PLURAL PUBLISHING INC.

**AUTHOR HANDBOOK AND
MANUSCRIPT PREPARATION GUIDELINES**

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

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AUTHOR HANDBOOK AND MANUSCRIPT PREPARATION GUIDELINES

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INTRODUCTION

Welcome to Plural Publishing, Inc.! You have received this Author'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. Please follow these guidelines carefully. Plural cannot accept a manuscript that does not adhere to these guidelines.

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Your Editorial Team

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- ▪ **Digital Files:** Please use a common word-processing program such as *Microsoft Word* or *Word Perfect*. If you plan to use another method of preparing your manuscript, please ask your Project Editor first to make sure it is acceptable.

- ▪ **Pages:** All manuscript pages should be 8.5 x 11 with one-inch margins.

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  - o Please only leave one space between words and following periods.

- ▪ **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:** Number manuscript and reference pages consecutively in the upper right-hand corner. Start with the first page of the chapter for each chapter. 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 page number on the top of each page.

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  - o /CN/ Chapter number
  - o /CT/Chapter title
  - o /CA/Chapter Author

  - o /AN/Appendix Number
  - o /AN/Appendix Title

  - o /H1/Heading 1
    - ▪ Example: /H1/Dogs
  - o /H2/Heading 2
    - ▪ Example: /H2/Big Dogs
  - o /H3/Heading 3
    - ▪ Example: /H3/Labradors

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/CN/Chapter 1

/CT/Example of Page Format

/H1/Introduction

America is a vast country with many regions that all have unique people and culture. It is important to learn about each region to understand America as a whole.

We will focus on the five major regions of the continental United States in this chapter. You can see a rough outline of each of those regions in Figure 1–1.

[Insert Figure 1–1 here]

/H1/The Southwest

There are roughly six states included in the Southwest region of the United States. These include California, Arizona, Nevada, Utah, Colorado, and New Mexico.

/H2/California

California is the biggest state in the Southwest region.

/H1/ The South

The area known as The South in the United States includes all states in the south east region.

/H2/ Texas

Texas is the biggest state in the South. You can see a size comparison between California and Texas in Figure 1–2.

[Insert Figure 1–2 here]

/H1/References

Figure Legends

Figure 1 – 1. Map of the different regions in the United States. From *United States Atlas.* Reprinted with permission.

FIGURES, ARTWORK, AND TABLES

- **Submitting Figures:**
    - o Figures (such as line art or photographs) must be submitted at the time the manuscript is submitted.
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- Example: Table 12–2. Drugs and Their Effects on Voice.
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      Text sentence goes here.

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   o Page numbers are included in each chapter.
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