

AAP BOOK CHAPTER INSTRUCTIONS

Please read carefully. Manuscripts that do not follow these guidelines may be returned to you for further work.

WELCOME TO PUBLISHING WITH APPLE ACADEMIC PRESS

This guide was designed to answer your questions about manuscript preparation, software requirements, permissions, and other issues involved in transforming your manuscript into a finished chapter. We suggest you read it completely to get an overview as you write and organize your material. If you have questions not covered on these pages, please contact the book's editor.

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CHAPTER CHECKLIST & KEY FEATURES

When submitting your manuscript, please include the items below, and please do a final check of the manuscript before submission to the publisher for completeness and accuracy.

___ Font size 11 point Times Roman with 1.5 line spacing.

___ Heading styles: **NUMBER 1 HEADS SHOULD BE ALL BOLD, CAPS, Roman**
 Number 2 Heads Should Be Bold, Title Case, Roman
 Number 3 Heads Should Be Bold, Title Case, Italic
 Number 4 heads should be bold, sentence style, italic
 Number 5 heads should be light face, sentence style, italic

Note that paragraphs should be numbered for scientific books (see page 5).

___ Make sure your name is listed as you would like it to be listed.

___ Complete data for each author, editor, and chapter contributor: full name, credentials, title, and affiliation; full mailing address including street address, city, state, zip code; email address; and phone and fax numbers.

Example for how your affiliation may appear in the book:

Louis M. T. Bradbury

Horticultural Sciences Department, University of Florida, Gainesville, FL, USA and Department of Biology, York College, City University of New York, New York, NY, USA, email: lbradury000@ufla.edu

___ Complete chapter.

___ References: For authored books, one complete reference list at the end of the book with in-text citations; for edited books, a reference section for each chapter, with in-text citations. (Specific instructions for references can be found on pages 9–16 of this booklist.) **IMPORTANT:** Make sure to include the following for references:

JOURNAL REFERENCES: These should include:

1. Volume number
2. Page number or range
3. Year of publication
4. Article title
5. Article number
6. Author group

BOOK REFERENCES: These should include:

1. Year of publication
2. Publisher location
3. Name of publisher

EDITED BOOKS: These should include:

1. Editor name
2. Chapter title
3. Name of publisher
4. Publisher location

PROCEEDINGS, SYMPOSIUMS: These should include:

1. Complete location details

PATENT REFERENCES: These should include:

1. Patent number

___ Apple Academic Press's Copyright Transmittal/Release Forms for all original material in the book, including each contributed chapter, signed by the Chapter Contributor(s).

___ Completed AAP Figure Chart, which will help us to know which figures, illustrations, photos, etc., are original and do not need permission, and those that do. The chart template is available at the bottom of this page <http://www.appleacademicpress.com/publishwithus> or request the chart from info@appleacademicpress.com.

___ Figures, tables, and illustrations (electronic or paper) clearly labeled with author's name, chapter title, figure or table numbers, and with "top" clearly indicated.

___ Copies or scans of permission forms granting permission to reproduce all copyrighted material, including any figures, tables, charts, photographs, etc. that have been published in other books, journals, online, etc. (The author is to retain the original signed permission letters.)

Be sure to keep a complete copy of your manuscript and art in hard and electronic formats!

HOW TO PREPARE TEXT FOR BOOK CHAPTERS

GENERAL MANUSCRIPT GUIDELINES

Please use Times New Roman with font size 11 point font size with 1.5 line spacing and default margins in Microsoft Word, which is our preferred format. We can also accept files in LaTeX, but please contact AAP first. You may use MathType for equations. For a list of other programs that are acceptable, see page 6.

Please leave only one space between sentences.

Do **not** justify, apply hyphenation, or use any other formatting, including automatic paragraph indents, automatic numbered lists, or automatic bulleted lists. Indents should be created with a hard tab, and all lists should be set manually rather than using Word's automatic formatting. These features of Word cannot be read by our layout software.

Keep backup copies of the manuscript.

Revisions

Your manuscript should be correct and complete when submitted. Revisions must be made before the manuscript is copy edited. Major corrections cannot be undertaken by either the editor or the Publisher after the manuscript has been submitted. • Be sure you have included all elements in this file that are required for your chapter (references, any appendices, tables, figure captions, etc.).

Submission

Submit your chapter manuscript electronically to the book's editor. Contact the book's editor for his/her preference.

WHAT TO INCLUDE

- Submit ALL the material plus permission forms or permissions documents and copyright transmittal forms at the same time.
- The first page of each chapter should include chapter title and subtitle.
- Include chapter authors' names.
- Contents within the chapter (see page 16 for a sample chapter opening page), if appropriate.
- Follow the text of each chapter with references, tables, figure captions, and clearly labeled figures pertaining to each chapter.

Special Note on References:

Include references as below (additional information on how to provide references can be found on page 11):

JOURNAL REFERENCES: These should include:

1. Journal title and Volume number
2. Page number or range
3. Year of publication
4. Article title
5. Article number
6. Author group

BOOK REFERENCES: These should include:

1. Book title and author name
2. Year of publication
3. Publisher location
4. Name of publisher

EDITED BOOKS: These should include:

1. Editor name and book title
2. Chapter title
3. Name of publisher
4. Publisher location

PROCEEDINGS, SYMPOSIUMS: These should include:

1. Complete location details

PATENT REFERENCES: These should include:

1. Patent number

See page 11 for additional information on how to prepare references.

TEXT FORMATTING INSTRUCTIONS

Formatting Tips

- Please number the pages.
- Number headings and sub-headings consecutively in Arabic numbers and type them in bold, respectively italics.
Example: (the first 1 refers to the chapter number)
 - 1.1 (number 1 subhead)
 - 1.1.2 (number 2 subhead)
 - 1.1.2.1 (number 3 subhead)
 - 1.1.2.2 (number 3 subhead)
 - 1.2 (number 1 subhead)
 - 1.2.2 (number 2 subhead)
 - 1.2.2.1 (number 3 subhead)
 - 1.2.2.2 (number 3 subhead)
- Don't hit "enter" to insert a return at the end of every line. Allow the computer to "wrap" your text.
- Don't leave space in your text for tables, figures, and illustrations. AAP will handle that for you. (You can simply call out such items within the text by indicating: [Table x.x goes here].)
- Don't justify right margins. Cancel the automatic hyphenation feature on your computer. Don't use end-of-line hyphens.
- Don't embed your figures within the text; they should be placed in their own separate electronic art file.
- Don't embed figure captions, tables, and/or references within the text; they should be placed at the end of the text or in a separate file.
- Leave one space between sentences, not two.
- Be consistent in your use of special characters (Greek letters, mathematical symbols, etc.), abbreviations, and spacing throughout. All Greek letters and mathematical symbols should be input using the Symbol font.
- Equations can be embedded within the text if you are working in a Microsoft Word document; however, they should be saved and provided separately if using a program such as MathType. Tables may either be placed at the end of the chapter text or in their own separate electronic files. (Note: All tables must be input/typeset by the author; they are not to be scanned.)

Headings

NUMBER 1 HEADS SHOULD BE ALL BOLD, CAPS, Roman

Number 2 Heads Should Be Bold, Title Case, Roman

Number 3 Heads Should Be Bold, Title Case, Italic

Number 4 heads should be bold, sentence style, italic

Number 5 heads should be light face, sentence style, italic

Italics

Be sure to use italics correctly, in particular when using genus or scientific names (e.g., *Astrophytum myriostigma*).

Units of Measurement and Abbreviations

Always leave a space between a number and a unit (e.g., 5 mm). Use abbreviations that are accepted nomenclature and use them consistently. Define all abbreviations or acronyms at their first use (e.g., cyclic adenosine monophosphate (CAMP)).

Quotations

- A direct quotation of no more than 4 or 5 lines should be enclosed in quotation marks and run into the text.

-
- Longer quotations—referred to as extracts—should be set with an indented margin from the rest of the text with a line above and below. No quotation marks are used.
 - Use ellipses (. . .) to indicate any point in the quote where you have omitted text. If the omission occurs at the end of a sentence, use 4 dots, the last being the period.
 - If you add material or italics to a quotation, please place your own words within brackets, not parentheses, or indicate within brackets (e.g., [italics mine]). Parentheses should appear only as used by the original author of the quote.
 - Check each quote to be certain that you have copied it verbatim.
 - Include the complete source of the quotation or extract’s original publication in an endnote at the end of the chapter.

Cross References

- If you refer to information found elsewhere in the same chapter, parenthetically refer to the heading under which the material appears and note “above” or “below” as appropriate (e.g., see Clinical Implications below).

COPYEDITING NOTES

Text must be written in good, grammatically correct English. If English is not your native language, you should seek the help of a colleague or professional translator. Have your chapter/article read by at least two other people to avoid grammar and typing errors. Major corrections cannot be undertaken by the Publisher.

Follow US English. However, if the authors are Canadian, Canadian spelling may be used, with the Publisher’s approval.

- Check all figure and table captions and also their call outs.
- Table caption will go in the beginning without period, and figure caption will go after the figure with period at the end.
- Check for US English, such as:
 - Use z-spelling, as in analyze rather than analyse; organize rather than organise; etc.
 - Use single— as in traveler, rather than traveller, etc.
 - Use our—use color, favor; not colour, favour
 - Use while and not whilst
 - Use program and not programme
 - Use gray and not grey
 - Use aluminum and not alluminium
 - Use acknowledgment and not acknowledgement
 - Replace & with “and” (spelled out)
 - Replace 90s with 1990s (not 1990’s)
 - Replace amongst with among
 - Replace sulphur with sulfur
- Use double quotes (“) after . or , when the sentence is complete, but if it is for one sentence use before or inside . or ,.
For example:
 - “Before leaving the building, they are required to have an evacuation.”
 - Before leaving the building, they are required to have an “evacuation”.
- All species and genes names should be italics.
- Do not start sentence with a number; spell out the number instead:
 - Thirty-one studies showed that . . .
- Put “the” if the sentence is starting with acronyms, as appropriate.
 - The WHO reported that . . .
- Make sure full form of acronym should be used first with the acronym following in parentheses before using only the acronym:
 - The World Hunger Organization (WHO) advocated for poverty control. In 1991, the WHO . . .

HOW TO PREPARE TABLES, FIGURES, AND ILLUSTRATIONS

- Identify each figure or table with a double number (chapter number and figure or table number; e.g., Table 3.1) and a title (e.g., Figure 5.2 Generation of Human and Bovine TAFIa).

Tables

- Use tables when content can be more effectively presented in this format, especially when comparisons are intended.
- Presentation of tables should be as simple as possible. A table that is long but has few columns is preferred to a wider table with many columns.
- Tables should be created using Word. They will be reset during page layout.
- A summary of the findings provided in a table should be discussed within the text. Always cite each table specifically within the text, using the double numbering system discussed above (e.g., see Table 12.3).
- Always double check your tables for accuracy and proofread them carefully.
- Tables can be placed close to where you would want them to occur within the text (after a paragraph break after the first citation).
- When working in Word, please use the Table Editor feature provided. Include a heading for each column of data. A zero should precede the decimal point in a number less than one (0.25). Use N/A or an en-dash (–) to indicate data that are not available. Footnotes in table data should appear as superscript lowercase letters (11.4b) if only a few items need footnotes.
- 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 10×127 (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.

Figures and Illustrations

- Figures should be submitted electronically in a Figure Folder, separate from the Word doc. Each figure should have its own file, labeled according to its double number (e.g., Fig 4.3). Create a list of all figures or illustrations and place a list of figures and all figures the Figure Folder.
- Line art should be scanned at 600 to 1200 dpi (dots per inch).
- Photos (black and white) should be submitted at 300 dpi as TIF files.
- If you cannot submit electronic versions of your figures, supply good quality hard-copy (printed at 1200 dpi on laser printer). Below each figure, outside the area that will be reproduced, write the figure number, your name, the title of the book, and any notations regarding the figure (such as orientation, etc.). If you wish to have the hard copy returned to you, please alert your AAP contact
- Keep illustrations as simple as possible. Avoid large black areas and/or very dense patterns, as they do not reproduce well.
- All figures and illustrations must serve an academic or pedagogical purpose. Illustrations that are purely decorative or not strictly necessary should not be used.
- All figures and illustrations will be printed in black and white. Do not use color-coding. Instead change colors to graytones or use cross-hatching, dots, and other patterns to distinguish separate areas. An acceptable selection of graytones is 20%, 50%, 80%; any other variations will not be easily distinguishable. If color is required, discuss this separately with the Publisher. Charges may apply for color illustrations.
- All figures must be cited parenthetically (e.g., see Fig. 5.7) or within the text.
- Place figure number, title, and caption within text, after the first paragraph break after the first citation, with a line space above and below.
- Figures, photographs, and structures will be sized according to the trim size of your book. The AAP Production Department will size them to produce a uniform and professional appearance. He or she will determine the extent of reduction that will allow the materials to fit on the page and ensure adequate type size.

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

Figure Source Line for Journal Article:

(From Mueller, W.J., *Poult. Sci.*, 40, 1562, 1961. With permission.)

Table Source Line for Book:

Source: Bath, D.L., Dickinson, F.N., Tucker, H.A., and Appleman, R.D., *Dairy Cattle: Principles, Practices, Problems, Profits*, 3rd ed., Lea & Febiger, Philadelphia, 1985. With permission.

Add “Adapted from” or “Modified from” to your source line if you adapt or modify copyrighted material.

HOW TO PREPARE REFERENCES

Note: Many books are evaluated for the currency of references within the books. When preparing your chapter, please try to cite recent publications.

For science-oriented titles, Apple Academic Press uses *The ACS Style Guide, 3rd Edition*. For additional examples and explanations, see the print manual from the American Chemical Society, or your library may have a copy. **Examples are also shown in this booklet; see pages 11.**

For nonscience-oriented titles, using the Chicago style (from the *Chicago Manual of Style*) or the APA style (from the American Psychological Association) are acceptable.

A few notes:

- Remember, a reference is a source that is actually cited within the text. If the source is not cited in the text, it should be placed in an additional section at the end of the chapter or book, titled Additional Readings or Bibliography. Sources in the Additional Readings or Bibliography sections should be unnumbered and typed in alphabetical order.
- Do not use the automatic reference feature in Word or any other reference tools, as these are not compatible with our typesetting software.
- When a magazine or pamphlet or such does not list an individual author or if the author is unknown, do not use “anonymous.” Instead use the name of the magazine, journal, or organization. Only use “anonymous” when the author is listed as anonymous within the publication.

Each citation consists of two parts: the in-text citation, which provides brief identifying information within the text, and the reference list, a list of sources that provides full bibliographic information which appears at the end of each chapter.

SOFTWARE GUIDELINES

ACCEPTABLE SOFTWARE AND FILES

Manuscripts must be submitted electronically as attachments to the book’s editor. Please do **NOT** send text files in pdf or in other non-editable formats.

Acceptable software files:

- MS Word 2007 (most versions are compatible)
- Indesign CS5
- Photoshop CS3
- Illustrator CS5
- MS Office 2007
- Adobe Acrobat Professional X
- MathType 5.0

You may be charged for any retyping of your manuscript if you fail to provide electronic files that meet our software requirements. Please feel free to ask if your program can be used by our production department. Contact editorial@appleacademicpress.com

Note: Please do not try to make the manuscript look as if it were the final book. For example, chapter titles and subheads typed in full capitals will have to be retyped by the typesetter. It should contain no layout formatting such as styles, borders, shading, etc. Please do not embed art objects (such as figures) into the text from other applications. Also, do not link your footnotes, references, figure captions, etc.

ELECTRONIC ART GUIDELINES

In order to produce high-quality graphics for reproduction, original electronic line-art files should be created in Adobe Illustrator or Macromedia Freehand (vector graphic programs). Original electronic art files containing grayscales or photographs should be created in Adobe PhotoShop. Note: Vector graphic files provide the best results and are preferable to bitmapped graphics (see below).

If art consists of computer-screen captures, please create them in CapturEze Pro or another screen capture software program capable of saving screen images in the proper resolution for printing.

Vector Graphics Formats

A vector file creates an image as a collection of lines rather than as a pattern of individual pixels (bitmapped graphics). Vector files are much easier to edit than bitmapped graphics (objects can be individually selected, sized, moved, and otherwise manipulated) and are preferred for professional illustration purposes. Because they are scale and resolution independent, vector images can be enlarged without loss of sharpness. Acceptable vector file formats are listed below in order of preference:

Adobe Illustrator (.ai) is the vector graphics program best suited for creating high-quality professional graphics.

PDF (portable document file) is a file format that allows a document to be transferred to another type of computer system without losing the original formatting. In order to print or view a .pdf file, the user should use Adobe Acrobat Reader, which is freeware.

EPS (encapsulated PostScript file) format is a high-resolution graphic image stored in the PostScript language. The .eps format allows users to transfer high-resolution graphics images between applications. The images can also be sized without sacrificing quality.

Two important things to note concerning the preparation of vector graphics:

- Every object must be grayscale. RGB or CMYK color objects will fail at the printer and result in delays and increased costs in production.
- The thickness of every stroked line must be at least 0.5 points. This ensures that the lines do not appear broken or jagged. Note: If you are scaling your images, you must account for the difference when you check your line weights. For example, if your .eps file is 40 picas wide and your thinnest line is 0.75 points and you place the art as 20 picas wide, your thinnest line is now 0.38 points.

Bitmapped Graphics Formats

A bitmapped file forms an image as a pattern of pixels (square dots) and is limited in resolution (sharpness) to the maximum resolution of the screen on which it is displayed. Bitmapped images are inferior to vector graphics for most applications because they tend to have aliasing (also called jaggies and stairstepping) which causes a staircase distortion due to the square shapes of the pixels. Enlarging bitmapped images accentuates the distortion and jagged edges.

A bitmapped graphic is stored as a group of bits that represent an image to be displayed on a computer screen. The image on the screen is composed of pixels (dots), similar to the dots in a photograph in a newspaper. Each bit in an image corresponds to one pixel in the screen, so the number of pixels that composes a monitor image determines the quality of the image. Because monitor screen resolution is only 72 dpi (dots per inch), and the resolution needed for printing is 266 dpi, a bitmapped image limited to 72 dpi cannot be used to produce a quality image for printing.

Although their use is discouraged, the following bitmapped graphics formats are listed in order of preference:

GIF (graphics interchange format) is a bitmapped format that was developed to exchange graphics files over the Internet. Although .gif files are widely used, the .jpg format reduces graphics files to about one-third the size of a .gif file, leading to

faster Internet transmission. GIF files are more efficient than JPEG files if an image contains many solid areas.

JPEG (Joint Photographics Expert Group) is a graphics format specifically designed for photographic images and other complex pictures such as realistic artwork. It is not well suited to line drawings, text, or simple cartoon illustrations.

TIFF (tagged image file format) is a bitmapped graphics format commonly used for the scanning, storage, and interchange of grayscale graphic images. (TIFF may be the only format available for older programs, but most current programs can save images in other formats such as .jpg, .gif, .pdf, etc.)

Two important things to note concerning the preparation of bitmapped graphics:

- Images must be in the grayscale mode (color space). RGB or CMYK color spaces will fail at the printer and will result in delays and increased costs in Production. Note: Files that appear gray on screen and print gray may still be described in a 3-color mode (RGB) or 4-color mode (CMYK). This is unacceptable and must be fixed.
- Images should also have a resolution of at least 300 dpi at the size they will appear on the page.

PhotoShop Instructions

PhotoShop (.ps) is a powerful tool if used correctly. It can scan photographs (continuous tones) and original art. PhotoShop files of photocopies, photos, or illustrations scanned from previously printed material are not acceptable.

- Do not add text to a PhotoShop file.
- All scans must be at 300 dpi resolution, saved as .tif or .jpg files.
- Line art and type cannot be scanned in PhotoShop. If an original illustration is not available and cannot be redrawn, it must be scanned at 8 times the continuous tone resolution ($8 \times 300 = 2400$ dpi). The process is very slow and generates huge files. The time required to scan such material will add to production time and could delay printing. For that reason, we discourage the use of material that must be scanned.
- Do not scan any illustration in bitmap mode, and do not convert it to .tif or any other format. The file must be created in a format we accept.
- Scanned black and white images should have a minimum highlight dot of 8% and a maximum shadow dot of 90%.
- Converting color illustrations to black and white is not as simple as converting color images to grayscales. Certain colors have similar values after conversion to black and white. The colors will be indistinguishable and will require adjustment of brightness and contrast to reproduce properly.

Postscript

PostScript is a page description language (PDL) that is capable of describing the entire appearance of a formatted page, including layout, fonts, graphics, and scanned images. Because a PostScript file is device independent, it can be printed on an imagesetter or any PostScript-compatible printer and will retain the original formatting. It does not provide compression, so files are quite large when stored in PostScript format. However, because there is no compression, PostScript is a high-quality, lossless format. Although used primarily for vector graphics, it contains a mechanism for storing bitmapped images.

Halftones

A halftone is a printed reproduction of a photograph (or an illustration other than line art). It uses evenly spaced dots of varying sizes to simulate shades of gray. Dense patterns of larger dots produce dark shades, and less dense patterns of smaller dots create lighter shades.

Resolution

Resolution is the fineness of detail attained by a printer in producing an image. Resolution quality for printing is expressed in dpi (dots per inch), so the higher the resolution is, the higher the quality of the image will be. Artwork (electronic, original, or scanned) must have a resolution of 300 dpi at final output size. Although an image may look good when viewed on a computer screen (at resolution of only 72 dpi), it cannot be reproduced effectively for printing at such a low resolution.

A Few Important Notes

- The clarity of a printed reproduction is totally dependent on the quality of the original. For that reason, we cannot accept photocopies, faxes, scanned printed figures, halftones, printed grayscales, hand-drawn figures, or previously printed material.
- For best results, please submit the highest quality photographs or original electronic art available. If original electronic drawings are included in a manuscript, the author is responsible for supervising their preparation according to AAP's requirements.

Unacceptable Original Art

- Photocopies
- Faxes
- Any previously scanned or printed material (including line art and halftones)
- Hand-drawn figures
- Bitmapped figures with jagged edges and fuzzy type
- Figures with filled-in, hard-to-read type
- Figures with broken type and/or lines
- Images larger than 11 inches × 17 inches

PERMISSIONS INFORMATION FOR REPRINTED MATERIAL

Contributing authors should secure permissions for copyrighted material that appears in their chapters. Request permission as soon as you know copyrighted material will be included in your book or chapter. Requests can take several weeks to process. It is always possible your request may be denied and that will mean modification of your manuscript. The prudent approach is to request permissions early. Important: Your manuscript is not complete until all permissions are provided. Failure on the part of an author, editor, or contributing author to secure and submit permissions will delay publication.

A reprint permission form (page 14) is included in this document. You may use this form or provide other documentation that shows that permission is granted from the correct source. Note that many publishers require that a photocopy of the figure or table to be reprinted accompanies the permission request (this helps them locate it). (A Word copy of the reprint permissions form is available from AAP or here: <http://www.appleacademicpress.com/downloads.php>)

What Needs Permission?

- A passage from a play, poem, or song
- A quote of 50 or more words from a periodical or journal
- A quote (or series of shorter quotes) totaling 400 words or more from a book
- Any table, diagram, figure, or illustration (line drawing or halftone)
- An article or chapter that has previously been published either in print or electronically.
- Where there is any doubt, such as using a modified version of an illustration, it is wise and courteous to ask for permission and to give credit for the material (e.g., Modified from ..., Adapted from...).
- If you are preparing a revision, you must reapply for permission unless the permission granted for the previous edition included “this and all subsequent editions.”

Notes:

- Include signed permission forms with the final version of your manuscript.

Do I Need Permission for My Own Material?

If you are the author of material copyrighted by another party, you must get permission from that party to use the material in your current publication.

Do I Need Permission If I Alter a Figure?

The important issue in determining whether permission is needed for an altered figure is the amount of alteration. The change must be substantial if you want to avoid the legal requirement to obtain permissions. What constitutes “substantial” change is a murky legal area. Changing straight lines to arrows, relabeling a figure with letters instead of numbers, or reordering columns in a table does not constitute substantial change and can distort the meaning of the original material. The best approach for avoiding permission issues is to use original materials wherever possible.

Form vs. Content

Data cannot be copyrighted. Only the format in which it is published can be copyrighted. No permission is needed if data that appear in another text are converted to tabular form. If you are the first author to create a table comparing studies by four other scientists, you do not need permissions, but you should cite the studies as references.

Public Domain Nature of Government Material

Most printed materials of the U.S., Canadian, and British governments do not require permissions because they are in the public domain and not protected by copyright. However, many government-sponsored agencies copyright their materials and their use requires permission. The best approach is to request permission unless you are certain it is not required.

Denial of Permission Request

Permission requests are rarely denied, but they are frequently ignored, despite repeated attempts to secure them. Some follow-up may be necessary. If a permission cannot be obtained despite your best efforts, you can:

1. Delete the copyrighted material.
2. Find a substitute for the copyrighted material.
3. Substantially alter the material so permission is no longer required. AAP strongly discourages this option.

Source Line Attributing Material to Copyright Holder

A source line attributing material to a copyright holder who grants you permission to use it should be included with the table, figure, photograph, or other material covered by the permission. AAP honors copyright holders' requests for special wording. The style guide section of this booklet provides guidelines for inserting source lines in tables, figures, etc. Figures and tables that do not have source lines are assumed to be original work and must be verified as such. Original permissions signed by copyright holders should be submitted with your manuscript. Remember to keep a copy for your files.

COPYRIGHT TRANSMITTAL FORM

Please provide a completed form for ALL original material signed by the book's author or by individual book chapters authors. This is to verify that the work is original and has not been published elsewhere. A copyright transmittal form you can use is on page 15 of this guide.

SUGGESTED REFERENCE BOOKS

Use of reliable reference manuals can facilitate your writing and enable you to produce a manuscript that requires minimal editing. ***The ACS Style Guide* published by the American Chemical Society is AAP's preferred manual.**

Webster's 3rd New International Dictionary and *Merriam Webster's Collegiate Dictionary* are primary sources for spelling nonmedical words. *Dorland's Medical Dictionary* and *Stedman's Medical Dictionary* are the standard sources for medical data.

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Cohen's Kappa^{1,2,7,18}

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Note: for two authors use “and”: Rakita and Smith. For more than two authors use “et al.”: Rakita et al.

FOR SCIENCE TITLES: How to Prepare Reference Lists

Books

Single author

Chang, R. *General Chemistry: The Essential Concepts, 3rd ed.*; McGraw-Hill: Boston, 2003.

Edited Book

Gbalint-Kurti, G. G. *Wavepacket Theory of Photodissociation and Reactive Scattering*. In *Advances in Chemical Physics*; Rice, S. A., Ed.; Wiley: New York, 2004; Vol. 128; p 257.

Book in Series

Omega-3 Fatty Acids: Chemistry, Nutrition, and Health Effects; Shahidi, F., Finley, J. W., Eds.; ACS Symposium Series 788; American Chemical Society: Washington, DC, 2001.

Article from a reference book

Powder Metallurgy. *Kirk-Othmer Encyclopedia of Chemical Technology*, 3rd ed.; Wiley: New York, 1982; Vol. 19, pp 28-62.

Articles

Article in a scientific journal

Evans, D.A.; Fitch, D.M.; Smith, T.E.; Cee, V.J. Application of complex aldol reactions to the total synthesis of phorbaxazole B. *J. Am. Chem. Soc.* 2000,122, 10033-10046.

Article in a popular/non-scientific magazine

Manning, R. *Super Organics*. Wired, May 2004, pp 176-181.

Article from an online journal

Peacock-Lopez, E. Exact Solutions of the Quantum Double Square-Well Potential. *Chem. Ed.* [Online] 2007, 11, 383-393 <http://chemeducator.org/bibs/0011006/110603801b.htm> (accessed Aug 23, 2007).

Theses, Patents, Conferences, Technical Reports

Theses

Thoman, J. W., Jr. Studies of Molecular Deactivation: Surface-Active Free Radicals and S(O)para-difluorobenzene. PhD Dissertation, Massachusetts Institute of Technology, Cambridge, MA, 1987.

or

Gehring, A. PhD. Dissertation, Harvard University, 1998.

Patents

Wilkins, T. D.; Tucker, K. D. Detection, Isolation, and Purification of Clostridium Difficile Toxin A with Toxin Receptors. U.S. Patent 5,098,826, March 24, 1992.

Conference/Meetings (full-text)

Winstein, S. In University Chemical Education, Proceedings of the International Symposium on University Chemical Education, Frascati (Rome), Italy, October 16-19, 1969; Chisman, D. G., Ed.; Butterworths: London, 1970.

Conference/Meetings (abstract only)

Kaplan, L.J.; Selder, A. Books of Abstracts, 213th ACS National Meeting, San Francisco, CA, April 13-17, 1997; American Chemical Society: Washington, DC, 1997; CHED-824.

Technical Report or Bulletin

Crampton, S.B.; McAllaster, D. R. Collision and Motional Averaging Effects in Cryogenic Atomic Hydrogen Masers; WMC-AFOSR-002; NTIS: Springfield, VA, 1983.

Web/Online

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Web page

National Library of Medicine. Environmental Health and Toxicology: Specialized Information Services. <http://sis.nlm.nih.gov/enviro.html> (accessed Aug 23, 2004).

Article from an online journal

Peacock-Lopez, E. Exact Solutions of the Quantum Double Square-Well Potential. *Chem. Ed.* [Online] 2007, 11, 383-393 <http://chemeducator.org/bibs/0011006/11060380lb.htm> (accessed Aug 23, 2007).

Article from full text database

Begley, S. When Does Your Brain Stop Making New Neurons? *Newsweek*[Online] July 2, 2007, p 62. Expanded Academic Index. <http://galegroup.com> (accessed Aug 23, 2007).

Article published online in advance

Chung, J.M. and Peacock-Lopez, E. Cross-diffusion in the Templator model of chemical self-replication. *Phys. Lett. A* [Online early access]. DOI:10.1016/j.physleta.2007.04.114. Published Online: June 12, 2007. <http://www.sciencedirect.com> (accessed Aug 23, 2007).

Computer Program

SciFinder Scholar, version 2007; Chemical Abstracts Service: Columbus, OH, 2007; RN 58-08-2 (accessed Aug 23, 2007).

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SUGGESTED ABBREVIATIONS

alternating current	AC	kilowatt	kW
American Chemical Society	ACS	lethal dose/fifty	LD50
ampere	A	liter	l
approximately, about	ca	logarithm	log
barrel per day	bbl/day	lumen	lm
barrel	bbl	lumen per watt	lm/W
baud	Bd	measure of hydrogen activity	pH
bit per second	b/sec	mega	M
blood urea nitrogen	BUN	megahertz	MHz
British thermal unit	Btu	melting point	mp
catalytic rate constant	kcat	meter	m
Centers for Disease Control	CDC	micro	μ
centimeter	cm	micron	μm
coulomb	C	mile (statute)	mi
cubic centimeter (medical use)	cc	millibar	mbar
cubic centimeter (space volume)	cm ³	milliliter	ml
cubic feet per minute	ft ³	millimeter	mm
curie	Ci	millimicron	nm
cycle	c	millivolt	mV
decibel	d	minute (time)	min
degree Celsius	°C	molal	m
degree Fahrenheit	°F	molar concentration	M
Department of Energy	DOE	nano	n
direct current	DC	nanosecond	ns
dyne	dyn	National Institutes of Health	NIH
Electric Power Research Institute	EPRI	National Research Council	NRC
electromagnetic unit	EMU	newton	N
Environmental Protection Agency	EPA	ounce	oz
et alii (and others)	et al.	parts per billion	ppb
farad	F	parts per million	ppm
feet/foot	ft	pascal	Pa
feet per minute	ft/min	per os (orally)	p.o.
freezing point	fp	pint	pt
gallon	gal	pound	lb
gastrointestinal	GI	quart	qt
gigacycle per second	GHz	revolution per second	r/sec
grain	gr	roentgen	R
gram	g	specific gravity	sp gr
hertz	Hz	square foot	ft ²
hour	h	standard deviation	SD
inch	in.	ultraviolet	UV
infrared	IR	United Kingdom	U.K.
international unit	IU	United States	U.S.
intramuscular	i.m.	United States Pharmacopeia	USP
intraperitoneal	i.p.	volt	V
intravenous	i.v.	watt	W
ionization constant	K	weight per volume	w/v
Jet Propulsion Laboratory	JPL	weight percent	wt%
joule	J	World Health Organization	WHO
kilo	k	yard	yd
kilogram	kg		
kilometer	km		

COMMON JOURNAL TITLE ABBREVIATIONS

Acta Math.
Adv. Agron.
Adv. Pharmacol. Chemother.
Adv. Protein Chem.
Adv. Quantum Electron.
Aeronautic. Eng. Rev.
Aerosp. Med.
Agri. Eng. J.
Ann. Intern. Med.
Ann. Med.
Ann. Phys.
Annu. Rev. Immunol.
Arch. Biochem. Biophys.
Arch. Biol. Sci.
Arch. Dermatol.
Arch. Microbiol.
Arch. Neurol.
Arch. Ophthalmol.
Arch. Pathol.
Arch. Surg.
Biochem. J.
Biochim. Biophys. Acta
Biol. Psychol.
Br. J. Stat. Psychol.
Br. Med. J.
Bull. Am. Phys. Soc.
Cardiovasc. Res.
Cardiovasc. Rev.
Chem. Eng. Progress
Chem. Eng. Sci.
Clin. Endocrinol.
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Environ. Pollution Manage.
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Enzyme Technol. Dig.
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J. Am. Chem. Soc.
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Materials Sci. Res.
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Sample First Page of Chapter

CHAPTER 3

Chemical Modification of Syndiotactic 1,2-Polybutadiene

Thomas S. Smith, Frederick J. Neill, Zelda K. Oldrick,
and Adam S. Vonsourin

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Note that the actual fonts and design may change. This example is to show how to number subsections within chapters.

EXAMPLES OF HOW TO FORMAT HEADINGS

1.1 INTRODUCTION (HEAD 1)

Millikan interpreted acid-base interactions as the formation of charge-transfer complexes, with two constituents of interaction energy being electrostatic and covalent [75]. Realizing correctness of this approach in 1971, R.S. Drago derived his four-parameter equation for the enthalpy of formation of different Lewis acid-base systems [76]:

$$-\Delta H = EAEB + CACB, \quad (1.1)$$

where both EA and CA refer to an acid, and both EB and CB refer to a base. The EA and EB parameters stand for electrostatic interaction ability of an acid and a base correspondingly, whereas the CA and CB stand for their ability to form covalent bonds. Drago calculated electrostatic and covalent contributions and estimated the nature of substances tested according to the Eq. (1.1) using the known acid-base interaction heat values as applied to 31 Lewis acids and 43 Lewis bases. He proposed a series of parameters for acids and bases which allow an accurate calculation of 280 mixing enthalpies as well as predicting 1200 interaction enthalpies.

1.1.1 THE GUTMANN METHOD (HEAD 2)

Unfortunately, Drago disregarded a bipolar nature of many substances in his investigations, for example, the basic properties of hydrogen-bonded liquids (such as water and alcohols) and the acidic properties of amines, amides, ketones, and dimethylsulfoxide. Similarly, many other researchers are neglecting the acidity of their model bases and the basicity of their model acids. Reference Drago constants CA, CB, EA, and EB being successfully used in world adhesion studies were determined with these assumptions. Nevertheless, the acid-base interaction degree estimated by the Drago equation differs from the experimental data by less than 5%.

1.1.1.1 THE GUTMANN METHOD (HEAD 3)

Gutmann et al. also investigated acidic and basic properties of organic liquids and estimated both acidity and basicity degrees for them, assuming that all organic liquids are prone, to some extent, to a specific acid-base self-association [77]. The strength of bases was characterized by

calorimetric heats of acid-base coordination interactions of organic substances with antimony pentachloride in diluted 1,2-dichloroethane solutions.

1.1.1.1.1 Inverse Gas Chromatography (Head 4)

For calculating the AN, ^{31}P NMR chemical shifts were determined not for solutions of test liquids but for test liquids themselves. So, these shifts may be considered to result from both acid-base and van der Waals interactions. The dispersive contribution to the acceptor number (AN_d) was calculated from surface tension measurements followed by calculation of the difference $\text{AN} - \text{AN}_d = \text{AN}^*$ which yields the heat of acid-base interaction of test liquid with triethylphosphine oxide.

1.1.1.1.1.1 The furukos-mostafa method (Head 5)

It should be noted that both donor and acceptor numbers allow evaluation of either acidity or basicity value without considering both electrostatic and covalent contributions to acidity and basicity. Scales of the donor and acceptor numbers do not correlate with each other.

1.2 INTRODUCTION (HEAD 1)

Milbikan interpreted acid-base interactions as the formation of charge-transfer complexes, with two constituents of interaction energy being electrostatic and covalent [75]. Realizing correctness of this approach in 1971, R.S. Drago derived his four-parameter equation for the enthalpy of formation of different Lewis acid-base systems [76]:

$$-\Delta H = EAEB + CACB, \quad (1.1)$$

where both EA and CA refer to an acid, and both EB and CB refer to a base. The EA and EB parameters stand for electrostatic interaction ability of an acid and a base correspondingly, whereas the CA and CB stand for their ability to form covalent bonds. Drago calculated electrostatic and covalent contributions and estimated the nature of substances tested according to the Eq. (1.1) using the known acid-base interaction heat values as applied to 31 Lewis acids and