

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.

Formatting of tables

All tables will be reformatted to match *Lancet* style.

For ease of editing, supply tables in a separate Word document from your main text, ensuring the text is editable, all grid lines are visible, and that you follow formatting of text rules throughout.

Do not merge cells horizontally or vertically within a table, apart from when required in column headings.

In any cells in a row of data for which no data were collected or available, please either insert two mid-dots (··), NA (not applicable, to be included as an abbreviation in the footnotes), or suitable filler text.

Preferentially, the top left cell of a table should be kept empty.

Tables should not have multiple parts (eg, A, B, etc); the column headings at the top of the table should apply to the entire table.

Do not use soft returns within a cell; if you wish text or data to be presented on a separate line, it must be in a new row below.

Table titles should be concise and descriptive, and legends and footnotes should be used to give additional information needed to understand the data; please list and spell out all abbreviations in the table and list any footnotes.

**Production Helpline
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Formatting guidelines for electronic submission of artwork

Submission of graphs and diagrams

Please note all figures will be redrawn into *The Lancet* style by our in-house Illustrators. To effectively ensure faster turnaround of your piece it is in your interest to provide high quality images where possible. You'll save valuable time, and enhance the visual impact of your article.

Artwork Helpline
The Lancet Illustrators
a.roots@elsevier.com
020 7424 4247

Primary recommendations

- For enhanced legibility, use distinct lines, of contrasting thicknesses or effectively use colour contrast. Avoid multiple instances of dotted lines. Please avoid supplying black and white graphs if you can, especially if very cluttered or complex. Colour is more practical.
- Use solid contrasting coloured lines wherever possible. The exception being in forest plots and trial profiles, which we style in black and white. If you use colour in a forest plot or trial profile submission, please be clear if it has significance or it will be removed in accordance with our style.
- Make key elements legible and not too small or indistinct.
- When important colour coding must be retained in a figure, please mention clearly from the earliest stage so we can proceed with colour correctly.
- Where applicable, make serial graphs with identical axes consistent in scale, and axis tick marks consistent in each.
- We do not accept illustrations or graphs downloaded from websites, because they are not of resolution to accurately redraw.

- Please convert 3D graphs to (one or more) 2D graphs if possible.
- If you supply hand-drawn sketches, they should be clear and legible. Supplying suitable reference material is helpful too.

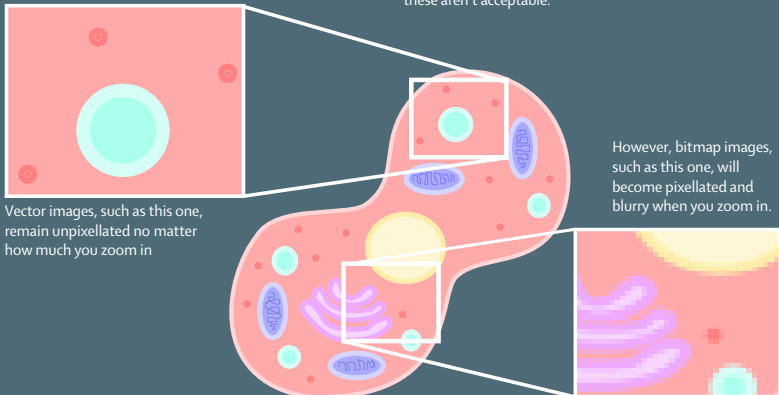
Useful file types

- We accept the following vector-based files: .eps, .ps, .pdf, and .svg. We recommend these are saved directly from the original artwork or plotting device so we can reformat the original editable drawing.
- Another preferred and accepted drawing file is Adobe Illustrator (.ai). Please email these directly to the handling editor because these formats are not supported for uploading.
- Your software should allow options to output or resave your files in the formats mentioned above. If you are unsure of the suitability of any files you intend to submit, please do consult us and we will happily advise you.
- Should the file not be a vector file, you should ideally source the originally drawn file, or native plotter file, and resave it in one of the recommended file formats we have mentioned. Any problems regarding files please email or call us and we will be happy to advise you.

Vector files EDITABLE

FILE TYPES: .EPS, .PDF, .PPT/.PPTX, .DOC/.DOCX, .XLS/.XLSX, .SVG, .AI, .CRD, .EMF

Vector graphics use basic geometric shapes such as lines, dots, curves, polygons, etc. Mathematical formulas or expressions help to build these shapes. In vector graphics, it is possible to edit the images without degrading the quality of the images



Vector images, such as this one, remain unpixellated no matter how much you zoom in

Bitmap files NOT EDITABLE

FILE TYPES: .JPG/.JPEG, .TIFF, .BMP, .GIF, .PNG, .PSD

These are made up of pixels, with the units being the number of pixels per inch. These file types are never editable—which is fine if the image is a photograph or MRI scan (although they should be 300 dpi). However, if the figure needs to be edited, these aren't acceptable.

However, bitmap images, such as this one, will become pixellated and blurry when you zoom in.

Provide us with time-saving editable files

- Editable digital drawings contain vector drawing data. At *The Lancet* we create vector drawings, so we value files created in a vector graphics program, such as Illustrator. We can work with them quickly and effectively.
- Please note, vector drawing data is absent from the following files: .png, jpeg, .tiff, and .bmp. Subsequently resaving any of these files as a .pdf or .eps will not produce a vector drawing in these files. Please supply the original .eps, .ai, or .pdf file versions of artwork.
- Note, we do not accept Corel files. Please ensure to resave the Corel files as an accepted format like .pdf or .eps.
- If the submission of original, editable drawing files is not possible, as a final resort please supply very clear, high-resolution, full-colour jpegs or tiffs.

Copyright

Under no circumstances should any art be submitted where copyright is in doubt—eg, downloaded figures from the internet. Please also be aware of any copyright issues relating to printed material and do not supply a photograph or a scanned image if you are not sure about the copyright of the original image. Please consult the relevant editor to clarify the copyright position.

Submission of photographs and scanned images

Image quality recommendations

- Photoshop (.psd), tiff (.tif), jpeg (.jpg), encapsulated postscript (.eps), portable document format (.pdf), or Powerpoint (.ppt) files are acceptable.
- All submitted photographic images are best supplied 20% larger than they will appear in *The Lancet* and should have a resolution of 300 dpi. This will ensure high quality processing of your images for print.
- In the event you submit a low resolution file, please note low resolution files have irretrievably lost detail and it will not be possible to be make it high resolution. When possible, please do not supply images under 300 dpi, they will not print well and always compromise detail.
- If you intend to submit your own colour digital photos, please adjust your camera to its highest quality setting. If using a professional digital camera, jpeg or tiff files will be adequate. Please refrain from submitting RAW files.
- We can easily extract photographic images from Word or Powerpoint files, but we prefer receiving them separately as jpeg or tiff files wherever possible for quality reasons.

Scanning quality recommendations

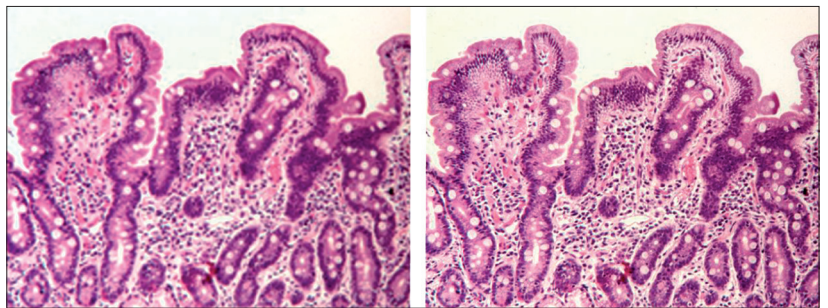
- Please supply clear 300 dpi scanned images.
- Printed matter should be scanned using the DESCREEN setting on the scanner (quality set to Art Print or Magazine) and ensure that “no sharpening” is selected as a preference in the scanner set-up before scanning.
- If you make a scan from a journal or printed matter, please ensure the scale and resolution on your scanner are correct. This is preferred to increasing the image scale or resolution after scanning in Photoshop, because this will degrade your image.
- Most consumer scanners scan in sRGB colour by default, making vivid colours for screen display. However, if you are using a high-end scanner, Adobe RGB colour is recommended for more naturalistic colours for print.

- Please note that digital colour screen images become altered to a degree when you see the same in print. We preserve faithful colour clarity wherever possible.
- You can send photo prints for us to scan. Please consult the relevant editor.

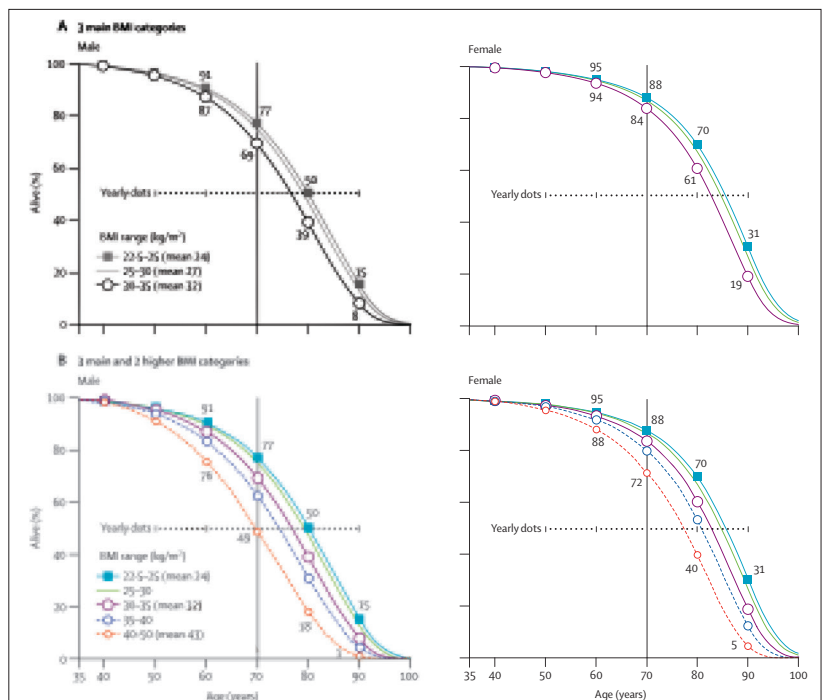
Submitting annotated photographic images

Graphic elements in photographic diagrams that we find cannot be edited, such as flattened fonts and arrows, will be carefully removed in Photoshop and replace with our own. In the interest of efficiency, please supply the image content separately, together with a reference set of annotated versions.

A quick-look guide to quality



Left: a typically blurry low resolution photograph, detail has been lost. Right: a high resolution 300 dpi image has better detail and really is more engaging and informative, the better option if you can provide one.



Top left: a very low resolution submission, in black and white, with illegible text. Top right: submission at a higher resolution, but black and white rendering is not as clear as colour. Bottom left: although colour helps, the low resolution might result in inaccurate redrawing. Bottom right: colours help to differentiate data, it is very clear and can be redrawn easily. If supplied as editable vector drawing, even better.