

# Making *Fast Facts* special – instructions for authors

We are delighted to welcome you as a *Fast Facts* author and look forward to working with you to produce an outstanding book.

## The objective

*Fast Facts* handbooks are designed to keep healthcare professionals up to date with best practice when time is at a premium. Our aim is to make these books the most respected of their kind and to cover all the major areas of medicine.

## The readership

*Fast Facts* titles are international in scope and usually aimed at primary care physicians, junior hospital doctors, specialist nurses and medical students. Occasionally, books are targeted at hospital specialists. It is important that you identify the exact educational gap your book will fill – feel free to discuss this with your Editor. As you write, please keep the needs of the target audience in mind.

## Style and content

Our first priority is to present readers with clear, practical and impartial information. We have a series style, but also encourage you to add some personal style to your book (for example, Professor Michael Baum asked us to include a striking portrait of a woman completely at ease with her mastectomy scar in *Fast Facts – Breast Cancer*). Again, please discuss any ideas with your Editor.

## Structure

Although it depends on the subject, a typical *Fast Facts* book will include the following chapters:

- introduction (about 250 words)
- epidemiology and pathophysiology
- clinical presentation
- diagnosis, including differential diagnosis
- medical management
- surgical management
- other treatments/patient education/self-help options/complementary medicine
- future trends.

Please write about **20 000–30 000 words** (if you have lots of figures, aim towards the lower end of the range). The text should have a readily comprehensible structure signposted by a hierarchy of headings that facilitate reference.

## Scope

The emphasis is on evidence-based practice, and national and international guidelines should be discussed as appropriate. We want these books to be useful and interesting to an international audience, so any national

differences in practice and prescribing must be described. Incidence and prevalence data should not be specific to a single country; please give several examples (e.g. USA, UK, Australia). Please also include information on multidisciplinary approaches to management and complementary medicine, where relevant.

## Key points table

Please add a list of key points at the end of each chapter, summarising the most important facts covered. Typically, there will be 4–6 key points, each comprising a single, concise sentence.

## Key references

In keeping with the move towards evidence-based practice, key studies should be cited as sources of medical evidence (where available) and the level of evidence should be indicated. At the end of each chapter, please include full citation details for 5–10 ‘key references’ that will be of greatest relevance and interest to the target audience. Formal textual citation of references is unnecessary.

## Illustrations and tables

Each chapter should include figures (flow-charts, graphs, photographs, scans, illustrations etc.) and tables to support the text. All figures/tables should have a brief explanatory caption/title. Please also provide a head-and-shoulders colour photo of yourself.

Our excellent medical illustrator can produce artwork from sketches or original material (please annotate these clearly with instructions for redrawing).

High-quality slides, prints and radiographs will be returned to you on publication. Computer files of images must be of high resolution (i.e. at least 300 dpi when the width of the image is set to 11 cm). Our preferred file formats are TIFF or EPS. Compressed image formats, such as JPEG, may look fine on-screen but are usually inadequate for print publication.

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## Drug names

Please use generic names of drugs. If proprietary names are included, please liaise with your co-author(s) to ensure that the version used in each country is shown. Similarly, if a drug is unlicensed in your country, please indicate this.



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### Useful resources list

Please provide contact details and website addresses of organizations that can provide information/resources which may be useful to readers or their patients (e.g. patient support groups, healthcare professional associations, etc.). These will appear as an appendix at the back of the book.

### Glossary

If you think it will be useful to our readers, please submit a brief glossary with the main text.

### Collaboration and responsibilities

Authors may elect to collaborate in different ways to produce the first draft. For example, the chapters may be divided between authors to reflect their particular interests or specialties; or one author may write an entire draft, which the co-author(s) then work through in detail, making comments and adding sections to ensure that the book will be relevant in each country. We leave the decision to you.

Our experience is that the more you liaise with your co-author(s), the better the book. Please keep in close communication with your co-author(s) in order to achieve a concise, cohesive manuscript that is relevant to an international audience.

Production of the final manuscript needs to be a team effort and you should all ensure that you are happy with the entire manuscript before it is submitted to Health Press.

All authors are also required to check and approve the entire edited manuscript and page proofs of the whole book.

### Editorial support

Health Press will provide you with editorial support of the highest quality throughout the entire publishing process. Please don't hesitate to contact your Editor if you have any questions or suggestions.

#### Checklist for submission

- All chapters complete and approved by all authors, with position of figures/tables marked
- Key references and key points for each chapter
- Useful resources list (information sources, organizations and support groups)
- Copies of any permission letters
- Figures, carefully labeled, and explanatory captions; tables; photographs of author(s)
- Glossary if necessary
- Disks containing all written material, saved as a Word file, and any electronic figures. Alternatively, e-mail the files to your Editor.

### Schedule

- 1. Outline.** The first step is to send an outline of your book, agreed with your co-author(s), to Health Press. It should include chapter headings, with a brief note of what will be covered and the planned length of each chapter. Details of who is doing what should also be indicated, if the writing is to be split.  
As part of our marketing strategy, we will show this outline to pharmaceutical companies to try to secure advance orders. Their comments on content are welcome, but the authors' decision is final.
- 2. Writing/submission.** The deadline for manuscript submission for a new book is usually 6 months from commissioning. If you are unable to meet your deadline, please inform us as soon as possible. We encourage authors to liaise closely with each other during the writing process. All authors must review and agree on all chapters before submission.
- 3. Edited manuscript.** The manuscript will be edited and returned to all authors for comment/approval before it is typeset. Our medical advisor reviews submitted texts, and we may also show the manuscript or page proofs to pharmaceutical companies and to patient support groups during the editorial process. Any suggestions will be forwarded for your consideration, but you should make changes only if it improves the book. We are proud of our editorial independence and our record of producing readable, authoritative books. We believe that dialog – between co-authors and between authors and other contributors – makes *Fast Facts* books as practical, up-to-date and balanced as possible.
- 4. Page proofs.** The author-approved edited manuscript will be typeset and color page proofs will be sent to all authors for comment. It is important that you check these thoroughly. Essential corrections can be made to first proofs. Please return first proofs, with any corrections clearly marked, by the deadline given. Revised proofs will then be forwarded to you for final approval before printing.
- 5. Publication.** Occasionally, if practice guidelines are about to be published or a ground-breaking drug is due for launch, it is necessary to postpone printing so that the book is as up-to-date as possible on publication. Also, pharmaceutical companies considering an advance order may review page proofs in depth, which can cause some delay in publication.