Plan to proofread your entire manuscript at least twice; not even a professional proofreader will find all the errors in a single read.
4. Do not assume that previously published material is accurate; use discretion when borrowing from other sources and cross-check for accuracy.
5. Most people will find more errors on a printed page (rather than a computer screen), so it's always a good idea to proof a hard copy.
6. Some authors find it helpful to read the written work out loud, listening for mistakes that might have been overlooked.
7. If it's right, double check. Anytime you come to a section and think, 'This part's OK, I can skip it,' **DON'T. This can be dangerous.** Checking once more won't cost so much time and it's better than not checking again and missing a mistake.
8. Double check any data in the document. Is it correct? Read down the columns rather than across the rows. Check for misplaced decimal points and wrong values. Your readers will focus on any tables or figures in your document as these are often easier to understand than long paragraphs of text. So spend time to make sure that they're correct.
9. Any formulae or 'maths' in your document need to be checked. Readers' eyes will often be drawn to the things which are different, such as numbers and symbols. You might think that your text is the most important part and so spend most of your time correcting it, but remember your document is for your readers; focus on the parts that they'll focus on.

## **APPENDIX D**

### **CLINICAL PHARMACIST PROOFREAD OF FINAL PAGE PROOFS**

**\*\*PLEASE READ THE APPENDIX IN ITS ENTIRETY!\*\***

**This information is critical to ASHP's new manuscript review process for ALL future ASHP publications!**

Content included in ASHP publications is classified according to risk for potential error (i.e., low, medium, or high). For example, content that includes dosing/drug information, calculations, or therapeutic drug monitoring guidance would be considered medium or high risk. All content deemed to be medium or high risk will undergo a clinical pharmacist proofread during the final page proof stage. Because the risk classification (i.e., low, medium, or high) for each chapter of your title will be determined as content is received, ASHP will plan for the proofreading step within the production schedule to allow for the time needed should content be classified as medium or high risk. While a determination may be made that a clinical pharmacist proofread is not needed further into the project, it is important to nonetheless prepare for one early in project development.

**All authors and contributing writers are therefore instructed to keep copies of your articles highlighted with the sentences or section that you are referencing in your chapter. This is so that our clinical proofreaders can easily verify that information.**

Any questions regarding the clinical pharmacist proofread during the development of your book can be directed to the Editorial Director, Special Publishing.