

Manuscript Preparation and Delivery Instructions for Authors

January 2011

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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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Go to the section entitled, “Manuscript Preparation in Word,” and click on:

> Word template for preparing book manuscripts.

Alternatively, you may use a blank Word document and apply the default settings and styles (e.g., for margins, page set-up, font, line spacing, heading styles, etc.). However, it is most important that manuscripts be complete (all text and graphic elements). Tables and figures (charts, line drawings, photos, illustrations) may be embedded in the text file, attached at the end of the document, or provided in separate files. Any language editing or other editorial work must be undertaken prior to final manuscript

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Some tips on Word manuscript formatting:

- Only use the return key at the end of a paragraph or after headings and bulleted lists.
- Use tabs, not spaces, to indent.
- Set automatic hyphenation off.
- General rule of thumb: for a book of 50–125 pages, the manuscript will be approximately 80–180 pages double-spaced or 40–90 pages single-spaced (on letter-sized pages, using standard margins) or approximately 20,000–45,000 words.

Tables and Figures in Word

- 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.
- Please use the Table function in Word to format tables (columns and rows of text and/or numbers).

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Front Matter

- 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.
- Contents: Please list the top two levels of headings in the table of contents.

Sections/Chapters

- You may present your manuscript in a single chapter, with section and subsection heads, or in separate chapters, by agreement with your publishing editor.
- Include all sections (or chapters) in one file.
- Section (or chapter) heads may be numbered (e.g., 1 – 1.1 – 1.1.1, 1.1.2 – 1.2, etc.) or unnumbered; please be sure to use a consistent style throughout the manuscript, i.e., number either *all* chapter headings (with the exception of the preface or foreword) or leave *all* chapter headings unnumbered.

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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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- By default, graphics submitted in color will appear in color in electronic editions and black-and-white in print editions; please avoid references to color features in the text (e.g., “as the red line indicates...”) and for maximum clarity, use different fill patterns, such as cross hatches, rather than shades of gray, to differentiate elements in a figure or chart.
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- Please check that the spelling of names, terms, and abbreviations is consistent, including in tables and figure legends.
- Unless commonly used, technical terms and abbreviations should be defined the first time they appear; if your manuscript contains a large number of terms and abbreviations, a list or glossary is advised.
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References

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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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Journal article only by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med*. doi:10.1007/s001090000086

Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

Book chapter

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Online document (no DOI available)

Marshall TG, Marshall FE (2003) New treatments emerge as sarcoidosis yields up its secrets. *ClinMed NetPrints*. <http://clinmed.netprints.org/cgi/content/full/2003010001v1>. Accessed 24 June 2004

Dissertation

Trent JW (1975) Experimental acute renal failure. Dissertation, University of California

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Sajti, C.L., Georgio, S., Khodorkovsky, V., Marine, W.: New nanohybrid materials for biophotonics. *Appl. Phys. A* (2007). doi:10.1007/s00339-007-4137-z

Book

Geddes, K.O., Czapor, S.R., Labahn, G.: *Algorithms for Computer Algebra*. Kluwer, Boston (1992)

Book chapter

Broy, M.: Software engineering—from auxiliary to key technologies. In: Broy, M., Denert, E. (eds.) *Software Pioneers*, pp. 10–13. Springer, Heidelberg (2002)

Online document (no DOI available)

Cartwright, J.: Big stars have weather too. IOP Publishing PhysicsWeb.

<http://physicsweb.org/articles/news/11/6/16/1> (2007). Accessed 26 June 2007

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Journal article only by DOI

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Book

Cameron, Deborah. 1985. *Feminism and linguistic theory*. New York: St. Martin's Press.

Book chapter

Cameron, D. 1997. Theoretical debates in feminist linguistics: Questions of sex and gender. In *Gender and discourse*, ed. Ruth Wodak, 99–119. London: Sage Publications.

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