



Quick Reference Guide to the Elsevier Copyediting Specification for Authors

Elsevier publishes content in a wide variety of formats and contexts. To ensure consistency across our print and electronic publications we have introduced an Elsevier style that we encourage all our authors to follow.

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The subsequent guidelines will be followed by the copyeditor working on your project to ensure global consistency within Elsevier products. If you have strong objections to any of the listed points, please notify your Elsevier contact upon receipt of this document to discuss any deviations for your project. Thank you for your time and attention to ensuring the highest-quality publications.

In this guide information is provided under the following six key headings:

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For further information consult a copy of “The Complete Reference Guide to the Elsevier Copyediting Specification for Authors.”

1) NAMES AND AFFILIATIONS

Names and affiliations should appear in English and in the following form: name, as provided by the author (should initials be present they should be followed by periods with no space between multiple initials). Department/division names (if supplied). Institution/organization, city, state/province/territory (for United States/Canada two-letter postal service format, Australia three-letter format), and country (written out in full). For Health Science titles, qualifications, and academic position/role, should be included in the order supplied by the author.

2) TEXT GUIDELINES

New “Use of inclusive language” guidelines may be found [here](#).

- If you are unable to deliver your manuscript in the **UK/US spelling** convention specified, please make your Elsevier contact aware.
- Footnotes and endnotes** are discouraged within body text. If the presence of footnotes or endnotes within the chapter is unavoidable, please flag this with your Elsevier contact.
- When **cross-references** appear within the text of a chapter, it is recommended they are structured to specific content using a chapter number and the nearest main heading (e.g., “see Chapter 1, Climate Variability”) rather than referencing a page number.
- Some words have both “**-ic**” and “**-ical**” endings, depending on their meaning. Please state whether you have a preference.
- Use of **italic or bold for emphasis** within the text is discouraged. Italic may be used to introduce new terms, but such use should be kept to a minimum. In all instances, observe the conventions of **Latin**

binomials (italics, initial capital for genus, lowercase italics for species). Use italic for foreign phrases but not those that have become familiar through constant use (e.g., “in situ,” “via,” “in vitro”).

- ❑ **Capitalization** should be kept to a minimum.
- ❑ Use **initial capitals** for specific features in the book itself (e.g., “Fig. 1.1,” “Table 4-1,” “Chapter 3”). “Figure,” “Chapter,” “Box,” “Plate” and “Table” should begin with a capital letter only if they appear with a number.
- ❑ **Proprietary drug names** begin with a capital letter (e.g., Aldomet, Marcain, Ventolin), as do registered trade names (e.g., Formica, Perspex, Teflon). However, a generic drug name (e.g., paracetamol) is lowercase. Present the generic name first, followed by the proprietary name in parentheses, for example “diazepam (Valium)”.
- ❑ Use superscript, lowercase, roman letters (^{a,b,c}) to indicate **references to footnotes in a table body**.
- ❑ Do not use **register marks or trademarks** (i.e., TM and ©) unless a product of MathWorks (i.e., MATLAB, Simulink) or NCLEX title. Using the proper spelling and capitalization of the name of the product is sufficient for publications that are not advertising or sales materials.
- ❑ Use **plurals** correctly and consistently. Although the trend is toward English plurals, some words have only a Latin plural or the Latin plural is preferred (e.g., “vertebra”/“vertebrae”). Consider these variations and advise your Elsevier contact of your preference.
- ❑ Ensure that all **hyperlinks** are active.
- ❑ The term “patient” is preferred over “client” in most instances. If your preferred **terminology** is different for example in social-work texts, please advise your Elsevier contact.
- ❑ **Eponyms** (possessive or plain) are variable depending on the field of study and author preference. For medical material, do not use possessive eponyms.
- ❑ **Uncited references** present in Science and Technology reference lists but not cited within the text will be moved to a separate section entitled Further Reading.

3) PUNCTUATION

- ❑ Do not use commas in **4-digit numbers** except when needed for alignment in tables.
- ❑ Do not use a comma between a **figure number and part letter** when referring to figures in the text (e.g., “In Fig. 4.4B”).
- ❑ Use “Fig.” referring to “**Figure**” followed by a figure number and “Eq.” referring to “**Equation**” followed by an equation number, even at beginning of sentences. Use “Figs.” and “Eqs.” for reference to multiple figures/equations unless you are using UK English where a period should not be used after a contraction.
- ❑ US style uses “double” **quotation marks**, with periods and commas inside quotation marks and other punctuation placed outside, unless they are part of the text being quoted, and ‘single’ marks for quotes within quotes. UK and Australian styles use ‘single’ quotation marks, with closing punctuation outside marks (unless it belongs to the quoted material) and “double” marks for quotes within quotes.

4) ABBREVIATIONS

- ❑ Where possible please supply a **list of abbreviations** to ensure consistency throughout the work.
- ❑ Use “Fig.” referring to “Figure” followed by a figure number and “Eq.” referring to “Equation” followed by an equation number, even at beginning of sentences. Use “Figs.” and “Eqs.” for reference to multiple figures/equations unless you are using UK English where a period should not be used after a contraction.
- ❑ Avoid **abbreviations in headings**.
- ❑ **Abbreviations and acronyms** should be capitals and closed up, with no periods (e.g., WHO, BBC, UNESCO, NMR, UV, IR, ESR, CAT, AIDS, DNA, RNA). A few abbreviations contain all lowercase letters (e.g., “tid”) or a mixture of capitals and lowercase letters (e.g., BSc, PhD).
 - o The following are **exceptions to no periods in abbreviations/acronyms**:
 - o Initials of a person or company used in text (e.g., R.R. Donnelly, R.D. Laing).
 - o p. and pp. (in text), although page numbers are discouraged.
 - o Abbreviations of a genus and species (*H. influenzae*).

- ❑ If a term is plural, use the **plural version** of the abbreviation (e.g., “WBCs” for white blood cells [nb, no apostrophe]).

5) UNITS OF MEASUREMENT AND TIME

- ❑ Spell **percent** as one word (not “per cent”). Use of the percent symbol (%) is preferred after Arabic numerals in scientific writing. Percentage ranges should always use % after both numbers in the range e.g., 10%–15%, 10% to 15%.
- ❑ In technical and scientific writing, only **numbers below 10 should be spelled out**, and then only if they are not units of measure or time. Usages such as “24/7,” “365 days/year,” “12h/day,” “12 hours a day,” “24 hours a day,” or “365 days a year” are all acceptable as long as they are used consistently.
- ❑ Use the **degree sign (“°”)** for **temperature** and the word “degree” for angle measurements.
- ❑ **Ranges of dosages** should be represented as “a dosage of 2–5 mg.”
- ❑ **Simple fractions** are hyphenated: “two-thirds,” “one-quarter,” “one-fourth.”
- ❑ Use numerals, not words, to express **ages, percentages, temperatures, addresses, dates, units of measure, times, sums of money, and page numbers**, except when a number begins a sentence. If a number must be written out, so should the unit of measure that follows (e.g., “Five milligrams”).
- ❑ **Decimal points** should be on the line. Decimals below one should always carry a zero before the decimal point, except in contexts where decimal quantities must be 1.00 or less, as in probabilities, correlation coefficients, and so forth, in which a zero is typically omitted before the decimal point (e.g., “ $P < .5$ ”).
- ❑ You may use any **system of measurement**, although SI units of measure are preferred, as long as the unit of measure is used consistently.
- ❑ There is **no space** in 25%, 45°C or 30°N.
- ❑ The solidus (i.e., “/”) replacing “**per**” should be used only once in any expression (e.g., “mg/kg per day”).
- ❑ **Unit of volume:** use uppercase “L” for liter (i.e., “L,” “mL”).
- ❑ If abbreviating “**seconds,**” “**minutes,**” and “**hours**” in the main text, use the following standard abbreviations: “s” for seconds, “min” for minutes and “h” for hours.
- ❑ **Dates should be contracted** (e.g., “1978–79,” not “1978–1979”) unless over the end of a century (e.g., “1978–2003”). An en dash should be used for date ranges.
- ❑ “BCE” (before common era) follows the date and “CE” (common era) precedes it, thus “850 BCE” but “CE 1989.” Should you wish to retain the use of “BC” (before Christ) and “AD” (anno domini) please advise your Elsevier contact.
- ❑ Avoid **vague phrases** that may date the book (e.g., “in the past decade,” “will soon be introduced”). It is better to replace these with specific dates.
- ❑ Avoid quoting **specific prices of goods and services**; if these must be included, indicate the year for which these are valid.
- ❑ Do not shorten numerals in a **range of values**: “25–29 mg,” not “25–9 mg.”
- ❑ If your material contains equations, make sure you have completed the “Equations Style Sheet Checklist” and given a copy to your Elsevier contact.

6) CREDITS AND PERMISSIONS

- ❑ **Data sources and credit lines** should appear with the figure/table caption to which they refer. A credit line is always preceded by “Reproduced with permission from,” “Modified from,” “Data from,” “From,” “Based on,” or “Courtesy” (not “Courtesy of”) and may be followed by the page number.
- ❑ **Tables, citing only a single source**, will need permission if the table is laid out in a substantially similar way to the graphical presentation of the same table. If there are two or more sources for data within a table, then these sources should be acknowledged.