

MANUSCRIPT CHECKLIST

Before submitting your paper for review, please check that it adheres to the following requirements. This is an interactive PDF document. You should complete it by filling out the check boxes, using the pointing hand tool. Save it under your own name (e.g. "Smithchecklist.pdf") and submit it in a separate file along with your revised manuscript. Failure to follow these requirements may delay publication of your paper.

FRONT PAGE — please provide:

- first name, initial and surnames for all authors
- the affiliations (department, institution, city and country) of all authors
- the name, and postal and e-mail addresses, of the corresponding author
- running title of maximum 50 characters.

ABSTRACT — please ensure:

- length is 200–250 words maximum

REFERENCES — please ensure:

- authors cited in text are *fully* referenced
- in the text, 'et al.' should be used for references with three or more authors, e.g., Jones & Smith, 1981 (two authors); Jones et al., 1981 (three authors)
- all authors are named in the reference list entry, regardless of number. Do *not* use et al. in the reference list.
- references follow APA format, e.g., Smith, D. G., Jones, A. L., & White, F. K. (2005). The genetics of twin studies. *Twin Research and Human Genetics*, 8, 1–20.

TABLES — please ensure:

- all tables are submitted in Word format at the end of the manuscript after the references
- placement instructions are included in the document, e.g., [insert Table 1 here]

GRAPHS, FIGURES AND PHOTOGRAPHS — please ensure:

- all details, including American spellings and statistical symbols, are correct, as these cannot be corrected by the publisher
- where two or more images are submitted, the size of images, and the fonts used, are equal
- labels are not touching the axes of graphs
- each image is supplied in an individual file separate to the manuscript word file
- each image is supplied in an appropriate format: PDF, EPS or TIF. Refer to the image guidelines on the next page for more information.
- size of each image is correct, i.e., max. width 80mm single column or up to 160mm double column
- placement instructions are included in the word document, e.g., [Insert Fig 1 here]
- resolution is sufficiently high: the minimum for scanned graphics is 300 dpi for halftone work (e.g., photographs) and 600 dpi for line art. These should be in TIF format.
- all fonts are embedded correctly: print a copy to check
- there are no distortions in the artwork (e.g., lines and fonts reproduce cleanly with no jagged lines or fuzzy edges): print a copy to check.

EQUATIONS — please provide:

- a separate PDF file of the entire manuscript as well as the manuscript Word document for papers which contain equations created with LaTeX or similar specialist software.

PLEASE REFER TO THE IMAGE GUIDELINES ON THE NEXT PAGE



Illustrations, figures, photographs and mathematics: Electronic submission of artwork

To ensure optimum quality, please follow these guidelines when submitting artwork via e-mail or disk.

1. Photographs, graphs and figures should be prepared to the correct size (max. width 80mm single column or up to 160mm double column). Figures should be in black and white line art (artwork that has only text and lines, no shades of grey or blocks of colour). Each photograph, graph or figure should be:
 - supplied as an individual file, separate to the manuscript Word file with placement instructions included in the Word document, such as [insert Fig 1 here]

OR

 - if created in Microsoft Word, Excel or Powerpoint, embedded in the Word file at the end of the document and supplied ALSO as a PDF.
 - Figures created in a drawing program such as Adobe Illustrator, CorelDRAW, Freehand, Microsoft Publisher or similar should be saved as EPS (encapsulated postscript) files and PDFs.
 - Figures created in Photoshop or with other photographic software should be saved with a minimum resolution of 600 dpi and in TIF format. Minimum resolution for scanned graphics is 300 dpi for halftone work (e.g., photographs) and 600 dpi for line art, and these should also be in TIF format.
2. Manuscripts which contain equations created with LaTeX or similar specialist software need to be supplied as a PDF file as well as a Microsoft Word document.
3. Prior to sending artwork, the separate files of figures, graphs, illustrations, and so on, should be printed by the author to test that the fonts have been embedded correctly and there is no distortion in the artwork (e.g., lines and fonts reproduce cleanly with no jagged lines or fuzzy edges), as any such faults cannot be corrected by the publisher.
4. Preferred media for delivery: e-mail as attachments, Macintosh or PC floppydisk, Macintosh or PC Zip disk, CD-ROM.

IF YOUR ARTWORK DOES NOT MEET THESE GUIDELINES, IT MAY BE RETURNED TO YOU.

