

Bulletin of the American College of Surgeons: **Instructions to authors**

The *Bulletin of the American College of Surgeons* is published monthly by the American College of Surgeons. It is designed to serve as an international medium for publication of worthy articles in the broad field of surgery. Topics addressed in the *Bulletin* range from the history of medicine, ethics, and socioeconomic and professional liability issues, to new technology and surgical techniques.

Contributions are invited in the form of authoritative original papers describing current developments in the field and the findings of pertinent investigations. Selection of manuscripts for publication is based on their timeliness, originality, significance of findings/conclusions to the surgical field, and quality of presentation.

Submission of manuscripts

Electronic submission is encouraged; send files via e-mail to sregnier@facs.org. Submissions will be acknowledged and sent to appropriate reviewers.

If you are sending the manuscript on diskette or other hard copy of materials, forward these items prepaid, at the author's risk, to:

Stephen J. Regnier, Editor
Bulletin of the American College of Surgeons
American College of Surgeons
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Chicago, IL 60611-3211

Manuscripts are accepted for consideration on the understanding that they are intended for publication solely in the *Bulletin of the American College of Surgeons* and that they are not under review nor have been published or committed for publication elsewhere. If a paper has been prepared for presentation at a meeting, this information should be noted on the cover letter accompanying the manuscript. All manuscripts are subject to editorial modification and revisions necessary to bring them into conformity with *Bulletin* style and publication-readiness.

Style and format

Manuscripts should be no more than 3,200 words in length, excluding tabular material or illustrations. Manuscripts should be composed of seven to nine pages in Microsoft Word—doublespaced and with one-inch margins. Please turn off tracked changes before sending the document. Manuscripts submitted as PDF will be returned to the author with the request that a Word document be submitted instead.

Give full names of authors and their degrees, academic or professional titles, professional affiliations, and complete addresses. Specify to whom galley proofs are to be sent.

References should be listed numerically in the text, with full citations to appear on a separate page at the end of the text of the article. Please be sure to keep the references separate; do not use the feature in Word that automatically generates footnotes.


References should follow American Medical Association style guidelines. Following are some examples:

Kuhrt B, Sanders C, Jonathan FR. Use of laser technology in surgery. *Bull Am Coll Surg*. 1992;73(4):12-20.

Jackson MFE. *Modern Surgery Today*. Springfield, IL: Charles C Thomas; 1992.

Center for Medicare & Medicaid Services. Medicare appeals and grievances. Available at: <http://www.medicare.gov/basics/appeals.asp>. Accessed October 23, 2006.

All manuscripts should include a brief biography (including employer name, position title, and city and state) and a photo of each author. Each photograph must be a head shot/portrait in JPG or TIF format, at least two inches wide, and at least 300 pixels per inch. Do not submit the photos in a Word document,



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as this affects the publishing quality. If preferred, submission of a hard copy of photos (minimum passport size) is acceptable.

Tables/illustrations

Figures, tables, and/or other illustrations are welcomed as long as they add significantly to the author's discussion in the text. Data display should be called a "Table" when presenting precise numerical values that show item-to-item comparisons; the term "Figure" should be used when presenting patterns or trends or illustrating comparisons in text.*

Displays that present lists of any kind (such as names of board members or checklist items) should be called "box." Photos should be referred to in text as photos, not figures.

Drawings (including graphs and charts) should be created either in MSWord, PowerPoint, or as a JPG, TIF, or PDF file, with lettering large enough to be legible after necessary reduction. If camera-ready art is supplied in lieu of an electronic file, be sure that the original is clear, clean, and will be legible when reduced. A separate page with legends for the illustrations should be supplied. Tables submitted with the manuscript should be on separate pages at the end of the manuscript. Be sure to label the tables and illustrations clearly and be sure to refer to their placement in the text of the article.

Photographs or other illustrative art, if supplied in an electronic (JPG, TIF, or PDF) format, should have a resolution of no less than 300 pixels per inch, or at least 1200 pixels in width. Anything less than that may not reproduce at publishing quality. Photographs and illustrations pasted into a Word document are discouraged, as they do not always print at ideal resolution. Please provide captions for photographs on a separate page.

Galley proofs

Authors will receive galley proofs (as a Word document) of their edited manuscript for their review in advance of the scheduled month of publication. Galleys may include queries from editorial staff.

Before publication, revised proofs must be returned either as a Word document with any edits indicated using the tracked changes function or as a list of requested changes to the editors.

Authors of feature articles will have the opportunity to see a PDF of the article in magazine format that reflects any changes made to the document during the galley stage. After viewing the PDF, authors may only request changes to text that is currently outdated or presents egregious errors; all other edits will be rejected at that time.

Inquiries

Inquiries regarding potential articles for consideration, deadlines, the submission of manuscripts, author proofs, or style should be directed to Stephen J. Regnier, Editor, *Bulletin of the American College of Surgeons*; or Linn Meyer, Director, Division of Integrated Communications, via e-mail at sregnier@facs.org or lmeyer@facs.org, or by mail at American College of Surgeons, 633 N. Saint Clair St., Chicago, IL 60611-3211; 312/202-5331; fax 312/202-5021.

*American Medical Association. *AMA Manual of Style*. 9th ed. Baltimore, MD: Williams & Wilkins; 1998.