

# PLURAL PUBLISHING INC.

## CONTRIBUTING AUTHOR HANDBOOK AND MANUSCRIPT PREPARATION GUIDELINES

Plural Publishing, Inc.  
5521 Ruffin Road  
San Diego, California 92123

Phone 858-492-1555  
Fax 858-492-1020

[www.pluralpublishing.com](http://www.pluralpublishing.com)

Copyright © by Plural Publishing, Inc.

## 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.

### CONTENTS

Introduction	3
Contact Information	4
Contributor Responsibilities	5
Manuscript Basics	6
Sample Manuscript Format	8
Figures, Artwork, and Tables	9
References and Citations	11
Permissions	13
Sample Permission Request Form	16
Citation of Republished Materials	17
Contributor Agreement & Author Information Form	18
Manuscript Submission	20
Final Checklist for Sending your Contribution to your Editor	21

## 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.

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 the work you are contributing to.

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

Sincerely,

Plural Publishing, Inc.

## CONTACT INFORMATION

The main author(s) or editor(s) of the work you are contributing to will serve as the main contact for Plural's editorial, production, and marketing teams. The main author/editor is responsible for the collection of all material from the different contributors, for ensuring style guidelines and consistency across the book, and for submitting the manuscript in its entirety to Plural's editorial department by the submission date. Please contact the main author/editor of the work you are contributing to with any questions or requests regarding your chapter. You should also send your final chapter submission to the main author/editor of the work.

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:

Plural Publishing, Inc.

Editorial Department

5521 Ruffin Road

San Diego, CA 92123

Phone: 858-492-1555

Fax: 858-492-1020

[editorial@pluralpublishing.com](mailto:editorial@pluralpublishing.com)

## CONTRIBUTOR RESPONSIBILITIES

- **Contributor Agreement:** Plural requires all contributing authors to sign an agreement guaranteeing their commitment to the work they will contribute to. The main author or editor of your book will send you this agreement to print, sign, and return to the editor. The agreement for each contributing author gives Plural permission to publish the contribution, specifies the chapter or chapters the author will write, and the deadline for submitting this chapter to the editor.

**Plural Publishing cannot publish the book unless the contributor agreement and author information form is received, signed and completed from each contributing author.**

- **Author Information:** Plural requires all contributing authors to provide their preferred contact information as well as a list of current degrees and affiliations. Please complete the author information form found at the end of this document, and return it to your editor promptly.

## 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.
- **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. 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 8.

- **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 your chapter or chapters as separate digital files. Clearly label the file(s) with the book name, chapter number, chapter name, and your name.
  
- **Organization:** Arrange your 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 contribution 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! Your 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 your figures, and supply your editor with copies of all necessary permissions.

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

Example of Page Format	1
<p><b>/H1/ Example of a manuscript format</b></p> <p>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.</p>	
<p><b>/H2/ Page Setup, Font, and Paragraph Format</b></p>	
<p><b>/H3/ Page setup and Font</b></p> <p>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.</p>	
<p><b>/H3/ Paragraph Format</b></p> <p>Paragraphs are formatted to have double spaced lines. The first paragraph under a heading is not indented.</p> <p style="padding-left: 40px;">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.</p>	
<p><b>/H2/ Headings</b></p> <p>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.</p>	
<p><b>/H2/ Page Header and Page Numbering</b></p> <p>The header clearly identifies the document in the upper left corner. Additionally, page numbers have been inserted in the upper right corner.</p>	

## 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 the 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

- The work that you are contributing to will follow the guidelines of 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. Additionally, please double check that the references cited in your chapter correspond exactly to those included in the reference list.

### 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).
- Permission also must be obtained if the length of collective quotations throughout the work from any one source exceeds 250 words.
- 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.

#### **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 16.

- **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 photocopy the form on page 16. If you cannot successfully obtain permission to reprint, please contact Plural's editorial staff for additional guidance and assistance.

- **Permission Granted:** Once you have been granted permission to use a figure, table, or text, you will need to make a copy of the granted permission to send with your submission to your editor. Be sure to note on the permission and the permission copy what current figure number the permission is for in your work. You should retain the original copy of this document for your files.

**Please note that Plural Publishing cannot publish your work until all necessary permissions have been obtained.**

**PLURAL PUBLISHING INC.**  
5521 RUFFIN ROAD, SAN DIEGO, CA 92123  
TELEPHONE: 858-492-1555 FAX: 858-492-1020

**REQUEST FOR PERMISSION TO REPUBLISH**

**TO:**

**Date:**

**Plural Figure(s):**

**Plural Publishing, Inc.**, hereby applies for permission to republish, on the terms set forth below, the materials identified below with nonexclusive Worldwide rights. These materials would appear in:

Title (“Work”):

Author(s):

Publisher: **Plural Publishing, Inc.**

Imprint: **Plural Publishing**

Projected Published Date:

and selected ancillaries (Teacher’s Resource Guides, Student Guides, etc.) and promotional materials published and distributed by Plural Publishing.

Plural Publishing is seeking permission to republish the following selection (“Selection”):

---

---

---

A photocopy of this Selection is enclosed, where applicable. Unless specified below, a standard credit line (your company name) will be used.

Copyright holder, please specify:

Credit line to read: \_\_\_\_\_

**If you are not the copyright holder, or if worldwide rights must be obtained elsewhere, please supply the necessary information.**

**APPROVAL OF REQUEST**

I hereby represent and warrant that I have the right to grant the permission to republish the materials as specified above. I am the owner/author of such selection. I hereby grant to Plural Publishing, Inc., and its licensees and assigns, the right to republish such selections in all versions of the Work, including future editions and revisions, ancillaries, supplementary materials, custom editions, and in any related or unrelated works, derivative or otherwise, in any media now known or hereafter devised, in all languages for distribution throughout the world, and in the advertising and promotion thereof.

**Granted by:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## CITATION OF REPUBLISHED MATERIALS

- A credit line must accompany all borrowed material, referencing the original source and specific location of the material you are using in the original source. Note that this includes all materials that are used, not just those for which permission is required.
  
- The work you are contributing to follows the guidelines in the *American Medical Association Manual of Style: A Guide for Authors and Editors, 9<sup>th</sup> edition* (AMA) for citation of materials. All citations of republished materials should follow AMA format:
  - Example:  
(Reproduced with permission from Author AA, Author BB. Full article title. 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...
  
- Some publishers grant permission under the condition that a specific statement or sentence be included with the republished material. Check each permission form to determine whether the copyright holder requires that a specific statement be included.

**Plural Publishing, Inc.  
5521 Ruffin Road, San Diego, CA 92123  
Contributor Agreement**

Agreement made \_\_\_\_\_ (insert date) between  
\_\_\_\_\_  
hereinafter called "Contributor," and  
\_\_\_\_\_ (insert contributing author's full name),

\_\_\_\_\_ (insert editor's name(s) ,  
hereinafter known as "Editor."

The contributor agrees to write chapter \_\_\_\_\_ (insert number),  
\_\_\_\_\_ " (insert chapter title),"  
hereinafter known as the "Work", to be published by **Plural Publishing, Inc.**, hereinafter known as  
"Publisher," in \_\_\_\_\_ *insert title including  
edition if not the first.*

The Contributor grants this Work to the Publisher with the exclusive right to publish, republish, transmit, sell, distribute, and otherwise use the Work and the material contained therein in all languages and in all media of expression now known or later developed, under its own name and under other imprints or trade names, during the full term of the copyright and all renewals thereof, and to copyright it in the Publisher's name or any other name in all countries.

The Contributor's name may appear as a Contributor in all copies of the Work, and in any future editions in which these materials are published.

It is understood that the Contributor agrees to provide the final draft of these materials to the Editor by \_\_\_\_\_ (insert date). It is understood that the contributor will send along with the final draft all figures and tables, as well as any permissions granted for the use of any material to be reproduced from a copyrighted source. It is also understood and agreed that there will be no financial remuneration to the Contributor for the use of these materials.

The Contributor warrants that he or she is the sole owner of the Work and has full power and authority to copyright it and make this Agreement and that the Work does not infringe any copyrights, violate any property rights, or contain any scandalous, libelous, or unlawful manner. The Contributor will defend, indemnify, and hold harmless the Publisher against all claims, suits, costs, damages, and expenses that the Publisher may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in the Work, of any infringement or violation by the Work of any copyright or property right.

The Contributor agrees that during the term of this agreement he or she will not, without prior written consent of the Publisher, participate in the preparation or publication of any work on the same subject that directly competes with this Work in the marketplace.

The Contributor agrees to be responsible for reviewing the copy-edited manuscript of their chapter(s) and proofreading the typeset pages of their chapter(s) in a timely manner. The Contributor also agrees to be responsible for entering corrections into the copy-edited manuscript.

\_\_\_\_\_  
Contributor Date

\_\_\_\_\_  
Witness Date

**PLURAL PUBLISHING INC.**  
CONTRIBUTING AUTHOR INFORMATION

The information on this form will be used by Plural Publishing’s editorial, production and marketing departments. Your name and biographical material may appear on Plural Publishing’s website, in brochures or fliers, and in the published work itself. Your contact information, including your email address and phone number, will be used solely by Plural’s production and editorial departments to contact you regarding editorial comments, corrections and proofs of your contribution to the published work.

Book Title: \_\_\_\_\_

Editor(s): \_\_\_\_\_

Contributing Author: \_\_\_\_\_

Chapter or Section Title: \_\_\_\_\_

Chapter Number: \_\_\_\_\_

**Contact Information:**

Preferred Shipping Address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please include full street address, building, and room number if applicable.

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Biographical Information:**

As a contributor to this work, your name along with a brief list of your affiliations may be published in the work itself as well as in various marketing materials. In the space below, please provide your full name as you wish it to appear in the book, along with your degree(s), current position(s) or title(s), place(s) of work or academic affiliations, as you wish to appear in print. For examples of the format we prefer, please visit Plural’s listing of authors on our website: [http://www.pluralpublishing.com/publications\\_azauthor.htm](http://www.pluralpublishing.com/publications_azauthor.htm)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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 to your main author or editor if it is missing any permissions or contributor agreements. If you are unsure about something or have a concern, Plural Publishing 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.
- Always keep an electronic copy of your manuscript and art for your own records.
- Along with the manuscript, you need to submit your contributor agreement and information form and 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 CONTRIBUTION TO YOUR EDITOR

- 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.
  - Permission forms from each chapter author if necessary.
- 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.
- Contact information:**
  - A cover sheet includes your (and any co-authors) address, telephone number, fax number, and e-mail address, as well as any upcoming travel plans.
- Contributor Information:**
  - Signed contributor agreements from each author.
  - Author information forms from each author.
  - Permission forms from each chapter author if necessary.
- Copies:**
  - You have retained a digital and printed copy of your submission.