[Taken from <http://www.rhinologyonline.org/general-formatting.html>]

General formatting guidelines

* Preparing main manuscript text
* Preparing illustrations and figures
* Preparing tables
* Preparing additional files
* Preparing references

Preparing main manuscript text

* Use double line spacing
* Include line and page numbering
* Use SI units: Please ensure that all special characters used are embedded in the text, otherwise they will be lost during conversion to PDF
* Do not use page breaks in your manuscript
* Give clear headings of items in abstract and text.

**File formats**

The following word processor file formats are acceptable for the main manuscript document:

* Microsoft word (DOC, DOCX)
* Rich text format (RTF)

Please note: editable files are required for processing in production. If your manuscript contains any non-editable files (such as PDFs) you will be required to re- submit an editable file when you submit your revised manuscript, or after editorial acceptance in case no revision is necessary.

Note that figures must be submitted as separate image files, not as part of the submitted manuscript file. For more information, see Preparing figures below.

**Style and language**

For editors and reviewers to accurately assess the work presented in your manuscript you need to ensure the English language is of sufficient quality to be understood. If you need help with writing in English you should

* Asking a colleague who is a native English speaker to review your manuscript for clarity.
* Using our language editing service where editors will improve the English to ensure that your meaning is clear and identify problems that require your review.
* We provide this service for 100 euro/1000 words. We usually will return your manuscript within one week. If you require this service please contact the editorial assistant .

Preparing figures

When preparing figures, please follow the formatting instructions below.

* Figures should be provided as separate files, not embedded in the main manuscript file.
* Each figure of a manuscript should be submitted as a single file that fits on a single page in portrait format.
* Figures with line drawings should still be editable, thus NOT as a full jpeg incorporated in ppt. (graphpad, excel, ppt, adobe illustrator/photoshop files are acceptable).
* Tables should NOT be submitted as figures but should be included in the main manuscript file.
* Multi-panel figures (those with parts a, b, c, d etc.) should be submitted as a single composite file that contains all parts of the figure. The letters indicating each panel should be in capital in the upper left corner in contrasting color (i.e. black on white background or with on dark-grey to black background).
* Figures should be numbered in the order they are first mentioned in the text, and uploaded in this order.
* Figures should be named as follows: Last name first author\_Figure 1.
* Figures should be uploaded in the correct orientation.
* Figure titles (max 15 words) and legends (max 300 words) should be provided in the main manuscript, not in the graphic file.
* Figure keys should be incorporated into the legend not into the figure (we will provide them in the figure)
* Each figure should be closely cropped to minimize the amount of white space surrounding the illustration. Cropping figures improves accuracy when placing the figure in combination with other elements when the accepted manuscript is prepared for publication on our site. For more information on individual figure file formats, see our detailed instructions.
* Individual figure files should not exceed 10 MB. If a suitable format is chosen, this file size is adequate for extremely high-quality figures.
* Please note that it is the responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures (or tables) that have previously been published elsewhere. In order for all figures to be open access, authors must have permission from the rights holder if they wish to include images that have been published elsewhere in non open access journals. Permission should be indicated in the figure legend, and the original source included in the reference list.

**Figure file types**

We accept the following file formats for figures:

* EPS (suitable for diagrams and/or images)
* PDF (suitable for diagrams and/or images)
* Microsoft Word (suitable for diagrams and/or images, figures must be a single page)
* PowerPoint (suitable for diagrams and/or images, figures must be a single page)
* TIFF (suitable for images)
* JPEG (suitable for photographic images, less suitable for graphical images)
* PNG (suitable for images)
* BMP (suitable for images)

Figures are resized during publication of the final full text and PDF versions to conform to the Rhinology online format which are detailed below.

Figures on the web:

* width of 600 pixels (standard), 1200 pixels (high resolution).

Figures in the final PDF version:

* width of 85 mm for half page width figure
* width of 170 mm for full page width figure
* maximum height of 225 mm for figure and legend
* image resolution of approximately 300 dpi (dots per inch) at the final size

Figures should be designed such that all information, including text (font size), is legible at these dimensions. All lines should be wider than 0.25 pt when constrained to standard figure widths. All fonts must be embedded. Preferred font is Myriad Pro.

Figure file compression

* Vector figures should if possible be submitted as PDF files, which are usually more compact than EPS files.
* TIFF files should be saved with LZW compression, which is lossless (decreases file size without decreasing quality) in order to minimize upload time.
* JPEG files should be saved at maximum quality.
* Conversion of images between file types (especially lossy formats such as JPEG) should be kept to a minimum to avoid degradation of quality.

Preparing tables

When preparing tables, please follow the formatting instructions below.

* Tables should be numbered and cited in the text in sequence using Arabic numerals (i.e. Table 1, Table 2 etc.).
* All tables should be placed at the end of the document text file.
* Larger datasets, or tables too wide for A4 or Letter landscape page can be uploaded as additional files.
* Tabular data provided as additional files can be uploaded as an Excel spreadsheet (.xls) or comma separated values (.csv). Please use the standard file extensions.
* Table titles (max 15 words) should be included above the table, and legends (max 300 words) should be included underneath the table.
* Tables should NOT be embedded as figures or spreadsheet files, but should be formatted using ‘Table object’ function in your word processing program.
* Do NOT use spaces or hard returns in your tables. Formatting like text alignment should be used instead.
* Color and shading may not be used. Parts of the table can be highlighted using superscript, numbering, lettering, symbols or bold text, the meaning of which should be explained in a table legend.
* Commas should not be used to indicate numerical values.

Preparing references

References should be in Vancouver style within the text. For the list of references, it is advised to just copy paste the reference as it appears in Pubmed:

Fokkens WJ. The future in Rhinology: from local treatment, to monoclonals and influencing the microbiome. Rhinology. 2017 Dec 1;55(4):289-290.