

Guidelines for Authors

Statement of Editorial Purpose

AIDS and the other protean manifestations of HIV infection involve every aspect of medical and social practice and research. With an estimated 1 million persons currently living with HIV infection in the United States, an increasing number of practitioners from diverse specialties are involved in HIV/AIDS care.

The AIDS Reader is designed to provide clinicians with practical, scientifically sound information on the prevention, diagnosis, and treatment of HIV disease. Our goal is to help clinicians improve the quality of life and treatment options for their patients by bridging the gap between the specialist and the primary care physician.

Communicating With the Editors

The publisher prefers that communication between authors and Cliggott Publishing Group occur via e-mail. Contact John Hawes at john.hawes@cmpmedica.com. Telephone inquiries at 203-523-7118 and fax messages to the same number also are welcome.

Submission of Manuscript

Manuscripts should be sent electronically as e-mail attachments to TARsubmissions@cmpmedica.com or by mail on CD-ROMs or DVDs formatted for Macintosh or Windows platforms. The publisher supports Microsoft Word for Macintosh and Windows. If using another application, save the file as Plain Text (ASCII). On your cover note, include the name and version of the word processing program and the operating system used. When preparing the manuscript, please keep the format simple (eg, no hidden codes that indent text). Also, do not use automatic footnote or reference citation programs.

For technical assistance in submitting a manuscript as an e-mail attachment or in saving a manuscript to a CD-ROM or DVD, contact Sara Arbour at 203-523-7117 or by e-mail at sara.arbour@cmpmedica.com.

All manuscripts should be double-spaced, with 1.5-inch margins. Submit the original to: Editor in Chief, *The AIDS Reader*, Cliggott Publishing Group, CMPMedica, 535 Connecticut Avenue, Suite 300, Norwalk, CT 06854.

Photographs, Illustrations, and Supplemental Material

Authors are strongly encouraged to submit illustrations, illustrative sketches, or suggestions for illustrations that increase understanding of the text. High-resolution illustrations or photographs may be submitted electronically (via disk or e-mail). Adobe Illustrator or Photoshop files are preferred (no less than 300 dots per inch); however, other formats, such as EPS, JPEG, and TIFF files, are acceptable. PowerPoint files, saved as version 4 or earlier Mac-compatible files, for line art may also be submitted. For technical assistance in saving and submitting visual material electronically, contact Lois Fischman at 203-523-7069 or by e-mail at lois.fischman@cmpmedica.com. Each graphic must be numbered and cited in the text and have an appropriate caption. Graphics may

also be submitted as slides or high-quality, glossy photographic prints (no larger than 8 3/10 inches). If sending hard copy, then label each graphic with the appropriate figure number, manuscript title, name of senior author, and arrow indicating top. When mailing photographic prints, type the information on a gummed label and affix it to the back of the photograph. Submission of original x-ray films or copies is discouraged; high-quality, right-reading glossy prints are preferred. All illustrative material will be returned to the author on request.

Review Process

All articles undergo a blind peer review process by authorities selected by the editor. Articles may be edited for clarity. All major revisions will be submitted to the author for approval.

Honorarium

An honorarium of \$300 is paid on publication for each full-length article or Case Report. Payments are reported to the Internal Revenue Service on Form 1099.

Preparing the Manuscript

Target Audience: HIV specialists, primary care physicians, infectious disease specialists, AIDS-treating clinicians, immunologists, and oncologists treating complications of HIV.

Length: Articles should be 2000 to 4000 words in length (10 to 20 double-spaced pages), not including charts, tables, and graphics. Subjects that require extended treatment may be presented as a series (ie, Part 1, Part 2).

Format: Narrative text may be used for review articles, case studies, and research reports. Case-history and question-and-answer formats are encouraged for Case Reports in which authors (a) give a history of present illness and other case information, (b) pose diagnostic and/or treatment choices, and (c) discuss why a choice is right or wrong.

Presenting Data: Essential to any scientific article—be it original research or a review article—is the clear presentation of statistically significant numeric relationships. The American Society of Information Science classifies relationships as significant ($P < .05$), nonsignificant, and not statistically tested. Numeric relationships are preferable to language descriptors of a relationship: “In one series, 60% of infections were community-acquired” is preferable to “most infections were community-acquired.” Statistics should, of course, be double-checked for accuracy and completeness. Errors most commonly occur when lists of statistics are presented: “Of the total suggested dose, 53% is excreted unchanged and 30% as the hydroxylated form” (what happened to the last 17%?). Wherever possible, statistical information presented in the text should be repeated in a figure or table.

Drug Names and Doses: Use the generic drug name in text, and include in parentheses any trade names that would be more recognizable to clinicians than the generic name. Drug dosing information should include dose, frequency, route, and duration.

Essential Elements in the Manuscript

Articles must be original and the manuscript submitted should be substantially different from those written on the same subject at other times. Every manuscript also should contain the following elements, each beginning on a new page: title page, abstract and key words, references, acknowledgments and permissions, illustrations and captions, tables, and copyright transmittal.

Title Page: The title should be concise and informative. Authors should be listed by first name, middle initial, last name, and degree(s). A primary academic title and department affiliation should be provided for each author. Give the name, address, and e-mail of the author responsible for correspondence.

Abstract and Key Words: The abstract should be no longer than 150 words and should highlight the significant content of the article. A list of 3 to 5 key words should be provided beneath the abstract for indexing and abstracting services.

References: Statements that are likely to be surprising or challenged should be referenced. Truisms (such as the statement, “Hypertension is often asymptomatic but can have serious long-term effects”) require no reference. A short list of suggested readings may be included in addition to specific references. References should be listed in the numeric order in which they are first mentioned in the article, not alphabetically. **Please do not use automatic referencing.** Suggested readings are listed alphabetically. Use the modified American Medical Association style:

- **Journal Articles:** Gallant JE, Staszewski S, Pozniak AL, et al. Efficacy and safety of tenofovir DF vs stavudine in combination therapy in antiretroviral-naive patients: a 3-year randomized trial. *JAMA*. 2004;292:191-201.
- **Books:** Hunter SS. *Black Death: AIDS in Africa*. New York: Palgrave Macmillan; 2003.
- **Chapters in Books:** Laurence J. Viral cofactors in the immune pathogenesis and clinical manifestations of HIV infection. In: Wormser GP, ed. *AIDS and Other Manifestations of HIV Infection*. 4th ed. Amsterdam: Elsevier Academic Press; 2004:117-129.

Acknowledgments and Permissions: Any financial support provided in relation to the work of the author(s) must be acknowledged as well as disclosure of any potential conflict of interest. As a matter of editorial policy, we will not publish articles that have been written by, or whose development was funded by, a commercial entity, such as a pharmaceutical company, public-relations agency, or similar outside source.

Illustrations and tabulated data from other publications must also be acknowledged, and permission must have been received from the previous publisher. The publisher's signed permission to reprint or adapt must be submitted with the manuscript.

Copyright Transmittal: Copyright law requires that the principal author sign a statement transferring the copyright and other rights to the publisher. The publisher will send a copyright transmittal form once the manuscript has been accepted.

Additional Information: Further information on the preparation of manuscripts is available in *The Uniform Requirements for Manuscripts Submitted to Biomedical Journals*, prepared by the International Committee of Medical Journal Editors (<http://www.icmje.org>).

Submissions to “Images in HIV/AIDS”

Classic visual images, up to a maximum of 4, related to any aspect of HIV infection will be considered for publication. Images must be previously unpublished. Any information that might identify the patient or hospital, including the date, should be removed from the image. Images deemed overly offensive to readers by our editorial staff will not be used. Each submission should be accompanied by a brief title and overview describing the topic, which will be subject to editing and abridgment. There is a 500-word text limit (not including references), and up to 5 references may be included. There is no restriction on the number of authors. “Images in HIV/AIDS” is not intended as a vehicle for case reports or a review of the literature. It is intended to serve as a visual educational aid in relation to HIV/AIDS. An honorarium of \$100 is paid on publication.

Image Specifications: Images must be of high resolution (no less than 300 dots per inch) and preferably in color. Images in an electronic slide presentation format (eg, PowerPoint file) will not be accepted. Separate legends for each figure should be provided and numbered to match the figure number referenced in the text. All labeled structures in the image should be described and explained in the legend. All images for this section will be printed at no cost to the author. Please also refer to relevant information under “Photographs, Illustrations, and Supplemental Material.”

Authors can submit via e-mail, mail, or overnight courier service. If submitting via e-mail, use the following e-mail address: TARsubmissions@cmpmedica.com. Otherwise, submissions should be sent to the Journal's editorial office: Bruce J. Dezube, MD, and Liron Pantanowitz, MD, Series Editors, Images in HIV/AIDS, *The AIDS Reader*, Cliggott Publishing Group, CMPMedica, 535 Connecticut Avenue, Suite 300, Norwalk, CT 068547.

REVISED January 2009