



**CONTRIBUTING AUTHOR HANDBOOK AND
MANUSCRIPT PREPARATION GUIDELINES**

Plural Publishing, Inc.
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MANUSCRIPT PREPARATION GUIDELINES FOR CONTRIBUTING AUTHORS

This guide is provided to you by Plural Publishing’s editorial department to aid you in preparing and submitting the chapter(s) you have agreed to write. Please read and follow the instructions for all chapters you are responsible for.

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INTRODUCTION

Welcome to Plural Publishing, Inc.! You have received this handbook to help guide you through the manuscript preparation and submission process for the contribution you have agreed to write. The following pages will provide you with information on the formatting of your manuscript, submitting tables and figures, requesting permissions for previously published material you wish to use, and properly including citations and references. Please follow these guidelines carefully.

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We look forward to working with you on your contribution this work.

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If you need to contact Plural's editorial department directly, please include your name, the title of the work you are contributing to, and your chapter name and number in all written communication, and address to:

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MANUSCRIPT BASICS: HOW TO FORMAT YOUR MANUSCRIPT

- **Consistency:** Multi-contributed works must strive to maintain consistency across chapters. It is important that the author of one chapter not write in an entirely different manner than the author of the next chapter. You are provided with the following style guidelines to help maintain this consistency. The main author or editor of the work may also send you additional guidelines. We ask that you follow all guidelines to aid in the integration of your contribution to the rest of the work.
- **Digital Files:** Please use a common word-processing program such as *Microsoft Word* or *Word Perfect*. If you plan to use another method of preparing your manuscript, please ask your project editor first to make sure it is usable.
- **Pages:** Manuscript pages should be 8.5 x 11 with one-inch margins.
- **Font:** All manuscript pages should be Times New Roman, 12 point font, double spaced.
 - Please leave only one space between words and following periods.
- **Phonetic Symbols:** If you are using phonetic symbols in your manuscript, you should only use International Phonetic Association programs to create phonetic symbols.
- **Page Numbering:** Number manuscript and reference pages consecutively in the upper right-hand corner. Start with the first page of the chapter. If you are using Microsoft Word or a similar word processing program, use the View Header and Footer option in the View menu bar to insert the page number on the top of each page.

Headings: Please do not bold or italicize your headings. Examples of all heading tags that must be

used are listed below. These tags enable the copy-editor to format your headings properly, and later, the typesetter to apply a specific design to the book. Do not indent paragraphs immediately following headings. See the example of a formatted manuscript on page 6.

- /CN/ Chapter number
 - /CT/ Chapter title
 - /CA/ Chapter author
 - /H1/ Heading 1
 - Example: /H1/ Dogs
 - /H2/ Heading 2
 - Example: /H2/ Big Dogs
 - /H3/ Heading 3
 - Example: /H3/ Labradors
-
- **Chapters Files:** Save each chapter as a separate digital file. Clearly label each file with the book name, chapter number, chapter name, and your name. Submit each chapter to your editor when complete.
 - **Organization:** Each chapter file should be arranged as follows: (1) Text, (2) References, (3) Figure Legends. Figures and tables will be saved separately. See detailed instructions on page 7.
 - **Figures and Tables:** Ensure that all figures (photos, illustrations, charts, etc.) and tables are mentioned sequentially in the text. Number the figures in your contribution consecutively, based on the first time each is mentioned in the text (each figure **must be mentioned** at least once).
 - Use the chapter number as a prefix when numbering (for example, Figure 1–1, Figure 1–2, etc.).
 - Each figure should be clearly labeled with its number, and saved as a separate digital file. **Do not insert figures into the manuscript (word) file!** Your manuscript should contain one line stating, [Insert Figure X–X here], where each figure should appear (see detailed instructions on page 6).
 - **Do not submit art in Microsoft Exel, Word, PowerPoint, or Publisher**
 - **Permissions:** Please refer to the section on permissions for any figures used that have been published previously. You will need to supply copies of all permissions to your editor, if applicable.

/CN/Chapter 1
/CT/Example of Page Format
/CA/Jane Smith and John Clark

/H1/ Introduction

America is a vast country with many regions that all have unique people and culture. It is important to learn about each region to understand America as a whole.

We will focus on the five major regions of the continental United States in this chapter. You can see a rough outline of each of those regions in Figure 1–1.

[Insert Figure 1–1 here]

/H1/The Southwest

There are roughly six states included in the Southwest region of the United States. These include California, Arizona, Nevada, Utah, Colorado, and New Mexico.

/H2/California

California is the biggest state in the Southwest region.

/H1/ The South

The area known as The South in the United States includes all states in the south east region.

/H2/Texas

Texas is the biggest state in the South. You can see a size comparison between California and Texas in Figure 1–2.

[Insert Figure 1–2 here]

/H2/ References

Figure Legends

Figure 1–1. Map of the different regions in the United States. From *United States Atlas*. Reprinted with permission.

FIGURES, ARTWORK, AND TABLES

▪ **Submitting Figures:**

- **Figures** (such as line art or photographs) must be submitted at the time the manuscript is submitted.
 - *Line art*, illustrations and charts, must be submitted as .jpgs, .tiff, or .pdfs. If you have line art in any other form, please query the editor as to whether it can be used.
 - *Photographs* must be submitted as either .jpegs or .tiffs and must be no less than 300 dpi (and preferably 600 dpi) **at the final size** for best reproduction.
- **Do not submit:** figures in Microsoft Word, figures taken from websites (these are often less than 100 dpi), or PowerPoint files. *None of these formats will be accepted.*
- Each figure should be *submitted as a separate digital file* that is clearly labeled with its figure number (ex: Figure 1-1.jpg, Figure 1-2.pdf, Figure 1-3.tiff).
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▪ **Grouping Figures:**

- If illustrations are to be grouped together or are related, consider grouping them together as a multiple-part figure. Each piece is then designated by an alphabet letter (e.g., Figure 12–1A, Figure 12–1B, etc.). Be sure to label the individual pieces of artwork with letter designations.

▪ **Figure Legends:**

- Each figure must have a legend that contains a brief explanation of its contents. (This does not include lists or tables). Legend numbers should match the figure's given number.
- All legends for a chapter should follow the References section of the chapter using the correct format:
 - Example: Figure 1–1. A. This is the population of Texas as compared to B. the population of California.
- *Legends should not appear on or under the figures themselves.*

- Figures borrowed or adapted from another publication must include a credit line at the end of each figure. The credit line should be a complete bibliographical listing (as a reference), or the credit line supplied by the copyright holder.

- **Tables:**

- Tables must be prepared using the table formatting function in Microsoft Word. ***Do not prepare tables using tabs or spacebars.***
- Like figures, tables are numbered consecutively as they are mentioned for the first time in a chapter. Each should have a short legend. Table legends, along with the number, should be typed at the top of each table
 - Example: Table 12–2. Drugs and Their Effects on Voice.
- Tables should be double-spaced.
- Tables should be drawn at sizes larger than can be used in the book. One consistent line weight is preferred, but no more than two line weights should be used. To distinguish areas, use black and white where possible, and patterns such as diagonal stripes if additional areas need defining.
- Preview your tables by printing them at 50% and check legibility.
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- **Do not submit art in Microsoft Excel, Word, PowerPoint or Publisher.**

REFERENCES AND CITATIONS

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- All reference listings should be double-spaced and **directly follow the text pages of each chapter.**
- For this work Plural will adhere to *The American Medical Association Manual of Style: A Guide for Authors and Editors, Tenth Edition* (AMA) for all citations and references. Please be sure that the references in your chapter are cited properly.
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- References must be listed at the end of each chapter in numerical order corresponding to the order in which they appear in the text.
- References may be listed at the end of the work for single-author works, but **must be listed at the end of each chapter for multi-contributed works.**

Below you will find some of the basic AMA guidelines for references and citations. For a complete list of referencing entries, please refer to *The American Medical Association Manual of Style: A Guide for Authors and Editors, Tenth Edition*.

CITATION OF REFERENCES IN THE TEXT—AMA STYLE

- AMA style uses superscript numbers to cite references in the text, where the first reference that is cited is assigned the number one, the second number two, and so forth. If you are unable to use superscript for references, please put the number in parenthesis at the end of the sentence. The reference numbers will be converted to superscript by Plural's editorial team.
- If a reference is cited more than once in the text, the same number should be used throughout.
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- If you use the End Note feature when writing your chapter, please be sure to that this feature is turned off before submitting the digital file to your main editor.

LIST OF REFERENCES—AMA STYLE

- *The American Medical Association Manual of Style: A Guide for Authors and Editors, Tenth Edition* provides detailed instructions and examples for referencing a complete array of sources, including: books, chapters in a book, non-English- language titles, subtitles, journals, journals without volume numbers, parts of an issue, special or theme issues, supplements, abstracts, materials without a named author, edited or translated works, newspapers, government bulletins, serial publications, theses and dissertations, audiotapes, videotapes, television or radio broadcasts, electronic citations, unpublished material, legal references.
Please refer to the AMA manual for specific examples.
- **All reference list entries must be complete. Please do not neglect to include all necessary publication information.**
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 - Tables in Word files
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Digital Text Files (front matter, chapters, back matter):

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- File names for each chapter are clearly identifiable, and include the chapter number, title, and authors.
- Page numbers are included in each chapter.
- Text is 12 Point Times Roman font, double-spaced.
- Chapter and section headers are marked correctly.
- Headers are marked with /H1/, /H2/, /H3/, etc.

Figures and Tables:

- A separate digital file of each figure and table. (**Do not embed images in chapter MS Word files.**)
- Each file name is clearly identifiable, and includes the chapter number, figure, or table name.
- **Line art** is saved in .jpg, .tiff, or .pdf format with 300 dpi or higher
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- **Photographs** are in .jpeg or .tiff and 300 dpi or higher.
- Figures are NOT in MS Word or PPT files.
- For black and white books, all figures are converted to black and white.

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- Signed, labeled copies of all permission requests.
- Permissions are properly cited in figure/table legends.
- Illustrations and Permission Control Sheet is **complete** and submitted with manuscript.

References:

- In each chapter, all in-text citations match the list of references at the back of the chapter.
- All references are in the correct style (APA for speech-language pathology and audiology; AMA for medical books.).
- All entries on the references list are **complete**.

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