**Author Guidelines Laktation & Stillen**

**Editorial deadline: (January 15, April 15, July 15, October 15)**

Dear authors,

We are always happy to receive your manuscripts. When composing your manuscript, please note the following requirements in order to simplify the work of the editorial team. Many thanks! If you have further questions you may contact us at any time: magazin@elacta.eu

# Layout / format requirements

* Please hand in the manuscripts as Word or Open-Office document with not special formatting
* Naming the hierarchical level of the headings in Word would, however, be helpful (title, subtitle, heading 1, etc.). In order to do that, please use the embedded function of your word progressing programme.
* Illustrations (graphics, photos) and tables need to be handed in separately from the text: Tables must be put below the running text in the same word processing document. If there are illustrations, please submit them in different files.
* Please number each figure and table and add a reference to the running text including the particular number (e.g. “see Fig. 3” or “see Table 1”).
* Abbreviations should be explained the first time they are mentioned in running text as well as in figures and tables (e.g.: WHO (World Health Organization)).
* Please provide a few lines of your personal biography at the end of the article and hand in a photo, preferably high-resolution.
* Length of the article: depending on the agreement, for most manuscripts it is a half up to a maximum of 4 printed pages; one printed page includes: 5,200 characters including spaces; if figures and tables are used the number of characters is reduced accordingly.
* German texts: Since we use German orthography, we distinguish between ss and ß. Authors from Switzerland can help us by performing a spelling check with the language German (Germany).

# Figures and Tables

* Please always add a number and a heading to tables and figures (graphics, photos). Example:

**Fig. 1:** Cumulative incidence of breast cancer depending on breastfeeding duration

**Table 1:** Height and weight development of breastfed and artificially fed infants

* The figures and tables must be numbered separately.
* A legend (explanatory text) may be added for the purpose of explanation. If abbreviations are used in the figures or tables they should in all cases be explained in the legend, even if the particular abbreviation was already explained in the running text. Example: (BW = Birth weight)
* Please add the reference to a photo. I.e. Your own name (© XY) or the name of the photographer and maybe of the picture agency (© Juan Anuion, Fotolia). In order to reach an adequate sharpness of the photos when printed, the size of the photo should be at least 2400 x 2000 pixels. If only a detail of the photo is taken, the whole photo will be required to have a higher number of pixels.
* If you pass photos of your patients or clients, we need their written permission to publish those photos. If there are photos of children we need to receive the written consent from both of the legal guardians for legal reasons. We already have the written consent for photos coming from a picture agency. (For further details, see Copyright).

# Citation

* Due to copyright reasons the use of intellectual property of third parties, e.g. texts, numbers, graphics, pictures, ideas, procedures, concepts, shall be indicated in the text and in a more detailed way in the reference list by using precise bibliographic references.
* Please put exact quotes in inverted commas.
* Even if just the gist of intellectual property of third parties is given, the source needs to be indicated as well.

# Common citation format

## Consistent use of the same citation format

Your in-text citations need to be provided with a number in order of appearance. The numbers need to be given in superscript form in square brackets:

*High breastfeeding rates might lead to a not insubstantial financial saving in the healthcare sector.[3]*

If the quotation originates from more than one source, the numbers are listed without blank spaces in between:

*Taking current evidence into account, compared to bottle feeding breastfeeding might have a protective effect against dental caries.[4,5]*

Several successive numbers will not be listed separately but instead replaced by an en dash:

*Although a short frenulum is regarded as a barrier to breastfeeding, its treatment is highly controversial.[4–6,10]*

Every source cited in the text must be listed at the end of the work with all the relevant details. If a web source is cited, please provide the exact URL as well as the particular date of access (on the internet data sometimes changes over night). Example:

SOURCES:

* 1Lawrence RA, Lawrence RM: Breastfeeding. A Guide for the Medical Profession. 6th ed. Elsevier Mosby, 2005; pp. 354–355.
* 2Nationale Stillkommission am Institut für Risikobewertung, 2004, (2015): Zufütterungstechniken für gestillte Säuglinge. [Supplemental Feeding Techniques for Breastfed Infants.] <http://www.bfr.bund.de/cm/343/zufuetterungstechniken-fuer-gestillte-saeuglinge.pdf>. Retrieved March 15, 2016.

## Examples of source citations

* **Articles in a scientific journal:** Morton J, Hall JY, Wong RJ, Thairu L, Benitz WE, Rhine WD: Combining Hand Techniques with Electric Pumping Increases Milk Production in Mothers of Preterm Infants. J Perinat, 2009; 29: pp. 757–764.
* **Book:** Lawrence RA, Lawrence RM: Breastfeeding. A Guide for the Medical Profession. 6th ed. Elsevier Mosby, 2005; pp. 354–355.
* **Chapter of a published book:** Hardy WD, Essex M: FeLV-induced feline acquired immune deficiency syndrome: A model for human AIDS; in Klein E (Ed.): Acqired Immunodeficiency Syndrome. Prog Allergy. Basel, Karger, 1986, vol 37, pp. 353–376.
* **Web article:** Nationale Stillkommission am Institut für Risikobewertung, 2004, (2015): Zufütterungstechniken für gestillte Säuglinge. [Supplemental Feeding Techniques for Breastfed Infants.] <http://www.bfr.bund.de/cm/343/zufuetterungstechniken-fuer-gestillte-saeuglinge.pdf>. Retrieved March 15, 2016.

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# Instructions for proofreader of the English edition

## Hyphens, dashes and en dashes in punctuation

In punctuation hyphens, em dashes and en dashes are frequently confused. There are three different types:

1. The hyphen without spaces for word division and compounds.
2. The em dash with spaces in front and behind to indicate a break in thought
3. The En dash without spaces for number ranges (8–12).

## Non-breaking space

Please use a non-breaking space for spaces between a number and a unit of measure (e.g.: 10 mg) to prevent the end-of-line displacement of the second element. Please use the non-breaking space also in front of the em dash.