

APHA Manuscript Submission and Writing Guidelines

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MANUSCRIPT SUBMISSION CHECKLIST

Please review the items in the following checklist before sending us your final manuscript.

- Submit a manuscript file in Word using double-spaced format, Times or Times New Roman, and 12-point type.
- All figures must have figure numbers based on chapter and figure sequence (e.g., Figure 1–1) and must be located and be mentioned explicitly in the text. Figure images must be labeled with this number.
- All tables must have table numbers based on chapter and table sequence (e.g., Table 1–1) and must be located and mentioned explicitly in the text. Separate table files must be labeled with this number.
- Images must not be embedded in your manuscript file. Submit all art in its original, electronic form separately from the manuscript. (If needed, you may submit to the editors an **additional** Word file for ease of viewing, containing embedded images as a guide to ordering and assembling complex figure parts.)
- Figure legends must be in the manuscript file.
- Obtain permission for all previously published material or for adaptations of previously published material prior to submitting final files to APHA for production. All figures and tables derived from published sources must be identified as such and a credit line provided. Obtaining and providing credit lines are the responsibility of the author, but editors should ensure authors' compliance in initiating this process prior to submitting files to APHA.
- Fill out the Tables and Figures permissions spreadsheet for all tables and figures and submit it with your manuscript. A preformatted Chapter or Book table will be provided for this purpose.
- If any chapters have been deleted or renumbered from an older version or a previous edition, all affected chapters must be renumbered. Figure numbers, table numbers, equations, and cross-references must be renumbered.
- Illustrations must be supplied in electronic form, preferably in .TIF, .EPS, .JPG, or .PDF formats. If you cannot supply these files, provide your original electronic files (for example, Microsoft PowerPoint or Excel). Avoid using color for books that will be printed in black and white.
- Images (preferably .TIF or .JPG) must meet APHA requirements for size and resolution. Make sure your images are at least 4 by 6 inches wide at 300 dots/pixels per inch (DPI/PPI). Lower resolutions are acceptable provided the

image supplied is large (e.g., 72 DPI at 12×16 inches). If you have a question about the suitability of an image, contact production staff prior to submitting the file.

- Check that your reference list has been styled properly according to the established style for the book or section in which your chapter appears.

Permissions Tips

- All maps, charts, drawings, or photographs that you did not create yourself require permission unless they are in the public domain. The public domain generally extends only to U.S. federal/state government or UN/WHO sources. Please indicate the source (including yourself or co-authors) for each item for which you **don't** think you need permission.
- Apply for permission as soon as you can, online if possible.
- Maintain a master list of tables, figures, sources, permissions, file formats, file names, and any changes made (Data only? Modified or adapted? As is?) and provide this information to the editor and publisher.
- Request permission from the credited source. (If a figure was generated by John Smith and published in *JAMA*, contact *JAMA* to request permission to republish.)
- You need permission even if the original has been slightly modified. If you need to modify the original significantly to fit your book or chapter, you will need to obtain permission to adapt the original **in addition to** permission to republish. If you intend to completely rework or redraw the original to make it your own, please let us know you are doing this and provide the source for comparison.
- New figures need no permission, but we do need to know that your figures belong to you and not to someone else. If you have redrawn a figure that someone else generated, please let us know; you may still need to obtain permission depending on the extent of similarity.
- "Fair use" in the context of scholarly application does not apply to commercial publications such as APHA books.
- New tables created from data in copyrighted sources might require permission. If you have any doubt about the amount of material that can be used under the fair-use doctrine, request permission from the copyright holder. Data sets (i.e., raw data) cannot be copyrighted. Therefore, you may generate a new table from someone else's data and results. Presentation of data can be copyrighted, so you need permission to reprint a portion of someone else's table, although fair use and adaptation rules will govern the extent of the portion to be used without permission.

- Government (federal, state, local) materials do not require permission.
- Permission must be obtained to use material that is paraphrased, abridged, or condensed pursuant to fair use requirements.
- Submit a permission request even for APHA-copyrighted materials and for your own work from any publisher.
- All source and credit lines in your manuscript must read exactly as requested by the grantor; please include this information in the table/figure permissions chart you submit.
- You are responsible for obtaining all necessary permissions.
- Quotes from personal communications, interviews, questionnaires, and dissertations, regardless of length, may also need permission; track these carefully and record specific page numbers

PREPARATION OF TABLES, FIGURES, AND OTHER ILLUSTRATIONS

Please follow these guidelines for charts, tables, graphs, drawings, images, and other illustrations:

- Tables and illustrations should enhance, clarify, or reduce the length of the text.
- Include as many illustrations as are required to clearly illustrate the text.
- Tables should not simply repeat data adequately covered in the text, but should be used to express large amounts of data that otherwise must be presented in the text.
- The reader should be able to roughly understand all tables and illustrations without consulting the text.

Tables

Tables should be provided in Word format, generally in a file separate from the chapter manuscript file. Tables taken unmodified from a published source should be presented in the same manner, with complete source documentation. Any exceptions must be approved by the editor and must be provided as publishable images per the digital art submission guidelines.

Table Numbering and Titles

Make sure all “Tables” are actually tabular presentations of data or have been approved as “tables” by the editors (e.g., indented lists, boxes, and table-based graphics). Ensure the table title accurately and concisely describes the contents of table cells as well as rows and columns. Number all tables by chapter and order of appearance. If you insert a new table in the middle of a chapter, please renumber all succeeding tables in the chapter. Every figure must be mentioned at least once in the text, parenthetically (Table 8-3) or otherwise.

Follow the table with notes defining abbreviations and acronyms and providing any sources for the table OR the data it contains. Provide full bibliographic information for sources and include this information in the reference list.

Images

Digital Art

We prefer art created in Adobe Illustrator and saved in EPS format. Be sure that type is legible and that lines and shades are distinguishable. Avoid using color. Use Adobe PostScript fonts and embed fonts in EPS files.

Lines must be at least 0.25 points thick. Thinner lines, such as hairlines, may not reliably print. If resolution of an original is poor, be prepared to have line art redrawn.

Graphs and Charts

Graphs should be created in Adobe Illustrator and saved in EPS format. If Microsoft Excel is used, submit the original Excel data files. Do not embed figures into a Word file.

Be sure that type is legible and that lines and shades are distinguishable. Avoid using color to distinguish data points.

Digital Photographs

Minimum size is 4×6 inches at 300 pixels per inch (PPI) or dots per inch (DPI). Color is permitted even when images print in black and white. Do not submit .GIF or .JPG files pulled off a Web page; these images will be too small to print and are not free of permissions requirements.

For cameras, use a high-quality setting when capturing images to ensure sufficient image size. Maximum image sizes according to megapixels are as follows:

- A 3-megapixel camera produces a 6.8×5.1-inch image at 300 PPI (2048×1536 resolution)
- A 5-megapixel camera produces a 8.5×6.4-inch image at 300 PPI (2560×1920 resolution)

Submit the JPEG files. If your camera software gives you a choice, use the highest-quality/largest-size setting.

Scanned Art

Scan art at 600 to 1200 PPI and save it as .TIF or .EPS files.

Figure/Illustration Numbering and Legends

Number all figures by chapter and order of appearance. If you insert a new figure in the middle of a chapter, please renumber all succeeding figures in the chapter. Every figure must be mentioned at least once in the text, parenthetically (Figure 8-3) or otherwise.

Figure legends should not repeat the text. Submit a double-spaced list of all legends in your chapter or book, identifying each by figure number. After the figure number, provide a sentence-style description of the figure. Place any credit lines after the legend for any art that is not your own. Phrase the credit line exactly as requested by the owner or at least consistently. Provide full bibliographic information for sources and include this information in the reference list.

**APHA Press Writer's Guide
for
Life Sciences Books**

Based on

American Medical Association Manual of Style, 10th ed.

Chicago Manual of Style, 15th ed.

The Bluebook: A Uniform System of Citation, 19th ed.

Merriam-Webster's Collegiate Dictionary, 11th ed.

Abbreviations

Introduce all abbreviations parenthetically upon first use in each chapter in which the phrase appears more than once. Abbreviate thereafter. Spell out in all headings, without abbreviating. Do not abbreviate if the phrase appears only once in the chapter.

Abbreviate all standard units of measurement. Do not abbreviate time units except in figure legends, tables, and mathematical expressions; abbreviate all other units in regular text and elsewhere. Time unit abbreviations are: second (s), minute (min), hour (h), day (d), week (wk), month (mo), and year (y).

EXAMPLES

. . . the Centers for Disease Control and Prevention (CDC)

The Centers for Disease Control and Prevention's (CDC's) plan to

U.S. troops quartered in the United States

Capitalization

Capitalize all words 4 and more letters long in titles and subheads.

Citations in text

Cite figures and tables by chapter and number inside a sentence (Table 10.2; Figures 10.3–5).

Cite chapters and sections by number and title in parentheses or in a separate sentence: Refer to Chapter 7 (Anaerobic Plate Count). Within a sentence: (see Chapter 15, Lipolytic Micoorganisms; see Section 31.32, Reagents.)

Cite references by number at the end of the sentence, superscripted.

e.g., Use only within parentheses, with comma.

Emdash	Use emdashes with no spaces to separate clauses, not hyphens.
Endash	Use in place of “to” in year ranges without “from” or “between” (“the 2008–2009 recession”) and page ranges (pp. 358–368) and in ranges of ranges (“from 2–3 days to 5–6 months”). Use in ranges of figure numbers. Use in ranges of citation number greater than 2: ^{26, 27–29}
	Use in all numeric ranges in place of “from/to” in tables, figure legends, and lists: 5–10 days, 4–8 hours, 3–5 mg.
Figure legend example	Figure 10.1. Examples of public health programs: A: An apple a day. B: A stitch in time. A third (C) is possible.
Figure source example	Brinkoff. ²⁵ Do not use full references with figures. Place the full reference in the reference list.
Hyphenation	Generally, close up all compound words using standard prefixes except where doubled vowels clash. See Merriam-Webster’s for hyphenation of other words and common exceptions; see Chicago (Compounds and Hyphenation) for further detail.
i.e.,	Use only within parentheses, with comma.
Measurements	Use all standard abbreviations (e.g., 9 kcal/g, 2.7 kg, 4 mg/dL). Avoid exponential notation and medical jargon. Abbreviate time units only in figure legends, tables, and lists.
Numbers	Use Arabic numerals except for the numbers one through ten when used without units, including time units of measurement, and mathematic expressions. Ordinals: also spell out under 11; use no superscript (eighth, 12th)
	EXAMPLES From 10 to 30 mg; 12- to 14-year-olds; 2 to 3 times higher; 4 to 7 days; (1 to 3 m).
	Exceptions: At beginning of a sentence; in references (e.g., 2nd ed.); when referring to another chapter within the book or figures/tables (e.g., Chapter 2, Figure 10.1, Table 3.2); in parallel constructions (e.g., 9th through 12th grade).

Outline Follow the chapter outline provide by the chapter editor. Number each section in sequence with the chapter number separated by a period (44.3) and each nested subsection by extending to another decimal place (44.31, 44.311). Avoid more than 4 outline levels.

Percentages Use symbol with all numerals: 5%, 30%

Scientific names **EXAMPLES:**
Helicobacter pylori (first instance in chapter)
H. pylori (subsequent instances in chapter)
Salmonella sp./spp. (species; singular/plural)
Rosa rugosa var. (variety)

Serial commas Any series of 3 items within a sentence must have a comma before “and”:

EXAMPLE
Doctors Smith, Jones, and Johnson reviewed the scientific data thoroughly.

Symbols Avoid greater-than and less-than symbols except within parentheses and in tables.

Table title example Table 10.1. Hazard Inventory

References

The reference list must be a single numbered list in order of citation per chapter, cited by superscripted number. Refer to AMA, 10th ed.

Names: Give last name first for each author; do not use “and” between author names; do not use periods between author initials. Give up to 4 authors; after 4, give 3 and “et al.” Do the same for editors.

Titles: Italicize book titles and journal names. Use sentence capitalization for book chapters and journal articles, but headline capitalization for book titles.

Journals: Italicize and abbreviate per Index Medicus/PubMed, without periods. Do not give issue number. Give full page range (1156–1162).

Books: Give publisher name and location. Give full page range for chapters.

Laws and regulations: Refer to the Bluebook. Federal Register updates can be treated as a periodical.

Online documents: Provide author, title, publisher, location where possible; include date posted or last updated, a URL including a document or specific page, and date of access *or* DOI.

EXAMPLE: Journal article

Maciosek MV, Coffield AB, Edwards NM, et al. Priorities among effective clinical preventive services: results of a systematic review and analysis. *Am J Prev Med.* 2006; 31:52–61.

Journal article not yet published

Malarcher AM, Thorne SL, Jackson K, et al. Surveillance for selected tobacco use behaviors—United States, 1900–2005. *MMWR.* In press.

EXAMPLE: Book chapter

Zaza S, Smith J. Community health promotion and disease prevention. In: Wallace RB, editor. *Wallace/Maxcy-Rosenau-Last: Public Health and Preventive Medicine.* 15th ed. New York: McGraw-Hill; 2008:1023–1028.

EXAMPLE: Book with editor

Wallace RB, editor. *Wallace/Maxcy-Rosenau-Last: Public Health and Preventive Medicine*. 15th ed. New York: McGraw-Hill; 2008.

Book

Anderson GR, Herbert T, Zeffiro H, and Johnson K. *Chronic Conditions: Making the Case for Ongoing Care*. Baltimore, MD: Johns Hopkins University; 2004.

National Center for Health Statistics. *Health, United States, 2007, With Chartbook on Trends in the Health of Americans*. Washington, DC: U.S. Government Printing Office; 2007. Library of Congress No. 76-641496.

Book with publication number

Capehart T. *Tobacco Situation and Outlook Yearbook*. Washington, DC: U.S. Department of Agriculture; 2004. Publication TBS-2004.

EXAMPLE: Federal (FDA) regs

U.S. Food and Drug Administration. Regulations Restricting the Sale and Distribution of Cigarettes and Smokeless Tobacco Products to Protect Children and Adolescents—Final Rule. *Fed Regist*. 1997;61:315–375.

EXAMPLE: Public laws

The Public Health Cigarette Smoking Act of 1969. U.S. Public Health Law 91-222.
Public Law 102-515
(42 U.S.C. 15001 et seq.)
42 U.S.C. 12101-12213

EXAMPLE: Online references

Centers for Disease Control and Prevention. *Healthy Youth! Coordinated School Health Program*. Available at <http://www.cdc.gov/HealthYouth/CSHP>. Accessed September 8, 2007.

Wagner J. Controversy in Paris Makes Regionalism Newsworthy. Up Front Blog [blog]. Washington, DC: Brookings Institution. February 26, 2010. Available at:

http://www.brookings.edu/opinions/2010/0226_paris_wagner.aspx. Accessed September 9, 2010.

Frey WH. The New Urban Demographics: Race, Space, and Boomer Aging. Washington, DC: Brookings Institution. Available at: http://www.brookings.edu/articles/2000/summer_demographics.aspx. Accessed September 10, 2010.

Online journal

Ham SA, Macera CA, Lindley C. Trends in walking for transportation in the United States, 1995 and 2001. *Prev Chronic Dis*. 2005;2:A14 [e-pub].

Kant AK, Miner P. Physician advice about being overweight: association with self-reported weight loss, dietary, and physical activity behaviors of U.S. adolescents in the National Health and Nutrition Examination Survey, 1999–2002. *Pediatrics*. 2007;119:e142–e147. DOI:10.1542/peds.2006-1116. Available at <http://pediatrics.aappublications.org/cgi/content/abstract/119/1/e142>.

Martin M, Larsen B, Shea L, et al. State diabetes prevention and control program participation in the Health Disparities Collaborative: evaluating the first 5 years. *Prev Chronic Dis* [serial online]. Available at http://www.cdc.gov/pcd/issues/2007/jan06_0027.htm. Accessed on October 12, 2007.

Papas MA, Alberg AJ, Ewing R, et al. The built environment and obesity. *Epidemiol Rev*. 2007 [Epidemiologic Reviews Advance Access published online May 28, 2007]. DOI: 10.1093/epirev/mxm009. Available at <http://epirev.oxfordjournals.org/cgi/content/full/mxm009v1>.

EXAMPLE: Paper/lecture/presentation

Bishop DB, Taylor GL, Warren RA, et al. American Indian children walking for health: the results of a two-year in-school daily walking program. Presented at the CDC Diabetes and Obesity Conference, Denver, CO, May 15–22, 2006.

URLS in Text

Although URLs can be useful to direct the reader to a relevant Web site, as when a particular organization or law is mentioned, they should not be used in running text without parentheses, whether as sentence fragments (information available at ...) or whole sentences (More information is available at ...). Otherwise, consider presenting them as a separate table or list of Web resources.

Web References

All references should include the following information: author(s), date, title, publisher and publisher's location. Electronic references require a URL and an access date.

Other useful information: Type of resource other than periodical (irregular periodical, series, report, brochure, database, working paper, blog), exact date (day, month, and year) of publication.

(Physical-Life Sciences/Numeric Citation)

Hardy GE Jr. The burden of chronic disease: the future is prevention. Atlanta, GA: Centers for Disease Control and Prevention. 2004. Available at http://www.cdc.gov/pcd/issues/2004/apr/04_0006.htm. Accessed September 3, 2007.

(Social Sciences/Author-Date Citation)

Hardy GE Jr. 2004. The burden of chronic disease: the future is prevention. Atlanta, GA: Centers for Disease Control and Prevention. Available at: http://www.cdc.gov/pcd/issues/2004/apr/04_0006.htm. Accessed September 3, 2007.

Specific instructions:

(1) Author. First try to determine the authors' names. If there is no author, use the publisher, or an arm of the publisher if known.

(Physical-Life Sciences/Numeric Citation)

Centers for Disease Control and Prevention (CDC). *CDC's Steps Program*. Atlanta, GA: CDC. 1997. Available at <http://www.cdc.gov/steps/index.htm>. Accessed December 3, 2007.

National Center for Chronic Disease Prevention and Health Promotion. *Chronic Disease Prevention*. Atlanta, GA: Centers for Disease Control and Prevention. June 19, 2005. Available at <http://www.cdc.gov/nccdphp>. Accessed September 3, 2007.

(Social Sciences/Author-Date Citation)

Centers for Disease Control and Prevention (CDC). 1997. *CDC's Steps Program*. Atlanta, GA: CDC. Available at <http://www.cdc.gov/steps/index.htm>. Accessed December 3, 2007.

National Center for Chronic Disease Prevention and Health Promotion. 2005. *Chronic Disease Prevention*. Atlanta, GA: Centers for Disease Control and Prevention. Available at: <http://www.cdc.gov/nccdphp>. Accessed July 26, 2010.

(2) Date. A date can almost always be interpolated. Use the date the page was last updated if a publication date is not given. Conference reports for year N are usually published in year N+1, especially if they contain references from year N but not year N+1. Please provide all available information. Irregular periodicals/blogs may include the full date in addition to the year.

(3) Title. Follow the page style for capitalization; italicize upper case titles. If there is no title, the reference is not to a document. Briefly describe the page using available text but do not italicize. If title is known, insert the type of resource in brackets (brochure, database, working paper, blog) in the title or name of blog/series/periodical or add a subtitle/description after the title, without italics.

(Physical-Life Sciences/Numeric Citation)

World Health Organization (WHO). *Cities and Public Health Crises*. Report of the International Technical Consultation, Lyon, France, October 29–30, 2008. Geneva, Switzerland: WHO. 2008. Available at: http://www.who.int/ihr/lyon/FRWHO_HSE_IHR_LYON_2009.5.pdf. Accessed July 26, 2010.

Daniels J. *Global City Indicators home page*. Toronto, Ontario: University of Toronto. 2010. Available at: <http://www.cityindicators.org>. Accessed January 11, 2011.

Smith B. Flowers for Aldebaran? Institute for Positive Speculation [blog]. May 3, 2009. Available at: Accessed September 9, 2010.

(Social Sciences/Author-Date Citation)

World Health Organization (WHO). 2008. *Cities and Public Health Crises*. Report of the International Technical Consultation, Lyon, France, October 29–30, 2008. Geneva, Switzerland: WHO. Available at: http://www.who.int/ihr/lyon/FRWHO_HSE_IHR_LYON_2009.5.pdf. Accessed July 26, 2010.

Daniels J. 2010. Global City Indicators home page. Toronto, Ontario: University of Toronto. Available at: <http://www.cityindicators.org>. Accessed January 11, 2011.

Smith B. 2009. Flowers for Aldebaran? Institute for Positive Speculation [blog]. May 3, 2009. Available at: Accessed September 9, 2010.

(4) Publisher. All Web pages have publishers, though pages lacking publication information may be published by the author. Some documents (e.g., tobacco company documents) may have been written/published by one entity but held up for public access

by another; in these cases, the latter entity is not the original publisher but it is the publisher of the version pointed to by the URL and must be used if the original document is unavailable on the Web. Please give all available information.

(Physical-Life Sciences/Numeric Citation)

Hawksworth J, Hoehn T, Tiwari A. III—Which are the largest city economies in the world and how might this change by 2025? Annex B. Full City GDP rankings for 2008 and 2025. *Pricewaterhouse Coopers UK Economic Outlook*. 2009. Available at: <https://www.ukmediacentre.pwc.com/imagelibrary/downloadMedia.ashx?MediaDetailsID=1562>. Accessed January 06, 2011.

Brinkhoff T. The principle agglomerations of the world. 2010. Available at: <http://www.citypopulation.de/world/Agglomerations.html>. Accessed June 20, 2010.

(Social Sciences/Author-Date Citation)

Hawksworth J, Hoehn T, Tiwari A. 2009. III—Which are the largest city economies in the world and how might this change by 2025? Annex B. Full City GDP rankings for 2008 and 2025. *Pricewaterhouse Coopers UK Economic Outlook*. Available at: <https://www.ukmediacentre.pwc.com/imagelibrary/downloadMedia.ashx?MediaDetailsID=1562>. Accessed January 06, 2011.

Brinkhoff T. 2010. The principle agglomerations of the world. Available at: <http://www.citypopulation.de/world/Agglomerations.html>. Accessed June 20, 2010.

(5) Location. Give the city and country or state. It is not always possible to determine the publishing location for a Web page. Use the main office location of the publisher if known.

(Physical-Life Sciences/Numeric Citation)

Hawksworth J, Hoehn T, Tiwari A. III—Which are the largest city economies in the world and how might this change by 2025? Annex B. Full City GDP rankings for 2008 and 2025. *Pricewaterhouse Coopers UK Economic Outlook*. 2009. Available at: <https://www.ukmediacentre.pwc.com/imagelibrary/downloadMedia.ashx?MediaDetailsID=1562>. Accessed January 06, 2011.

World Health Organization (WHO). *Cities and Public Health Crises*. Report of the International Technical Consultation, Lyon, France, October 29–30, 2008. *Geneva, Switzerland: WHO*. 2008. Available at: http://www.who.int/ihr/lyon/FRWHO_HSE_IHR_LYON_2009.5.pdf. Accessed July 26, 2010.

Cruz L, Sandoval G. Urban Management in Mexico City? *Habitat International Coalition*. 1997. Available at: <http://www.hic-net.org/document.php?pid=2652>. Accessed July 20, 2010.

(Social Sciences/Author-Date Citation)

Hawksworth J, Hoehn T, Tiwari A. 2009. III—Which are the largest city economies in the world and how might this change by 2025? Annex B. Full City GDP rankings for 2008 and 2025. *Pricewaterhouse Coopers UK Economic Outlook*. Available at: <https://www.ukmediacentre.pwc.com/imagelibrary/downloadMedia.ashx?MediaDetailsID=1562>. Accessed January 06, 2011.

World Health Organization (WHO). 2008. *Cities and Public Health Crises*. Report of the International Technical Consultation, Lyon, France, October 29–30, 2008. Geneva, Switzerland: WHO. Available at: http://www.who.int/ihr/lyon/FRWHO_HSE_IHR_LYON_2009.5.pdf. Accessed July 26, 2010.

Cruz L, Sandoval G. 1997. Urban Management in Mexico City? Habitat International Coalition. Available at: <http://www.hic-net.org/document.php?pid=2652>. Accessed July 20, 2010.

When Are URLs Needed?

A URL is not always needed if content is available through other means (as for a journal article), but helpful if it is not (as for a working paper or internal report). Follow basic rules: give author, publisher, title, date (date accessed as well as date published, if possible). A reference without at least the publisher or author lacks authority.

General Guidelines

URLs given in refs should be:

- as recent as possible
- published by an authoritative publisher, i.e., an identifiable party with editorial control over content
- from the source of the document if possible, not a third party (neither publisher nor author)
- a document; if it is not, the “title” may be “Home page.” Or similar.