THE LANCET

Formatting guidelines for electronic submission of manuscripts

Formatting of text

Type a single space at the end of each sentence. Do not use bold face for emphasis within text. We use a comma before the final "and" or "or" in a list of items.

Type decimal points midline (ie, 23·4, not 23.4). To create a midline decimal on a PC: hold down ALT key and type 0183 on the number pad, or on a Mac: ALT shift 9.

Numbers one to ten are written out in words unless they are used as a unit of measurement, except in figures and tables.

Use single hard-returns to separate paragraphs. Do not use tabs or indents to start a paragraph.

Do not use the automated features of your software, such as hyphenation, endnotes, headers, or footers (especially for references). You can use page numbering.

References

Cite references in the text sequentially in the Vancouver numbering style, as a superscripted number after any punctuation mark. For example:

> …as reported by Saito and colleagues.[15]

Two references are cited as a comma with no space. Three or more consecutive references are given as a range with an en rule. To create an en rule on a PC: hold down CTRL key and minus sign on the number pad, or on a Mac: ALT hyphen. References in tables, figures, and panels should be in numerical order according to where the item is cited in the text.

Here is an example for a journal reference (note the use of tab, bold, italic, and the en rule or "long" hyphen):

> …15[tab]Saito N, Ebara S, Ohotsuka K, Kumeta J, Takaoka K. Natural history of scoliosis in spastic cerebral palsy. *Lancet* 1998; **351:** 1687–[en rule]92.

Give any subpart to the title of the article. Journal names are abbreviated in their standard form as in Index Medicus. If there are six authors or fewer, give all six in the form: surname space initials comma. If there are seven or more give the first three in the same way, followed by et al.

For a book, give any editors and the publisher, the city of publication, and year of publication. For a chapter or section of a book, also give the authors and title of the section, and the page numbers. For online material, please cite the URL, together with the date you accessed the website. Online journal articles can be cited using the DOI number.

Do not put references in the Summary.

THE LANCET

Formatting guidelines for electronic submission of artwork
Graphs and diagrams

Please note all figures will be redrawn into *The Lancet* style by our in-house illustrators

Artwork Helpline
estelle.coutaud@lancet.com
+44 (0) 20 7424 4979

Details

- Please avoid using broken or dashed lines in graphs. Instead use distinctly different coloured lines or, if that is not possible, lines of clearly varying thickness.

- In all cases please make data unambiguous. Ensure that plain and easily distinguishable colours are used for data.

- In diagrams that feature multiple graphs illustrating a comparison please draw all axes to the same scale to avoid distortion of data.

- We do not accept illustrations or graphs downloaded from websites as they lack sufficient resolution to accurately redraw.

- In cases where 3D figures are provided, they will need to be re-interpreted by our team, so please provide accurate numeric data and/or measurements to this end.

Accepted file types

- For graphs and diagrams we prefer to accept vector drawings. These files would ideally be created in a program such as Adobe Illustrator or Corel Draw and saved as an encapsulated postscript (**.eps**) or portable document format (**.pdf**) files for uploading on-line.

- Other accepted vector files are Adobe Illustrator (**.ai**). Please email these directly to the article editor as these formats are not supported for uploading.

- Vector files created in other software can also be embedded in Microsoft Word (**.doc**), Powerpoint (**.ppt**) or Excel (**.xls**) as part of an entire document.

- If the above options are not available to you please consult the guidelines on the right to create a postscript (**.ps**) file.

File types not accepted

- Please do not send non-vector files unless completely unavoidable. None of the data in a vector file format is editable if it has then been saved as jpeg, tiff, bitmap, Photoshop etc.

- Saving any of these files as a .eps file will not result in a file with editable data. Please only send .eps files that have been created in a vector graphics program such as Illustrator, Corel Draw, Freehand etc.

- If the production of un-editable images is unavoidable please supply clear, high-resolution images.
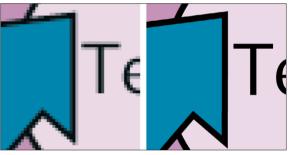
Is my image a vector file?

To ensure that your image is a vector drawing please conduct the following test:

1 In the document zoom in to the diagram 500% or more.

2 Check if lines such as curves have lost any quality, are appearing pixelated (made up of small squares rather than clean lines) or jagged.

3 If they are then this is not a vector image. If you have the same file saved as any of the accepted vector file types mentioned above then please use it, testing again to check that it is a suitable vector image.

Creating a postscript file

A postscript file can be created using the options in your

Left: pixellated non-vector image. *Right*: smooth lines of an image saved in an accepted vector format.

print menu. Select "Print" as you would to send your file to the printer. Depending on which program you are using the option to create a postscript may be included in the 'Printer' (ie. which printer to use) pull-down menu, in which case select it and print. If not, it may be accessed under **Output options** or by clicking a **Print to file** button. However it is accessed please ensure the file ends **.ps**.

Copyright

Under no circumstances should any art be submitted where copyright is in doubt, eg. downloaded figures from the internet. Please consult the relevant editor to clarify the copyright position.

THE LANCET

Formatting guidelines for electronic submission of artwork
Photographic and scanned images

All photographic images

- Photographic documentation can be accepted as Photoshop (**.psd**), tiff (**.tif**), jpeg (**.jpg**), encapsulated postscript (**.eps**), portable document format (**.pdf**), or Powerpoint (**.ppt**) files.

- All supplied photographs and scans should be supplied 20% larger than they will appear in *The Lancet* and have a resolution of 300dpi. This will ensure better quality processing of your images. Example sizes are:
  90mm for a 75mm column width
  130mm for a 107 mm column width
  185mm for a 154 mm column width.

- Please do not increase the scale or dpi of a low-resolution image. It will not improve the quality of the picture and you will be asked to submit a better image.

- Please do not supply enlargements of scanned images from journals or printed matter. Get the scale and resolution correct on your scanner and do not adjust the image afterwards.

- Please do not embed photographic images in Word documents, but send them as separate files wherever possible.

Guide to scanning printed matter

- Please scan all images in at least 300dpi.

- Images that have been printed using the CMYK process, such as pictures from books or journals, need to be scanned in a different way to photographic prints. For a clearer scan of a CMYK image use the de-screen function on the scanner (set to Art Print or Magazine) and ensure that no sharpening is selected in the scanner set-up.

- Most consumer scanners scan in sRGB by default. However, if you are using a high-end scanner then Adobe RGB is recommended for optimum colour depth.

- Please note that in images supplied in an RGB colour space some colours will become altered to a degree as we convert into CMYK for print reproduction. This is normal and affects all photographic images.

Photographic images with arrows/text added

If possible please save text, arrows, labels and other edits on a separate layer to the image itself.

Copyright

Please be aware of any copyright issues relating to printed material and do not supply a scanned image if you are not sure about the copyright of the original image. You can discuss any copyright queries with an editor.

Artwork Helpline
estelle.coutaud@lancet.com
+44 (0) 20 7424 4979