

e-Mémoires de l'Académie nationale de chirurgie

www.bium.univ-paris5.fr/acad-chirurgie/
Recommendations to authors

The manuscripts should be sent to the Secretariat of the Académie on a CD, DVD or USB key or via e-mail sent to the following address: ac.chirurgie@bhdc.jussieu.fr

- ◆ **text:** the documents should be in Microsoft Word for Windows (DOC or, if a DOC cannot be created, RTF)
 - "Times New Roman" is the only authorized font (but "Symbol" might be used if a text comprises Greek characters).
 - Use only boldface or italics (no underlining).
 - The article should feature clear headings, at least "Introduction" and "Conclusion."
 - Use the plan / style sheet functions in Word as much as possible, applying exclusively the "Normal" style for the text and the "Title1" to "Title4" styles for the titles.
- ◆ **tables and charts** must be generated using the "Table" function in Word, not using tabulations (as a rule, tabulations should not be used).
- ◆ **graphs** must be generated using the "Graph" function in MS Office (Word/Excel), not the drawing function in Word. **Drawings and diagrams in Word or WordArt will not be processed.**
- ◆ **figures** have to be **on separate pages from the text document**, numbered Figure 1 to Figure 99 (**JPEG format 0% compression for photographs, GIF format for diagrams and drawings**), and at least 600 pixels wide. Their reference in the text has to be clear, their place specified, and their caption integrated with the text. **Power Point documents will not processed.**
- ◆ Video documents will preferably be provided in **wmv (Windows Media Video) format, versions 8 or 9, rate between 300 and 400 Kbits/s**, or, if a wmv cannot be created, in a format we can easily transcode, such as uncompressed AVI (transfer from a DV camcorder). **DIVX, RA/RAM (Real Media) or MOV (Quicktime) formats will not processed.**
- ◆ **references:** the references should be numbered **in the order they appear in the text**. They should be placed at the end of the text under the heading "References" (standard presentation norms), numbered 1 to N, and the references in the text should appear as (1) (2) or [1] [2]. No footnotes or endnotes !
- ◆ **abstracts:** the texts will be written in French, **preceded with abstracts in both French and English**, 250 word-long maximum (using the Objective/Patients and Method/Results/Discussion/Conclusion norms). The abstracts should include **keywords** in French and in English.
- ◆ **the title in English** is to appear before the abstract in English.
- ◆ **mention of the author:** name, first name, affiliation, fax number, postal and electronic addresses for correspondence.
- ◆ When **illustrations** are **reproductions**, the **name of their author** should be mentioned.