

# TRANSPLANTATION PROCEEDINGS

## GUIDELINES FOR THE PREPARATION AND SUBMISSION OF MANUSCRIPTS ASSOCIATED WITH A CONGRESS, SYMPOSIA, OR MEETING

**DEADLINE:** Please hand your manuscript to the Manuscript Room during the meeting. PLEASE **DO NOT** SUBMIT YOUR MANUSCRIPT TO THE EDITORIAL OFFICE. Because of the short lead time WE CANNOT ACCEPT any manuscripts received after the Congress has adjourned.

**REQUIREMENTS:** ALL MANUSCRIPTS MUST CONTAIN AN ABSTRACT (SEE BELOW) AND FULL CITATIONS IN REFERENCES. MANUSCRIPTS MUST FOLLOW ALL GUIDELINES SPECIFIED BELOW.

**ABSTRACTS:** All manuscripts MUST contain an abstract of no more than 300 words which briefly summarizes the manuscript. Abstracts must be typewritten, double spaced, single columned on 8 1/2 x 11 inch paper with a minimum of 1-inch margins on all four edges using an 11-point font. Manuscripts submitted without an abstract will NOT be considered for publication.

Abstracts will not count toward the total manuscript page count. Please put the abstract on your title page which should list all authors, grant information, and complete address, fax, phone, and e-mail address of the corresponding author. Please repeat the title of the manuscript on the first page of your manuscript.

**LENGTH OF MANUSCRIPTS:** Speakers and posters contributors have to defray the cost of their publication from their own budget. Papers must be at least three manuscript pages in length including references, tables and figures. Please prepare a separate title page that should also contain your abstract. Please do not put your manuscript text in columns. Doing so will result in additional page charges. Each table or illustration must be counted as one manuscript page, due to the increased production time needed for this material. The publication charge is US \$99.95 for each manuscript page. Please number the pages of your manuscript as a footnote.

**STYLE, ABBREVIATIONS, AND REFERENCES:** Full citations are REQUIRED in references. Authors are encouraged to refer to the *American Medical Association Manual of Style*, 9th Edition for specific style guide. Your manuscript must be typewritten, double-spaced, single-columned on 8 1/2 x 11 inch paper with a minimum of 1-inch margins on all four edges. Only standard size type in 11-point font may be used. The first page of your manuscript should begin with the title of the paper in capital letters, followed by the names of the authors followed by your abstract according to the guidelines listed above. Please be sure to leave sufficient space at the bottom of the first page to provide for the name of the institution, as well as grant support. Please provide complete address, fax, phone, and e-mail address of the corresponding author. Use of a second page is acceptable. The second page should contain your manuscript, repeating the title of the manuscript at the beginning of this page. **DOUBLE-SPACE THE MANUSCRIPT, FOOTNOTES, AND REFERENCES.** Use of a smaller font, single spacing, or columns will result in an increase in the total number of manuscript pages. Each table and/or figure should be submitted on individual separate sheets. The Editors strongly recommend that authors use tables and/or figures to document the findings described in the manuscript. Abbreviations should be used sparingly unless they are commonly accepted such as RNA, CsA, etc. When such a word appears for the first time, it should be written out in full, followed by the abbreviation in parentheses. This abbreviation may then be used subsequently when referring to the same term. Abbreviations for titles of medical periodicals should conform to those used in the latest edition of *Index Medicus*. (A "List of Journals Indexed in Index Medicus" - with abbreviations is obtainable from the Superintendent of Documents, US Government Printing Office, Washington, DC 20402 at a modest charge.) References should be listed by number in the body of the text, and should be listed in the Reference section in the same order in which they appear in the manuscript. Include FULL title of manuscript cited, authors' last names, and initials, journal, volume, page, and year. Include the city and the publisher's name for books. Authors MUST submit the entire manuscript, including any graphics, on a diskette or CD programmed for PCs in Word Format (.doc) or Rich Text Format (.rtf).

**TABLES AND FIGURES:** All figures should be submitted in final form ready for publication (this includes all labeling, shading, arrows, and other aspects of the figure). Prepare your figures for reduction in size of at most 50% and ensure that the lettering does not vary in size. The final font size (after reduction) should be 6-8 point. The physical dimensions of your figures should match the dimension of the journal. Most figures will be reduced to fit one-column width (3 1/4 inches). Computer-generated illustrations and halftones/line/tones (either color or black & white) are acceptable. Figures should be submitted in a Graphics Format for PCs (.tif, .eps), on the same diskette as the manuscript. Since we cannot guarantee that the graphic files will be useable, original hardcopies of ALL ILLUSTRATIONS MUST accompany the accepted printout of the manuscript in all cases. Please note that there is an additional charge for color printing, therefore please ensure that your color illustrations are essential to your paper to avoid unnecessary charges. All illustrations should be provided as separate files and as hardcopy on separate sheets. Uniform lettering, sizing, type of software used, and logical naming for the artwork files are strongly encouraged when submitting electronically. Files may be submitted on floppy, ZIP, JAZ, or CD-ROM disks. Line graphs and bar charts should be sent in bitmap TIFF files with a minimum resolution of 1200 dpi, or as EPS files, with a preferred line width of 1 pt (minimum line width of 0.5 pt). Bitmap images should be sent as TIFF files and not placed within EPS files. Pictures, photographs, and micrographs should be sent as Grayscale TIFF files with a minimum resolution of 300 dpi without lettering, and 500 dpi with lettering. Color images should be sent as CMYK-encoded TIFF images. RGB-encoded color images will be difficult to match for color. Graphs produced in software such as Excel or Word should be submitted in black and white hard copy with different types of dashed lines for total clarity. Please visit the publisher's website (<http://www.elsevier.com/locate/authorartwork>) for detailed instructions and visual guidelines.

**ALL ILLUSTRATIONS SHOULD SHOW OPTIMAL CLARITY OF DETAIL:** All photographs should be printed on glossy paper and accompanied by a suitable descriptive text.

**MANUSCRIPT RECEIPT:** The special editor for the volume or designee upon submission of your manuscript will give you a receipt detailing the total number of pages.

**PLEASE SUBMIT AN ORIGINAL AND THREE COPIES OF THE MANUSCRIPT ALONG WITH A CD OR DISKETTE CONTAINING YOUR MANUSCRIPT AND TABLES/ FIGURES – PROGRAMMED FOR PC'S TO THE MEETING ORGANIZER OR DESIGNEE .** Manuscripts sent directly to the Editorial Office will be returned.

**REVIEW:** Manuscripts are reviewed on the first level by the Special Issue Editor (or Co-Editor) and then on a second level by the Editor-in-Chief (or a member of the Editorial Advisory Board). Authors will receive communication from the Special Issue Editor (Meeting Organizer) regarding manuscripts that are not suitable for publication in the form delivered to the meeting. These manuscripts may be revised and resubmitted directly to **Transplantation Proceedings** for review and reconsideration for publication in a subsequent issue on a space-available basis.