

GENERAL FORMATTING PROCEDURES

Format according to the journal's requirements.

- The instructions for authors can be found on the journal's website. They will explain formatting requirements and necessary components of the manuscript for that particular journal.
- The instructions for authors will not include all instructions for formatting. Therefore, always find a recent article from the intended journal to determine how to format anything that is not addressed in the instructions for authors. To get a copy of an article, search on PubMed. If you don't have access to PubMed, call Sonya Fogg in the THI Learning Resource Center (extension 54753) and ask her to send you a recent article. The journal article will show you how the intended journal formats items (see checklist below for more detail) such as titles, author names, abstracts, headings, and tables.
- In the event that the journal's instructions for authors conflict with what is in the published papers, then go with the style of the published articles.
- If the journal's instructions for authors don't address a particular formatting issue and you can't find an example in published articles, then use AMA style.

FORMATTING CHECKLIST

Text (general)

	Title page, abstract, text, references, tables, and figure legends are in separate sections and in the correct order.
	Headings are formatted correctly and consistently, as in published articles.
	Paragraphs are indented properly (check published articles from the journal).
	Pages are numbered. <ul style="list-style-type: none">• There is no page number on the first page, unless the journal specifically asks for this. (Note that if the journal says to start numbering from the title page, this means to count the title page in the total number of pages but not to place a page number on the title page.)<ul style="list-style-type: none">○ To remove the page number from the first page:<ul style="list-style-type: none">▪ On the Page Layout tab, click the Page Setup Dialog Box Launcher, and then click the Layout tab.▪ Under Headers and footers, select the Different first page check box, and then click OK.• The font of the page numbers matches that of the main text.• There are no extra paragraph marks in the header or footer.
	Pages have correct running head, usually [first author et al] [page #] (eg, Frazier et al 2).
	Text is in font and size specified by the journal; if none are specified, use Times New Roman 12 or Arial 11.
	Double-spaced (barring explicit instructions to the contrary).
	Properly justified margins, usually left. For justification, do not look at a published article. If

	justification is not specified in the instructions, always use left justification.
	1" margins on all sides.
	Spacing between paragraphs = 0 pt.
	Single spaces after periods. To quickly identify and remove extra spaces: <ul style="list-style-type: none"> • Use "Ctrl + H" and search for 2 spaces. • Replace with 1 space. (Do not use Replace All; there may be parts of the manuscript where extra spaces are needed, eg, in tables.)
	No extra vertical spaces (ie, paragraph marks or "carriage returns").
	No blank pages.
	If needed, abbreviations are listed and formatted as in published articles.
	All abbreviations are defined at first use (both in the abstract and in the text).
	Spell out any abbreviation that begins a sentence.
	Data are displayed as in published articles (check formatting of units, P values [capital P or lower-case p, italicized or not italicized], n, and spacing with ranges, =, ±, and units).

Title page

	The title is within the character limits, if specified.
	The title is formatted as in published articles (ie, bold, capitalization).
	Author names, initials, titles, and degrees are correct and are formatted as in published articles.
	Author affiliations are correctly listed.
	Institutional affiliation listing reads "Texas Heart Institute" and does not show THI and St. Luke's as part of the same affiliation. (Authors affiliated with both institutions can list their St. Luke's affiliation separately, if they wish.)
	Texas Heart Institute affiliation includes the author's department or center.
	Symbols/numbers for author affiliations are correct.
	Running title (aka, short or brief title) is present (if needed) and of the correct length.
	Word count is included (if asked for) and accurate.
	Corresponding author information is complete, accurate, and formatted as in published articles.
	The mailing address of the Texas Heart Institute is PO Box 20345, Houston, TX 77225-0345. For Drs. Frazier and Cohn, the correct address is PO Box 20345, MC 2-114A.
	No period after affiliations or author contact information, unless journal style requires it.
	Superscript affiliation numbers or letters go outside commas or semicolons, unless journal style places them inside.

Abstract(s)

	Abstract meets word-length requirements.
	Abstract follows structure (Intro, Methods, etc.) dictated by the journal.
	Abstract is formatted as in published articles.
	Condensed abstract (if needed) meets word-length requirements.
	Key words (if needed) are listed and formatted as in published articles. <ul style="list-style-type: none"> • If Medical Subject Headings (MeSH) (aka Index Medicus headings) are requested, search for them here: http://www.ncbi.nlm.nih.gov/mesh • Spell out all abbreviations used as key words.

Introduction(s)

	The Introduction may or may not need a header (consult published articles).
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Methods

	For human studies, IRB approval and informed consent are mentioned.
	For animal studies, statement is included that the institution's or the National Research Council's guide for the care and use of laboratory animals was followed (if required by the journal).
	Units of measurement conform to journal specifications.
	Manufacturer's information is given for commercial products (if required by the journal).
	Generic, not proprietary, names are given for drugs.

Results

	Units of measurement conform to journal specifications.
	Results are generally obtained "by using, by means of" or "with" a certain test: "LDL was isolated from human plasma by [means of or using] anion-exchange chromatography."

Acknowledgments

	Acknowledgments section appears at the end of the main text (unless the journal's author instructions say otherwise).
	If work was funded by an NIH grant (as for CFTAH papers), this must be acknowledged, or it could jeopardize future funding. Note that journals may ask you to acknowledge funding in the Acknowledgments section, on the title page, or in a separate section at the end of the main text.

References

(In manuscript text:)

	Citation numbers are in the correct format.
	Citation numbers appear in the correct place relative to punctuation.
	All citation numbers appear at least once and in the proper order.
	In-text citation numbers match reference numbers at end.

(In REFERENCES section:)

	Double-spaced.
	Same font and text size as the main text of the manuscript.
	The formatting of references matches that of the journal's published articles.
	Correct number of authors is listed, and "et al" is used where necessary.
	Author names are formatted properly and are separated by appropriate punctuation.
	Journal titles are spelled out or abbreviated (and, if abbreviated, periods appear or don't appear at the end of each abbreviated word).
	Journal titles are italicized (if required).
	Periods appear (or don't appear) at the end of the journal title.
	Periods appear (or don't appear) at the end of the reference (after the page numbers).
	Page numbers are abbreviated or fully listed.

Tables

	Tables have complete and correctly formatted titles.
	Tables are numbered as in published articles (ie, Table 1 or Table I).
	Tables are double-spaced, even if they are single-spaced in the journal.
	Horizontal rules appear only above and below the column heads and at the foot of the table. Vertical rules are not generally used.
	All abbreviations explained in footnotes.
	For any other footnotes, correct markers are used (usually superscripted letters or symbols).
	All tables are cited in the text.
	Have copy of written permission to use any tables reproduced from other manuscripts.

Figures

	Figures are formatted according to the journal's instructions and as in published articles.
	Figures have complete legends that are formatted as in published articles.
	All abbreviations and symbols in a figure are explained in the figure legend.
	Legends are double-spaced.
	All figures are cited in the text.
	Figures citations within the text are properly formatted (eg, Fig. 1A, Figure 1a, Figures 1-2).
	If there are multiple graphs, same line/fill patterns used to represent same variables in each.
	Figures are not included in text itself (for most journals; the <i>Circulation</i> journals are an exception) but are in separate files in one of the journal's preferred formats (eg, TIFF, EPS, JPEG).
	Have copy of written permission to use any figures reproduced from other manuscripts.
	If any figures are in color, determine whether the journal charges to print color figures and whether the author is willing to pay; if not, convert color figures to grayscale or black and white (or ask Visual Communications to do so—extension 59558).