

Instructions to Authors

Encyclopedia of Sleep and Circadian Rhythms, 2nd Edition

General scope

Building on the success of the *Encyclopedia of Sleep* (2013 Prose Award for Multivolume Reference in Science from the Association of American Publishers), the proposed *Encyclopedia of Sleep and Circadian Rhythms (2nd ed.)* is the largest, most comprehensive work on any topic related to sleep or circadian rhythms, and will be a primary reference resource for students, trainees, technologists, basic/clinical scientists, physicians, advanced practice providers, psychologists, nurses, and other medical and research personnel who want to explore any topic within the sleep and circadian rhythm field.

A completely revised new edition, comprising of 450 contributions from renowned authorities in the field, covers what is known about the field of sleep and circadian rhythms. In addition to a thorough coverage of the basics (physiology, sleep disorders etc.), this new edition includes a more thorough examination of circadian rhythms, which manage the sleep-wake cycle. Although this area is highly intertwined with sleep, it is a scientific discipline in and of itself, and will broaden the appeal of this work to health care providers and scientists who study this area.

Length and focus

The recommended length of each article is 8pp. Which equates to around 6000-8000 words. In general, we print 920 words to a page. Tables/Figures count towards 460 words (half a page). Articles will be spilt across 4 volumes.

Article Structure

Your article should include the following:

Cover Page*	Article Title Full name(s) of Author(s) as they should appear in the finished work Full affiliation for each Author Email address for each Author
Glossary	A dictionary-style definition of any unusual terms used in your article
Nomenclature	List and define any unusual symbols used in your article
Keywords*	10-15 keywords, which will be used for indexing purposes only. These should be listed alphabetically.
Abstract *	50-100 word abstract of the article, which will be used to summarize the work online
Body of the article*	Divided into appropriate sections, covering the contents as agreed with the Editors
List of relevant web pages	Include a list of any relevant web pages
References*	Detailing any citations made in the body text
Illustrations, Tables and Multimedia	If applicable
Permissions*	For both print and electronic formats for any copyrighted Illustrations, Tables or (if applicable) Multimedia content you wish to reproduce in the Work

*Essential items

Text

Spelling

- American spelling should be used
- Merriam-Webster's Collegiate Dictionary will be followed for spelling and hyphenation
- After acceptance, minor changes may be made to your manuscript to reflect this

Emphasis

- It is our house style not to use italics, bold or underlining to emphasize text
- Single quotation marks or italics may be used to define new terms but are not used for general emphasis of words within the text

Headings

- All text must be prefaced by a heading
- Use up to three levels of heading:

Heading One

Heading Two

Heading three

- Finer levels of organization should be captured using bullet lists

Units and nomenclature

- SI units should be used
- These should be expressed in the form $m\ s^{-1}$ (not m/s)
- Where the community commonly uses non-SI measures (for example: gal. ha⁻¹), the standard units should be given, with the SI equivalent expressed in parentheses

References

- References should be cited within the text, and will follow the Harvard style.
- The Reference List should be arranged alphabetically.

Harvard style references (Name (Date))

- References should be cited within the text and tables, using the format Name (Date).
- Multi-authored articles should list all authors if there are up to five of them, or the first three, followed by "*et al*" if there are more than five. More than one reference from the same Author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication

Books

Surname, A. B. (2000). *Title with capital letters only for first word and Proper Names*. Place: Publisher.

Surname, A. B. and Surname, C. D. (2000). Title as above (3rd edn.). Place: Publisher.

Surname, A. B. (ed.) (2000). Title as above. Place: Publisher.

Surname, A. B., Surname, C. D. and Surname, E. F. (eds.) (1985–2000). Title as above for multivolume series (4 vols.). Place: Publisher.

Surname, A. B., Surname, C. D. and Surname, E. F. (eds.) (1991). Title as above for series 4: Title of individual volume. Place: Publisher.

Article in edited books

Surname, A. B. (1999). Article title with capital letters only for first word and Proper Names. In Surname, C. D., Surname, E. F. & Surname, G. H. (eds.) Book title as above. 3rd ed, pp 3–56. Place: Publisher.

Articles in journals

Surname, A. B. (1991). Article title with capital letters only for first word and Proper Names. *Journal Title with all Content Words in Capital Letters* **24**, 128–156.

Proceedings

Surname, A. B. (2003). Article title with capital letters only for first word and Proper Names. In: Surname C. D. (eds.) *Proceedings of International Conference of Scientific Reference Works*, pp.1099–1111. Place: Publisher.

Patents

Surname, A. B. (1994). *Br. Pat.* 1 099 184 (*Journal Title with all Content Words in Capital Letters, 1995* **6**, 56).

Website citations

- Websites may not remain active for the life of publication and may not be peer-reviewed. Please only submit the top-level of any website addresses and not deeply-linked sources as they are unlikely to remain active for the life of the publication
- Please supply a short title with each web address, as guidance for the reader (e.g. ‘BBC News’ www.bbc.co.uk/news)
- As reference works are expected to be a valid reference source for a long time, only the website addresses which are expected to remain valid for a long time should be used. Website addresses may be edited to conform to this stylistic requirement
- Websites should be cited in a “List of Relevant Websites” section at the end of the article, not in the text
- Web addresses may be used in tables in the text, but please note that the links in these will not be active in the online environment

Extensive reliance on earlier sources

- We prefer that your contribution be prepared drawing on your broad knowledge of the available literature on the subject
- For any verbatim quotation(s), please ensure that they are fully attributed with author, year and page number, and that they are for illustrative purposes only. In no way should these be presented as your own original work. **If in any doubt seek permission**
- For more information on copyright permissions and obtaining them, see below: “Permissions”

Figures and Tables

Each figure, scheme, important equation, structure and table should be cited within the text in numerical order, indicating their position in the text as follows:

<Figure 6 near here>

<Table 1 near here>

If there are problems with the typesetting of any given element, these will be addressed in your proof.

Tables

- Please submit tables as separate files
- Each table should include: title, table number, column headings, indication of units used (stated in the column headings)
- Any explanatory material which is essential to the understanding of the table should be placed in footnotes to the table
- Data sources – references for tables should be given in full and will be placed in the footnotes to the table

Figures/Artwork

File Format	Line drawings	Halftones/photographs
EPS	✓ Min 72dpi, line weight 0.35-1.5pt	X Do not send halftones in this format
Tiff	✓ Min 1000dpi	✓ Min 300dpi
JPEG	X Do not send line drawings in this format	✓ Discouraged as resolution often too low for print
PDF	✓ Min 1000dpi	✓ Min 300dpi
Word	✓	X Do not send halftones in this format
Excel	✓	X Do not send halftones in this format
PowerPoint	✓	X Do not send halftones in this format
ChemDraw	✓	X Do not send halftones in this format

- Please submit electronic files for all of your figures/artwork (where possible)
- Send all figures/artwork files as separate files
- Figures may be redrawn to meet house-style
- We can accept items that require scanning: please supply these in a form suitable for reproduction without retouching or redrawing, clearly labeling the reverse with your manuscript number, figure number. **Please do not send us unique or precious artwork as we cannot guarantee it will be returned**
- Full details on the preparation of figures/artwork and multimedia can be found at: <https://www.elsevier.com/authors/author-schemas/artwork-and-media-instructions>
- If you have any questions about preparing figures/artwork please don't hesitate to contact your Project Manager

Multi-media Annexes

- Multi-media annexes are files (sound, video, spreadsheets, Word documents, etc) that provide supplementary information to your article and appear in the online version of the work only
- They appear at the end of an article online: they are not referenced in the print version of the work
- Please note that any multimedia material supplied is subject to the same review process as the articles.
- Please supply a description for each multimedia annex supplied. When published on-line, the descriptive text will appear as captions alongside links to the multimedia annexes. These should be not less than 50 words or greater than 1000.

Types of files

- Movies/animations
- Additional images (beyond those included as part of the main article)
- Audio files
- Application-specific files (note this excludes executable applications)
- Word documents containing additional information (e.g. samples from a corpus)

- Excel spreadsheets
- PowerPoint presentations
- Acrobat PDF documents
- **We cannot use executable files**

Permissions

- **It is the Author's responsibility to ensure that they have secured permissions for any multimedia annexes**

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Submission

- Submit your manuscript electronically by uploading it to the [EMSS \(Electronic Manuscript Submission System\)](#) site
- **We do not need hard copies of manuscripts**, however if this will present any problems, please contact your Project Manager
- Use an editable word-processing application, e.g., Microsoft Word
- Do not submit your text files in PDF-format
- **Do not format your article to look like the sample articles**

EMSS (Electronic Manuscript Submission System)

The EMSS website is a workflow system. The beauty of this system is that everyone involved knows exactly where each manuscript is, and who is in charge of it, at each stage of the process. Deadlines and expectations are crystal clear. In addition, the website is the main storage bank for all of the manuscript files, figure files, and contributor information. It truly makes everyone's job very easy!

You will submit your manuscript, figures, and affiliation information on this site and all correspondence will be conducted through it. If you will be unable to submit your materials through the website you must make special arrangements with Gemma Taft at MRW-SLS2@elsevier.com, or +44 (0) 1865 843186. Please be aware that late contributions delay publication and affect the currency of contributions received on time.

HOW TO USE EMSS?

First: Logging In

Log in to the website at editorial.elsevier.com.

Select *Encyclopedia of Sleep and Circadian Rhythms, 2e* from the drop-down menu.

Second: Knowing the workflow

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TECHNICAL ASSESOR
↓
SECTION EDITOR
↓
PUBLISHER

Depending upon your role(s) in the project, you will be granted access to a specific "view" on the website.

Your personal homepage

After you log in, you will always be taken to your "homepage" first

The "To-Do" list tells you which chapters will require immediate attention by you. The Current Status column tells you who has responsibility for the chapter at this very moment, and in this case, it is set at the first "station," which is you – the author.

After clicking on a specific chapter link in your "To-Do" List, you will see....

Manuscript Tab

On this tab, the author can download and open the previous edition file, and also upload their final manuscript file

Figures Tab

On this tab, the author can upload all of the figures for their chapter (maximum file size 99MB, if your file is larger please contact your Project Manager). Of course, we will still accept hard copies of line drawings, or any other type of figure that doesn't lend itself easily to this uploading program

New Note

On both the manuscript and figures tab, the author has the ability to send their section editor, or the editor, a note about their chapter. See the "new note" link

Manuscript Status Box

This box tells you who currently has responsibility for a chapter. When the author submits the chapter to the section editor, the orange box will move one space to the right. When the section editor submits the chapter to the editor, the box moves another space, and so on, until the chapter makes it to the publisher

Action Box

This box allows each person in the workflow to forward the manuscript. Authors will forward the manuscript onto the section editors, and eventually, section editors will forward the manuscript to editors. Finally, the manuscript will be submitted to your Project Manager. Every time a manuscript is moved, the appropriate person is directed via e-mail to go to the website and download the manuscript file

The Chapter Specifications box is only found on the author view. This box is self-explanatory, and tells the author how many figures, tables, and printed pages they are allotted for the chapter

Third: How does the workflow move? Who moves it?

- Manuscripts are submitted to the next person on the workflow through the Action box
- Every time a manuscript is moved through the chain of command, the appropriate person is directed via e-mail to go to the website and download the manuscript file
- As a manuscript moves through the workflow, one can track where it is at any given time by looking at the manuscript status box

Uploading and submitting a manuscript

Downloading: Download the manuscript file by hitting the "download manuscript" arrow on the right side of that box

Uploading: Upload a new file by clicking the "upload new revision" button the top right portion of that same box

Submitting: In the Actions Box, select to whom you wish to send the manuscript (section editor or editor) from the drop down menu, and then click the "submit" button. The chapter will not go anywhere until one makes this final click

Downloading, uploading, and submitting figures

The instructions above also apply to black and white figures, color figures, and line drawings

Proofs

- Please consider the revised manuscript you submit after the review process to be the final version
- You will have an opportunity to correct the proof, but changes should be kept to a minimum

- We will send you detailed information about the proof stage, as the Work gets closer to publication
- As soon as a significant proportion of manuscripts have been approved by the Editor the production of the Work will start
- Once production has started, your manuscript will be copy-edited and typeset before the proofs are sent to you

Contact Information

- If you have any questions or comments concerning the *Encyclopedia of Sleep and Circadian Rhythms, 2e* please feel free to contact us
- Regarding article deadlines, these instructions and any other administrative matters please contact:
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