

# e-Mémoires de l'Académie nationale de chirurgie

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## 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: [e-memoires@academie-chirurgie.fr](mailto:e-memoires@academie-chirurgie.fr)

◆ **text**: the documents should be in Microsoft Word for Windows (DOC or, if a DOC cannot be created, RTF) o "Times New Roman" is the only authorized font (but "Symbol" might be used if a text comprises Greek characters).

o Use only boldface or italics (no underlining).

o The article should feature clear headings, at least "Introduction" and "Conclusion."

o 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 99 (**JPEG format 1024x768 pixels, 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 be 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 be processed.**

◆ **references**: the references (no more than 30 if possible) 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