

Instructions for Authors

MENOPAUSE MANAGEMENT

Women's Health Through Midlife & Beyond

(Circulation ~31,766)

Content

Articles should focus on practical information of use to primary care and Ob/Gyn clinicians treating midlife women. Although *Menopause Management* is peer reviewed, its articles should be written in a style that is somewhat informal and easy for busy clinicians to read. Articles should be 3 to 5 printed pages in length (approximately 850 to 1,000 words per page, depending on whether the article includes figures and/or tables).

References

Articles should be lightly, but sufficiently, referenced (i.e., as much as is needed to document facts and data mentioned therein); authors' opinion should be stated as such.

Authors are responsible for accuracy of references. Include all authors' names/initials for works with up to four authors. For works with 5 or more authors, include the first three names/initials and "et al". References should be numbered according to order in which they appear in the text.

Graphic Elements

The use of figures, tables and photos/artwork is encouraged. Data in tables/figures should not merely duplicate data in article text; instead they should enhance/supplement the text. Authors are responsible to secure permission to use previously published figures, tables and photos/artwork and send a copy of all applicable permissions with the manuscript.

Guidelines for Submission

Send two printouts of the manuscript, including all graphic elements, to: Managing Editor, *Menopause Management*, 259 Veteran Ln. 3rd Flr., Doylestown, PA 18901. Guidelines for electronic submissions are as follows:

- Whenever possible, electronic files of articles should be sent along with the two printouts. The files may be saved on floppy disks or CDs (labeled with article name and first author's name), or they may be e-mailed (as attachments) to: jsyrop@healthcommedia.com when the printouts are mailed.
- **Body of article:** This file should include a title page with all authors' first and last names and affiliations; the body of the article; references; and figure legends. **Do not embed graphic elements (tables, figures, etc.) within the text of the article.**

- **Tables:** Send each as a separate file or e-mail attachment, labeled "Table 1," "Table 2," etc. Each should have a heading (title). Do not place table text in boxes or separate the elements of the table with lines. Please do not submit excessively long tables (maximum length should fill one-half to one printed page).
- **Photos/figures:** Author(s) may either mail photographs, slides and photographic-quality artwork for scanning, or they may send electronic files – either on floppies/CDs/Zip disks or via e-mail (as attachments). **Important: See format requirements in next paragraph. Also note that we cannot scan laser printouts or photocopies.**

Each photo/figure should be saved as a separate electronic file, labeled "Figure 1," "Figure 2," etc. These files should be saved in EPS or TIFF format. **Preferred resolution is 600 dpi; minimum is 300 dpi.**

Please supply legends for all figures; these should be included at the end of the body of the article, following references.

- Please supply your name, phone number, email address, and physical address with all your submission pieces.

Editing Process

All accepted articles will be edited and then sent to the author(s) for final approval before being reviewed by two Editorial Board members. Managing Editor will serve as liaison between authors and reviewers until reviewers' questions and concerns have been addressed. Publication is subject to approval by Editor-in-Chief Wulf H. Utian, MD, PhD.

Authors will receive five copies of the issue in which their article appears, in addition to an honorarium (choice of CD-ROM).

Direct all inquiries regarding submission to:

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Authors who would like to receive a copy of *Menopause Management* before writing an article should fax a request for a sample copy to Jennifer Kenny at 215/489-7007.