



PLURAL PUBLISHING INC.

**EDITOR'S HANDBOOK AND
MANUSCRIPT PREPARATION GUIDELINES**

Plural Publishing, Inc.
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EDITOR'S HANDBOOK AND MANUSCRIPT PREPARATION GUIDELINES

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INTRODUCTION

Welcome to Plural Publishing, Inc.! You have received this Editor's Handbook to help guide you through the manuscript preparation and submission process. The following pages will provide you with information about your contributing authors, 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. Plural cannot accept a manuscript that does not adhere to these guidelines.

Plural is dedicated to producing your work in a timely fashion. Our editorial and production staff work around the clock to ensure each of our publications is of the highest quality, while at the same time is produced as quickly as possible. As your Project Editor, I work closely with the Executive Editor, Valerie Johns, to ensure the continued quality of our publishing process. While Valerie will always be there to answer questions about contracts or major material changes, I will be the point of contact for urgent questions if Valerie is not available, or if you need guidance regarding the publication process. Following the guidelines in this handbook and striving to submit a complete, correctly formatted manuscript with all figures, tables, permissions, and references will help ensure that the production process runs smoothly for your work.

We look forward to working with you on all aspects of editorial, marketing, and production of this work. Should you have any questions while crafting your manuscript, please feel free to reach out to myself or our editorial assistant, as we will be available to answer any questions you have.

Sincerely,

Gem Rabanera
Project Editor

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CONTRIBUTING AUTHORS

- **Submissions:** Each contributing author must submit their chapter *directly to you*, not to Plural Publishing. Each chapter should then be edited by you to make sure it adheres to the requirements given in these Guidelines. Please hold onto all chapters until you are ready to submit the entire manuscript *as a whole*.
Please do not make significant changes to your contributors' chapters without their knowledge or consent.
- **Contributing Author Guidelines:** Each contributing author should receive a copy of the Contributing Author Guidelines, provided to you by your Project Editor at Plural. These guidelines instruct your contributors on how to prepare and submit their contribution to you in proper format and shape. Their submission to you should include their text file, any tables and figures and a completed Illustrations and Permissions Control Sheet.
- **Deadlines and Timelines:** Create a schedule for your contributing authors. This schedule should include deadlines when contributors' rough and final drafts should be submitted to you. Collaborating with a number of people can be difficult, and inevitably there will be one or two people who miss the deadline. To compensate for these delays, set your deadlines *before* it is necessary to have the submissions in hand.
- **Contributing Author Agreement & Information Form:** Each of your *contributors must sign and complete a contributing author agreement author information form*. You should receive this form from your Plural Project Editor. If not, please contact us. This completed, signed form must be submitted to Plural with the manuscript as it insures both that we have their correct contact information, and most importantly that their name is printed how they would like it to appear in the book. Plural cannot publish an author's submission without the completed contributing author agreement and author information form.
- **Alphabetized Contributor List:** Before submitting your manuscript, create an alphabetized list of your contributing authors, which includes their name, degree, title, position, affiliation, and chapter number(s) as well as full contact details.

MANUSCRIPT BASICS

The Contributing Author Guidelines you will send to your contributors includes the information below. As the editor, it is your responsibility to ensure each contribution is formatted accordingly.

- **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:** All 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 only leave 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 for each 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 your book. Do not indent paragraphs immediately following headings. See the example of a formatted manuscript on page 7.
 - /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 and Front Matter:** Save each chapter along with the front matter (Introduction, Preface, Acknowledgements, etc.) and end matter (Glossary, Appendices, etc.) as a separate digital file. Clearly label each file with the book name, chapter number, and your name. The front matter should include a title page, table of contents, and any of the following: preface, foreword, acknowledgements, and/or dedication. These files will be uploaded to Dropbox when the entire manuscript is ready.

- **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 8.

- **Figures and Tables:** Ensure that all figures (photos, illustrations, charts, etc.) and tables are mentioned sequentially in the text. Number the figures in your book 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.** Instead, the manuscript should contain one line stating, [Insert Figure X–X here], where each figure should appear (see detailed instructions on page 7).

- **Do not submit art in Microsoft Excel, Word, PowerPoint, or Publisher.**

- **Permissions:** Please refer to the section on permissions on page 14 for any figures used that have been published previously. Please ask your contributing authors to supply copies of all permissions, if applicable.

/CN/Chapter 1

/CT/Example of Page Format

/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]

/H1/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

The Contributing Author Guidelines you will send to your contributors includes this information. As the editor, it is your responsibility to ensure that all figures, artwork, and tables are submitted properly.

▪ **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, .tiffs , or .pdfs. If you have line art in any other form, please query your Project Editor as to whether it can be used.
 - *Photographs* must be submitted as either .jpgs 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).
- If your book will be black and white, you must convert any color artwork to black and white ***prior to submission*** of materials. This will help you ensure that no critical details are lost or hidden.

▪ **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 the figure as separate files with letter designations.

▪ **Figure Legends:**

- Each figure must have a legend that contains a brief explanation of its contents. (Do not caption 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. Map of the United States. From *United States Atlas*. Reprinted with permission.
 - ***Legends should not appear on or under the figures themselves.***
 - When writing legends for multiple-part figures, be sure to explain each part following its alphabetic letter.
 - Example: Figure 1–1. A. This is the population of Texas as compared to B. the population of California.
 - 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.
 - Save each table as a separate word file. Do not insert tables in the manuscript file. Add a credit line as the first footnote beneath tables which are borrowed or adapted with permission from another publication. The credit line should be a complete bibliographical listing (as a reference), or the credit line supplied by the copyright holder.
- **Do not submit art in Microsoft Excel, Word, PowerPoint, or Publisher.**

REFERENCES AND CITATIONS

The Contributing Author Guidelines you will send to your contributors include this information. As the editor, it is your responsibility to compel each author to cross-check the references in their contribution.

- All reference listings should be double-spaced and **directly follow the text pages of each chapter**.
- For this work Plural will adhere to the *Publication Manual of the American Psychological Association* (6th edition), in which the reference is alphabetized by author's last name and citations are made in the text using the author's last name and date.
- Citations in the text must correspond to the reference list and vice versa.
- In the reference list, the first line of each entry should be flush left with subsequent lines indented 5 spaces (hanging indent).
- 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 examples of a few common references and citations. For a complete list of referencing entries, please refer to the *Publication Manual of the American Psychological Association* (6th edition).

CITATION OF REFERENCES IN THE TEXT—APA STYLE

- APA uses the author-date method of citation, that is, in a single-author study, the author's last name and the year of publication are inserted into the text.
 - *Examples:* Smith (1997) reported that...
 - In a recent study (Smith, 1997), it was discovered that...

Multiple Authors

- When a work has two authors, both authors are always cited when the reference occurs in the text.
 - *Example:* A subsequent study (Smith & Watson, 1997) provided more data
- When a work has three, four, or five authors, all of the authors are cited the first time the work is cited in the text; thereafter, citations include only the first author's last name followed by et al. and the date.

- *Example:* Georg, Lindblat, and Smith (1998) as a first citation
Georg et al. (1998) as a subsequent citation
- When a work has six or more authors, the first and all subsequent citations use the first author's last name and et al.

Groups as Authors

- Government agencies, study groups, associations, and corporations should be spelled out the first time they appear in a citation.
 - *Example:* Cincinnati University (1992)
- Subsequent citations of groups with recognizable acronyms can use the acronym.
 - *Example:* (Federal Drug Administration [FDA], 1998), as a first citation
(FDA, 1998), as a second citation

Cases of Possible Confusion

- In the case of two or more primary authors with the same last name, include the author's initials, even if the year of publication is different.

Page Numbers

- Page numbers should be included when citing quotations or specific parts of a source.
 - *Example:* (Lange & Bess, 1999, p. 433)

Personal Communications

Personal communications include letters, telephone conversations, e-mail, discussion groups, and so on. Because these materials cannot be accessed by others, they are cited only in text (not in the reference list).

- Correct citation includes the initials and last name of the correspondent and the month, day, and year of the communication
 - *Example:* (M. L. Link, personal communication, March 21, 1974)

LIST OF REFERENCES AT THE END OF THE MANUSCRIPT—APA STYLE

In edited works with multiple contributors, the list of references must appear at the end of each chapter. In single-authored works, the list of references may appear at the end of the chapter or at the end of the book. Regardless, care should be taken that references are correct and complete, and correspond to the citations within the text. Please refer to the *Publication Manual of the American Psychological Association* (6th edition) for additional sources and examples of references.

Reference Entries

- Each reference should contain the author's last name, first initials, year of publication, title, publisher, and publisher's location. Non-English journal articles in reference lists should also have the English translation in brackets following the article title. Below are some basic common formats of reference entries:

- Article: Jones, D. A. (2005). Title of article. *Title of Periodical*. xx, xxx- xxx.
- Book: Smith, S. F. (2004). *Title of Book*. Location: Publisher.
- Chapter: Franklin, A. R. (2000). Title of chapter. In D. Henry (Ed.), *Title of Book* (pp. xx- xxx). Location: Publisher.
- Online Work: Williams, T. R. (2002). Title of article. *Title of Periodical*, xx, xx- xxx. Retrieved month, day, year, from <http://www.URLoftheSource.com>.
- Multiple Authors: Jones, D. A., & Smith, S. F. (2005). Title of article. *Title of Periodical*. xx, xxx-xxx.

Order of Entries

- Reference should be alphabetized based on author's last name.
- Works by the same author should be listed chronologically in ascending order. If multiple works by the same author published in the same year are listed, they should be ordered alphabetically by title (excluding "A" or "The"). If references with same authors published in the same year are identified as articles in a series, order the references in series order, not alphabetical order. Lowercase letters—*a, b, c*, and so on—are placed immediately after the year, within the parentheses.
- Single-author works should appear before multiple author works by the same author.
- Different authors with the same last name should be listed alphabetically by first initial.

Common Abbreviations

- Acceptable abbreviations in citations and references include chap. for chapter, ed. for edition, Ed. or Eds. for Editor or Editors, p. or pp. for page or pages, Vol. for volume, No. for number. For additional abbreviations please refer to the *Publication Manual of the American Psychological Association* (6th edition).

CITATION OF REPUBLISHED MATERIALS

- To prepare citations, follow the format in the *Publication Manual of the American Psychological Association* (6th edition).
 - **Journal example:** From “Title of article,” by A. B. First and C. D. Second, 2004, *Journal Title*, 111, p. 222. Copyright 2004 by Copyright Holder’s Name. Reproduced [or Adapted] with permission.
 - **Book example:** From *Title of Book* (p. xxx), by A.B. First and C.D. Second, 2004, Place of Publication: Publisher. Copyright 2004 by Copyright Holder’s Name. Reprinted [or adapted] with permission.
- Check the permission form (page 16) to determine whether the copyright holder requires that a specific statement be included. Many publishing companies require that a specific tag line accompanies the citation.

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 - Single quotes of 50 or more words from a newspaper, magazine, or journal
 - Quotes (one long or several short) throughout the manuscript from any single full-length book that exceeds 300 words

that have been published previously. A credit line must cite the original source of the material, including the original page number(s).

- Permission is also necessary when adapting, modifying, or redrawing copyrighted material. A credit line stating, “Adapted from,” or “Modified from,” must accompany the material.
- Permissions must be requested for each subsequent edition of a text, even if permission was obtained for copyrighted material to be published in a previous edition.
- Even if you are the author of the work from which the material is borrowed, you must request permission from the copyright holder, unless you hold the copyright yourself.
- Photographs of individuals showing recognizable faces require a release signed by the person in the picture before they can be published. Otherwise, identifying features such as the eyes will be blacked out to guard the individual’s privacy.
- Website materials are often copyrighted. If you use material from a website, be sure to check and obtain permissions for all copyrighted materials.

WHEN IS PERMISSION NOT REQUIRED?

- All United States federal government materials are in the public domain.
- Materials published in the United States copyrighted before 1923 are in the public domain, unless the copyright has been renewed.

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- In most cases, this will be the publisher of the original work the material appears in.
- **Your Request:**
 - Your permissions search should start at the Copyright Clearance Center (<http://www.copyright.com>). There, you will be able to obtain most of your permissions. Should you need to contact the rights holder or publishers directly, the information may appear in the book itself, on the publisher's website, or in references such as Literary Marketplace (<http://www.literarymarketplace.com>).
 - You will be able to request permission directly from many publishers' websites by completing and submitting an online form. The information requested is usually as follows:
 - Your full name and contact information
 - The title and author(s) of the original work
 - The figure or table number and page numbers in the original work
 - A brief description of the context of where the copyrighted material will appear
 - If possible, a photocopy of the requested material. A sample permission request form appears on page 20.
- **If You Need Assistance:** Plural's editorial staff will gladly e-mail you a digital copy of our standard permission request form to aid you in this process. If you cannot successfully obtain permission to reprint, please contact your Project Editor for additional guidance and assistance.
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This form must be completed by your submission date.

Please note that Plural Publishing cannot publish your work until all necessary permissions have been obtained, and we have received correspondence or documentation verifying the approval.



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MANUSCRIPT SUBMISSION

The Contributing Author Guidelines you will send to your contributors includes this information. This list indicates how your contributors should submit their contribution to you, and in turn, how you should submit the manuscript in its entirety to Plural Publishing.

- Plural cannot accept manuscript submissions that do not follow these guidelines.
- Please ensure that you have read all the guidelines and incorporated them into your manuscript. If you are unsure about something or have a concern, your Project Editor will be happy to assist you.
- All manuscripts should be submitted using the designated Dropbox or FTP sites set up by your Project Editor. Included in your submission should be:
 - Chapter files
 - Separated figure files
 - Tables in Word files
 - Completed Illustrations and Permissions Log
 - Completed Contributor Spreadsheet
 - All signed contributor agreements
 - All proof of permissions
- **Do not submit art in Microsoft Excel, Word, PowerPoint, or Publisher.**
- If you would prefer not to use Dropbox or an FTP site, please contact your Project Editor. Arrangements will be made for you to submit your manuscript via CD or flash drive to our offices.
- Always keep an electronic copy of your manuscript and art for your own records.
- Please use the provided checklist to ensure all materials are ready to submit and send the checklist with your cover letter.

Checklist for Submitting Your Final Manuscript to Plural Publishing

Please submit text files, illustrations, and granted permissions per the following guidelines. If you have any questions, please contact your Plural Project Editor.

- Digital Text Files (front matter, chapters, back matter):**
 - A separate text-only digital file in MS Word for each chapter, including front matter and end matter
 - 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 files in MS Word.***)
 - 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
 - **Tables** are formatted using the Table tool in MS Word and saved in MS Word files.
 - **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.

- Permissions and Consent Forms:**
 - 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 text citations of references 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.).

- Contact information:**
 - A cover sheet includes your (and any co-authors') address, telephone number, fax number, and email address, as well as any upcoming travel plans.

- Contributors:**
 - All contributor agreements are signed by both the contributor and author/editor, and original signed copies are submitted with the manuscript.
 - Contributing Author Information form is complete, including the contributor's

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