



**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

Copyright © by Plural Publishing, Inc. 2006

AUTHOR HANDBOOK AND MANUSCRIPT PREPARATION GUIDELINES**CONTENTS**

Introduction	3
Contact Information	4
Manuscript Basics	5
Example Manuscript Format	7
Content and Organization of Materials	8
References and Citations	10
Permissions	12
Sample Permission Request Form	15
Citation of Republished Materials	16
Contributing Authors	17
Final Checklist for Sending Your Manuscript to Your Editor	18

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 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:

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

phone: 858-492-1555
fax: 858-492-1020

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.

Sadanand Singh, Ph.D., Chairman and C.E.O.

extension 11; sadanandsingh@pluralpublishing.com

Angie Singh, President:

extension 12; angiesingh@pluralpublishing.com

Sandy Doyle, Production

extension 13; sandydoyle@pluralpublishing.com

Lauren Duffy, Editorial

extension 14; laurenduffy@pluralpublishing.com

MANUSCRIPT BASICS: HOW TO FORMAT YOUR MANUSCRIPT

- **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 manuscript, 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, 9th 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, 9th 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

WHAT REQUIRES PERMISSION?

- Permission 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).

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

- Permission is also necessary when adapting, modifying, or redrawing copyedited 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, 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 a reference 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 request 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 the following page.

- **If You Need Assistance:** Plural’s editorial staff will gladly email you a digital copy of our standard permission request form to aid you in this process. You may also photocopy this form, which appears on the following page. Additionally, Plural will be happy to help you find the contact information for a specific publisher. Please email your editor and be sure to include the title of the work, your name, your chapter name and number in the email.

- **Permission Granted:** Once you have been granted permission to use a figure, table, or text, you will need to mail a copy of the letter or form granting permission to Plural’s editorial department. You should retain the original copy of this document for your files.



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**

Imprint:

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.

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:

Plural Publishing

Name: _____

Name:

Title: _____

Title:

Company: _____

Telephone/Fax number:

Date: _____

Date:

Signature: _____

Signature: _____

CITATION OF REPUBLISHED MATERIALS

- **Credit lines:** A credit line must accompany all borrowed material, referencing the original source of the material and specific location of the material you are using in the original source. Note that this includes all materials that are used, not just materials for which permission is required.
- **Format:** The work you are contributing to follows the guidelines in the *American Medical Association Manual of Style: A Guide for Authors and Editors*, (9th 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.)

- **Appearance within the text:** 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^{15(p5)} reported . . .

- **Specific requirements:** 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.

CONTRIBUTING AUTHORS

If you have one or more authors contributing to your work in addition to the main authors, there are several additional materials you will need from Plural, including contributing agreements, author information forms, and a style guide for contributing authors. If you will have contributors to your work and have not received these additional materials, please contact your editor at Plural Publishing.

FINAL CHECKLIST FOR SENDING YOUR MANUSCRIPT TO PLURAL PUBLISHING

- Printed Manuscript:**
 - Two complete printed copies of your manuscript
 - 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 and number.
- Figures and Tables:**
 - 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
 - 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 or AMA) style.
- Contact information:**
 - A cover sheet includes your 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