



**Contributing Author Handbook  
and Manuscript Preparation Guidelines**

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## 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.

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## 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 all of our authors' 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 to 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, addressed to:

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## CONTRIBUTOR RESPONSIBILITIES

- **Contributor Agreement:** Plural requires contributing authors to sign an agreement guaranteeing their commitment to the work they will contribute to. Plural's editorial department or the main author or editor of your book will send you this agreement to print, sign and return to Plural. 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 publisher.
- **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 Plural Publishing promptly. Contributors may also be asked to provide a brief (50-75 word) biographical statement.

## MANUSCRIPT BASICS

- **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 ease the integration of your contribution to the rest of the work.
  
- **Page setup:** Submit your manuscript on 8½ x 11 inch or A4 paper, 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 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 the 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.
  
- **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. Be sure that the final digital file you send to the publisher matches the printed manuscript pages **exactly**.
  
- **Cover Letter:** Prepare a cover letter to submit with your chapter(s), which includes your name, preferred contact information (including email address, day and evening phone numbers, 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.

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

Example of Page Format

1

/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.

## CONTENT AND ORGANIZATION OF MATERIALS

- **Chapters and Front Matter:** Save each chapter as well as the front matter and end matter as a separate digital file. Clearly label this 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, forward, acknowledgements, and/or dedication.
  
- **Figures:** Line art or photographs should be submitted in a high quality, fit for reproduction at the time that the manuscript is submitted. Figures should be submitted as .tif or .eps files. Color photographs or detailed figures should have a resolution of at least 600 dpi (dots per square inch). 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. Please 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. Place a printed copy of each figure at the end of each chapter when submitting the printed manuscript. Do not write legends on the figures themselves (see below). Please refer to the section on permissions if this applies to any of your figures.
  
- **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. Legend numbers should correspond with figure numbers above. 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. Give credit for a borrowed illustration following the legend and remember to be specific, giving page numbers in the original publication.
  
- **Tables:** 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. Place a printed copy of each table after the figure legends at the end of each chapter.

## REFERENCES AND CITATIONS

### REFERENCES

- 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 appropriately. Additionally, please double check that the references cited in your chapter correspond exactly to those included in the reference list.

### 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 should 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

**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 assigned the number one, the second number two, and so fourth. If you are unable to use superscript for the references, please put the number in parenthesis at the end of the sentence. The reference numbers will be converted to superscript by Plural’s production 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 that this feature is turned off before submitting the digital file.

## PERMISSIONS

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#### WHEN IS PERMISSION NOT REQUIRED?

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- **Contacting the publisher:** Contact information for a publisher may appear in the book itself, on the publisher's website, or in a reference 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 request form with the following information:
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  - the title and author(s) of the original work
  - the figure or table number and page numbers in the original work

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Example:

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

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## FINAL CHECKLIST FOR SENDING CONTRIBUTION TO YOUR EDITOR

- Printed Manuscript:**
  - Two complete printed copies of your contribution
  - Typed, double-spaced on 8 ½" x 11" paper with 1" margins
  - Page numbers are included in each chapter
  - Header identifies the chapter name and your name
- Digital Text Files:**
  - A separate text-only digital file for each chapter, which matches the printed chapter exactly.
  - File names for each chapter are clearly identifiable, and include your name and the chapter name.
- Figures:**
  - Disk or CD containing digital files of each figure and table.
  - Disk 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 number, and figure or table name.
  - Printed copies of each table are included with the printed submission, placed, after the figure legend of each chapter.
  - High-quality printed copies (in color if necessary) of all figures are included the printed submission, placed after the figure legend of each chapter.
- Permissions:**
  - Signed copies of all permission requests are included if necessary
  - Permissions are properly cited if necessary in the text.
- 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 or AMA) style.
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