

# PLURAL PUBLISHING INC.

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

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

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

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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.

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We look forward to working with you on all aspects of editorial, marketing, and production of this work.

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Angie Singh, CEO and President:

extension 12; [angiesingh@pluralpublishing.com](mailto:angiesingh@pluralpublishing.com)

Sandy Doyle, Production

extension 13; [sandydoyle@pluralpublishing.com](mailto:sandydoyle@pluralpublishing.com)

Stephanie Meissner, Editorial

extension 16; [stephanie@pluralpublishing.com](mailto:stephanie@pluralpublishing.com)

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The contributor agrees to write chapter \_\_\_\_\_ (insert number),

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Date

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Witness

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

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## MANUSCRIPT BASICS: HOW TO FORMAT YOUR MANUSCRIPT

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

- **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.
- **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 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. Please ask your contributing authors to supply copies of all permissions, if applicable.

**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>	

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

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- 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* (6<sup>th</sup> 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* (6<sup>th</sup> 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:
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- 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* (6<sup>th</sup> edition).

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- To prepare citations, follow the format in the *Publication Manual of the American Psychological Association* (6<sup>th</sup> edition).  
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- 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 APA style.
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  - Signed contributor agreements from each author.
  - Author information forms from each author.
  - Permission forms from each chapter author if necessary.
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  - You have retained a digital and printed copy of your submission.

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  - 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.
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