



Scrivener Publishing

Guidelines for Book and Chapter Authors

These instructions are for authors of books and chapters for publication by Scrivener Publishing LLC. They are important to follow as they help keep both the author's and publisher's work to a minimum, and allow us to produce a high-quality book or chapter without delay.

Acceptable files

It simplifies matters if we restrict ourselves to the standard software packages:

- Word for text files with standard fonts
- TIF or EPS for figure files
- LaTeX (use your own DTD)

It is very important that you have separate text and figure files because this is helpful to the typesetter. When you come to submit your work you will also need to send a PDF of the complete combined text and figures so we can use this as a visual guide.

Layout of the Chapter

Metadata (for chapter authors only)

Because your work will be online and available for purchase by the chapter, it needs to be consistent with our database requirements so it can stand alone and be fully searchable and accessible. Therefore, each chapter must have the following details (which we call "metadata") on the first page:

- Definitive title
- Definitive subtitle (if any)
- Final sequence of names of authors with affiliations
- An abstract of a maximum of 150 words which encapsulates the work
- Search terms and key words that will aid users to find your work

House Style and Format

The information in this section covers the most important style issues:

Language: Be consistent and specific with technical words and jargon. Define terms and abbreviations that could be misunderstood. Make limited use of acronyms and other abbreviations. Do not start sentences with abbreviations; for example, use Carbon..., not C.... Use SI, *Système International*, standard units for measurements (metric only).

Chapter Subheadings: Sections within each chapter are double numbered to the second level (e.g., 7.1.1), preceded by the chapter number (in this case, Ch. 7). Unless the organization of the book or chapter requires more detailed numbering, further subordinate section headings can be set off using bold or italic bold font.

Math: Displayed equations are double numbered by chapter, in parentheses. Variables are italicized in the equations and in the text.

References: The numbered system is normally used: Cite references by number (in brackets), numbering them consecutively throughout the chapter, and listing them in numerical order at the end of the chapter. The author/date system may be appropriate and is also acceptable. For all reference styles, include the complete author(s) name(s) as published, the complete reference title, publisher, location, and date of publication. Standard abbreviations of Journal names and conferences are acceptable. Page citations are optional. Examples:

30. M.J. DeMarco, A.K. Sen Gupta, and J.E. Greenleaf, *Water Research*, Vol. 37, p. 164, 2003.

13. H. Collins, *Gravity's Shadow: The Search for Gravitational Waves*, Chicago, University of Chicago Press, 2004

40. P.H. Werhane and M. Gorman, "Intellectual property rights, access to life-enhancing drugs, and corporate moral responsibilities," in M.A. Santoro and T.M. Gorrie, eds., *Ethics and the Pharmaceutical Industry*, Cambridge University Press, pp. 260-281, 2005.

Figures and Tables

Designation: Non-tabular materials are "Figures" (not exhibits, illustrations, etc.), and tabular materials are "Tables." Make sure to note the approximate placement in the manuscript. Each figure and table should have a text reference occurring before (or within a few lines after) its placement.

Numbering: Figures and tables are double numbered by chapter. If you are preparing only one chapter then the default chapter number is 1.

Captions, Headings, and Credits: Figure captions are in sentence style. Table headings are in title case, with no period. If there are credits for figures or tables, they follow the caption or heading in parentheses. Captions and headings should be sufficiently descriptive so that the table or figure is understandable should it stand alone in page placement. Captions and headings should *not* be saved with the figure, but in the separate List of Figure and Tables.

Black & White vs. Grayscale Display: Do not use grayscale for any figures that can be black and white. Photographs should be in grayscale ("black and white" photos), and graphics should be understandable when printed in black and white.

Color: Color will not be printed in the books unless it is absolutely crucial. However, the online edition can have all figures in color so please submit them in color.

Line Rules: Do not use hairline rule widths, as the lines will disappear when processed on our printers' high-resolution image-setting equipment. Please designate specific line weights no smaller than 1 point (0.014 in.).

Fonts: When creating your own graphics, use one font consistently for their labels throughout your manuscript, and use one consistent arrowhead size. Keep in mind that large figures will be downsized by our typesetter.

Figure Resolution: Generally, figure resolution needs to be 600 dpi *at the size it will be used*. (Keep in mind that large figures will need to be downsized by our typesetter.) The exceptions are line art, which should be 800 dpi *at the size it will be used*, and grey scale charts and photos, which should be 400 dpi *at the size they will be used*. Save all scanned files as either TIFF or EPS. For example, scan the figure, and save as .tif file at a high resolution (600-1200).

Figure File Naming: When creating a file name for your electronic figures, avoid all punctuation except the hyphen, as these can corrupt the file. (For example: use "3-07.tif" to name a file for the 7th figure of chapter 3.)

Table Format: Keep in mind what trim size your book will be. For example, a table with many columns would need to be formatted landscape in a 6X9 book, whereas in an 8 ½ X 11 book the same table may work in portrait format.

What to Submit when the writing and compilation is done?

Here are the metadata requirements.

- Definitive title
- Definitive subtitle (if any)
- Final sequence of names of authors with affiliations
- An abstract of a maximum of 150 words which encapsulates the work
- Search terms and key words that will aid users to find your work
- High-Resolution Figures and Tables: It is important to provide high-resolution figure and table files separately from the text.
- *A List of Figures and Tables. A complete list of the figures (figure numbers and captions) and tables (table numbers and headings) must accompany the manuscript.*

Proofs

Proofs of your book or chapter will be sent to you for correction either by the publisher or the typesetters who will be providing project management. For authors, you will have 4 weeks to read and correct the page and index proofs. Authors of chapters are expected to return their proofs within 1 week.