



**Journal Article Handbook
and Manuscript Preparation Guidelines**

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MANUSCRIPT PREPARATION GUIDELINES FOR JOURNAL ARTICLES

This guide is provided to you by Plural Publishing's editorial department to aid you in preparing and submitting the article(s) you have agreed to write.

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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 article 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 journal you are contributing to.

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

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MANUSCRIPT BASICS

- **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 article. Label each page with the article 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 article 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 article. 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 an editor at Plural 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 article, 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

- **Article:** Save your article as a text-only digital file. Do not embed figures or tables within this file. Clearly label this file with an abbreviated version of the article 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. DO NOT send Power Point slides. Color photographs or detailed figures should have a resolution of at least 600 dpi (dots per square inch). Number the figures in your article consecutively, based on the first time each is mentioned (each figure should be mentioned at least once). Each figure should be clearly labeled with its number, and saved as a separate digital file. Please do not insert figures into the manuscript (text) 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 your article 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 your article should be typed double-spaced on one or more pages following the References section of the article. 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. 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 your manuscript.

REFERENCES AND CITATIONS

- All reference listings should be double-spaced and directly follow the text pages of your manuscript. For this journal, Plural will adhere to the *Publication Manual of the American Psychological Association* (5th edition), in which the reference list 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.
- 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* (5th 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

Gerog 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 authors' 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 and 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 day, month, and year of the communication.

Example: (M. L. Link, personal communication, March 21, 1974)

LIST OF REFERENCES IN THE TEXT—APA STYLE

Care should be taken that references are correct and complete, and correspond to the citations within the text.

■ Reference entries

- Each reference should contain the author's last name, first initials, year of publication, title, publisher, and publisher's location. Below are some 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.

■ Order of entries

- References should be alphabetized based on author's last name
- Works by the same author should be listed chronologically. 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").
- 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* (5th edition).

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 - the figure or table number and page numbers in the original work
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APA example: From “Title of Article,” by A. B First and C. D. Second, 2004, *Journal Title*, 111, p. 222. Copyright 2004 Copyright Holder’s Name.
Reproduced with permission.

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- 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
 - Header identifies the article name and your name
- Digital Text Files:**
 - A separate text-only digital file, which matches the printed article exactly.
 - File name is clearly identifiable, and include your name and the article name.
- Figures:**
 - Disk or CD containing digital files of each figure and table.
 - Disk is labeled with the article 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 article name, 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.
 - High-quality printed copies (in color if necessary) of all figures are included the printed submission, placed after the figure legend.
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 - All references are in the correct (APA or AMA) style.
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