

# CRC Press/Taylor & Francis Group

## AUTHOR'S GUIDE TO PUBLISHING

### Text Preparation Instructions for Authored Disk Manuscripts in Microsoft Word

#### GENERAL MANUSCRIPT PREPARATION INFORMATION

##### ACCEPTABLE SOFTWARE FOR TEXT, TABLES, AND EQUATIONS

Your text must be completed using only Microsoft Word.

**Tables:** should be provided in MSWord or Excel.

**Equations:** should be provided in MSWord or MathType.

##### PREPARING YOUR ELECTRONIC FILES IN WORD

Your final submission files must include:

- Microsoft Word file of each chapter

Basic tips:

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

##### **YOUR TEXT:**

- Chapters must be submitted as separate files, clearly labeled by chapter number. Do not label by chapter title or author name.
- All references, tables, and all table/figure captions must be provided.
- All appropriate source lines for any previously published material must be included in the figure/table captions.
- Do not use capital letters or bold type for words that are to be emphasized – these should be written in italic type. Please remember that italic is most effective when used sparingly.

##### **ELECTRONIC FIGURES AND TABLES**

- All artwork must be provided separately as well.
- Images and diagrams should be 300 dpi or above.
- Figures must be provided as separate electronic art files, labeled by appropriate Chapter and Figure number (i.e. Ch01xFig01). Do not label artwork by description.
- Do not scan any tables that are to be included, all text tables must be provided in editable format rather than as image files.
- Tables can be placed within the chapter text, it is not necessary to submit them separately.

##### **FIGURE/TABLE/EQUATION NUMBERING**

- Use only a double-numbering system for figures, equations, and tables (chapter number + figure number, e.g., Figure 4.1 is the first figure in Chapter 4).
- Do not use sectional numbering (e.g., Eq. 4.2.1) for figures, tables, or equations as our typesetting structure does not allow for this.

- Do not number your Figures/tables/equations consecutively throughout the entire book. All numbering must start with 1 in each chapter.

## **TEXT GUIDELINES**

### **TABLE OF CONTENTS HEADINGS**

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

#### **Roman Numeral Outline Format**

##### **I. First Level Heading**

##### **A. Second Level Heading**

##### **1. Third Level Heading**

##### **a. Fourth Level Heading**

#### **Decimal Outline Format**

##### **1.1 First Level Heading**

##### **1.1.1 Second Level Heading**

##### **1.1.1.1 Third Level Heading**

##### **1.1.1.1 Fourth Level Heading (Sometimes run in with text)**

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

### **IN-TEXT HEADINGS**

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

### **ABBREVIATIONS/ACRONYMS**

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

### **BRAND NAMES/TRADEMARKS**

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

### **EQUATIONS**

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

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

### **CHEMICAL EQUATIONS/STRUCTURES**

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

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

### LISTINGS

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

### TABLES AND FIGURES

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

Table 6.6 Number of cars in parking lot

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

#### Table formatting:

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

## REFERENCE STYLES

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

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

### **CHICAGO MANUAL OF STYLE (16<sup>th</sup> Edition)**

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

*In text:* (Woods and Hollnagel 2012)

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

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

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

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

#### **Unpublished Documents:**

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

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

#### **Online Documents:**

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

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

#### **JOURNAL TITLE ABBREVIATIONS**

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

## **PERMISSIONS AND SOURCE LINES**

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

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

**To exclude a proper source line for previously published material implies that the work is your own and entirely original. This is plagiarism and could result in legal action! This form will be provided to you and must be returned with (or prior to) your final submission.**

#### **SOURCE LINES FOR TABLES, PHOTOGRAPHS, AND FIGURES**

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

**Figure Source Line for Book:**

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

**Table Source Line for Journal:**

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

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

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

## **INDEXING**

All indexing will be completed by the Editor of the proceedings.