

CRC Press/Taylor & Francis Group

AUTHOR'S GUIDE TO PUBLISHING

Text Preparation Instructions for Authored Disk Manuscripts in Microsoft Word

GENERAL MANUSCRIPT PREPARATION INFORMATION

ACCEPTABLE SOFTWARE FOR TEXT, TABLES, AND EQUATIONS

Your text must be completed using only Microsoft Word and/or LaTeX. These instructions are for preparation using Microsoft Word. If you are using LaTeX, please contact your Project Coordinator for appropriate instructions and to obtain the appropriate LaTeX style files.

WordPerfect software is NOT acceptable software for text and should not be used. Manuscripts written in other word processors that are converted to Word may have corruption issues so this method is not recommended. **Note that you will be charged for any retyping of your manuscript if you fail to provide electronic files that meet our software requirements or your electronic files are not acceptable.**

Tables: should be provided in MSWord or Excel.

Equations: should be provided in MSWord or MathType.

MANUSCRIPT SIZE

The contracted manuscript length is the basis for cost and revenue projections for your book; therefore it is essential that you adhere to the agreed-upon length. If you determine that the length of your manuscript will be 10% more or fewer than the number cited in your contract, contact your Acquiring Editor immediately so the best course of action can be determined.

PREPARING YOUR ELECTRONIC FILES IN WORD

Your final submission files must include:

- **Microsoft Word file of each chapter**
- **Individual electronic figure files for each chapter**
- **If your book/chapter is equation heavy, a hardcopy is highly encouraged.** While rare, conversion issues within equations can occur and your hardcopy will serve as a reference tool during copyediting to confirm that no errors have taken place and will be used for any necessary corrections.

Basic tips:

- Do not format the chapters as if it were the final book. All will be typeset and formatted during the production process to match the template chosen for your book.
- Do not include layout formatting such as styles, borders, shading, etc.
- Double space and use 1" margins.
- Place a hard return at the end of each paragraph instead of indenting.
- Allow the computer to "wrap" your text. Don't hit "enter" to insert a return at the end of every line.
- Don't justify right margins. Cancel the automatic hyphenation feature on your computer.
- Don't use end-of-line hyphens.
- Be consistent in use of special characters (Greek letters, mathematical symbols, etc.), abbreviations, and spacing (at ends of sentences, paragraph indents, bulleted material, reference lists, etc.).
- Input all Greek letters and mathematical symbols using the appropriate Unicode font.
- Use SI units (International System of Units) where possible, IUPAC nomenclature for chemicals, and generic (approved) names for drugs.

YOUR TEXT:

- A complete Table of Contents is required. Please include full book title, author names and affiliations. If applicable, a preface, acknowledgment, author biography, and Contributor List (with contact information and affiliations) should follow.
- Chapters must be submitted as separate files, clearly labeled by chapter number. Do not label by chapter title or author name.
- Each chapter must contain **call outs** within the text for all numbered table/figures. (A call out is a reference to that figure/table within the text and is used by the typesetter to place the appropriate table/figure correctly. An

example of a call out within text would be, “*Table 6.6 shows results of parking lot reconnaissance; Figure 2.3 illustrates a police line-up.*”)

- All references, tables, and all table/figure captions must be provided. Captions may be placed at the end of each chapter or within the text to serve as a notation for placement.
- All appropriate source lines for any previously published material must be included in the figure/table captions.
- Do not use capital letters or bold type for words that are to be emphasized – these should be written in italic type. Please remember that italic is most effective when used sparingly.

ELECTRONIC FIGURES AND TABLES

- Do not place any artwork files within your text. All artwork must be provided separately,
- Artwork must be prepared in acceptable software format, refer to *CRC Press/Taylor & Francis Group Art Preparation Guidelines* for details on preparing art files.
- Figures must be provided as separate electronic art files, labeled by appropriate Chapter and Figure number (i.e. Ch01xFig01). Do not label artwork by description.
- Do not scan any tables that are to be included, all text tables must be provided in editable format rather than as image files.
- Tables can be placed within the chapter text, it is not necessary to submit them separately.

FIGURE/TABLE/EQUATION NUMBERING

- Use only a double-numbering system for figures, equations, and tables (chapter number + figure number, e.g., Figure 4.1 is the first figure in Chapter 4).
- Do not use sectional numbering (e.g., Eq. 4.2.1) for figures, tables, or equations as our typesetting structure does not allow for this.
- Do not number your Figures/tables/equations consecutively throughout the entire book. All numbering must start with 1 in each chapter.

SPECIAL TEXT FEATURES

Please discuss the use of these with your Acquiring Editor and Project Coordinator to confirm that the template chosen for your book can accommodate the desired features

- If sidebars, box text, quotes, etc are to be included, these should be noted with “*Start [element name] here*” to denote the beginning of an element (sidebar, box text, quote) and “*End [element name] here*” to indicate its ending.

PREPARING A REVISED EDITION:

The most efficient way to update your previous edition is to make your changes directly to the previous edition electronic files. Your Acquiring Editor or Project Coordinator may be able to arrange for you to be provided with an electronic version of the final previous edition text so that you may insert your updates directly to those files. Please contact them directly to arrange for this as this will ensure the smoothest transition into production.

- All revisions/updates must be provided electronically, do not provide handwritten updates or tear sheets.
- Please provide a Table of Contents noting which chapters are “New” and which chapters are from the previous edition. Please indicate which previous edition chapters will be “Updated” or “Reprinted with no changes”.
- Please provide a complete list of all previous edition Figures/Tables that will be reused, include the previous edition numbering and the new edition numbering.
- Please discuss the interior design of the new edition with your Acquiring Editor as **it is possible the template used for your previous edition has been adjusted or is no longer in use. They can discuss the best way to proceed and provide samples of existing templates.**

PERMISSIONS/SOURCE LINES

- All previous edition source lines **MUST** also appear in the new edition; please be sure all are included accordingly in the figure/table captions.

- Do not assume permissions granted for the previous edition are valid for the current edition. Although you may have requested permissions for all future revisions of your book, they may have been granted for one time use only and you may need to ask for permissions again for each edition.

TEXT GUIDELINES

TABLE OF CONTENTS HEADINGS

All subject heads used in your text should appear in outline form in the table of contents in one of the two styles below. Use the one that applies to your publication.

Roman Numeral Outline Format

- I. First Level Heading**
- A. Second Level Heading**
- 1. Third Level Heading**
- a. Fourth Level Heading**

Decimal Outline Format

- 1.1 First Level Heading**
- 1.1.1 Second Level Heading**
- 1.1.1.1 Third Level Heading**
- 1.1.1.1 Fourth Level Heading (Sometimes run in with text)**

Unnumbered headings are also acceptable. Make sure the levels are clearly indicated using different fonts, type sizes, and/or typefaces for each level heading.

IN-TEXT HEADINGS

In-text headings should follow the number/letter or decimal system you have chosen. All headings should be input in title case (an option in MS Word), flush left. Leave one blank line above and below a major heading.

ABBREVIATIONS/ACRONYMS

Abbreviation/acronyms are acceptable in text if they are used universally in your discipline and your readers will easily understand them. They should be used consistently throughout a book. All but universally well-known ones should be spelled out at the *first mention* in the text.

BRAND NAMES/TRADEMARKS

Brand names that are registered trademarks should be capitalized if they must be used. It is preferable to use a generic term when available. When a trademarked brand name is being used, the appropriate trademark symbols (® and ™) must be used upon the first mention of the trademark in the text, and on all prominent uses (e.g. title pages, headings, etc.)

EQUATIONS

Equations must be numbered consecutively within each chapter using Arabic numbers. For example, the fourth equation in Chapter 3 should be numbered 3.4. **Do not use 3-digit numbering schemes that include the section number as our typesetting structure does not allow for this.**

- Use a slash for simple fractions, adding the necessary parentheses.
- If braces and brackets are required, use built-up fractions.
- Avoid double superiors and inferiors as they are difficult to typeset/read.
- Give the meaning of all symbols/variables in the text immediately after the equation (e.g., where $a = \dots$).
- Equations should be numbered in parentheses at the right-hand margin.
- All equations should appear in the manuscript where you want them to appear in the finished book.
- If confusion can arise about a symbol, such as 1 (the numeral) and l (the lower case letter), 0 (zero) and O (capital letter), or x (the letter) and \times (multiplication symbol), label it.
- Review mathematical symbols (+, -, \leq , \neq , \equiv , for example) to be sure they appear correctly.
- If a lengthy equation must be “wrapped” onto the next line, break it in a logical place.

- Make sure superscript symbols appear above the line and subscript symbols appear below the line. All parentheses and brackets should be closed.

CHEMICAL EQUATIONS/STRUCTURES

If you are including chemical equations that cannot be written in normal text and/or chemical structures in your text, these should be submitted electronically in individual files labeled by Chapter/Structure or Equation number (i.e. Structure 1.3, etc.). Do not place these Chemical Structures/Equations within the text. We will do this for you as part of the production process.

All chemical structures/equations should be submitted in Chemdraw. Please submit both the .cdx files and .eps or .ai versions for each structure/equation.

LISTINGS

Listings may be numbered, unnumbered, or bulleted. Punctuation should be consistent throughout a listing and follow grammar principles. If a listing item is not a complete sentence, no punctuation is used. Refer to *Chicago Manual of Style* for additional guidelines.

TABLES AND FIGURES

The **table number and caption** should appear above each table, without punctuation; the **figure number and caption** should appear below each figure, with punctuation. Example of a properly formatted table is below:

Table 6.6 Number of cars in parking lot

	9 a.m.	11 a.m.	1 p.m.	3 p.m.	5 p.m.
Red	10	2	7	9	N/A
Blue	12	12	10	11	N/A
Green	6	7	4	6	N/A
Silver	4	3	4	3	4
White	14	14	13	14	11

Table formatting:

- All text tables must be provided in editable format, do not scan these or provide them as image files.
- When typing entries in a table, put one tab between columns and a return for each new row. Because it is disconcerting to see the table unaligned this way, we encourage the use of MS Word's Table dropdown menu (Table→Convert text to table) to get a better visual.
- Include a heading for each column of data.
- A zero should precede the decimal point in a number less than one (0.25).
- Indicate units of measure in parentheses in the heading for each column. Do not change the unit of measure within a column.
- Do not use ditto marks ("").
- Use N/A or an en-dash (–) to indicate data that are not available.
- Give special attention to the physical dimensions of your tables. Make sure none exceeds the limits imposed by the size of the page.
- Do not use vertical rules. Use horizontal rules only above and below column headings and at the bottom of the table.
- Identify all abbreviations in footnotes to the table. Footnotes in table data should appear as superscript lower-case letters (11.4^b) if only a few items need footnotes.

Table References: If a reference citation in a table could be confused with data, enclose the reference in parentheses and insert it on the line with table data, as in 10×12^7 (15). If you plan to include more than three references in a table, it may be advisable to devote a column to references. That will enhance clarity and eliminate the need for superscript numbers and parentheses.

VIDEO CONTENT

Where it has been agreed with your Acquiring Editor to have a DVD of video clips, please supply edited video clips.

They should be supplied on DVD-ROM as MPEG1 files. Please supply a written text, rather than a spoken commentary.

REFERENCE STYLES

CRC Press/Taylor & Francis follows *Chicago Manual of Style, 16th edition* for reference style. However, as long as consistent style is maintained within any one work, logical variations are acceptable (please notify us if you are using a style other than Chicago Manual of Style, 16th edition so we can ensure it is retained).

Common reference uses for the Chicago Manual of Style, 16th Edition are below. If you require information on a different style, please contact your Project Coordinator.

CHICAGO MANUAL OF STYLE (16th Edition)

Authored book: Woods, D. D. and E. Hollnagel. 2012. *Joint cognitive systems*. Boca Raton: CRC Press/Taylor & Francis.

In text: (Woods and Hollnagel 2012)

Chapter in multi authored book: Wiens, J. A. 2005. Avian community ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A. H. Brush, and G. A. Clark, 355–403. Cambridge: Cambridge Univ. Press.

Note: In Reference section, when there are more than six authors, first three are listed, followed by et al. In text, first author listed followed by et al.

Journals: Terborgh, J. 2009. Preservation of natural diversity. *BioScience* 24:715-22.

Electronic journal: Testa, B., and L. B. Kier. 2013. Emergence and dissolution in the self-organisation of complex systems. *Entropy* 2, no. 1 (March): 1-25. <http://www.mdpi.org/entropy/papers/e2010001.pdf>.

Unpublished Documents:

Schwartz, G. J. 2012. Multiwavelength analyses of classical carbon-oxygen novae. PhD diss., Arizona State Univ.

O'Guinn, T. C. 2014. Touching greatness. Paper presented at the annual meeting of the American Psychological Association, New York.

Online Documents:

Adamic, L. A., and B. A. Huberman. 2006. The nature of markets in the World Wide Web. Working paper, Xerox Palo Alto Research Center. <http://www.parc.xerox.com/istl/groups/iea/www/webmarkets.html> (accessed March 12, 2014).

U.S. Census Bureau. 2013. Health insurance coverage status and type of coverage by sex, race, and Hispanic origin. Health Insurance Historical Table 1. <http://www.census.gov/hhes/hlthins/historic/hihist1.html>.

JOURNAL TITLE ABBREVIATIONS

Please refer to the *List of Journals Indexed for MEDLINE* (http://www.nlm.nih.gov/tsd/serials/terms_cond.html) for preferred journal abbreviation.

PERMISSIONS AND SOURCE LINES

As indicated in your contract, it is each Author, Editor, or Contributor's responsibility to obtain all necessary permissions for copyrighted material that is appearing in their chapter. Permissions must be obtained from the original copyright holder, usually the original publisher, and depending on the copyright holder may be necessary *even if it is your own material*. Please refer to the **Permissions Guidelines FAQ** document provided for answers to questions such as:

- *What needs permission?*
- *Do I need permission for my own material?*
- *Do I need permission if I alter a figure?*
- *Is it the form or content of a table that is copyrighted?*
- *What about government material?*

The completed and signed Permission Verification form is required, noting all previously published material that will appear in each chapter. To exclude a proper source line for previously published material implies that the work is your own and entirely original. This is plagiarism and could result in legal action! This form will be provided to you and must be returned with (or prior to) your final submission.

SOURCE LINES FOR TABLES, PHOTOGRAPHS, AND FIGURES

Two of the most common source lines used for illustrations are shown below. A figure source line is enclosed in parentheses and included after the caption. Table source lines should not be enclosed in parentheses and should appear below the table body.

Figure Source Line for Book:

(Reprinted with permission from Steven Shapin, *The Scientific Revolution* (Chicago: University of Chicago Press, 2006), 15-64.)

Table Source Line for Journal:

Source: Data from Richard Adams, "Investment and Rural Assets in Pakistan," *Economic Development and Social Change* 47, no. 1 (2010): 155-73.

Some copyright holders request specific wording of source lines as a condition to granting permission and their requests should be accommodated. Source lines should be included even if material is not subject to copyright (U.S. government publications, for example). For more details, see the Permissions FAQ document.

Add "Adapted from" or "Modified from" to your source line if you adapt or modify copyrighted material. See the provided Permission FAQs for more information on source line wording or contact your Project Coordinator.

PATIENT CONFIDENTIALITY

Patients have a right to privacy that should not be infringed without informed consent. Identifying details and information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, etc. unless the information is essential for scientific purposes and the patient (or parent/guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the manuscript to be published.

Complete anonymity can be difficult to achieve, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If data is changed to protect anonymity, authors should ensure that those alterations do not distort scientific meaning.

INDEXING

All indexing will be completed by a professional indexer during the Production process after final pagination has been completed. Solid scientific indexing background is a requirement for our indexers. They understand technical text, work quickly, and use software dedicated to the task. Our production schedule allows 2–3 weeks for preparation of an index.