

Checklist for Authors

Author: _____

Title of Chapter: _____

Please read and check off the relevant items listed below as you prepare the final version of your manuscript (MS). Include the checklist when you submit the final MS for publication. If you do not follow these guidelines, your MS will be delayed, and it may be returned to you.

	1. The MS is complete.
	2. All parts of the MS are double-spaced.
	3. Margins are 1 inch on all sides. Text is justified on the left side only.
	4. Page numbers are included in the bottom-right corner of the MS.
	5. The MS includes a table of contents, on which the chapter titles match the titles that appear on the chapters' opening pages.
	6. Titles and headings are typed in upper- and lowercase (Like This), not in full caps (LIKE THIS) or sentence style (Like this).
	7. Subheads within chapters are treated consistently. For example, first-level subheads are centered, second-level subheads are typed flush left, and third-level subheads are boldfaced, run into the text, and followed by a colon. Do not italicize or underline subheads.
	8. Direct quotations have been checked against their sources, and the page number where they appeared is recorded. All statistics, dates, names, and other facts have been verified and cited. Search terms and/or strategies are provided to the editor for review for any updated content or new additions. If this book is not a first edition publication, a summary of changes should be provided to the editor, reflecting new additions, removed content, and the rationale for these changes.
	9. Short quotations are run into the text, whereas longer quotations (approximately 40 or more words) are set off as block quotations. Page numbers on which the quotation appears in the original source have been included.
	10. The accuracy of references has been verified: authors, titles, publishers, publication dates (copyright years), volume numbers, and page numbers are complete and correct. Digital object identifiers (DOIs) are included for journal articles when available. Information cited in parenthetical text citations matches that given in the reference list. In-line citations are used for numerical references.
	11. Use generic names for drugs whenever possible. If brand names are required, include the TM or ® designation, as appropriate, the first time each brand name is used within a chapter.

	12. Tables and figures are numbered consecutively within categories and grouped at the end of the MS; their placement in the book is signaled by callouts at the proper points (e.g., see Figure 1-1, if it were the first figure in Chapter 1).
	13. Tables and figures are clearly labeled with the chapter number, table or figure number, and the complete title.
	14. Any electronic versions of photos or figures must be high-resolution (300 dpi) TIFF or EPS files and may not be enlarged by more than 15% from the original.
	15. Captions for any illustrations, maps, tables, and figures are provided and include credit exactly as specified by the letters of permission.
	16. Original letters of permission for photographs, tables, figures, other artwork, and any textual material that requires permission are included. The figure or table number is included in the file name.
	17. A copy of the original source material for adapted or reprinted material is included.

Note. Your editor will submit all manuscripts to ONS.