

# PLURAL PUBLISHING INC.

## **AUTHOR HANDBOOK AND MANUSCRIPT PREPARATION GUIDELINES**

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## **AUTHOR HANDBOOK AND MANUSCRIPT PREPARATION GUIDELINES**

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## INTRODUCTION

Welcome to Plural Publishing, Inc.! You have received this Author Handbook to help guide you through the manuscript preparation and submission process. The following pages will provide you with information about 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. 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.

Sincerely,

Plural Publishing, Inc.

## CONTACT INFORMATION

Please do not hesitate to contact Plural Publishing at any time. We can be reached at our main office at:

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Below is the contact information for the individuals at Plural's main office who may be in touch with you during several different stages of editorial, marketing, and production of your book.

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## MANUSCRIPT BASICS: HOW TO FORMAT YOUR MANUSCRIPT

- **Page setup:** Submit your manuscript with 1-inch margins on the right, left, top, and bottom.
- **Typing:** Format your entire manuscript so that all text, quotations, tabular materials, legends, and references are double-spaced. Leave one space between words throughout the manuscript. Do not type two spaces following periods. Use one font consistently throughout the manuscript.
- **Page numbering and page headers:** Number manuscript and reference pages consecutively in the upper right-hand corner. Start with the first page of the chapter for each chapter. Label each page with the chapter name or an abbreviation. 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 chapter number and first few words of the chapter name on the top of each page.
- **Headings:** Do not boldface or italicize headings. Mark levels of headings by typing /H1/ in front of a heading for a first-level head, /H2/ for a second level head, and so on. This enables the copy-editor to ensure that your headings are formatted 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 10.
- **Digital Files:** Please use a common word-processing program such as Word or Word Perfect. If you plan to use another method of preparing your manuscript, please ask your editor first to make sure it is usable.
- **Chapters and Front Matter:** Save each chapter (as well as the front matter and end matter) as a separate digital file. Clearly label each file with the book name, chapter number, chapter name, 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.

- **Organization:** Arrange each chapter in sections with a page break after each section. Sections should be arranged as follows: (1) Text, (2) References, (3) Figure Legends, (4) Tables, (5) Figures.
  
- **Figures and Tables:** Ensure that all figures and tables are cited sequentially in the text. Number the figures in your book consecutively, based on the first time each is mentioned in the text (each figure should 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. Please refer to the section on permissions if this applies to any of the figures.

**BELOW IS AN EXAMPLE OF HOW YOUR MANUSCRIPT SHOULD BE FORMATTED:**

Example of Page Format	1
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**/H1/ Example of a manuscript format**

This page is intended to demonstrate how your manuscript should be formatted before submitting it to Plural Publishing. The page setup, paragraph format, headings, page header and page numbers, are all formatted as specified on the previous page.

**/H2/ Page Setup, Font, and Paragraph Format**

**/H3/ Page setup and Font**

These pages are formatted for 8 1/2" x 11" paper, with 1" margins on the top, bottom, right, and left of the page. The font size is set to 12 point, and the same font is used throughout.

**/H3/ Paragraph Format**

Paragraphs are formatted to have double spaced lines. The first paragraph under a heading is not indented.

In contrast to the first paragraph under a heading, the first line of second and subsequent paragraphs is indented using the tab key. Throughout, there is one space between sentences.

**/H2/ Headings**

You will notice that **/H1/**, **/H2/**, **/H3/** have been used to distinguish the different level headings in on this page, rather than bold, underlined, or italicized font.

**/H2/ Page Header and Page Numbering**

The header clearly identifies the document in the upper left corner. Additionally, page numbers have been inserted in the upper right corner.

## FIGURES, ARTWORK, AND TABLES

- **Preparing and Submitting Figures:** Line art or photographs must be submitted at the time the manuscript is submitted. Figures must be submitted as art files (e.g., Adobe Photoshop) or .tiff or .eps files. Each figure should be no less than 300 dpi and preferably 600 dpi for best reproduction. Artwork may also be submitted as PDF files; however, if changes to these files are required during copy editing, it will be the author's responsibility to submit corrected files. Do not submit: figures in Microsoft Word, figures taken from websites (these are often less than 100 dpi), jpegs, or PowerPoint files. None of these formats reproduce well. Each figure should be submitted as a separate digital file that is clearly labeled with its figure number. 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 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 be typed, double-spaced on one or more pages following the References section of the chapter. 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. Figures borrowed or adapted from another publication must include a credit line in parentheses at the end of the figure legend. The credit line should be a complete bibliographical listing (as a reference), or the credit line supplied by the copyright holder.

- **Tables:** Tables should be prepared using the table formatting options 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. Save each table as a separate 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.

## REFERENCES AND CITATIONS

- 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, 9<sup>th</sup> edition*, (AMA) for all citations and references. Please be sure that the references in your chapter are cited properly.

### 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.
- Citation of references should correspond to the list of references in the back of the chapter, so that reference number 1 is listed first, number 2 second, and so forth.
- 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, 9<sup>th</sup> 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.

- References must be listed at the end of each chapter in numerical order corresponding to the order in which they appear in the text (see citation section below).
  
- Plural’s editorial team can provide a list of examples or specific help to authors who are unfamiliar with how to list these and other references. Please contact your main editor if you have questions regarding references.

## PERMISSIONS

### WHAT REQUIRES PERMISSION?

- Permissions must be secured in writing for use of any figure, table, quote of 50 or more words, or chapter that has been published previously. A credit line must cite the original source of the material, including the original page number(s).
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- 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.

**WHAT TO DO IF YOU NEED TO REQUEST PERMISSION**

- As the author, it is your responsibility to secure permission from the copyright holder of any material you wish to use. In most cases, this will be the publisher of the original work the material appears in.
- **Contacting the Publisher:** Contact information for a publisher may appear in the book itself, on the publisher's website, or in references such as Literary Marketplace ([www.literarymarketplace.com](http://www.literarymarketplace.com)). Many large publishing companies have a specific department to handle permission requests; others will ask that you contact the editorial department.
- **Your Request:** You will be able to request permission directly from many publishers' websites by completing and submitting an online form. Alternatively, you will need to send a letter of request or a permission form with the following information:
  - 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 15.

- **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. You may also

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Journal Name. 2004;12:5. Copyright 2004 Copyright holder's name.)

- For medical (AMA style) manuscripts, use complete written citations (as the example above), not a numbered reference format, as the numbers may change if references are renumbered. The only exception to this is for text quotations, which may be cited numerically (with the page number[s] in the original work included).

Example:

Jones et al<sup>15(p5)</sup> reported...

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## MANUSCRIPT SUBMISSION

- 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. Do not submit your manuscript if it is missing any permissions or contributor agreements. If you are unsure about something or have a concern, your editor will be happy to assist you.
  
- Prepare a cover letter to submit with your manuscript which includes your name, preferred contact information (including e-mail address, day and evening phone numbers, fax number, and mailing address), and any comments or specific features of the manuscript that the editors should be aware of. This letter should also identify any figures, tables, or other features which require written permission to be published (see permission section). Finally, this letter should provide the dates of any upcoming travel plans, so that our production team may work with your schedule.
  
- Artwork must be submitted electronically. Save each electronic figure as a separate file. Name these files so that they match the figure number. Do not submit art in Microsoft Excel, Word, PowerPoint, or Publisher.
  
- All manuscripts should be sent on a CD or flash drive. On the CD or flash drive please save each chapter as a separate, clearly labeled file or folder. Alternatively, your editor can set up an ftp site to which you may upload manuscript files. Please talk to your editor if you wish to use this option.
  
- Always keep an electronic copy of your manuscript and art for your own records.
  
- Along with the manuscript, you need to submit labeled copies of all necessary permissions. Please use the provided checklist to ensure all materials are ready to submit and send the checklist with your cover letter.

**FINAL CHECKLIST FOR SENDING MANUSCRIPT**

- Digital Text Files:**
  - A separate text-only digital file for each chapter.
  - File names for each chapter are clearly identifiable, and include the chapter name and number.
  - Page numbers are included in each chapter
  - Header identifies the chapter name and your name
- Figures and Tables:**
  - CD or flash drive containing digital files of each figure and table
  - CD or flash drive is labeled with the book title, your name, and the program(s) used to create the figures.
  - Each figure and table is saved as a separate file.
  - Each file name is clearly identifiable, and includes the chapter number, figure, or table name.
- Permissions:**
  - Signed, labeled copies of all permission requests.
  - Permissions are properly cited in the text or figure/table legends.
- References:**
  - In each chapter, all citations of references match the list of references at the back of the chapter.
  - All references are in the correct AMA style.
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  - A cover sheet includes your (and any co-editors) address, telephone number, fax number, and e-mail address, as well as any upcoming travel plans.
- Copies:**
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