

# Guidelines for Contributing Authors

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## Editor-in-Chief

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*Dermatitis* provides clinically relevant articles on contact dermatitis, atopic dermatitis, occupational dermatitis, and drug reactions with skin manifestations. Comprehensive reviews, clinical and laboratory studies, case reports, and feature articles will be considered for publication. Based on agreement between the Editor and authors, selected manuscripts or parts of manuscripts are published only in the online version (eg, Case Reports).

Manuscripts are accepted for consideration on the condition that they are contributed solely to *Dermatitis*. Manuscripts will be reviewed by the Editor-in-Chief or an Associate Editor as well as by appropriate members of the Editorial Board or by other experts. *Dermatitis* is indexed and included in *Index Medicus/MEDLINE*, *Excerpta Medica*, and EMBASE.

Letters to the Editor are welcomed and will be published if appropriate. They should be typewritten, double spaced, and generally no more than two typewritten pages.

## SUBMITTING A MANUSCRIPT

Authors submitting a manuscript do so with the understanding that if it is accepted for publication, copyright of the article, including the right to reproduce the article in all forms and media, shall be assigned exclusively to the American Contact Dermatitis Society.

All new submissions must be submitted online at <http://mc.manuscriptcentral.com/derm>. Authors should use the "create new account" button. Manuscript text should only be submitted in Microsoft Word (MSWord) document format (saved as ".doc" files). To upload manuscripts, go to the "Author Center." The Word document to be uploaded should include title page, text of the article, abstract, figure legends, and tables. Figures should also be uploaded as per the requirements indicated in these instructions. At the completion of the upload of each file, a confirmation window will appear asking for a description of the document (for your main document, use language such as "article text" or "main document"; for figures, indicate figure number, such as "Figure 1" or "Fig. 1"; and for other supporting documents, indicate clearly what the document is). Instructions for Authors for *Dermatitis* are also available at BC Decker's Web site <<http://www.bcdecker.com/aiDetails.aspx?aiiID=21>>.

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## CONFLICT-OF-INTEREST POLICY

A conflict-of-interest statement is required for each manuscript submitted for publication. This statement will have no bearing on the editorial decision to publish a manuscript.

The author(s) is (are) asked to provide a statement regarding any relationship existing between a commercial party and material contained in the manuscript that might represent a conflict of interest, or to provide a statement declaring that no benefits in any form have been received from a commercial party related directly or indirectly to the subject of the article.

The statement will be kept on file in the journal office and published on the title page of the article.

## PREPARING THE MANUSCRIPT

**Title Page A.** The first page of the manuscript should contain the following information: (1) title of the paper; (2) author's name; (3) name of the institution in which work was done; (4) acknowledgments for research support; (5) name, address, telephone and fax numbers, and e-mail address of the author to whom communications regarding the manuscript should be directed.

**Title Page B.** The second page of the manuscript should contain *the title only*. The first page of the manuscript will be removed from copies sent to reviewers, to comply with procedures for double-blinded peer review. Author identification should not appear on any manuscript pages following the first page, Title Page A. Authors must provide a Title Page B so that throughout the peer review process, the manuscript can be identified by title only.

**Abstract.** The third page must contain an abstract of 200 words or less, summarizing the article. Abstracts for Studies must be written in the following format:

**Background.** Describe the primary concern or question that prompted the study.

**Objective.** State the purpose of the study.

**Methods.** Summarize the methods.

**Results.** List the most important findings.

**Conclusion.** Briefly state the most important conclusion.

For all other sections, an unstructured abstract is acceptable.

## TABLES

Tables should be prepared in *Word* and provided with a title and numbered consecutively in the text with Arabic numerals. Avoid excessive use of horizontal lines. Do not use vertical lines. Tables should be provided at the end of the article, after the references and on a separate page. Tables cannot be used if they are in *PowerPoint*.

## FIGURES

– Color photographs are saved in CMYK as TIF or JPG files at **300 dpi at 5 inches (12.5 cm) in width (1500 pixels)**

– Black and white photographs are saved in greyscale as TIF or JPG files at **300 dpi at 5 inches (12.5 cm) in width (1500 pixels)**

– Line drawings are prepared in Microsoft *Word*, *PowerPoint*, or Adobe *Illustrator* without embedded images from other sources. Existing line drawings are scanned at **600 dpi at a minimum of 12.5 cm (5 in) in width (2100 pixels)** and saved as EPS files (flow charts must not exceed 7 inches [18 cm] in width).

Color photographs or illustrations published in the online version are at no cost to the authors.

## REFERENCES

In the text, references should be numbered consecutively with superscript arabic numbers. A list of references should be compiled at the end of the article according to the order of citation in the text. It is preferred that references not be prepared with an electronic reference program. However, if one is used, the references must not be prepared as footnotes, or they cannot be accepted. The reference list should be typewritten, double-spaced, under the heading "References." Abbreviations for titles of medical periodicals should conform to those used in the latest edition of *Index Medicus* (A "List of Journals Indexed in *Index Medicus*"—with abbreviations—is obtainable at a modest charge from the Superintendent of Documents, US Government Print Office, Washington, DC 20402). The Decker style for references requires that the first three authors be listed, followed by "et al". If there are only four authors in total, list all four. For a complete list of reference examples, please view the section on references in Decker's House Style on Decker's Web site: <<http://wyvw.bcdecher.cotnMCDecker/Doc/Hotise%20Style.doc>>.

### Examples:

Standard journal article:

Reitamo S, Wollenberg A, Schopf E, et al. Safety and efficacy of 1 year of tacrolimus ointment monotherapy

in adults with atopic dermatitis. *Arch Dermatol* 2000;136:999–1006.

Standard journal article with organization as author:

International Study of Asthma and Allergies in Childhood (ISAAC) Steering Committee. Worldwide variation in prevalence of symptoms of asthma, allergic rhino-conjunctivitis and atopic eczema. *Lancet* 1998;351:1225–32.

Chapter in a book:

O'Connell K, Provost TT. Cutaneous sarcomas. In: Provost TT, Flynn JA, editors. *Cutaneous medicine: cutaneous manifestations of systemic diseases*. Hamilton (ON): BC Decker; 2001. p. 237–34.

Unpublished article:

Wise J. Genetics and atopic dermatitis. 2003. [In press]

Web site:

Hoffman DL. St John's Wort. 1995; [4 screens]. Available at: <http://www.health.net/library/books/hoffman/material-medica/stjohns.htm> (accessed July 16,1998).

## PROOFREADING

Contributors are provided with galley proofs and are asked to proofread them for typesetting errors. Important changes in data are allowed, but authors will be charged for excessive alterations in proof. Galley proofs should be returned within 48 hours.

## REPRINTS

Reprints of articles can be furnished to contributors when ordered in advance of publication. An order form, showing the cost of reprints, is sent with proofs.

Members of the American Contact Dermatitis Society receive the *Dermatitis* as a benefit of membership. To learn more about the American Contact Dermatitis Society or to receive an application for membership, please direct your inquiry to American Contact Dermatitis Society, 233 East Erie Street, Suite 700, Chicago, IL 60611; Tel: 312-988-7700; Fax:312-988-7759.