

EASI Booklet for Family Doctors

INSTRUCTIONS FOR THE AUTHORS

The booklet for family practitioners will be written in a joint project for all EASI teams. Authors from the different EASI teams will write in a joint collaboration the chapters of the booklet, covering one of the rheumatic / autoimmune diseases.

Beside the EASI Team members also external collaborators are welcome to join the EASI authors.

The booklet(s) should cover all areas in Autoimmunity.

Each of the chapters will focus on one disease and on the symptoms of the different disease phenotypes, recommend markers, which can help to make the right diagnosis and phenotype and describe algorithms that are recommended for use.

It is important that the booklet describes very practical approaches in a condensed way and a very clear language. The focus of all articles shall be on early diagnosis of the diseases.

STRUCTURE OF THE BOOKLET

The structure of each chapter of the booklet will be the following:

- Introduction
- Table with signs and symptoms and frequency of the disease
- One illustrative picture (clearly showing the characteristic presentation of the disease)
- Diagnostic criteria (criteria in form of two tables)
 - Clinical and
 - Laboratory
- Diagnostic measurements for experts
- Requirements for family practitioners (largest chapter)
- Follow up
 - Clinical observations,
 - Expectations,
 - Blood tests to be done
- Management (therapeutic principles)
- Diagnostics tests
 - Short description,
 - Pictures or diagram
- Testing methods
 - Benefits
 - Limitations
- References (max. 5 references: 2 reviews, 2 original papers, one reference to management principles)

GUIDE FOR AUTHORS

- One author should be designated as leading author
- The leading author should be a clinician
- The leading author should also be the corresponding author
- Please provide details of corresponding Author
 - Title and Name
 - Full postal address
 - Telephone and fax numbers (with country code)
 - E-mail address
- All files should be send by e-mail to michael.haass@phadia.com
Michael will manage the communication with the authors and the editorial board
- The editorial board which will review the chapters is Yehuda Shoenfeld and Allan Wiik.
- The files should enclose
 - Headline of the chapter
 - Text (following the structure indicated above)
 - Pictures with legends
 - Diagrams with legends
 - Tables including title, description, footnotes

General Points

- If possible MS Word should be used a word processing format.
- Please save the file in the native format of the word processing program.
- The text should be less than 8 DinA4 pages printed in single-column format with 1.5 line spacing of Arial font and a font size of 12.
- Please, keep the layout of the text as simple as possible.

Preparation of text

- *Title*. Concise and informative. Avoid abbreviations and formulae where possible.
- *Author names and affiliations*. Present the Authors' names and affiliation addresses. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each Author.
- *Abbreviations*. Define abbreviations that are not standard in this field at their first occurrence in the article in the abstract and also in the main text after it. Ensure consistency of abbreviations throughout the article.

Arrangement of the article

- *Figure legends, tables, figures, schemes*. Present these, in this order, at the end of the article. They are described in more detail below. High-resolution graphics files must always be provided separate from the main text file (see [Preparation of illustrations](#)). All tables, figures and schemes should be cited in text. Table and figure legends should be sufficiently detailed to allow understanding without reference to the text.
- *Tables*. Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them within the table with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.
- *Nomenclature and units*. Follow internationally accepted rules and conventions: use the international system of units (SI). If other quantities are mentioned, give their equivalent in SI.

References

Responsibility for the accuracy of bibliographic citations lies entirely with the authors.

- *Citations in the text*: Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Personal communications (J. Public, personal communication) and unpublished data should be cited as such. Manuscripts in preparation should be cited in the text (U.Sam and A.N. Other, in preparation) and should not be included in the reference section.
- *Citing and listing of Web references*. As a minimum, the full URL should be given. Any further information, if known (Author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.
- *Text*: All citations in the text should be numbered consecutively as they appear in text, in square brackets eg. [1], [2-6].
- *List*: References should be arranged in numerical order using the following style.
 - *Reference to a journal article*:
Sciavolino P.J., Vilcheck J. 1995. Regulation of metallothionein gene expression by TNF-alpha and TNF-beta in human fibroblasts. *Cytokine* 7: 242-250
 - *Reference to a book*:
Strunk Jr., W., White, E.B., 1979. The Elements of Style, third ed. Macmillan, New York.
 - *Reference to a chapter in an edited book*:
Blackman M.A., Kappler J.W., Marrack P. 1991. T cell Tolerance In *Molecular Autoimmunity*. N. Talal, ed. Academic Press, London, pp127-152.
 - Journal names should be abbreviated according to Index Medicus journal abbreviations: <http://www.nlm.nih.gov/tsd/serials/lji.html>

Preparation of illustrations (only electronic illustrations will be accepted)

General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Save text in illustrations as "graphics" or enclose the font.
- Only use the following fonts in your illustrations: Arial, Courier, Helvetica, Times, Symbol.
- Number the illustrations according to their sequence in the text.
- Provide all illustrations as separate files.
- Produce images near to the desired size of the printed version.

Formats

- Regardless of the application used, when your electronic artwork is finalised, please "save as" or convert the images to one of the following formats:
- EPS: Vector drawings. Embed the font or save the text as "graphics".
- TIFF: Colour or greyscale photographs (halftones): always use a minimum of 300 dpi.
- TIFF: Bitmapped line drawings: use a minimum of 1000 dpi.
- TIFF: Combinations bitmapped line/half-tone (colour or greyscale): a minimum of 500 dpi is required.
- DOC, XLS or PPT: If your electronic artwork is created in any of these Microsoft Office applications please supply "as is".

Please do not:

- Supply embedded graphics in your word-processor (spreadsheet, presentation) document;
- Supply files that are optimised for screen use (like GIF, BMP, PICT, WPG); the resolution is too low;
- Supply files that are too low in resolution;

- Submit graphics that are disproportionately large for the content.

Legends

Ensure that each illustration has a legend. Supply legends on a separate sheet, not attached to the figure. A legend should comprise a brief title and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

FINAL CONSIDERATIONS

Before sending the manuscript, please make sure that

- The manuscript has been "spellchecked"
- The text follows the indicated structure
- All chapters are covered
- References are in the correct format specified by this journal
- All references mentioned in the Reference list are cited in the text, and *vice versa*
- Permission has been obtained for use of copyrighted material from other sources (including the Web)
- Tables and figures fulfill the criteria indicated

All articles should be sent to Michael Haass (michael.haass@phadia.com).

The article will be reviewed by the editorial board: Yehuda Shoenfeld, Allan Wiik, Richard Cervera, Pier-Luigi Meroni and Munther Khamashta.