

General Author Guidelines

AUTHOR CONTRACT

It is imperative that each contributor to the book sign an agreement with John Libbey Eurotext. This will automatically be sent to all contributors on acceptance of the proposal.

The signed agreement should be returned to Valerie Parroco, Editorial Director,
127 avenue de la République, 92120 Montrouge, France

TEXT

Double space all manuscript (text, tables, illustrations and references included).

For multi-authored works, the first third of the first page should contain the following information:

Title of the article, name(s) of the author(s) and address(es) .

We need **one** paper copy of the manuscript.

It is recommended that articles be organized in a way that keeps classifications such as chapter headings and subheads to a minimum. Subtitles must be short

ILLUSTRATIONS

For maximum quality, figures and graphs should be submitted as separate files, (EPS and TIFF). A printed version must accompany each copy of the manuscript. They must be named as they appear in the manuscript.

If an electronic version of the figures is not available, figures must be submitted in 1 copy on a high quality, glossy photographic or laser printing paper. They must be numbered by Arabic numerals in their order of appearance in the text. If possible they should be the intended size for publication.

Letters, numbers and symbols should be clear and big enough for each element to be perfectly legible. Headings and detailed explanations must not be included in the illustration. The name of the principal author should appear on the back of each illustration, along with an indication of its orientation.

Illustrations that have already appeared in another publication must be accompanied by a copy of the copyright holder's authorisation for their use.

Captions must be typed on a separate sheet double spaced. They should be concise but understandable without reference to the text. A key to abbreviations and symbols used in the illustration should be included in the caption.

TABLES

Double space all tables

Tables and their headings should be typed on a separate sheet and numbered by Roman numerals in the order in which they appear in the text. Explanations, keys to symbols and notes are typed below the tables.

NOTES

Double space all tables

Footnote references must be symbols (numerals or asterisks).

CONVENTIONS AND ABBREVIATIONS

Abbreviations should be defined in brackets on first mention in the text. Units, symbols and terminology must follow international conventions. Standard units of measure and chemical symbols do not need to be defined in the text.

REFERENCES (1)

The bibliography should be selective, rather than exhaustive. However, all major references must be included to allow a comprehensive coverage of your topic. They should be listed at the end of the chapter in alphabetical order and not numbered.

For multiple publications by the same author, those by the author alone are listed first, those with two authors listed after these and any with three or more authors must be given up to a maximum of six and any more should be indicated by *et al.*

If there is more than one paper for a given year, these should be listed *a, b, c* etc.

In the text, numbered references are not used. The first author's name and year of publication must be given in parenthesis. They must refer only to published work (including abstracts) or forthcoming publications.

The titles of journals should be abbreviated following the style of the *US National Library of Medicine* (appearing each year in the January issue of *Index Medicus*).

Mention all authors, however many there may be.

REFERENCES (2)

Articles in periodicals

Author's name, then initial(s). Title of the article (in the original language).

Name of the journal, abbreviated according to *Index Medicus* style (no punctuation after abbreviations) year; volume: first and last pages of the article.

- Fenaux P, Adès L. How we treat lower-risk myelodysplastic syndromes. *Blood* 2013; 121(21): 4280-6

Books

Same style for authors. Title of the book. City: Publisher's name, year of publication, number of pages.

- Tresallet C. Atlas de chirurgie endocrinienne. Paris: John Libbey Eurotext, 2015, 500 p.

Chapters within books

Same style for authors. Title of the article (in the original language). In: names of the editors, initials, followed by ed(s). Title of the book. City: Name of the publisher, year of publication: first and last pages

of the article.

- Meyer JH. Motility of the stomach and gastroduodenal junction. In: Johnson LR, ed. *Physiology of the gastrointestinal tract*. New York : Raven Press, 2007: 613-29

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