The Complete Reference Guide to the Elsevier Copyediting Specification for Authors

ELSEVIER

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Version	Date (dd/mmm/yy)	Distribution History (abbreviated names/groups)	Status and summary of changes
3.8	20 Jul 2022	Knowledgebase, Global Content Partners	Following a review of the Inclusion and Diversity guidelines by Elsevier Enabled the following sections have been updated: • Section 4.1 Use of Inclusive Language • Section 4.3 Reporting Sex, Gender Identity, or Both in Research • Section 4.4 LGBTQ+ Terminology • NEW Section 4.5 Language Around Disability (The rest of section 4 has been renumbered accordingly) • Section 4.15 Register Marks and Trademarks updated to include Simulink
3.7	28 Feb 2022	Knowledgebase, Global Content Partners	• Section 4.2. updated examples for when using the capitalized racial and/or ethnic term as an adjective. • NEW Section 4.6. on Use of Sims Terminology. • Section 4.21. update to general bullet point on eponyms. • Section 4.29.2. punctuation in displayed lists updated. • Section 4.31.1. figure legends content updated for clarity.
3.6	30 Oct 2020	Knowledgebase	• Version number updated from 3.2 to 3.6 to align with internal documentation. • NEW Section 4.1 on Use of Inclusive Language. • NEW Section 4.2 on Capitalization of Racial and Ethnic Terms. • NEW Section 4.3 on Reporting Sex, Gender, or Both in Research. • NEW Section 4.4 on LGBTQ+ Terminology. • The section on Religion and Politics has become section 4.5 and section 4.37 has been updated to remove any conflicting information based on the new section 4.1 guidelines. The rest of section 4 has been renumbered accordingly.

Contents

1.   Audience

This document is intended as a reference for Elsevier authors.

2.   Introduction

This guide provides a comprehensive set of style rules and guidelines for Elsevier book authors.

3.   Reference to other documents

3.1.   *General issues not covered by this document – Chicago Manual of Style*

For any *general* issues (i.e., those not specific to a particular subject area), please refer to *The Chicago Manual of Style*. The most recent edition can be found online at www.chicagomanualofstyle.org.

3.2.   *Style guides*

You may refer to a number of external style guides as agreed with your Elsevier project contact.
   - o *AMA Manual of Style* *(for medical books)*
   - o *APA Style Publication Manual* *(for psychology books)*
   - o *ACS Style Guide* *(for chemistry books)*
   - o *AGPS Style Manual* *(Australian titles only)*

3.3.   *Dictionaries*

For spelling and usage in specific subject areas, reference can be made to various dictionaries as necessary.

- *Merriam Webster's Dictionary* (for general terms)
- *Dorland's Illustrated Medical Dictionary* (for medical terms)
- *Dorland's Dictionary of Medical Acronyms & Abbreviations*
   - o *Dorland's* contains abbreviations not found in *Chicago or AMA,* and should only be referred to after the other references have been exhausted.

3.4.   *General style reference for medical and nursing titles*

- For **guidance on aspects of medical texts** not stated in this document, please consult, in the first instance, guidelines found in the *AMA Manual of Style*, followed by *Dorland's Illustrated Medical Dictionary*.
- For **SI units and abbreviations in nursing titles**, adhere to the ISMP's list of *Error-Prone Abbreviations, Symbols and Dose Designations,* and *Lists of Look-Alike Drug Names with Recommended Tall Man Letters*.

4.   Core information

4.1.   *Use of inclusive language*

- Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences, and promotes equity. Use inclusive and respectful language without bias against any person, with special attention to avoiding language that negatively portrays or describes any person based on factors such as age, gender, race, ethnicity, culture, sexual orientation, disability, neurodiversity, class, or health condition. Authors should ensure that writing is free from bias, stereotypes, slang, slurs, reference to dominant culture, and cultural assumptions. We recommend avoiding the use of descriptors that refer to personal attributes unless there is evidentiary-referenced scientific or clinical relevance. When appropriate, clarify how terms and definitions used in the referential evidence support the use of selected terms. These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive. For more detailed information please refer to any editing guidelines provided by your Elsevier contact.

4.2.   *Capitalization of racial and ethnic terms*

- Racial and ethnic groups are designated by proper nouns and are capitalized. Therefore capitalize "Black," "White," and "Brown" to align with the capitalization preference applied to other racial and ethnic categories. Use the capitalized term as an adjective in a racial or ethnic sense: Black people are disproportionately affected by COVID-19; diabetes disproportionately affects the Black population.

4.3.   *Reporting sex, gender identity, or both in research*

- The terms male and female should be used when describing the sex of human participants or other sex-related biological or physiological factors. Descriptions of differences between males and females should carefully refer to "sex differences" rather than "gender differences." Gender comprises the social, environmental, cultural, and behavioral factors and choices that influence a person's self-identity and health. Gender includes gender identity (how individuals and groups perceive and present themselves), gender norms (unspoken rules in the family, workplace, institutional, or global culture that influence individual attitudes and behaviors), and gender relations (the power relations between individuals of different gender identities).
- Seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid "he, she," or "he/she." Authors should consider appropriate use of the words sex and gender to avoid confusing both terms.

4.4.   *LGBTQ+ terminology*

- When referring to the lesbian, gay, bisexual, transgender, queer, or questioning community, Elsevier's suggested terminology is LGBTQ+. This guideline is meant as a point of reference to help identify appropriate terminology but is by no means exhaustive or definitive.

4.5.   *Language Around Disability*

- When referring to disability, do not use stereotypical descriptors and outdated terminology (e.g., "mentally retarded," "crippled"). Be mindful of current usage in the disability community (e.g., "intellectual disability," "person with disability," "uses a wheelchair").
- Individuals may use self-descriptive terminology; when these terms are used, they should have clear attribution, such as "Sara describes themself as "having hearing loss." When referring to medical conditions, it is often preferable to use person-first language (e.g., "patient with sickle cell disease" rather than "sickle cell patient") as well as the most scientifically accurate terms around mental illness (e.g., "substance use disorder" rather than "substance abuse").

4.6.   *Religion and politics*

- Religious and political beliefs and practices must be described with due accuracy.
- Statements and claims about religion and politics should be factual and supported by an evidentiary reference.

4.7. Use of Sims Terminology

- In alignment with Elsevier's commitment to inclusion and diversity we are working actively to remove the Sims name throughout our products.
    - Some of the terminology using his name can be replaced with generic terminology:
        - Sims position = modified left lateral recumbent position or modified left prone recumbent position
        - Sims speculum = vaginal speculum
        - Sims retractor = vaginal retractor
        - Sims Uterine Curette = sharp uterine curette
        - Sims Uterine Sound = uterine sound
    - Some of the terminology using his name can be deleted because the equipment is no longer commonly used:
        - Sims tentaculum
    - Any other terminology that comes up with the Sims name should be flagged to your Project Manager.

4.8. Chapter opening pages

4.8.1. Contributor names and affiliations

Names and affiliations should appear in English and in the following form: given name followed by family name; please check that all names are accurately spelled. Department/division names (if applicable). 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 Medical Education, Health Professions, Nursing and Specialty Medicine titles, qualifications and academic position/role, may be included.

John Smith
Oxford University, Department of Physics, Oxford, United Kingdom

Charles J.D. Wallingford
Wyeth Nutrition, Collegeville, PA, United States

Victor Albert Thompson RN, PHC, NP
Conestoga Institute of Technology and Advanced Learning, Kitchener, ON, Canada

Roger J. Whitely
The University of New South Wales, Kensington, NSW, Australia

> **NOTE:** Qualifications should not be listed for **Science and Technology Books** unless specifically requested by your Elsevier project contact. If you are uncertain if your book is an S&T Book please check with your Elsevier project contact.

- Additional affiliation information such as PO Box, zip/post codes, and email addresses will not be included unless you have been informed otherwise by your Elsevier project contact.
- Affiliations should be in the English form (i.e., not in a foreign language) if an English version is in common usage. For example, use "University of Vienna" rather than "Universität Wien."
- US and Australian states and Canadian provinces will be cited in their two or three-letter format if included in the contributor list, but countries should always be written out in full, i.e., "United Kingdom" and "United States."

4.9. Variations in English spelling and grammar (UK, US)

- You will be advised at the beginning of the project which type of English the project is to follow.

If you are unable to deliver your manuscript in the UK/US spelling convention specified, please make your Elsevier project contact aware.

4.10. Basic usage

- Use noun and adjective forms correctly:

Noun	Adjective
callus	callous
fungus	fungous (or fungal)
mucus	mucous
phosphorus	phosphorous

- Some words have **both "-ic" and "-ical"** endings, depending on their meaning (e.g., "classic" vs. "classical," "economic" vs "economical," "historic" vs "historical"). The use of **"-ic"** endings is preferred, however, some authors express a preference for "**-ical**" endings; please make your preference known to your Elsevier project contact.

4.11. Italics and bold

- 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, cap 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").
- When labels that appear on a figure are mentioned in a figure footnote, they are set in italic type (e.g., "*BP,* Blood pressure; *RR,* respiratory rate; *red arrows,* air flow"). If a label occurs within a figure legend, it is italicized and placed within parentheses (e.g., "Superior posterior portion of globe removed, with relationship of vitreous to disc *(arrow)* and macula"). See also Figure legends: content.
- If terms are styled either italic or bold to denote a glossary inclusion, this should be retained.

4.12. Commas and "that"/"which"

- Use of the serial comma (Oxford comma) is mandatory for US English but not for UK English.

UK ENGLISH: If you are a UK author and you use the serial comma is consistently, it will not be changed.

- "That" and "which" are both relative pronouns. In polished American prose, *that* is used restrictively to narrow a category or identify a particular item being talked about (e.g., "any building that is taller must be outside the state"); *which* is used nonrestrictively, not to narrow a class or identify a particular item but to add something about an item already identified (e.g., "alongside the officer trotted a toy poodle, which is hardly a typical police dog"). *Which* should be used restrictively only when it is preceded by a preposition (e.g., "the situation in which we find ourselves"). Otherwise, it is almost always preceded by a comma, a parenthesis, or a dash[a].
- Do not use commas in four-digit numbers (e.g., 4,590) 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, the arrow…").
- Use "who" rather than "that" when referring to people.
- Do not use a comma after introductory words or phrases that do not require a pause:

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[a]From Chicago 5.220 under "*that; which.*"

- o "thus"
- o "therefore"
- o "in 1950"
- o "in most instances"

unless this might lead to misinterpretation.

- Do use a comma after introductory words or phrases that require a pause:
  - o "however,"
  - o "for example,"
  - o "in addition,"
  - o "namely,"
  - o "nevertheless".

Do not use a comma after a short introductory phrase if the first word of the independent clause begins with an article, but do use the comma if the independent clause begins with any other part of speech:

- o "In liability insurance agreements the individual…"
- o "After resting, diabetic patient, …"
- o "Occasionally, small cuts are made." (i.e., the cuts are not occasionally small.)
- o "Occasionally a small cut is made."

- Use a comma after introductory adverbial clauses:
  - o "If rapid improvement does not occur, …"
  - o "When pus is present, …"
  - o "Although the exposure method is more applicable to burns of the trunk, …"
- Reference numbers and footnote identifiers follow periods and commas but precede colons and semicolons.

4.13. *Quotes/extracts and single/double quotation marks*

- Use US style "double" quotation marks, with closing punctuation inside marks and 'single' marks for quotes within quotes. For Books using UK & Australian English, use 'single' quotation marks, with closing punctuation outside marks (unless it belongs to the quoted material) and "double" marks for quotes within quotes.
- All quoted extracts should be carefully transcribed. It is essential that the original punctuation and spelling of the extract to be quoted are preserved.
- Errors within a quoted passage should be corrected and enclosed within brackets.
- If it is important that errors be retained for sense, acknowledge using "[sic]."
- All quoted material should be associated with a reference for which full details should be given.
- Quotes are set as reduced text (i.e., smaller than and indented from main text) when the material is longer than four typeset lines. Quotation marks are not used in this instance.

4.14. *Capitalization*

- Capitalization should be kept to a minimum and reserved for proper nouns.
- To avoid complications for the copyeditor in deciding what to capitalize please do not include fully capitalized headings within the manuscript.
- For headings in Title Case (i.e., that are main words up), capitalize the first word and all nouns, pronouns, adjectives, verbs, subordinate conjunctions and prepositions of four letters or more. Do not capitalize:
- conjunctions such as: "and," "but," "or," "yet," "for," "nor," "so" (unless the conjunction is four or more letters)
- articles: "a," "an," "the" (unless it's the first or last word of the title)
- prepositions: "on," "at," "to," "in," "for," etc. (unless the preposition is four or more letters and/or it's
- the first or last word of the title).
- Always capitalize the word "Is" in article titles.
- Convert the "to" in infinitives to lowercase.
- When you use the name of a product or a newly coined term, ensure consistency in spelling and capitalization.

- 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.
- Positions such as "doctor," "nurse," or "physiotherapist" are lowercase.
- Adjectives derived from personal names are normally capitalized. Nouns and adjectives designating cultural styles, movements and schools and their adherents are capitalized if derived from proper nouns. Those in common usage can be found in Merriam Webster's Dictionary. Some words capitalized when used in reference to a school of thought are lowercased when used metaphorically. Personal, national or geographical names, and words derived from them, are often lowercased with a nonliteral meaning. See The Chicago Manual of Style for more details and examples.
- When a sentence begins with a symbol, lowercase Greek letter or number, the next word starts with a capital letter (e.g., "γ-Globulin," "5-Hydroxytryptamine").
- In all instances, observe the conventions of Latin binomials (italics, cap for genus, lowercase italics for
- species).

4.15. Register marks and trademarks

- Do not use register marks or trademarks (i.e., ™ and ®) unless a product of MathWorks (i.e., MATLAB, Simulink) or a 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.

4.16. Names of drugs

- 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 is lowercase (e.g., paracetamol). Present the generic name first, followed by the proprietary name in parentheses, for example "diazepam (Valium)."

4.17. Abbreviated genus names

- Genus and species names should be expanded in titles/subtitles/section heads.
- Capitalize genus names but not species names.
- Each genus and species name needs to be spelled out at first mention. In subsequent occurrences, only the first letter of the genus name is retained along with a period followed by the species name; however, if the same species name occurs with two different genus names beginning with the same letter, subsequent letters should be used to differentiate the two.
- Genus names that occur at the beginning of a sentence do not need to be spelled out unless at first mention.

4.18. Percent

- Spell percent as one word (not "per cent").
- Use of the word percent is preferred in narrative (nontechnical) text for single reference to a figure.
- Use of the percent symbol (%) is preferred after Arabic numerals, in nonnarrative (scientific and statistical) text, and for multiple percentages.
- Percentage ranges should always use % after both numbers in the range with an en dash or the word "to" separating the two numbers (e.g., 10%–15%, 10% to 15%).

4.19. "Compared to"/"Compared with"

- To "compare to" is to point out or imply resemblances between objects regarded as essentially of a different specification (e.g., "his life has been compared to a battle). To "compare with" is to point out differences between objects regarded as essentially of the same specification (e.g., "Congress may be compared with the British Parliament").

4.20. Headings

- Check the heading levels for sense and consistency of presentation.

- In general, avoid abbreviations in headings, especially first-time mentions of abbreviations. However, if the written-out form of a term is excessively long (e.g., nonsteroidal antiinflammatory drug [abbreviated NSAID]) or the abbreviation is in common usage, it is permissible to use the abbreviation in a heading. See also Abbreviations, Acronyms, Possessives, and Contractions.
- See also Capitalization.

4.20.1. *Number and ordering of headings*

- Headings must appear in hierarchical order.
- You may use a system of letters and/or numbers to grade your headings but these may be deleted depending on the design specification for the book.

4.21. *Plurals*

- 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").
- Where a book uses the name of a product or a newly coined term, note the spelling and check for consistency in plurals.
- Take care changing sentence structure when a noun ends in an "s". Some nouns appear to be plural but take a singular verb, the discipline of "human factors" is treated as singular in the same way that "economics is" and "physics is".

4.22. *Abbreviations, acronyms, possessives, and contractions*

- A list of abbreviations is helpful to ensure consistency throughout the work.
- Abbreviations and acronyms should be defined in full at first mention in each chapter and the abbreviation used in the main text thereafter.
- Use of abbreviations should be avoided in tables, boxes, footnotes and other displayed items, unless there is a requirement to save space, i.e., in column headings, in which case you may use abbreviations and spell them out in a footnote.
- For reasons of clarity, abbreviations are not used in headings unless they are in common usage.
- No periods should be used with abbreviations or acronyms that appear in capitals, whether two letters or more and even if lowercase letters appear within the abbreviation: WHO, BBC, UNESCO, AIDS, DNA, RNA, VP, CEO, MA, MD, PhD, UK, US, NY, IL, etc.
- Use periods with abbreviations that end in a lowercase letter: p. (page), vol., e.g., i.e., etc., a.k.a., a.m., p.m., Ms., Dr., et al. (et is not an abbreviation; al. is). This rule does not apply to units of measurement.
- A few abbreviations are lowercase (e.g., "tid") or as a mixture of caps and lowercase (e.g., "BSc, PhD").
- Periods are required in such abbreviations as "etc.", and "c." (circa), which use lowercase letters.
- The following are exceptions to no periods in abbreviations / acronyms:
  - Initials of a person or company used in text (e.g., R.R. Donnelly, R.D. Laing).
  - Academic degrees that end in a lowercase letter (e.g., DLitt, DMin).
  - Abbreviations of a genus and species (H. influenzae).
- For "Fig." referring to "Figure" followed by a figure number and "Eq." referring to "Equation" followed by an
- equation number, use "Figs." and "Eqs." for reference to multiple figures/equations, even at beginning of sentences.

UK ENGLISH:

Differentiates between abbreviations and contractions. A **contraction** (e.g., 'Dr', 'Mr', 'Ltd'), where the first and last letter of a word is present, does not have a full point in UK style but an **abbreviation** (e.g., 'Fig.') does.

'Figure' should be cited as 'Fig.' (with full point), and 'Figures' should be cited as 'Figs' (no full point). Use abbreviated format even at the start of a sentence.

For 'Equation', use 'Eq.' (with full point), for 'Equations' use 'Eqs' (without full point).

- If a term is plural, use the plural version of the abbreviation (e.g., "WBCs" for white blood cells [nb, no apostrophe]).
- The use of "a" and "an" before an abbreviation is governed by how the abbreviation, not the whole term, would sound if spoken aloud: thus "an RNase molecule" not "a RNase molecule." There are certain exceptions to this rule (e.g., the abbreviation "SNP" is pronounced "snip" so takes "a" beforehand, not "an").
- Eponyms (possessive or plain) are variable depending on the field of study and author preference.
  - For medical material, do not use possessive eponyms:
    - with cell names (Merkel cell)
    - with names of stains (Gram stain)
    - with names of tests (Wassermann test)
    - with names of equipment (Foley catheter)
    - when the name follows an article (the Cushing syndrome)
    - when the names are hyphenated (Gram-Weigert)
    - when names refer to places, not persons (Lyme disease)

    with rare exceptions e.g., Crohn's disease, Asherman's syndrome (see *Dorland's*).
  - For science and technology books, possessive eponyms are acceptable (e.g. "Einstein's theory of relativity" or "Boyle's law").
- The United States should be referred to as "United States" when being used as a noun but as "US" when being used as an adjective (e.g., "Involvement in China by the United States" and "US involvement in China"). "US" is also used as an acronym for "ultrasound."
- In running text, the names of states, territories, and possessions of the United States should always be spelled out when standing alone and preferably (except for DC) when following the name of a city: for example, "Lake Bluff, Illinois, was incorporated in 1895." In bibliographies, tabular matter, lists, and mailing addresses, they should be abbreviated. In all such contexts, apply the two-letter postal codes

4.22.1. *Abbreviations in common usage*

- Abbreviations in common usage do not need to be defined in full at first mention (e.g., DNA, ECG, CNS, AIDS, NHS, GP). Consider the audience of the book (e.g., student or practitioner) when deciding whether to define at first mention. To check whether an abbreviation can be considered as being in common usage, consult Merriam Webster's Dictionary for its occurrence and definition/expansion.

4.23. *Numerals*

- 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.

> **NOTE:** With regard to the above point, 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. Hyphens come into play when a phrase like this is used to modify something else (e.g., "our 365-days-a-year service")[b] or when a number is used in place of a noun (e.g., "an 84-year-old").

- Maintain consistency within a series of numbers. For example, edit "two peaches, nine apples, and 15 oranges" to read "2 peaches, 9 apples, and 15 oranges."
- Ordinal numbers should be written as words from first to ninth, then figures from 10th upward. Suffix indicators (i.e., "st," "nd," "rd," "th") should not be set as superscript (Microsoft Word default) but should be in the line with the rest of the text.
- When ranges are given in text, the word "to" can be used if the author is consistent throughout, rather than using a hyphen or an en dash. Birth and death dates are exceptions, where an en dash should be used (e.g., "Galen (AD 121–201)"). See also Dates and Time.

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[b]From *Chicago* Style Q&A Section on Hyphens, En Dashes, Em Dashes, #104.

- Use the degree sign for temperature and the word "degree" for angle measurements.
- When using measurements as compound adjectives, hyphenate them:
  - "a 25-mg dose," but "a dose of 25 mg."
  - "7-mm wire," but "a wire measuring 7 mm."
- Ranges of dosages should be represented as "a dosage of 2–5 mg" (see also <u>En dash</u>).
- Simple fractions take a hyphen: "two-thirds," "one-quarter," "one-fourth."[c]
- Decimal points should be on the line.
- In numbers of five or more digits, commas are used to separate groups of three digits (e.g., 45,900; 450,900; 4,509,000). Four-digit numbers do not take commas (e.g., 4590).
- Use numerals, not words, to express age, 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 abbreviation that follows (e.g., "Five milligrams").
- Decimals below one should always carry a zero before the decimal point, except in contexts where decimal quantities must be 1.00 or less, for example, in probabilities, correlation coefficients, and so forth where a zero is typically omitted before the decimal point (e.g., "$P < .5$"). Health Science books that follow AMA style require the letter P (for "probability") is uppercase and in italics.

- See also sections on <u>Units of measurement</u>, <u>Dates and Time</u>, <u>Tables</u>, <u>Hyphens</u> and <u>En dash</u>.

4.24. Units of measurement

- You may use any system of measurement, although SI units of measure are preferred, as long as the unit of measure is used consistently. If different measurement systems are used in separate chapters of a multi-authored book, check with your Elsevier project contact.
- There is no space in 25%, 45°C, 30°N.
- Singular form is used with no periods and a full space inserted between the numeral and the unit and also in compound units (e.g., "50 mL," "100 mg," "150 m s^{-1}").
- The solidus (i.e., "/") replacing "per" should be used only once in any expression (e.g., "mg/kg per day"). If an author has consistently used another form (e.g., "mg/kg/day" or "mg kg^{-1} day^{-1}"), <u>ask your project contact</u> if further information is needed.
- Standard units of measure should always appear abbreviated when preceded by a numeral.
- Use the degree sign ("°") for temperature and the word "degree" for angle measurements.
- Where units are referred to in general terms, they should be written in full (e.g., "it was measured in liters per second," "immersed under several meters of water").
- Unit of volume: use uppercase "L" for liter (i.e., "L," "mL").

4.25. Dates and time

- The style for calendar dates is "May 1, 1989." If the calendar date occurs in the middle of a sentence, it should be followed by a comma.

> 🇬🇧 **UK ENGLISH:** The style for calendar dates is '1 May 1989'.

- Style for time is "8:30 a.m." or "0830" if 24-hour clock (military time) is used.
- When referring to "seconds," "minutes" and "hours" in a box or table, use the standard abbreviations:
  - "s" for second
  - "min" for minute
  - "h" for hour
- "Day," "week" and other measures of time remain unabbreviated, unless stated as part of dosage information

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[c]From *Chicago* 9.14.

where day is abbreviated to "d" and week to "wk."

- If you have abbreviated the months of the year, employ a strict three-letter abbreviation throughout text, tables and figures (e.g., "Jun., Jul., Sep.").
- Use "15th century," in place of "fifteenth century."
- "BCE" (before common era) follows the date and "CE" (common era) precedes it, thus "850 BCE" but "CE 1989." Avoid using "BC" (before Christ) and "AD" (anno domini).
- "Circa" is abbreviated to "c." and precedes the date, which is closed up to it (e.g., "c.1700").
- Decades are expressed with four numerals followed by an "s" (e.g., "the 1960s" [not "the 1960's," "the '60s," or "the sixties"]).
- Dates should be contracted (e.g., "1978–79" rather than "1978–1979") unless over the end of a century (e.g., "1978–2003"). An en dash should be used.
- 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. For example, "The recent experiment by Atkinson (1995).…" should be changed to "The experiment by Atkinson (1995).…"
- Avoid quoting specific prices of goods and services; if these must be included, indicate which year these are valid for.

4.26. En dash

- En dashes should be used as follows[d]:
  - Where one or both sides of a phrase comprise two or more words (e.g., "New York–New Haven railroad," "the post–World War II years," "Chuck Berry–style lyrics," "country music–influenced lyrics").
  - In "open" compound terms,[e] keep the compound noun open if it is open when isolated, even when using an en dash to join to a subsequent element (unless clearly ambiguous) (e.g., "atomic bomb–derived radiocarbon," not "atomic–bomb–derived–radiocarbon"; "toxic chemical–induced effects," not "toxic–chemical–induced–effects").
- Elements joined by en dashes should be closed up so that there are no spaces between the element and the dash.
- En dashes should never be used after colons.
- En dashes should be used in ranges (e.g., "1–3 mmol," "20–40K").
- Beware of awkward constructions involving ranges and negative numbers (e.g., "in the range of –10 –2°C"). The use of the en dash should be changed to "in the range of –10 to –2°C." See also Numerals.

🇬🇧 **UK ENGLISH:** En dashes should be used as follows:

For the coupling of two or more names or ideas, e.g., 'oxidation–reduction', 'antiserum–antibody', 'A–B interaction', 'heart–lung machine', 'mother–child relationship'.

In place of 'versus', e.g., 'pH–activity curve'.

For mixtures, e.g., 'water–methanol', 'sodium acetate–ethanol', 'sea water–rain water'.
For complexes, e.g., 'Tris–HCl'.

4.27. Em dash

- In general, em dashes should not be used when another mark of punctuation will suffice. En dashes should replace em dashes except when denoting an absence of data in a table row (see also Tables).

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[d]From *Chicago* 6.80.
[e]For definition, see *Chicago* 7.87.

- Unspaced em dashes can be retained when used in pairs within a sentence—to separate a parenthetical clause—as in this example.

4.28. *Hyphens*

- Hyphens are used to join elements of compound words and adjectives.
- Use an en dash in place of a hyphen for adjectives where at least one of the items is two or more words.
- The hyphen is used to connect certain compound words, including adjectival/adverbial compounds (e.g., "high-risk, " "ill-defined parameters").
- Hyphenate most adjectival phrases that are not noun + noun (e.g., hyphenate "high-performance car").
- Care should be taken with adjective + noun phrases. "Permanent" combinations are generally left unhyphenated (e.g., "yellow fever infection," "red cell count," "Great Dane puppy," "electric field constant," "molecular mechanics approach").
- In medical text use a hyphen when positive or negative is used in a compound adjective (e.g., "HIV-positive patient").
- Adverbs ending in "-ly" do not take hyphens (e.g., "roughly finished articles").
- When a compound adjective is in the predicate, it is not hyphenated. For example, "A well-mannered child visited our house," but "The child who visited our house was well mannered." An exception is "self-" compound adjectives (e.g., "self-conscious"), which are hyphenated regardless of placement in the sentence.
- Use hyphens minimally in compound words: close up compounds beginning with "anti," "down," "co," "ex," "hyper," "hypo," "inter," "meta," "multi," "non," "over," "post," "pre," "quasi," "semi," "sub," "super," "un," "under," or "up." Close up terms even when double vowels or double consonants are created (e.g., "antiinflammatory," "posttraumatic").
- Be consistent within groups of similar words (e.g., "antepartum, prepartum, postpartum"; "bottle-fed, breast-feeding, breast-fed"; "full-term, pre-term"); however, use "live birth" and "stillbirth."
- As with abbreviations, a list of ambiguous/borderline hyphenation should be compiled to ensure consistency throughout the book.
- When two or more hyphenated compounds have a common base, the base should be omitted in all but the last.
  - "second- and third-degree burns"
  - "10- and 15-year-old boys"
  - "2- by 5-in strip" (or "2 × 5 in strip")
  - "2- by 4-m board" (or "2 × 4 m board")
- If a hyphenated compound begins with a common word, the word should be repeated (e.g., "well-fed and well-behaved child," not "well-fed and -behaved child").
- Where a book uses the name of a product or a newly coined term, note the spelling and check for consistency with regard to hyphens.

UK ENGLISH:

In 'open' compound terms, keep the compound noun open if it is open when isolated, even when hyphenating a subsequent element (unless clearly ambiguous), e.g., 'atomic bomb-derived radiocarbon', not 'atomic-bomb-derived-radiocarbon'; 'toxic chemical-induced effects', not 'toxic-chemical-induced effects'.

4.29. *Geographic references*

- Ensure consistency in geographic references (e.g., "South East Asia," "Southeast Asia," "South-east Asia").
- Capitalize the names of recognized geographic regions (e.g., "Western Canada," "the Lake District," but "sub-Saharan Africa").
- Use lowercase for generic geographic terms preceding proper names (e.g., "the city of Oxford").

4.30. *Displayed and run-on (run-in) lists*

- A displayed list is indicated if:

- o the items on the list are long.
- o the list is long and difficult to read when presented run-on in paragraph format.
- o the author has presented the material as a displayed list.
- A list should be run-on if:
  - o the items on the list are short.
  - o the author has presented the list in a readable paragraph format.
  - o the author is detailing the constants and variables used in a displayed equation.

4.30.1. *Punctuation in run-on lists*

- Run-on lists should be enumerated with Arabic numerals in parentheses, for example, (1), (2), (3), and so forth. In a simple series with little or no punctuation within each item, separation by commas is sufficient. If one of the entries has a comma, the other entries can be separated with commas; otherwise semicolons are used. The word "and" or "or" precedes the final item.

4.30.2. *Punctuation in displayed lists*

- The list is introduced by a colon rather than a dash. If a displayed list is syntactically part of the sentence preceding it, use a phrase such as "Includes the steps:" rather than "Including the following steps:" List items that are complete sentences in sentence case, and follow them with a period or other terminal punctuation as appropriate (e.g., a question mark).
- For lists introduced by a colon:
  - o If each item in the list is a single word or runs to only two to three words, start with a lowercase letter and no end punctuation.
    "heart"
    "lungs"
    "rib cage"
  - o If containing short phrases, start with an uppercase letter and no end punctuation.
    "Teenagers 10 to 14 years 0.2 per 1000; lowest ever reported"
    "Teenagers 15 to 17 years 7.9 per 1000"
    "Teenagers 18 to 19 years 35.1 per 1000"
  - o If containing complete sentences, start with an uppercase letter and with end punctuation.
    "Members of healthy families communicate openly with one another to express their concerns and needs."
    "Healthy family members remain flexible in their roles, with roles changing to meet changing family needs."
  - o "Adults in healthy families agree on the basic principles of parenting so that minimal discord exists about concepts such as discipline and sleep schedules."

If you are unable to rework the list in this way, use or delete periods consistently after each entry in the list.

4.30.3. *The use of bullets or numbers for displayed lists*

- Check all lists and outlines, including reference lists, to verify that numbers and letters are consecutive.
- All lists that need to be enumerated will be numbered in Arabic with a period and an en space (e.g., "8. [Text for item 8]").
- Bulleted lists can be used when the content of the list needs to be emphasized but the items do not need a priority listing.
- Nonnumerated and bulleted lists should be used for material that is converted from a paragraph to a list to ensure that the detail could be easily accessed.
- Use Arabic numbering (1, 2, 3) going to (a, b, c) for subdivisions of points and roman numerals (i, ii, iii) for further divisions.

4.31. *Tables and boxes*

- The placing of a period between the number of the chapter and the number of the table or box (e.g., "Table 2.3") is considered Elsevier style.

- All abbreviated terms in column headings should generally be spelled out; however, to save space in column headings and in the body of the table, you may use abbreviations but spell them out in a footnote.
- Do not shorten numerals in a range of values: "25–29 mg," not "25–9 mg."
- All items in a column should be consistently punctuated.
- Ensure that all tables within the manuscript are marked correctly and that the labels are used consistently.
- The first word in each table entry should begin with a capital letter.
- Every table should be referred to within the text in numerical order according to the chapter in which it appears (e.g., "Table 2.1" is the first table in Chapter 2).
- Boxes can be used to present simple but important lists, key information, and so forth. They can be numbered or may use identifying icons. They might not be cited in the text, but you should supply clear guidance as to where they should be placed within the text.

Table 1.1 Give the full title, preferably in a single sentence. (Include a period at the end of the table caption.)

	Multiple heading	
Heading	Subhead (unit of measure)	Subhead (unit of measure)
Text	More	And more
Text	More	And more

Table 1.2 Give the full title.

Heading	Heading	
Section	Section Heading	Section Heading
Text	More	And more
Text	More	And more

4.31.1. Table footnotes

- A superscript roman letter ([a,b,c]) should indicate footnotes in the table body. The recommendation is to have double alphas should footnotes exceed 26 ([aa, bb, cc]). When listing footnotes beneath the table, each new footnote should start on a fresh line. The order at the foot of the table is:
  1. Footnotes
  2. Any explanations of terms, abbreviations, acronyms, and so forth in alphabetical order (e.g., "*na*, Not applicable; *nd*, not determined")
  3. Reproduced with permission from… (follow wording as specified in the permissions document or the Elsevier permissions tagline).

- Footnotes in the table title are listed first; then following letters should appear in order from left to right across a table, and top to bottom as you would read the table (i.e., left to right, column headings first).

Table number. Table title[a].

Column head	Column head	Column head
Entry	Entry[b]	Entry
Entry[c]	Entry	Entry[d]

4.31.2. Data sources and credit lines

- These should appear with the figure/ table legend to which they refer. References should be given in full.
- Edit credit lines for stylistic consistency.
- Credit lines should follow the same style being used for the references in that book.
- A credit line is always preceded by "Reproduced with permission from," "Modified from," "Data from," "From," "Based on," or "Courtesy" and may be followed by the page number, e.g.:
  - "From Johnson D and Myklebust H: Learning disabilities: educational principles and practices, New York, 1967, Grune & Stratton, Inc., p. 37."

- o "Modified from Smith RE: Imaging properties of intraoral dental xeroradiography, J Am Dent Assoc 99:805, 1984."
- Please provide full information on data sources consistently and ensure the credit line is preceded by "From," "Modified from," "Data from," "Based on," or "Courtesy" as appropriate.

4.31.3. Table body text

- Ensure consistency within individual tables and consistency between all other tables.
- Check titles, headings, and text for capitalization, emphasis, and treatment of abbreviations. Also check column style, footnotes.

4.31.4. Tables with totals

- If there are any totals, check that the columns and rows add up.

4.31.5. Units of measure

- If all the entries in a column/row have the same unit of measure, then delete from each entry and add the units in parentheses in the column/row heading.

4.32. Figures

- The placing of a period between the number of the chapter and the number of the figure (e.g., "Fig. 2.3") is considered Elsevier style.
- "Figure" should be cited as "Fig." and "Figures" as "Figs." Use abbreviated format even at the start of a sentence.

UK ENGLISH:

'Figure' should be cited as 'Fig.' (with full stop), and 'Figures' should be cited as 'Figs' (no full stop). Use abbreviated format even at the start of a sentence.

- Every figure should be referred to within the text in numerical order according to the chapter in which it appears (e.g., "Fig. 2.1" is the first figure in Chapter 2).
- Text reference to more than one figure should be made as follows: "Figs. 1.2 and 1.3" or "Figs. 1.2–1.4."
- A part of a figure is referred to as "Fig. 1.2A." For more than one part of a single figure, use "Fig. 1.2A–B" or "Fig. 1.2A and C." Part labels should always be in uppercase unless advised otherwise by your project contact.
- Part designations in figure legends should be in normal typeface (not bold face).

4.32.1. Figure legends: content

- The preferred order is figure title, explanatory legend text, acronyms and abbreviations used, then permissions statements (credit lines). The legend should include any explanations of symbols used.
- When labels and abbreviations that appear on the figure itself are mentioned, they are listed in alphabetical order and set in italic type. This footnote is usually placed between the explanatory legend text and credit line:
  - o "*BP,* Blood pressure; *red arrows,* air flow; *RR,* respiratory rate."
- An abbreviation that appears in the legend but not on the figure itself is not set in italic type.
- Labels, positional indicators (*arrows, left, top,* etc.) either in parentheses or not in parentheses are set in italic type:
  - o "Fig. 3.1 Incidence and treatment of breast cancer (BC). (A) Incidence of BC in younger adults (20–50 years old; *red dotted line*) and older adults (>50 years old; *black continuous line*). (B) Treatment of BC with radiotherapy *(RadX),* chemotherapy *(ChemoX)*, and surgery *(Surg)*. Treatment started on June 15, 2019 *(black arrow)* and ended on June 15, 2020 *(red arrow)*. The *white arrow* indicates date of hospitalization. (C) Blood test results for patients with BC. White blood cell *(WBC)* count did not

vary significantly between treatment groups. (D) Progression-free survival *(PFS)* on June 15, 2020 *(left)* and December 31, 2021 *(right)*. *IL-6,* Interleukin 6; *Hb*, hemoglobin; *TAM,* tamoxifen; *TNF-α,* tumor necrosis factor alpha. From Krishnamurti U, Silverman JF. HER2 in breast cancer: a review and update. Adv Anat Pathol. 2014 Mar;21(2):100-7."

4.32.2. *Style and punctuation*

- When there is more than one part to a figure, each part must be explained within the legend (e.g., "Fig. 14.5 Liposuction in the upper thigh. (A) Before and (B) 6 weeks after the procedure").

4.32.3. *Sources*

- Full acknowledgment should be given to the source in the legend. Please refer to the section on Permissions for more information.
- When citing industry data from a manufacturer, include only the manufacturer's name, town, and country. Please provide full information.
- Credit lines should be in the same style as the references (e.g., AMA).

4.32.4. *Scale bars*

- If there is a scale bar in the figure without a label giving its length, this information goes into the legend (e.g., "Cross-section of leaf. Scale = 1 μm.").
- If no scale bar, give magnification (e.g., "Cross-section of leaf. Magnification ×500").
- All figures should be consistent in style and labelling.

4.32.5. *Halftones*

- Provide copies of the art, in a usable format.

4.32.6. *Color and colorful e-Products*

- You will be informed whether the book is printed in black and white (B&W), contains a color plate section, or has color figures online.
- Elsevier's copyeditors will assess figure legends accordingly. If a legend contains reference to color in a figure that will appear B&W when printed but in color online (e-colorful or colorful e-product), copyeditors may need to alter the legend. If the copyeditor knows color correspondence in advance, this can be added to the legends, for example, "Silicon atoms are *red* (*black* in print version) and oxygen atoms are *yellow* (*white* in print version)."
- Where a book has a color plate section, refer to it in the legend as follows: "For interpretation of the references to color in this figure legend, see the color plate."
- The copyeditor must assess each such legend on a case-by-case basis to ensure the best results, with emphasis/preference to the electronic version.
- Any changes will be queried with the author.

4.33. Permissions

4.33.1. *Figures*

- Ensure the figure log is as accurate as possible.
- Credit lines should follow the same style as the references and begin with "From," "Modified from," "Data from," "Based on," or "Courtesy."
- The credit line is sometimes enclosed in parentheses depending on the reference style used (see Tables below).
- Consult your Elsevier project contact for guidance if you believe an eyebar (to anonymize patients) should be introduced.

4.33.2. Tables

- As a general rule, tables will need permission only if there is a single source cited and the table is laid out in a substantially similar way to the graphical presentation of the original table.
- If there are two or more sources for data within the table, these sources should be acknowledged as per the standard Elsevier reference format for that project. Make your Elsevier project contact aware of the situation in case rights need to be cleared.
- Credit lines are set as a table footnote.

4.34. Footnotes and endnotes

- Generally footnotes and endnotes are discouraged within body text. Where possible, integrate them into the chapter text and add a query for the author to check the text.
- Exceptions to this are the deceased sign (dagger symbol), and a string of six or more reference numbers listed against the same piece of text.
- A new footnote/endnote starts on a new line. Punctuation: initial capital, period at end.
- Use superscript roman lowercase letters to denote footnotes; see Table Footnotes.

4.35. Acknowledgments

- Your Elsevier project contact will instruct you on how to handle acknowledgments in the manuscript.

4.36. Cross-references

- Cross-references can appear within the text of a chapter. It is recommended that a cross-reference be structured to specific content using chapter number and nearest main heading (e.g., "see Chapter 1, Climate Variability"), rather than a page number. If the cross-reference is parenthetical, use parentheses, for example, "(see Chapter 2: Grassland Ecology)."
- In Reference Modules, cross-references to other chapters are not allowed. Please strip any cross-references from the text.
- Change specific page references to either chapter number cross-references or section number cross-references.
- Ask your Elsevier project contact for further advice if necessary.
- Avoid using "above" or "below"; use "as discussed earlier/later/in the following section" or "mentioned previously." For unnumbered elements, mention the element title.
- You may be queried to check or complete all cross references,

4.37. The internet and world wide web

- Use normal sentence punctuation after an email address. Email addresses are not case sensitive; lowercase roman style is most common (e.g., "Send queries to john_smith@web.com").
- Spell as "email." Use "Email" only if it is at the start of a sentence.
- "Homepage" and "website" are one word.
- HTML should always be in caps.
- Web addresses are not case sensitive.
- References to websites (inter-refs) should always be preceded by "http://", "https://", or "ftp://" depending on the target URL.
- Where possible, cut back lengthy URLs to destination site and main or homepage.
- The styling (splitting) of lengthy URLs is taken care of at composition stage; it is not the responsibility of the author.
- Elsevier does not require access dates in its published citations of electronic sources unless no date of publication or revision can be determined from the source.
- Please ensure all hyperlinks are active.

4.38. General Terminology

- Check for and fix:
  - subject-verb agreement
  - any shifts in tenses
  - dangling or misplaced modifiers
- Avoid jargon such as "septic patient" as much as possible.
- Watch for redundancies or extraneous usage, such as "in order to."
- Use the characters tab on the OSCE template to enter all Greek letters and mathematical signs and symbols.
- If you are not editing with the OSCE template, be sure to use a Unicode font for the Greek letters, signs, and symbols. If you use a symbols font from the dropdown list in Word, the symbols are likely to be lost in composition (i.e., represented as an open box).

5.   Appendices

5.1.   *Appendix A: Displayed equations (maths and chemistry)*

- See also Appendix B: Equations Style Sheet Checklist.
o Authors are requested to submit equations in MathType, (Math Mode), MathML or LaTeX. Please check for any inconsistencies with the format of the equations supplied, and notify your Elsevier project contact. Please refer to Appendix 2: Equations Style Sheet Checklist for detailed checklist.
- If you need to supply equations in the following formats please highlight this to your Elsevier project contact:
o MathType (Custom mode/style)
o Microsoft Equation Editor
o Text format
o Image format
o Custom fonts or symbols.
- Use of any special fonts, symbols, colors or bold characters should also be highlighted to your Elsevier project contact.

5.1.1.   *Spacing and breaking of equations*

- Please let your Elsevier project contact know if you have specific requirements regarding spacing within equations.
- If an equation is too long for one-line we will need to indicate a suitable point at which the equation may be split; please communicate any preferences to your Elsevier project contact.

5.1.2.   *Enumeration*

- Equations need not be numbered but if the manuscript refers to preceding equations, then a numbering system will be introduced for all display equations.
- All numbering will restart from [X.1] for each chapter.
- The same rule applies for displayed chemistry equations (numbering from [X.1], [X.2], etc. for all equations); however, if both maths and chemistry appear within the same article, Arabic numbering should be used for the maths equations and Roman numbering for the chemistry to differentiate (i.e., the chemistry and maths equations should have a different numbering scheme).

5.1.3.   *Delimiters: parentheses, brackets and braces[f]*

- Please follow the style of the delimiters brackets as supplied by the authors in the submitted equations.
  o Parentheses are ()
  o Brackets are []
  o Braces are {}
- Delimiters are used in pairs, and their normal order is {[()]}.
- When necessary, the sequence of delimiters can be extended by large parentheses, brackets, and braces as follows: $\{[(\{[(\quad)]\})]\}$. In text, the braces are sometimes omitted from this sequence.
- Angle brackets, vertical bars, and double vertical bars carry special mathematical significance and should not be used to supplement the sequence of common delimiters.
- Use of "(…]" and "[…)" has a specific meaning and may be intentional by the author.

5.1.4.   *Decimal points*

- Decimal points sit on the line; however, the copyeditor may query you.

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[f]From *Chicago* 12.26.

5.1.5.   Fractions

- Use a solidus in running text (for example, "1/2"). Where fractions are displayed, a two-line fraction can be used. The solidus should always be used in text for complex fractional indices so that they can be printed on one line for example, "$2 \times (m + n)/3$."
- Set simple fractions on one line with appropriate bracketing, as provided by the author. For example, "$[(a+b)/c]d$."
- Use case fractions where available.

5.1.6.   Text citation of equations

- "Equation" should be cited as "Eq." (with period), "Equations" as "Eqs." (with period). Use abbreviated format even at the start of a sentence.

🇬🇧 **UK ENGLISH:**

For 'Equations' use 'Eqs' (without full stop).

- Cite equations using parentheses. The equation number should be preceded by the chapter number. For example, "Eq. (X.9)," "(as shown in Eq. 3.4)."

📝 **NOTE:** If author has consistently used delimiters other than brackets, <u>check with the author</u> to see if these can be changed.

- When citing more than one equation, use "Eqs." Use commas for discontinuous series and en dashes for a range. For example, "Eqs. (X.2), (X.4), (X.6)" or "Eqs. (X.6)–(X.8)."
- With the exception of chemistry texts, when both chemistry and maths are present, the chemistry citation is expressed in lowercase Roman numerals and maths expressed in Arabic numerals, for example, "Eqs. (X.1), (X.3), (X.iv)."

5.1.7.   Greek

- Use italic Greek characters for mathematical variables, with the exception of mu for microns, which is an upright μ. However, this should not be used in isolation: use "μm" for micrometers.
- For education books, use "mcm" for micrometer and "mcg" for microgram.

5.1.8.   Roman and italic

- Author's usage will be followed for exponential e, imaginary i, trigonometric functions etc. ("sin," "cos," "tan," "log," "In," "lim," "sup," "max," "min") and subscripts or superscripts that are not variables.
- The choice of using Roman or italic letters for such things as the differential d or vectors is not something set by global standards but part of the style choice preferred by a particular field. Author style will be followed if consistent.

5.1.9.   Limits of integration

- Integration should be set in text-sized type, with limits following the sign with superscript of subscript, for example:

$$\int_a^b$$

5.1.10. *Limits of summation, product, union, and so forth*

- Respective signs should be set in text-sized type, with limits centered above and below (or as side limits for integrals), for example:

$$\sum_{a}^{b} \quad \prod_{a}^{b}$$

- Authors will be consulted before making any changes to the format of a sign because this may change the meaning.

5.1.11. *Multiplication*

- Multiplication may be indicated either by a mathematical cross ("×") or a centred middot ("·"). Consistent use by the authors will not be changed. Judgment will be used by the copyeditor for a multi-contributed book, in which usage differs from one chapter to the next.

5.1.12. *Ratios*

- There should be no space on either side of a colon indicating a ratio (e.g., "1:7").

5.1.13. *Units*

- Avoid using ν (lowercase Greek nu) and v (lowercase "vee") together because of similarity in print; authors will be queried if issues arise.

5.2. *Appendix B: Equations style sheet checklist*

For projects containing equations, work through the checklist below, and raise author queries where necessary. Once completed, please ensure that this checklist is sent to the typesetter with the manuscript.

✔	Query	Author Response/Notes
	Displayed equations: Confirm what is important for publication.	
	Color requirements: Confirm if color in equations is essential to publication.	
	Spacing requirements: Confirm if spacing in equations is essential to publication.	
	Equation breaking: Refer to Chicago Manual of Style on breaking of long equations, and confirm if specific equation breaks are essential to publication.	
	Custom lines: Confirm if custom lines are essential to publication.	
	Special or custom fonts: Confirm if special or custom fonts are required.	
	Fractions: Confirm if a certain style of fraction is required, for example: $1/2$ or $\frac{1}{2}$.	
	Overbars on brackets: Confirm if these are vital to publication.	
	Version of MathType used: Confirm the version of MathType used. **NOTE:** Please note that versions 4, 5, and 6 can be converted by the typesetter.	
	Math mode/style: Confirm if the author used Math mode/style in MathType. If another style has been used, please notify your Elsevier project contact.	
	Alignment: Confirm if the specific alignment is essential to publication.	
	Previous edition equations: Confirm if equations are to be taken from previous edition, and if so, if any corrections or changes are required.	

5.3. Appendix C: Things to clarify with your Elsevier project contact:

- ❑ When *substantial* editing needs to be undertaken on a manuscript.
- ❑ Whether errors in quotations should be retained, and thus highlighted with [sic].
- ❑ When the full source / reference of any quoted information is not given.
- ❑ Whether special fonts, symbols, colors or bold characters should be retained in equations.
- ❑ Specific spacing requirements for your equations.
- ❑ When decimal points do not sit on the line in the manuscript.
- ❑ The use of italic for differential d and multi-lettered variables.
- ❑ Greek characters to represent units in equations (ν / υ).
- ❑ That all hyperlinks are active.
- ❑ That any statements and claims about religion and politics are supported by references.

6.   Reference Material

- *American Chemical Society Style Guide*
- *American Medical Association Manual of Style*
- *American Psychological Association Style Publication Manual*
- *Australian Government Publishing Service Style Manual*
- *Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders*
- *Chicago Manual of Style*
- *Dorland's Illustrated Medical Dictionary*
- *Dorland's Electronic Medical Speller*
- *Fowler's Modern English Usage*
- *ISMP: Error-Prone Abbreviations, Symbols and Dose Designations*
- *ISMP: Lists of Look-Alike Drug Names with Recommended Tall Man Letters*
- *Dorland's Dictionary of Medical Acronyms and Abbreviations*
- *Merriam Webster's Dictionary*