Manuscript Preparation and Delivery Instructions
for Authors

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Go to the section entitled, “Manuscript Preparation in LaTeX,” and click on:
> For monographs, textbooks, and similar.

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- Only use the return key at the end of a paragraph or after headings and bulleted lists.
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- Please make sure that all graphics are presented in correct order and numbered consecutively; ensure that they are cited in the text in the correct order; the FSV will then place them according to the citation in the text.
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- Include all author names and affiliations, book title and subtitle, exactly as they should appear in print and online (including middle initials, Jr., etc.); once the manuscript has been delivered to production, we cannot make any changes to title or authorship.
- Dedication, foreword, preface, and acknowledgments sections are optional; if you intend to include any of these elements, please do so with the manuscript submission.
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- You may present your manuscript in a single chapter, with section and subsection heads, or in separate chapters, by agreement with your publishing editor.
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- Graphics and diagrams that were created with MSOffice programs (Excel or PowerPoint) can be submitted in the original format (xls, xlsx, ppt, pptx). If you did use a professional graphics program, please save the graphics as EPS file with the fonts
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If the manuscript is comprised of separate chapters, each chapter should contain a reference list of its own; otherwise, a single reference list will suffice. Entries in the list must be listed alphabetically except in the numbered system of sequential citation. The rules for alphabetization are:

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