

PLURAL PUBLISHING INC.

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 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 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:** Format 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.
- **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 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 7.
- **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, acknowledgments, 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! 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.

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

Example of Page Format	1
<p>/H1/ Example of a manuscript format</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>/H2/ Page Setup, Font, and Paragraph Format</p> <p>/H3/ Page setup and Font</p> <p>These pages are formatted for 8 1/2"x11" 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>/H3/ Paragraph Format</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>/H2/ Headings</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>/H2/ Page Header and Page Numbering</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 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 holder. Example→ From:
Bradshaw, J. L. (2001). *Developmental disorders of the frontostriatal system*.
Copyright 2001 East Sussex: Psychology Press. Reprinted with permission.

- **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. Example→ From: Bradshaw, J. L. (2001). *Developmental disorders of the frontostriatal system*. Copyright 2001 East Sussex: Psychology Press. Reprinted with permission.

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 *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 source.
 - 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).

PERMISSIONS

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- 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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- 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.

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

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- 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). 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 17.

- **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 this form on page 17 of these guidelines. Additionally, Plural will be happy to help you find the contact information for a specific publisher. Please e-mail

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- 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 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.

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. 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.

FINAL CHECKLIST FOR SENDING YOUR 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 APA 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.
- Copies:**
 - You have retained a digital and printed copy of your submission.