

# AAP BOOK MANUSCRIPT PREPARATION & SUBMISSION GUIDELINES

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

# MANUSCRIPT 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 6).

- \_\_\_ File containing all materials for the book.
- \_\_\_ Frontmatter for the book:
  - \_\_\_ Title page
  - \_\_\_ Table of contents
  - \_\_\_ Preface
  - \_\_\_ Introduction
  - \_\_\_ Foreword (optional)
  - \_\_\_ About the Author(s)/Editor(s) page
  - \_\_\_ For edited books: A listing of the contributors with their affiliations
  - \_\_\_ List of abbreviations (if appropriate)
  - \_\_\_ List of symbols (if appropriate)
  - \_\_\_ Other elements (optional)
- \_\_\_ 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.
- \_\_\_ Text of book (all chapters). Ideally, the contents will consist of several parts.
- \_\_\_ 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

- \_\_\_ AAP Chapter/Article Publication Form/Copyright Transmittal Form for all original material in the book, including each contributed chapter, signed by the Chapter Contributor.

- \_\_\_ 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](mailto: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!***  
***Submit all material to AAP via email, ftp, CD, or flash drive. For ftp information, contact AAP.***

## 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 book. We suggest you read it completely to get an overview of the production process and then refer to it as needed as you write and organize your material. If you have questions not covered on these pages, contact us at [info@appleacademicpress.com](mailto:info@appleacademicpress.com). AAP's website URL is [www.appleacademicpress.com](http://www.appleacademicpress.com).

### MANUSCRIPT PROCESSING STEPS

1. The author/editor submits the complete manuscript, artwork, and necessary permission information to your AAP contact by the deadline specified in your book agreement. If you feel you cannot make your due date, please contact AAP.
2. The AAP production department will review your material to make sure everything is provided and will contact you for missing or incomplete material.
3. The manuscript is copyedited; artwork is prepared for typesetting.
4. Page proofs are sent to the author for checking (usually about 2 to 2-1/2 months after a manuscript has been submitted). Proofs are sent to the editor of a contributed book. He or she distributes the chapters to contributing authors for proofing and follows up with them to ensure the prompt return of the pages. The author or editor returns one set of corrected proofs to AAP by the date specified.
5. AAP's production department will incorporate final corrections and will oversee index preparation, checking the layout, and other pre-printing tasks.
6. A final pdf of the complete book will be sent to the first author or editor for one last opportunity to look for any major errors. A very short turnaround time (usually 1 week) is given for this purpose.
7. The final version of the book is sent to press.

## HOW TO PREPARE TEXT

### MANUSCRIPT LENGTH

Generally, manuscripts for Apple Academic Press books should be between 300–400 pages (unless otherwise arranged with the Publisher), 1.5 line spaced, using 11 point font in Times New Roman, unless other specifications have been mutually agreed to. However, the length of your manuscript was determined before you signed your book agreement and is specified in the agreement. AAP's management approved the manuscript length and based all cost and revenue projections on it; therefore it is essential that you adhere to the agreed-upon length. If you determine that the number of pages of your manuscript will be 10% more or fewer than the number cited in your book agreement, contact your AAP contact immediately so the best course of action can be determined. As a rough guideline for estimating the size of your finished book, 1.25 or 1.5 manuscript pages should equal one printed page, or a 300-page manuscript in 11 Times New Roman with 1.5 spacing equals 270 printed pages.

### GENERAL MANUSCRIPT GUIDELINES

Microsoft Word is preferred. You may use MathType for equations. For a list of other programs that are acceptable, see page 9.

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, unless other arrangements have been made with the Publisher.

## Submission

Submit your manuscript electronically via the most convenient method: via email, CD, ftp (preferred), or flash drive. Contact AAP for ftp information. Once you have uploaded your files to AAP's ftp site, send an email to AAP indicating the file names.

## WHAT TO INCLUDE

- Submit ALL the material plus permission forms or permissions documents and copyright transmittal forms at the same time.
- For books with more than one contributor, include the following for each chapter author on the first page of the chapter: author name, degrees, affiliations (including city, state/country), mailing address, e-mail, and phone or fax.
- Include the entire book, with the exception of figures, illustrations, and tables, in a single file or in separate files for each chapter. Do not submit the material to the Publisher until the entire book is completed.
- Be sure you have included all elements in this file that are required for each chapter (references, any appendices, tables, figure captions, etc.).

### Frontmatter should include:

#### Title page

- Book title and subtitle (if it has a subtitle).
- Author(s) or editor(s) name, including all degrees and affiliations, exactly as you want these to appear on the book cover and in all promotional materials.

#### Table of Contents

- Full chapter titles exactly as they appear on the individual chapters in the sequence in which they occur within the book.
- Author names for each chapter (if book has multiple contributors).

#### Preface

- A preface is written by the author/editor and usually includes the reasons for undertaking the work, the method of research, etc. Author/editor should highlight the high quality of the work and stress who the audience is. The preface should the highest level of readership of the book. The preface should answer these questions: For whom is this book written? Why does the reader need this book? Why is it important? How is it different from other books similar to it?

#### Introduction

- An introduction may be written by the author/editor or someone else and should sum up what the book is about, introduce the subject, indicate benefits to the reader of the book, note the features of the book, etc.

#### Foreword

- A foreword is optional. The foreword would be written by an authority in the field, someone willing to lend his or her stamp of approval to your work. If that person has name recognition, it will help to sell your book. You should solicit an author for your foreword well before the manuscript's due date. Submit as much of the finished book as you can to the foreword author so that s/he can have a good sense of what the book will be before about writing the foreword.

#### About the Author(s)/Editor(s)

- A brief (1 to 2 paragraphs long) professional bio of each author or editor.

#### Contributors' List

- Required for books with contributors for each chapter.
- Provide an alphabetical list (by last name) containing each contributor's full name, highest degree (PhD, DSc, MD, etc.), and affiliations (title, department, institution, city, state/country).

#### Optional Frontmatter Element

- Dedication and acknowledgments.

#### Glossaries

- A glossary is a useful tool in books that contain many foreign words or unfamiliar scientific terms. Entries in this list should be in alphabetical order, each on a separate line and followed by its definition. Please use capitalization of the word entries as you would in a sentence.

#### Lists of Abbreviations

- A list of abbreviations or acronyms will be valuable in many books if the book's text includes many abbreviations. Entries in this list should be in alphabetical order, each on a separate line and followed by spelled-out version.

Please use capitalization in the spelled-out versions of the entries as you would in a sentence. If you would not capitalize the spelled-over words in the text, do not capitalize the list.

Examples:

GUI	graphical user interface
HANTS	harmonic analysis of time series
ICAR	Indian Council of Agricultural Researchers
LAI	leaf area index
WHO	World Hunger Organization

## Body of the Book should include

### Chapters

- The first page of each chapter should include chapter title and subtitle.
- For edited book: include chapter authors' names (not necessary for authored books).
- Contents within the chapter (see page 17 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.
- Ideally, the contents will consist of several parts, such as this:

Preface

#### Part 1: Characterization of the Electrolyte Solutions

1. Isothermal Diffusion Coefficients of Electrolytes in Aqueous Solutions

Ana C. F. Ribeiro

2. Mean Distance of Closest Approach of Ions: From Theory to Experiments

Cecilia I. A. V. Santos and Ana C. F. Ribeiro

3. Mean Distance of Closest Approach of Ions: Unpublished Data for Some Acids in Aqueous Solutions

Diana C. Silva, Cecilia I. A. V. Santos, and Ana C. F. Ribeiro

#### Part 2: Chemical Physics and Techniques

4. Structure Transformation of 5,7-Di-Tert-Butylspiro(2,5)Octa-4,7-Diene-6-One in a Solid Phase at Ambient Temperature

A. A. Volodkin, G. E. Zaikov, L. N. Kurkovskaja, S. M. Lomakin, I. M. Levina, and E. V. Koverzanova

## The back of the book should include:

- Any appendices.
- Note: AAP will prepare the index.

### *Special Note on References:*

For books with chapters from contributors/authors, please require them to include references as below (additional information on how to provide references can be found on page 7):

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

## 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 indicated [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 and original, clearly labeled electronic art files.
- 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.)
- Authored books should include only one list of references, to appear at the back of the book. Edited books should have reference lists for each chapter and will appear at the end of each chapter.

### 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 in italicizing 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

- Do not use page cross references. Instead, refer to the chapter and heading under which the material appears (e.g., see chapter 5, Health Behavior).
- 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 aluminium
  - 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 number; spell out the number instead:
  - Thirty-one studies showed that . . .
- Put “the” if the sentence is starting with acronyms.
  - 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 FIGURES, TABLES, 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  $10 \times 127$  (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.
- We can print some figures, illustrations, and photos in color, up to 12. Please indicate clearly which should be in color. If you believe your book needs more, please contact us to discuss.
- Most figures and illustrations will be printed in black and white. For these, 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.
- 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 the book, 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 14–16.**

**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:

- Authored books should include only one list of references, to appear at the back of the book. Edited books should have reference lists for each chapter and will appear at the end of each chapter.
- 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 an email or authors may upload to AAP’s ftp site. For information on AAP’s ftp site, email your contact at AAP. 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

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## 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 bit-mapped 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 (bit-mapped graphics). Vector files are much easier to edit than bit-mapped 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.

### Bit-mapped Graphics Formats

A bit-mapped 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. Bit-mapped 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 bit-mapped images accentuates the distortion and jagged edges.

A bit-mapped 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 bit-mapped image limited to 72 dpi cannot be used to produce a quality image for printing.

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

**GIF (graphics interchange format)** is a bit-mapped 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 bit-mapped 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 bit-mapped 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 bit-map 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 bit-mapped 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
- Bit-mapped 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

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## **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.

Other reliable reference manuals include the *IEEE Style Guide*, *Mathematics into Type*, *Style Guide of the Council of Biology Editors*, *Style Book of the American Medical Association*, and *United States Government Printing Office Manual of Style*. Every discipline has its own preferred reference materials. We encourage you to use them to verify spelling of technical terms and hyphenate compound words correctly.

# HOW TO PREPARE IN-TEXT CITATIONS AND REFERENCE LISTS

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For nonscience books, several styles are acceptable, but please be consistent throughout the book.

**Chicago style:** Refer to *The Chicago Manual of Style, 16th ed.* or visit [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

**APA style:** Refer to the *Publication Manual of the American Psychological Association, 6th Edition*. Information can also be found at <https://www.library.cornell.edu/research/citation/apa> and <http://www.landmark.edu/m/uploads/APA-Citation-Guide-6th-ed.pdf>

**MLA style:** Refer to the *The MLA Handbook, published by the Modern Language Association*. Information can also be found at <http://www2.liu.edu/cwis/cwp/library/workshop/citmla.htm> and <https://owl.english.purdue.edu/owl/resource/747/02/>.

## FOR SCIENCE TITLES: In-Text Citations

For science-oriented titles, use the *The ACS Style Guide*. Some instructions are below:

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At the end of the cited information:

Fluoridated water as well as various fluoride products such as toothpaste provide fluoride ions necessary for remineralization.<sup>1</sup>

Within the cited information:

Rakita<sup>1</sup> states that fluoridated water as well as various fluoride products such as toothpaste provide fluoride ions necessary for remineralization.

When citing more than one reference at one place by number, list the numbers in ascending order and separate them by commas (without spaces) in superscripts, or if they are part of a consecutive series, use an en dash to indicate a range of three or more.

in the literature<sup>2,7,15</sup>  
were reported<sup>3-5,10</sup>  
Cohen's Kappa<sup>1,2,7,18</sup>

### Numbers in brackets

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Fluoridated water as well as various fluoride products such as toothpaste provide fluoride ions necessary for remineralization [1].

Within the cited information:

Rakita [1] states that fluoridated water as well as various fluoride products such as toothpaste provide fluoride ions necessary for remineralization.

### Author name and year of publication

At the end of the cited information:

Fluoridated water as well as various fluoride products such as toothpaste provide fluoride ions necessary for remineralization (Rakita, 2004).

Within the cited information:

Rakita states that fluoridated water as well as various fluoride products such as toothpaste provide fluoride ions necessary for remineralization (2004).

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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## Sample: First Page of Chapter

### CHAPTER 3

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# 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.

## 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 <sup>3</sup>	milliliter	ml
cubic feet per minute	ft <sup>3</sup>	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 <sup>2</sup>
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.*  
*Colloid Sci.*  
*Comm. Pure Appl. Math.*  
*Commun. Soil Sci. Plant Anal.*  
*Crit. Rev. Anal. Chem.*  
*Electr. Eng. Rev.*  
*Eng. Geol.*  
*Eng. Med.*  
*Eng. News*  
*Eng. Sci.*  
*Environ. Pollution Manage.*  
*Environ. Qual. Saf.*  
*Enzyme Technol. Dig.*  
*Excerpta Med.*  
*Exp. Cell Res.*  
*Exp. Med. Surg.*  
*Fluid Dyn. Trans.*  
*Geophys. Abstr.*  
*Home Health Q.*  
*IEEE Trans.*  
*Ind. Med. Surg.*  
*Inorg. Chem.*  
*J. Am. Chem. Soc.*  
*J. Appl. Bacteriol.*  
*J. Appl. Phys.*  
*J. AWWA*  
*J. Biol. Chem.*  
*J. Clin. Invest.*  
*J. Differential Geometry*  
*J. Electrochem. Soc.*  
*J. Entomology*  
*J. Environ. Health*  
*J. Environ. Qual.*  
*J. Exp. Med.*  
*J. Fluid Mech.*  
*J. Hazardous Materials*  
*J. Infec. Dis.*  
*J. Math. Mech.*  
*J. Metall.*  
*J. Natl. Cancer Inst.*  
*J. Soil Sci.*  
*J. Toxicol.*  
*JAMA*  
*Materials Sci. Res.*  
*Matrix Tensor Q.*  
*Methods Biochem. Anal.*  
*Methods Exp. Phys.*  
*Methods Forensic Sci.*  
*Microbial Genet. Bull.*  
*Microwave J.*  
*Miner. Sci. Eng.*  
*Monthly Labor Rev.*  
*Nat. Phys. Sci.*  
*Natl. Environ. J.*  
*Ophthalmic Surg.*  
*Opt. Laser Technol.*  
*Opt. Spectra*  
*Org. Mass Spectrom.*  
*Org. Photochem.*  
*Pollution Eng.*  
*Polymer Rev.*  
*Power Fuel Bull.*  
*Power Plant Eng.*  
*Power Plant. Technol.*  
*Proc. IEEE*  
*Proc. Soc. Exp. Biol. Med.*  
*Soil Biol. Biochem.*  
*Soil Sci. Am. Proc.*  
*Solid State Electron.*  
*Surf. Colloid Sci.*  
*Surg. Gynecol. Obstet.*  
*Trends Cell Biol.*  
*Water Resour. Res.*  
*Water Waste Treat.*



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- **Conference Attendance.** It's useful to know which academic conferences you'll be attending so that APP can work with you to promote your textbook at these events.
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- Figures and tables must follow consecutive numbering within each chapter. For example, the tables in Chapter 1 should be labeled Table 1.1, Table 1.2, and so on; figures in Chapter 2 should be labeled Figure 2.1, Figure 2.2, Figure 2.3, and so on.
- All figures, photographs, and illustrations must be saved separate from the text (i.e., not embedded in the text).

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- During the production process, the manuscript will be proofread, typeset, copyedited, and indexed again to ensure consistency, and finally sent to the printer. You will review the entire book before it goes to press

## THINGS TO REMEMBER WHILE YOU ARE WRITING

As you're developing the outline:

- Before you start to write, think of reader's point of view: what do they need to know and in what order do they need to know it.
- Start with a solid table of contents
- Know what books are on the marketplace and why you are writing this book—competition is key! What are the strengths and weaknesses of what is already out there?
- Look at conference agendas for ideas for your table of contents!
- Ask your colleagues to review your table of contents and provide feedback.

Make sure to include:

- Both the fundamentals and applications
- Both US and SI units throughout
- Both domestic and international case studies and examples
- Tables, figures, and photographs in each chapter
- Illustrative and worked examples
- Does your book provide solutions to problems?
- Up-to-date references

As you're working on this project:

- Give yourself enough time to write this book, but be disciplined.
- Keep in contact with your editor here and report in the status; your readers want this publication on time.
- Make sure there is a sense of flow from chapter to chapter
- Gather names/mailling lists of those working/teaching in this area while you are writing this book so we can let them know when your book publishes.

Remember:

- Ask questions: we are here to help!
- We want to continue working with you; if you have other ideas for books or know of colleagues that do, let us know!