MYERS EDUCATION PRESS SUBMISSION GUIDELINES *for* FINAL MANUSCRIPTS

We are delighted that you have decided to publish with Myers Education Press (MEP). Please take some time to read through these instructions and share them with your coauthors and contributors before you undertake extensive writing.

Our new MEP contracts call for you to submit your final manuscript as electronic files sent preferably as e-mail attachments or uploaded to an open cloud service such as Dropbox. (Note: Please refrain from using private cloud services.)

It is very important to adhere to the following instructions in preparing your manuscript. In addition to the quality of the content, the form of submission is a key element of what constitutes an acceptable manuscript.

These instructions are designed to streamline the work of the many people who will be involved in editing, designing, and printing your book, and enable them to work effectively with you in the process.

We welcome any questions you may have and look forward to working with you.

Please forward these guidelines to coauthors, coeditors, or contributors by visiting the Myers Education Press website at www.myersedpress.com. Locate the "Author resources" link at the bottom of the home page, and choose "submission guidelines.

> **FOR QUESTIONS ABOUT SUBMISSIONS, OR ANY OTHER PART OF THE PUBLISHING PROCESS, YOU SHOULD FEEL COMFORTABLE ASKING YOUR EDITOR FOR HELP AND ADVICE.**

Manuscript Length

The length of the manuscript is an important part of the contract: It is a key factor in determining both the list price and the cost of producing and printing the book. *Manuscript length* is expressed as thousands of words. *Book length* is expressed as the final page count of the book.

The word count in your contract assumes that a number of pages will be additionally allocated for such elements as the title page, the copyright page, dedication, acknowledgments, index, and table of contents (collectively called the "prelims" or "front matter"), so you don't have to reduce the manuscript word count you have been allocated.

A typical double-spaced, word-processed page of 12-point, Times New Roman type comes to about 300 words.

> If a book is to be illustrated or will present a great deal of tabular material, or needs a design with lots of indents and bullet points, this needs to be discussed at or soon after the contract stage so that these factors are taken into account in determining length.

The Final Submission

Ensure the manuscript is complete and contains at least the items marked with a star in the following table. If you have questions about any of these elements, do not hesitate to ask.

Edited Works

If you are the editor or coeditor of a book (i.e., contributors are not named on the title page):

Front Matter	• Dedication	*(if desired)*
	☐ **Table of contents with title page**	
	• List of figures and tables	*(if desired)*
	• Foreword	*(if desired)*
	• Preface	*(if desired)*
	• Acknowledgments	*May be included in Preface*
	• Introduction or	*(if desired)*
	☐ **Manuscript text**	*Each chapter file should include:* • Endnotes, if any • ☐ **References**
	• Figures	*Each in a separate file*
	• Tables	*Each in a separate file*
	• Chapter Appendix(es)	*Each in a separate file; specify chapter to which each belongs*
	☐ **Editor and Contributor Biographies**	*All in one file.*
	☐ **Permissions forms (see Appendix A)**	

Authored Works

If you are the author or coauthor of a book (i.e., all authors are named on the title page):

Front Matter	• Dedication	*(if desired)*
	☐ **Table of contents with title page**	
	• List of figures and tables	*(if desired)*
	• Foreword	*(if desired)*
	• Preface	*(if desired)*
	• Acknowledgments	*May be included in Preface*
Body	• Introduction or	*(if desired)*
	☐ **Manuscript text**	*Each chapter file may include its own endnotes, if any*
	• Figures	*Each in a separate file*
	• Tables	*Each in a separate file*
	☐ **References**	*Each chapter file should include:* ☐ *Endnotes, if any* ☐ *References*
Back Matter	• Appendix(es)	*Each in a separate file*
	☐ **About the Author**	*All in one file.*
	☐ **Permissions forms**	**(see Appendix A)**

Submit each chapter and all elements within each chapter (graphs, tables, illustrations, etc.) as separate files. See the section titled "Images and Tables" for the naming protocol for these files. Name each file by chapter number (or by the name of the book part, e.g., "Appendix A"). Every chapter should begin with page "1"; do not paginate the entire manuscript consecutively.

1. Submit all manuscript files as an e-mail attachment, or upload to a cloud service (e.g., Dropbox, Box) or to our FTP site.

2. Keep a backup copy of the complete manuscript for yourself.

Chapter Abstracts and Keyword List

In the near future, we plan to create a platform to sell the content of your book at the chapter level through the assignment of Digital Object Identifiers (DOIs). To make the chapters searchable, you will need to submit abstracts and 10 keywords for each chapter. If you are the sole author or co-author of the manuscript, please create these items yourself. If you are editing a collection, you have the option of having your contributors produce them. We will supply you with a document that you can use to send us this material.

Formatting Your Manuscript

1. If you are using a word processing program other than Microsoft Word (e.g., OpenOffice, Word Perfect, etc.), please consult us before you submit your manuscript.

2. Format your text for a standard US 8½" x 11" page ("letter" size; A4 in Europe).

3. Justify left, and leave right of line unjustified or "ragged."

4. Double-space with 1-inch margins.

5. Use Times New Roman 12-point font.

6. Please type only one space after periods and other terminal punctuation. This is in keeping with modern best practices endorsed by both APA and Chicago University Press.

7. The style of headings and subheadings should be simple and consistent, for example:

ALL FIRST-LEVEL HEADINGS CENTERED, ALL-CAPS, BOLD

All Second-Level Headings Flush Left, Title Case, Bold, Italic

All third-level headings flush left, sentence case, not bold, italic, ending with period.

8. Generally, in the main text, try to avoid using typographical features such as FULL CAPS, underlining, different fonts and sizes, etc. Such coding can be off-putting to the reader, and time-consuming for copy editors and the typesetter to undo. However, do use *italics* for book titles in text or bibliographies, foreign words, quoted material that used italics in the original, and emphasis (but only *sparingly!*).

9. Be consistent in matters of style (e.g., when to use spelled-out numbers versus numerals; punctuation; capitalization) and layout, and in the presentation of bibliographic data.

10. We recommend running all files through your spelling checker and, if you have them, format and grammar checkers.

11. Please do not activate the internal hyperlink feature of your word-processing software when creating your table of contents. The table of contents should be plain text like the rest of the manuscript.

12. Please use the "insert note" feature of your word processor if you can, to ensure accuracy. Use endnotes (to be placed at the end of each chapter file), not footnotes.

13. Please turn off any word-processing program coding (such as "Track Changes," macros, shading of text, "Auto Summarize," automatic Table of Contents coding, etc.). **Please do not embed comments.** However, the "insert note" function is encouraged for endnotes.

Your References

Style

Follow the *Publication Manual of the American Psychological Association* (7th ed.) ("APA") consistently for all references. If you normally use Chicago or MLA styles, this is acceptable if you and all of your contributors use the style consistently. **However, let us know at the time you submit your manuscript if you plan to use a style other than APA.**

a. Be careful that spellings of the names and the dates of publication are consistent in all locations.

b. Note that APA reference style requires the following elements:

    i. ALL the authors' names and initials (or if more than seven, list the first five authors, followed by an ellipsis, then the last author)
    ii. Date of publication
    iii. Title of book or article
    iv. For authored books: The place of publication and name of publisher. For example:

> Author, A.A. (Year of publication). *Title of book*.
> Publisher.

    v. For edited books: The publication date, author's name, name of the author's chapter, names of the editors, name of the book, publication place, publisher, and *page numbers* of the chapter. For example:

> Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Publisher.

    vi. For periodicals: Authors' names with initials, date of publication, name of periodical, volume number, issue number if available, page numbers of article. For example:

> Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages. http://dx.doi.org/xx.xxx/yyyyy

    vii. For websites: Name of the article or information, date of publication if available, complete URL (test this to make sure it works). Do not include date of access/retrieval unless the material is likely to change over time. For example:

> Author, A. A. (Year, Month, Date Published). Title of article. *Title of Online Periodical, volume number if available* (issue number if available). Retrieved from URL

For variations such as magazine articles, subsequent editions, translations, and so forth, refer to *APA Publication Manual*, 7th edition.

References Checklist

Particularly if you're the editor of a multi-author book, please check that contributors provide all these elements when you receive their manuscripts. Unanswered queries—particularly those regarding references—at the copyediting stage can delay publication.

> ☐ All references cited in the text are included in the reference list
>
> ☐ All references listed in the reference list are cited in the text
>
> ☐ Spellings of the titles, author names, and dates of publication are consistent in all locations
>
> ☐ All references point to credible, primary sources whenever possible
>
> ☐ All volume and issue numbers for journals are included in the reference entry
>
> ☐ Each contributor has included a reference list at the end of his/her chapter
>
> ☐ All URLs are accurate and current (In the e-book edition of your book, all URLs will be rendered as hotlinks, so their accuracy is critical. If you have any doubts about the longevity of a link, please omit it.)

Images and Tables

Submission

1. Save each table or figure in its own separate file.
2. Label each table or figure using a consistent numbering convention that identifies both the chapter number and the sequence of the table or figure in that chapter. For instance, the first figure in chapter 5 could be called "Figure 5.1. Title of the figure."; the third table in chapter 2 could be called "Table 2.3. Title of the Table."

3. Do not embed figures or tables into the chapter file.

Captions/Notes

If you have a caption containing descriptive or source/permissions items, insert it in angled brackets following the insertion instruction. Remember, captions to photos and copyrighted figures should include a credit to the photographer or source and any necessary permissions. (Please see the section titled "Permissions," for more detailed information.) For example:

1. <Insert Figure 5.1 here>
   <Note 5.1. In July 1976, the U.S. Naval Academy included women for the first time. Elizabeth Belzer, the first to graduate, stands at far right. *National Archives.* Reprinted with permission.>

2. <Insert Figure 5.2 here>
   <Note 5.2. From "Perceptual Mapping: A Methodology in the Assessment of Environmental Perceptions," by M. T. Sergent and W. E. Sedlacek, 1989, *Journal of College Student Development*, *30*(4), 319–322; and "Mapping the University Learning Environment," by A. A. Mitchell, M. T. Sergent, and W.E. Sedlacek, 1997, *National Association of Student Personnel Administrators Journal*, *35*(1), 20–28.

Then follow with two blank lines. Precede each caption with an identifier (e.g., "Note Figure 5.1.").

Placement in Manuscript

The position of any image or table should be clearly identified in the chapter file with both an in-text callout (for the reader) and an approximate placement callout (for the typesetter). For example:

a friendly and welcoming place, as many new students might be feeling apprehensive in the same way that they felt on their first day of school. As well as greeting your students, your announcement could inform them as to how to navigate around your online class, so that they can visit all its virtual rooms, such as your biographical statement, the syllabus, the lecture area, and the discussion forums (see Figure 5.1: Example of an Online Announcement).

<Fig5.1>

1. In-text callout

2. Typesetting callout

<a>Signposts

<ext>You must walk. It is a long journey, through a country that is sometimes pleasant and sometimes dark and terrible. . . . "The road to the City of Emeralds is paved with yellow brick," said the Witch, "so you cannot miss it."

File Formats Acceptable for Print

Illustrations, Line Art, and Photographs

Any images or figures in your manuscript need to be high-resolution and suitable for grayscale printing (see section titled "Color" for more information on grayscale). Suitable file formats are .eps; .pdf; .tiff; .ai; .png; .jpg; and, for images **created in** Microsoft Word, .doc/.docx.

All images must be between 300 dpi and 600 dpi. To determine an image's DPI (or "dots per inch") right-click on the file name, select "Properties," and then select "Details." You'll see the DPI in the "Image" section, labelled "Horizontal Resolution" and "Vertical Resolution."

A NOTE ABOUT FIGURES CREATED IN WORD

Figures that were created using drawing tools in Microsoft Word (e.g., SmartArt, Shapes, Chart, etc.) are high-resolution vector images and are suitable for printing as-is. Please **DO NOT** convert these Word-created images to PDF, JPEG, or any other format; simply submit the full Word document that the figure was created in so that it retains its highest resolution and so our editors can easily edit text and colors if needed.

However, DO NOT simply "paste" an already-existing image into a Word document. This actually decreases the image quality and creates extra work for the typesetter.

For drawings and other illustrations that were not produced in Word, please try to have these images created with vector art software (e.g., Adobe Illustrator) and save as an EPS, PDF, or AI file. Adobe Photoshop is also an acceptable program. Images created in Photoshop should be saved as a PDF or a JPG. For photographs—or for illustrations for which vector art is unavailable for whatever reason—please try to obtain the highest-resolution JPEG, PNG, or TIFF file possible. This may entail contacting the original copyright holder for a higher-resolution version of the image.

Screen Shots/Screen Captures

Typical monitors produce an output of only 72dpi, which is far too low for most screen captures to be attractive, let alone legible, in print. If you feel a screen shot is necessary, it is best if the screen shot does not contain a lot of text, or if the text is not the primary focus.

TIPS ON TAKING A SCREEN SHOT FOR PRINT

The key to a usable screen shot is to make the image as large as possible on the screen before you create the capture. Try any combination of the following when composing the screen shots you plan to use in your book.

- **Use the largest monitor you can find**. This might entail taking a trip to a computer lab where large monitors are available, specifically to take the screen captures you need.

- **Use a Retina Display (if available).** Retina displays are very high-resolution screens that come standard on Apple devices.

- **Fill the entire screen with your intended subject.** Your goal is to create the largest image possible. Using a large monitor doesn't help unless you fully utilize all the space.

- **Zoom in using your computer's accessibility features before you take the screen shot** (in a browser window, typically Ctrl + on Windows PCs; ⌘ + on Macs). This is especially helpful if a very large monitor is unavailable, or if there is a lot of text in the window that you want your readers to be able to decipher.

- Please contact us if you experience any difficulty taking a screen shot.

Color and Grayscale

The overwhelming majority of Myers Education Press books are printed in grayscale, and their e-book versions are available for viewing on a variety of e-readers—from the black-and-white Amazon Kindle to the full-color, high-resolution iPad. To ensure the proper rendering of your images on a wide range of platforms, some thought will need to go into the design and preparation of color images so that the contrast will be consistent when printed or viewed in grayscale.

If you choose to submit a color file like a bar graph for conversion to grayscale, please be sure that there is sufficient differentiation among the different shades of gray. Once converted, you may need to adjust the hues or use different fill-in patterns for each bar. For example:
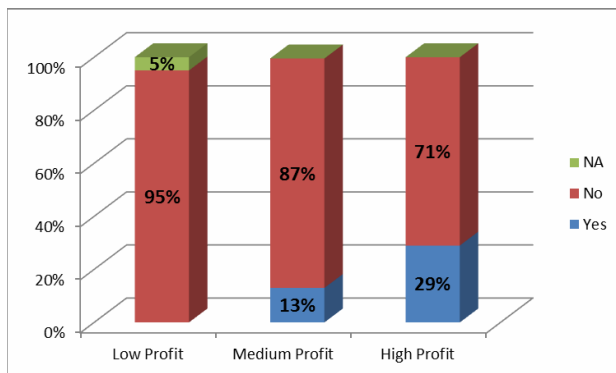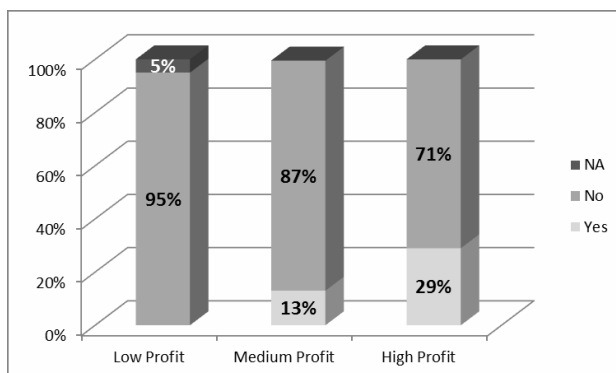

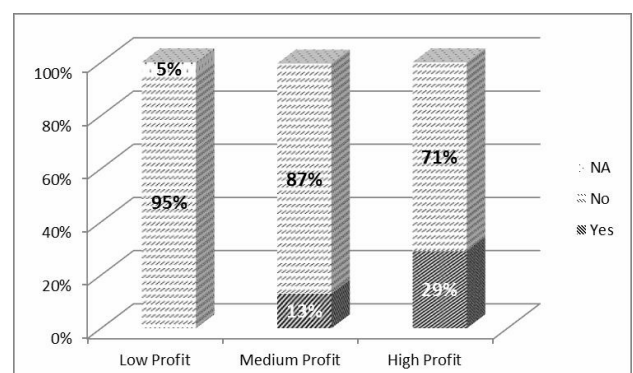**Figure 1: Not acceptable for grayscale printing**
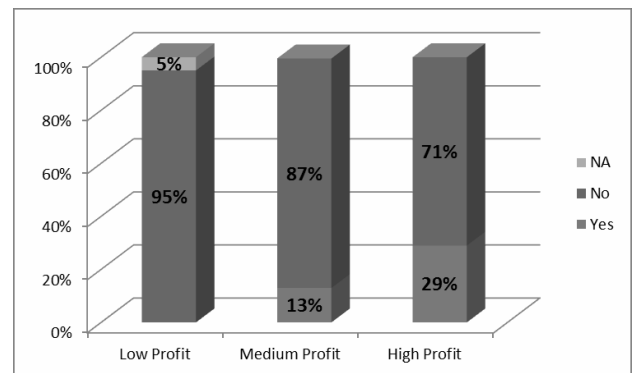
Figure 2: Figure 1 in grayscale. Not acceptable; not enough variation in grays

Figure 3: Acceptable for print and e-book; good variation in grays

Figure 4: Acceptable for print and e-book; uses distinguishable grayscale fill patterns

Permissions

You must secure permission for all copyrighted material in your manuscript before production can begin. This material includes figures, models, tables, extensive quotes, and so forth (i.e., anything from an outside source). You must also obtain permission for material that was created by you but for which the copyright was transferred to some other entity, such as another publisher or a scholarly journal (*read:* avoid self-plagiarism). **Failure to provide all necessary permissions will delay your book's production.**

RULE OF THUMB

When in doubt, get permission.

Supplying Permissions

1. Supply hard copy or electronic copy of permissions, using Myers Education Press's standard permissions form (see Appendix A at the end of these guidelines). All permissions forms must be submitted along with your final manuscript submission.
2. Include the permission text in the figure's note as shown in Figure 5. (Note: Some copyright holders require specific language be used when reprinting their material.)

Figure 5. Example of permission presented in a note.
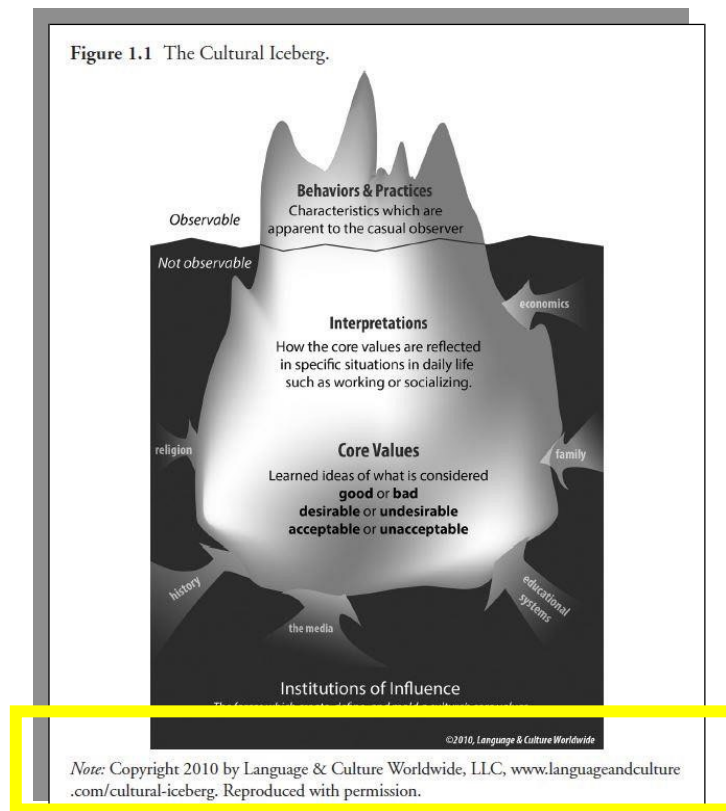
Note. **From *Preparing to Study Abroad* by Steven T. Duke (Stylus, 2014).**

Public Domain

If you believe any material used is in the public domain (e.g., the copyright expired or you obtained the material under a Creative Commons license), the phrase "In the public domain" should be explicitly stated in a note below the material.

"Fair Use," Quotes, and Text Extracts

Generally, permission is not required for simple quotes, most of which fall under "fair use" according to U.S. copyright law. For quotes from nonfiction books and articles, usually just citing the primary source is sufficient. All extracts one paragraph or longer (approximately 40 words), whether they require permission or not, should be typed as a new indented paragraph in the text, and identified at the beginning and end with a notation in angled brackets. For example:

> **\<ext\>**A second reason why cross-cultural engagement is often limited is that study abroad students generally have a limited knowledge and understanding of their host country's history, society, geography, religion, politics, and languages. This leaves them less informed about the reasons why cultural values may differ from their own, as well as the values and expectations that may be similar. Although many study abroad programs are available to students with elementary or intermediate language skills, it is also true that improved language ability can make a wider range of conversations possible. (Duke, 2014, p. 17)**\</ext\>**

If you are quoting very extensively from someone else's work, or if the original source is considered a creative work (no matter the length) and the copyright has not yet expired, it is wise to obtain permission from the copyright holder (usually, this is the publisher).

> ### BEING CAREFUL ABOUT QUOTING CREATIVE WORKS (SONGS, POEMS, SCRIPTS, ETC.)
>
> When quoting a song or poem, the copyright holder may consider a line or two "extensive," and the cost of permission may be prohibitively expensive. Extensive quoting from film and television scripts is similarly risky. Generally, avoid quoting poetry. If in doubt, consult us.

The Index

Our contract specifies that the author is responsible for the index. If you do not want to undertake the indexing yourself, you may ask us to hire an indexer to do the job at your expense.

All MEP books follow the *Chicago Manual of Style* (16th ed.) guidelines for indexing, whether created by the author or by a professional freelance indexer. The index is created at proof stage, as soon as the final pagination of the book is determined.

You have time to make this decision. Let your production editor know which course you want to pursue before your book enters the proof stage. Your production editor can offer guidance on your decision if you are still unsure.

Professional Indexing

For edited volumes (especially when there are multiple editors) and long or complex authored works, we generally advise allowing us to hire a professional indexer to ensure the index adheres to *Chicago Manual of Style* guidelines, is broad and deep enough to be useful to your readers, and is not simply a concordance of terms. The process of creating an index yourself can be time-consuming and difficult, and often for this reason alone many authors elect to have MEP hire a professional indexer. Outsourcing the index to one of our experienced freelance indexers usually costs $4.00 per page of text (using page count after typesetting, not page count in Microsoft Word).

Creating Your Own Index

Generally we advise creating your own index only if your book is not an edited collection of works, and even then only if you feel you have the time to create the index while also performing your proof review (index creation and proof review are always scheduled simultaneously).

For an informative introduction to do-it-yourself indexing, and helpful tips on getting started, we recommend consulting the following series from *The Chronicle of Higher Education*'s "Lingua Franca" blog (http://www.chronicle.com/blogs/linguafranca/):

If you wish to create your own index, here is another recommended method of doing so:

When the manuscript is complete, sit down with a copy and highlight the terms you might want to index (assuming up to *two* levels per term), as in:

> change, institutional
>> barriers to, 8–16, 24
>> conflict and, 75–77
>> example of, 43–45
>
> rivers,
>> Bosphorus, 8, 16–20
>> Cam, 44
>> damming of, 76
>> Danube, 3

Set that list aside until page proof stage. Using the highlighted manuscript as an *aide–mémoire*, go through the proofs and do the exercise a second time. The first iteration, using the manuscript, is useful as it often gets the mind going subconsciously and prompts ideas. When done highlighting the proofs, get a grad student or colleague to help create the word- processed index, one partner calling out words and page numbers, the other doing the keying. When done, re-check alphabetization of entries.

Some versions of word-processing software incorporate an indexing function, in which case it's better to create the index from the manuscript. Page references can then be changed at page proof stage.

One Author's Advice for Creating Your Own Index

"I have used the built-in MS Word index tool and found it to be adequate and accurate, though if you have different 'sections' in Word it may complicate the index a bit. Ditto if your stated page 1 in the book is not page 1 in the document (i.e., you have 'front matter' in Roman numerals). With some attention and sweat, you can get it to work, and save hundreds in the process by not hiring an outside person."

APPENDIX A: REQUEST FOR PERMISSION

Use the form on the following page to ask a copyright holder for permission to use their copyrighted material in your manuscript.

Please include all completed/approved forms along with your manuscript submission and keep backup copies for your own records.

REQUEST FOR PERMISSION

Date: **[Today's date]**
To: **[Publisher of copyrighted material]**
Subject: Permissions Request

Dear **[Copyright Holder's Name]**

I am **[editing / the author of / a contributor to]** a book with the working title of:

[*Working Title of Your Book*]

To be published by Myers Education Press, LLC, in **[year to be published]** in a scholarly edition of 1,000+ copies.

I request permission to include the following material in this work and in future revisions and editions thereof, in hard copy and digital formats, including nonexclusive world rights in all languages:

- **[list requested material here]**

If you grant permission, please complete the following section and return this form to me at your earliest convenience.

The above request is approved with the understanding that the following credit line will be used (optional):

Approved by_____, _____
            Name   *Title*

Date Permission Granted:

Thank you for your attention to this request.

Sincerely,
[Your Name]

REQUEST FOR PERMISSION

Date:
To:
Subject: Permissions Request

Dear

I am_____a book with the working title of:

To be published by Myers Education Press, LLC, in_____in a scholarly edition of 1,000+ copies.

I request permission to include the following material in this work and in future revisions and editions thereof, in hard copy and digital formats, including nonexclusive world rights in all languages:

If you grant permission, please complete the following section and return this form to me at your earliest convenience.

The above request is approved with the understanding that the following credit line will be used (optional):

Approved by_____, _____
                          Name   *Title*

Date Permission Granted:

Thank you for your attention to this request.

Sincerely,