Instructions for authors

Content

1   Introduction

Publishing a book means collaboration – a joint effort by you and us. We think it is important that our authors focus on the content of their chapter or a book. After all, you are the expert when it comes to that content. But when you write a book for BSL, you do not have to worry about the final layout of the text. BSL will look after that.
We use a standard layout that is suitable for various forms of presentation. What advantages does this standard layout have for you, when you are preparing your manuscript? It allows you to focus on the content, because BSL will work on the layout. Because we use a standard method, based on a neutral file format (xml), the content of your publication will be available to readers in a range of different formats. In addition to a printed book form, our texts are increasingly read using PCs, laptops and devices such as the Amazon Kindle™, Apple iPad™/iPhone™ and Google Android™.

Follow these instructions when preparing, formatting and sending your texts, in order to ensure that this process goes smoothly.

2   Before you start writing

2.1   The title of your book

For most potential readers, the title of your book will be their very first impression of it. Book titles are becoming increasingly important as people search for specialist information using the internet. Your title should describe clearly what the book is about, so that people can find it. A creative or catchy title will not necessarily enhance the findability of your book online, or your book sales. After all, people often choose books online based on the relevance of the title, rather than in a bookstore because of a humorous title.

How long can the title of the book be?
A one-word title is not usually enough to let readers know what the book is about. At the same time, it is better not to make the title too long, because only the first 65 characters of a title are shown by Google.

Examples of good titles

- Medical Physiology for Students (31 characters incl. spaces)
- General Introduction to Palliative Care (39 characters incl. spaces)
- Cross-cultural Dementia screening (CCD) Complete set (52 characters)
- How do you give bad news to people with intellectual disabilities? (66 characters)

The last title is good in terms of content, but at 66 characters it is too long for Google. The following reformulation would be better: "Giving bad news to people with intellectual disabilities" (56 characters).

2.2   Cover text or 'blurb'

2.2.1   Guidelines for writing the cover text

There will be a text on the back cover of your book to inform people who are interested what the book is about. This is also known as the 'blurb' and should encourage people to purchase the book. The cover text gives a good, positive impression of the contents of the book.

We invite you to include no more than **200 words** describing your book for the back cover.

If your book is a revision, you can base your cover text on that of the previous edition, including a clear indication of how the book has been updated.

General points
Include the most important information about the book in the first two sentences / lines. Information about the general subject or specialism should not be included in the blurb; the target group will already be familiar with this information. It is better to explain
how your book approaches the subject. Avoid repeating the title of your book in the first two sentences.
Try to describe the essential points in the first few sentences. You can elaborate further in the rest of the text. The last few sentences could be used to provide information about the author, to describe the target group of the book, or to explain differences with the previous edition, and so on.

We would like the blurb text to include the following elements:

- Goal of the publication:
  - Which informational need(s) does the publication cater for? What is the essence/argument of the publication?
  - What are the main themes and subjects of the publication? What added value does the publication provide?

- Specific features of the publication:
  - Explain specifically why the intended target group should purchase this publication.
  - Focus on the advantages of your product.
  - Explain what the book *does*, not what it is.
  - In what respect does your publication differ from competing publications (where applicable)?
  - Include 3 to 5 'unique selling points' for your publication.
  - Explain how the book resolves a certain problem.
  - What is innovative, original or remarkable about your publication?

- Target audience:
  - Who has the publication been written for?

Optional:

- Information about the author(s) (no more than 5 sentences / 100 words):
  - Where do they work?
  - Which publications have they published? (only the most important ones)
  - A photo of the author(s) can be included alongside the text.

Delivery date
Submit your blurb text to the publisher as soon as you start writing your book. The publisher can then begin promoting your publication right away.

Material for the website for the book
If it is decided to create an online version of the printed book, before you start writing, the publisher will discuss with you which additional digital material should be created for the book. This may include test questions, short videos, deep links to websites, extra images or PowerPoint presentations, or PDF files containing additional information. You will also discuss how this material should be delivered and which requirements it will need to meet. All **additional digital material** must be submitted to the publisher **at the same time as the manuscript**.

3   Structure of a manuscript

Tips

- Open a blank Word document.
- Use the standard Word styles for headings.
- Use standard Word functions to display lists, add character styles such as bold or italic text, create an index, and add footnotes.
- Use one font only for the whole text. We recommend Times New Roman.
- For special characters, choose the Symbol function and/or Arial Unicode.

In order to ensure that the publishing process goes smoothly and your manuscript is seamlessly integrated into the final layout and the various electronic formats (e.g. HTML for publication online and ePub for e-book readers), the manuscript must have the following structure:

- **Front matter:** the front matter can include a title page, dedication (optional), foreword (optional), introduction (optional), table of contents, list of authors/editors and a list of abbreviations (optional).
- **Main text / body:** This section is made up of all the chapters that provide the content of the book, including the text itself, images, tables and references. The chapters may be grouped into parts.
- **Back matter:** After the last chapter, an appendix, a glossary and/or an index can be included in the back matter; all these parts are optional.

You will find a more detailed description of the different parts below.

3.1   Front matter

The **title page** and the **table of contents** precede the body of the book.

The preface (optional) must relate to the book: why the book was written, for whom it is intended, how it has been structured or who has contributed to it. The subject of the book itself, however, must be **introduced** in the first chapter and is therefore not included in the front matter.

Other optional components in the front matter may include a **dedication**, a **foreword**, a **list of authors/editors** or a **list of abbreviations**.

3.1.1   Title page

Here, write the title and subtitle of the book followed by the names of all authors and (where applicable) editors. Make sure that the names of the authors appear in the correct order and that the title of your book is definitive when submitting your manuscript.

Once the manuscript has been delivered to the production department at BSL, no further changes can be made to the title or the authors.

3.1.2   Foreword (optional)

If you intend to include a foreword in the book, please submit this together with your manuscript.

Tip

- A foreword is usually written by an authority in the relevant field and serves as a recommendation for the book.
- The name of the person who has written the preface is usually included directly below the text, without mentioning the institution to which that person is affiliated and without titles, but often including the date and place where the foreword was written.

3.1.3 Preface (optional)

A preface does not include a list of references. The preface should relate to the book: why the book was written, for whom it is intended, how it has been structured or who has contributed to it. Acknowledgements of support or assistance with writing the book can be included in the final paragraphs of the preface. If the acknowledgments are more than one page long, they should be included on a separate page, under the title **Acknowledgements**.

3.1.4 Table of contents

Include all parts, chapters and the end matter (e.g. the index) in the order in which they appear.
If the book consists of several parts, use **Arabic** numerals for the parts (part 1, part 2, etc.).
If you want to number your chapters, use **Arabic** numbers and number the chapters throughout the book (chapter 1, chapter 2, etc.); do not begin new numbering for each part of the book.

3.1.5 List of authors/editors

The list of authors / editors includes all authors and any editors who contributed to the book in alphabetical order. The authors and editors are mentioned with their professional affiliations, initials and current position.

3.1.6 List of abbreviations (optional)

A **list of abbreviations** and/or symbols used in the book is optional, but can be very useful if the text contains many abbreviations and/or special symbols.

3.2 Chapters

The **chapters** form the basis of the book. There are a few important points to consider:

- The chapters may be grouped into **parts**. It is not possible to divide the parts into subparts.
- If the book has been written by more than one person, include the name of the author(s), including professional affiliations and titles, at the start of each chapter.
- An **abstract/summary** must be included for each chapter, in which the content of the chapter is summarized in a maximum of 150 words (also see 3.2.1). Including a summary of the book as a whole is optional. A summary is always included for an e-book.
- Use the Microsoft Word spell checker. Check the correct spelling for names, terms and abbreviations in both the text and in figures and tables.
- Abbreviations are written out in full the first time they are mentioned.
- Number the headings. The first heading in chapter 1 is heading 1.1; under this is sub heading 1.1.1 etc. Be consistent in the use of headings and numbering. Do not skip heading levels.
- **We recommend the use of sub headings because the final formatting will not include any whitespace.** The sub headings will help to break up lengthy sections of text.
- Use emphasis (bold, italic text) in moderation. Use italics to emphasize words and for species and genus names, mathematical variables, and prefixes in chemical compounds. Do not italicize entire paragraphs. Do not use underlining.
- Special text elements such as exercises, tips, points of interest, examples and further information can be placed in an inset. Indicate where the inset starts and ends and the title of the inset. In **Appendix 2** you can see which insets you can use and their layout. Please note: choose an inset that is appropriate for the content of the inset, regardless of the appearance (layout) of the inset.
- Footnotes can be used. Please note the difference between a footnote and a literature reference.

- Refer to paragraphs, figures and tables by their number, but never to a page number (even if you can look this up in the proof), because electronic publication have no pages.
- If you want to include a link between references in the text and the cited literature (in the electronic forms of publication), the reference list must be placed within the relevant chapter and numbered, not placed at the back of the book.

3.2.1 Summary

An abstract or summary must be provided for each chapter. This is always included in the digital version of the book. The author/editor and publisher can decide whether a summary will also be included in the printed edition of the book.
- Length: a maximum of 150 words. Please note: the text may only consist of one paragraph, so do not include any hard returns in the summary.
- Aim: to summarize the relevant chapter or identify the most important learning objectives.
- It must be possible to read the summary separately from the rest of the chapter; therefore do not use abbreviations or references.
- The heading that must be used is 'Summary'.
- The summary will be published in the digital versions of your book, such as on the website with enrichments, in an e-book, with publications on SpringerLink and in our digital bundles. This enables unregistered users to read the summary as a preview of the full chapter or book. The summary also makes your book easier to find using online search engines such as Google.

3.3 Back matter

After the last chapter, a glossary (for instance) can be added in the back matter. The printed edition may also include an index.

There are a few important points to consider:

- Do not place a numbered reference list in the back matter, because then the references will not be linked to the literature referenced in the chapters. Include a numbered reference list at the end of each chapter. An alphabetical reference list may be placed both in the back matter and at the end of the relevant chapter.
- If you wish to include an **index**, indicate the words to be included in the index in each chapter. Mark the words for the index in your Word file; do not supply the index separately. They will then be compiled into an index based on your indications and the correct page numbers will be added automatically. Use the index function in Word to do this. Another possibility is to highlight the keywords in your manuscript. Use the highlight function in Word to do this. You can also identify secondary keywords and 'see' references, but this is not mandatory. Be consistent and accurate when creating an index. For guidelines on writing an index, see **appendix 3**.
- Provide a **glossary** (optional) as a table, with the terms in the left-hand column and the definitions in the right-hand column. Do not use tabs, spaces, or colons between the term and the definition. Submit the glossary as a separate file.
- Do not include images in the back matter.

4 Delivery of the manuscript

4.1 General rules

4.1.1 Formal style and text formatting

Manuscripts are checked for style, spelling and grammar by a copy editor. BSL applies certain standards when presenting content (*Van Dale* and *Pinkhof Medical Dictionary*). The copy editor ensures that the manuscript meets these standards.

4.1.2 Permission

- If your manuscript includes extracts from copyrighted works (including websites), for example in the form of images, tables, animations or quotations, you need to ask for permission to use these from the copyright holder (usually the original publisher), both in relation to printed editions and online formats.
- Please adhere to the instructions that accompany the permission given, such as the inclusion of an acknowledgement or references in your document (e.g. a reference to the copyright holder in the caption), and keep the written confirmation of the permission provided with the copy of your manuscript.
- Always be aware that, for various reasons, publishers will not always grant permission for reproduction free of charge. BSL will not cover any costs incurred for obtaining such permission. As an alternative, you can use material from other sources.

4.1.3 Terminology, units and abbreviations

Technical terms and **abbreviations** must be explained the first time they appear in the text.
Always use the internationally recognized signs and symbols for units, known as **SI units** (standardized basic units for length, mass, time, etc., based on the International System of Units).

4.1.4 Mathematical formulae

In **Word**, use the equations function in Word 2007 or 2010, MathType or the Microsoft Equation Editor in combination with Word 2003 in order to format formulae or equations; insert the graphic image into your text file as an object. In **LaTeX**, use the mathematical environment to create formulae.

4.2 Style elements

4.2.1 Tables

- Add an appropriate caption for each table; place this above the table. Number the tables within each chapter, in ascending order; the first table in chapter 1 is table 1.1.
- Add a reference to each table. When referring to the table, never describe it as 'below' or 'above', but use the table number. This is because in the final layout the position of the table may be different.
- Use the table function in Word to create tables.
- Do not use spaces or tabs to create columns or align the text.
- Do not capitalize the text in the table. Names and abbreviations are exceptions and may be capitalized.
- Simple, one-column lists should not be treated as tables. Use the bullet/numbering function in Word for lists.
- Keep tables simple and small to improve clarity (especially given the small screens used for some digital

publishing channels). Text in tables should be left-aligned. Align numbers using the decimal point or comma.
- Do not save tables separately, but in the document itself, in the most logical position within the text - usually immediately after the paragraph in which they are referred to.
- In the printed edition, tables and figures will be placed at the top of a page.

4.2.2 Figures

- Number the figures within each chapter, in ascending order; the first figure in chapter 1 is figure 1.1.
- Add a reference to each figure. When referring to the figure, never describe it as 'below' or 'above', but use the figure number. This is because in the final layout the position of the figure may be different.
- Give each figure an appropriate caption. Add the caption in the text at the location where the figure should appear.
- If a figure has been taken from a previous publication, add a source reference at the end of the caption.
- Do not capitalize the text in the figure. Names and abbreviations are exceptions and may be capitalized.
- **BSL will assume that any illustrations used are not subject to copyright.** If you have not created the figure yourself, always ask the copyright holders for **written** permission to publish it. Exercise caution when using figures from the internet. These are not necessarily free of copyright. Always ask for permission from copyrights holders.
- BSL can have figures reproduced. Note: figures will be reproduced exactly as they are supplied. If you want any changes to be made, please indicate this and providing accurate instructions and examples.
- A figure may be a drawing or photo.
    - Digitally created drawings must be saved as EPS files, with the fonts embedded. Microsoft Office files (Excel or PowerPoint) can be submitted in the original format (xls, xlsx, ppt, pptx). Other drawings will be reproduced by the publisher using Adobe Illustrator.
    - Photos should be saved as a tiff or jpeg file, with a resolution of at least 300 dpi and a minimum width of 10cm.
    - A **combination** of halftone illustrations and line models (e.g. photos containing line drawings or extensive lettering, colour diagrams, etc.) must be saved as a tiff or jpeg file with a minimum resolution of 600 dpi.
- Save these figures separately. Give them exactly the same title as shown in the caption (1.1, 1.2 etc.). The caption, including correct numbering for the figure, should show which figure should be placed where.
- If your book is to be printed in black and white, any colours in your figures will disappear and be converted to grayscale. Please bear this in mind when referring to figures; do not refer to 'the red arrow' in a black and white book.
- Do not submit tables as images.

4.2.3 References

- Use the rules for literature references that apply in your particular field. There are two options for this: the Vancouver style or the APA style. See appendices 4 and 5 for examples of both styles.

There are a few important points to consider:
- For in-text references, use the format 'author name + year', for example (Miller 2014) or Miller (2014); or in the case of two authors (Miller and Smith 2014) or Miller and Smith (2014); or in the case of three or more authors (Miller et al. 2014) or Miller et al. (2014). The reference list at the back of the chapter or book is to be alphabetized according to the author names. Note: in the case of references to author names that include a prefix, the prefix is omitted in references between parentheses; for example (Dijk 2014) or Van Dijk (2014); (Berg 2013) or Van den Berg (2013).
- If it is customary in your field, you can also include references using reference numbers in square brackets: [3, 7, 12]. The number refers to the order in the reference list at the end of the chapter, for

example [1]. Refer to all references. Note: references at the end of the book cannot be linked to references in the chapters using numbers.

- Include all works cited in the chapter that have been published or accepted for publication. Personal communication or unpublished works may be mentioned in the text, but should not be referenced. Do not use a footnote when a literature reference is required.
- The list must be alphabetical, unless a numbered system is used.
  The rules for alphabetization are:
  - First, all works by the author alone, arranged chronologically based on the year of publication.
  - Then all works by the author with a co-author, ordered alphabetically by co-author.
  - Finally, all works by the author with several co-authors, arranged chronologically based on the year of publication.

Please do not include literature references in the foreword, preface, summaries, appendices or headings in your manuscript.

References to websites

- Include the URL or the DOI.
- When referring to websites, include the date on which you last visited the site (accessed on [date]).

4.3　Length

Make sure that the length of your manuscript matches the agreement you have made with the publisher. If there is a significant difference with what has been agreed (10% more or less), please contact the publisher.

4.4　Final check and submission

- Check that the table of contents accurately reflects the numbered division of the book into parts, chapters, and headings; update the chapter headings and sub headings if necessary.
- Check that the text and images for your manuscript are complete and definitive, and that you have adhered to the agreed length for the manuscript.
- Provide written confirmation of all relevant permissions granted by third parties.
- Before you submit your final manuscript, please refer to **Appendix 1** Checklist for submission of manuscripts, to make sure that you have completed all the required steps.

5 What happens after you have submitted the manuscript?

For several years we have been working with our preferred supplier, SPS in India. They carry out the typesetting and place the files (content) onto the various platforms. A number of fixed styles have been agreed for content and book covers.

The production process
The project managers at SPS are responsible for creating the proof copy and communication regarding editing and setting. They work in English, and communication with them is in English. The SPS project manager who is overseeing your book will contact you by e-mail and keep you informed regarding the production process.
Our colleagues at SPS will assess your manuscript in terms of its structure, carry out an intake procedure, code your text(s) and send this to an external copy editor based in the Netherlands. Our copy editors are freelancers who have been working for us for many years. The professional copy editor will edit your texts and assess the copy using standard spelling. If the copy editor has any questions concerning your text, he/she will contact you. When the copy editor has finished working with the text, he/she will send the manuscript back to SPS. SPS will then proceed to make the final proof.
Your contact person at SPS will send you the final proof in the form of a pdf file, for you to check. You can indicate any further amendments in the pdf file. A manual for digital correction will be provided. Any comments for SPS that you include must be in English. After checking the final proof, send it back to SPS. The text will not be subject to further checks by a copy editor after this point. In your final check, please pay particular attention to the appearance of images, tables, etc. Are all the references correct? And are all the headings correct? We work with a Dutch word-break program, so in principle all word breaks should be hyphenated correctly. However, we recommend checking word breaks too.
Any corrections that you specify will be actioned by SPS. This will lead to a final version.
This will be checked internally. After the final version has been approved internally, the book will be printed.

Of course, we at BSL will be happy to support you and help clear up any ambiguities or questions that you have throughout the whole process.

5.1 Cover

In the publication process we use standard book covers using the layout that BSL has agreed for each field of publication. These covers give the BSL books a strong brand identity, making them instantly recognizable in the field. In addition, a book using these covers can be published more quickly, because a standardized cover saves considerable time – designing an individualized cover for each title requires a lot of work.
Indicate clearly how you want to be mentioned on the cover (inclusion of your first name or initials, and titles). In consultation with your contact person at BSL, you can also provide a suitable image for the cover of the book.

6   Appendix 1 Checklist for submission of manuscripts

Title page	Definitive title (and subtitle)

Authors/editors   All names of authors/editors
E-mail address of the relevant author

Front matter	Complete with the following elements:

o Dedication
o Foreword
o Preface
o Acknowledgements
o Table of contents
o List of authors
o List of abbreviations

Table of Contents   Monographs: first two levels of headings within chapters are included
Books with multiple chapters by different authors: chapter titles and names of authors are mentioned
Headings match those in the text

Structure of book   Number of parts: Number of chapters:
All chapters are numbered consecutively throughout the book

Summary   Each chapter has a summary

Text   Heading levels and special text elements are in a consistent style
No heading levels are omitted

Literature   Reference lists after each chapter are included, or a bibliography at the end of the book
Quotes in the text correspond to the reference list
Style of reference list corresponds to BSL guidelines (Vancouver or APA, see appendices 4 and 5) and is consistent throughout the book

Images   All images mentioned in the text are complete and included as separate files
Sequentially numbered per chapter
References included in the text

Tables   Created using the table function in Word
Sequentially numbered within each chapter
Correct references included in the text

Digital content   All the extra material that is to be added to the website:
Test questions
Videos
Deep links to websites
Extra visual material (to be delivered in the same way as images, see above)
PowerPoint presentations
PDF files

Images saved as separate files in tiff, jpeg, eps, xls, xlsx, ppt, pptx format

Books with chapters by different authors include e-mail addresses and the institutions to which the authors are affiliated

Permission obtained for all materials taken from other publications

7 Appendix 2 Boxes

Layout of inset	Explanatory
Overview **Stadien der Sepsis** Dolore tetum nos eugiatincing eugait velenit praesse ndreet vullan eu giam nismodo lortionum vel ut do odit ad tat, quis alis aliquat ad et luptat, velestio erillan hent am iuscilit.	Block Elements: **Compulsory:** heading **Optional:** sub heading/figure/table
Eyecatcher **Praxistipp** Conum volore volore eugiatin cing eugait velenit praesse ndreet vullan egiam nismodo lortionum vel ut do ododit ad tat, quis alis aliquat ad et luptat, velestio dolesti ncilit ing erillan hent am iuscilit.	Case Elements: **Compulsory:** heading (max. 15 characters) **Optional:** sub heading/figure/table
Definition **<head.Definition>** <Definition> nos eugiatincing eugait velenit praesse ndreet vullan eu giam nismodo lor tionum vel ut do odit velesto odit ad tat, quis alis aliquat ad et luptat, velestio dolesti ncilit ing erillan hent am iuscilit.	Outline Elements: **Compulsory:** heading (max. 15 characters)
Important **Cave** **Conum volore volore tetum nos egiatincing eugait velenit praesse arrdreet vullan egiam nismod lortionum velesto.**	Key information Elements: **Optional:** Heading
Question (new) **Question>** conum volore vole tetum eugia tincing eugait velenit praesse arrdreet eugiam nismodo lortionum vel ut odit commy relesto.	*Question*

	Elements:
	Optional: Heading
Warning (new) **① Cave** **Conum volore volore tetum nos egiatincing eugait velenit praesse arrdreet vullan egiam nismod lortionum velesto.**	*Warning* Elements: **Optional:** Heading
Questionnaire **Organisatie** Groen & grijs wordt georganiseerd door (naam van de opleiding). _____ _____ _____	Exercise Elements: **Optional:** heading, sub heading, blank lines
LearningGoals **Fazit** Conum volore volore tetum nos eugiatincing eugait velenit praesse ndreet vullan eugiam nismodo lortionum vel ut do odit velesto.	Introduction Elements: **Optional:** heading/sub heading
Abstract **Fazit** Conum volore volore tetum nos eugiatincing eugait velenit praesse ndreet vullan eugiam nismodo lortionum vel ut do odit velesto.	Summary Every chapter must begin with a Summary. **Compulsory:** heading
Conclusion **Fazit** Conum volore volore tetum nos eugiatincing eugait velenit praesse ndreet vullan eugiam nismodo lortionum vel ut do odit velesto.	Concluding summary (at the end of a chapter) Elements: **Compulsory:** heading **Optional:** Sub heading

AbbreviationGroup	List of abbreviations Elements: **Compulsory:** Heading Term (encode) Descriptors (encode)
Glossary	Terms Used **Compulsory:** Heading Term (encode) Descriptors (encode)
Definition list	List of definitions (optional) **Compulsory:** Heading Term (encode) Descriptors (encode)
Example of a citation **"**You could see it as a kind of madness that overcomes some people. They are gripped by it and they therefore feel justified in attacking that other person.**"**	

8   Appendix 3 Guidelines for choosing keywords

Compiling an index is never simple. An index is only good if it is useful. Its length is not important. It should be seen as an additional way into the work, as an alternative to the table of contents.

You can indicate the terms to be indexed in your manuscript in two ways:
- Use the index function in Word. You can also indicate secondary keywords and 'see' references.
- Another possibility is to highlight the keywords in your manuscript. Use the highlight function in Word to do this. **Use the colour yellow for the main keywords and the colour green for the secondary keywords.** For secondary keywords, indicate clearly in the margins which main keywords they are associated with.

Here are some rules of thumb that can help you to identify keywords.

– *Only* select a keyword in places in the text where really relevant information is given or where the context is especially significant or interesting. **Do not enter keywords in headings.**
Limit the number of page references. It makes no sense to have thirty page references for a particular keyword in the index, for example. Only mention the most *relevant* sections. If there are a lot of these, use secondary keywords to subdivide the main keyword.

– Include secondary keywords alongside the main keywords where necessary/preferred, ('general physiotherapy', 'pelvic physiotherapy', 'geriatric physiotherapy' are all shown in the index as 'physiotherapy
- general
- pelvic
- geriatric'

– Include abbreviations ('acronyms') alongside the full written form, capitalized and in parentheses. The abbreviation should also be included separately in the index, without the full written form but with the addition '*see* [full written form]'. Do not include page references.
The abbreviated form could also be included *with* page numbers, without a 'see' reference. This is a good alternative if only a few page references need to be included.

For terms that are generally known by their abbreviation, and for which the full form can be assumed to be generally known, the abbreviation can also be included first and the complete form with a 'see' reference to the abbreviation.

The most reader-friendly method, and therefore the best method for an MBO-level book for instance, is to include both forms, i.e. *both* forms with all relevant page references. For one entry, include the abbreviation followed by the full term in parentheses, and vice versa for the other entry.

– Every term should be in the singular form, in principle. However, there may be good substantive reasons for choosing the plural form. Sometimes including *both* the singular and the plural forms may be best, each as an independent entry.

– Where necessary, include 'see' references.
Examples: -   hypophyseal system, *see* hypothalamus
                          Symptom Check List, *see* SCL
                          inherited, *see* hereditary

No page numbers are shown following a 'see' reference.

Some other suggestions

–   In addition to the ordinary index, further indexes can be included, such as a people index, a legal index, a substance name index, or combinations of these. This should only be done after consulting your contact person at BSL.

–   The index can be preceded by a brief user guide or an explanation of how keywords were chosen.

9   Appendix 4 Reference list, Vancouver style

Number	Type	Example
1	Journal article	Smith JJ. The world of science. Am J Sci. 1999;36:234–5.
2.	Journal article with DOI (and with page numbers)	O'Mahony S, Rose SL, Chilvers AJ, Ballinger JR, Solanki CK, Barber RW, et al. Finding an optimal method for imaging lymphatic vessels of the upper limb. Eur J Nucl Med Mol Imaging. 2004;31:555–63. doi:10.1007/s00259-003-1399-3.
3.	Journal article by DOI (before issue publication with page numbers)	O'Mahony S, Rose SL, Chilvers AJ, Ballinger JR, Solanki CK, Barber RW, et al. Finding an optimal method for imaging lymphatic vessels of the upper limb. Eur J Nucl Med Mol Imaging. 2004. doi:10.1007/s00259-003-1399-3.
4.	Article in electronic journal by DOI (no paginated version)	Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. Dig J Mol Med. 2000. doi:10.1007/s801090000086.
5.	Journal article in a supplement	Frumin AM, Nussbaum J, Esposito M. Functional asplenia: demonstration of splenic activity by bone marrow scan. Blood 1979;59 Suppl 1:26–32.
6.	Book chapter	Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. International review of cytology. London: Academic; 1980. p. 251–306.
7.	OnlineFirst chapter in a series (without a volume designation but with a DOI)	Saito Y, Hyuga H. Rate equation approaches to amplification of enantiomeric excess and chiral symmetry breaking. Top Curr Chem. 2007. doi:10.1007/128_2006_108.
8.	Book, authored	Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998.
9.	Online document	Doe J. Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. 1999. http://www.rsc.org/dose/title of subordinate document.

Number	Type	Example
		Accessed 15 Jan 1999.
10.	Online database	Healthwise Knowledgebase. US Pharmacopeia, Rockville. 1998. http://www.healthwise.org. Accessed 21 Sept 1998.
11.	Supplementary material/private homepage	Doe J. Title of supplementary material. 2000. http://www.privatehomepage.com. Accessed 22 Feb 2000.
12.	University site	Doe, J.: Title of preprint. http://www.uni-heidelberg.de/mydata.html (1999). Accessed 25 Dec 1999.
13.	FTP site	Doe, J.: Trivial HTTP, RFC2169. ftp://ftp.isi.edu/in-notes/rfc2169.txt (1999). Accessed 12 Nov 1999.
14.	Organization site	ISSN International Centre: The ISSN register. http://www.issn.org (2006). Accessed 20 Feb 2007.

10   Appendix 5 Reference list, APA style

Number	Type	Example
1	Journal article	Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film Writing*, *44*(3), 213–245.
2.	Journal article with DOI (and with page numbers)	Slifka, M.K., & Whitton, J.L. (2000). Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine, 78*, 74–80 (2000). doi:10.1007/s001090000086.
3.	Journal article by DOI (before issue publication and without page numbers)	Kreger, M., Brindis, C.D., Manuel, D.M., Sassoubre, L. (2007). Lessons learned in systems change initiatives: benchmarks and indicators. *American Journal of Community Psychology*. doi:10.1007/s10464-007-9108-14.
4.	Article in electronic journal by DOI (no paginated version)	Kruger, M., Brandis, C.D., Mandel, D.M., Sassoure, J. (2007). Lessons to be learned in systems change initiatives: benchmarks and indicators. *American Journal of Digital Psychology*. doi:10.1007/s10469-007-5108-14.
5.	Newspaper article	Schultz, S. (2011, December 28). Lessons to be learned in systems change initiatives. *Independent*, p. 5.
6.	Book	Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.
7.	Book chapter	O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.
8.	OnlineFirst chapter in a series (without a volume designation but	Saito, Y., & Hyuga, H. (2007). Rate equation approaches to amplification of enantiomeric excess and chiral symmetry breaking. *Topics in Current Chemistry*. doi:10.1007/128_2006_108.

Number	Type	Example
	with a DOI)	
9.	Book, also showing a translated edition [Either edition may be listed first.]	Adorno, T.W. (1966). *Negative Dialektik*. Frankfurt: Suhrkamp. English edition: Adorno, T.W. (1973). *Negative Dialectics* (trans: Ashton, E.B.). London: Routledge.
10.	Online document	Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. Accessed 25 June 2007.
11.	Online database	German emigrants database (1998). Historisches Museum Bremerhaven. http://www.deutsche-auswanderer-datenbank.de. Accessed 21 June 2007.
12.	Supplementary material/private homepage	Doe, J. (2006). Title of supplementary material. http://www.privatehomepage.com. Accessed 22 Feb 2007.
13.	FTP site	Doe, J. (1999). Trivial HTTP, RFC2169. ftp://ftp.isi.edu/in-notes/rfc2169.txt. Accessed 12 Feb 2006.
14.	Organization site	ISSN International Centre (2006). The ISSN register. http://www.issn.org. Accessed 20 Feb 2007.