

CRC Press/Taylor & Francis Group

AUTHOR'S GUIDE TO PUBLISHING

Text Preparation Instructions for Manuscripts in Microsoft Word

GENERAL MANUSCRIPT PREPARATION INFORMATION

ACCEPTABLE SOFTWARE FOR TEXT, TABLES, AND EQUATIONS

Your text must be completed using only Microsoft Word and/or LaTeX. **These instructions are for preparation using Microsoft Word.**

MANUSCRIPT SIZE

Minimum of 5 pages and maximum of 8 pages are allowed for manuscript, extra pages (upto 2 only) will be charged INR 500/.

PREPARING MANUSCRIPT IN WORD

Your final submission files must include:

- **Microsoft Word file**

Basic tips:

- 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,
- A complete Table of Contents is required.
- Each paper must contain **call outs** within the text for all numbered table/figures. (A call out is a reference to that figure/table within the text and is used by the typesetter to place the appropriate table/figure correctly. An example of a call out within text would be, "*Table 6.6 shows results of parking lot reconnaissance; Figure 2.3 illustrates a police line-up.*")
- 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

- Do not scan any tables that are to be included, all text tables must be provided in editable format rather than as image files.

FIGURE/TABLE/EQUATION NUMBERING

- Use only a double-numbering system for figures, equations, and
- 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.

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 a paper. 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 TM) 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 paper using Arabic numbers. For example, the fourth equation in paper should be numbered 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 (+, -, \leq , \neq , \equiv , 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 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.
Red	10	2	7	9	N/A
Blue	12	12	10	11	N/A
Green	6	7	4	6	N/A
Silver	4	3	4	3	4
White	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^b) if only a few items need footnotes.

Table References: 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 10×12^7 (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.

REFERENCE STYLES

CRC Press/Taylor & Francis follows *Chicago Manual of Style*, 16th edition for reference style. Common reference uses for the Chicago Manual of Style, 16th Edition are below.

CHICAGO MANUAL OF STYLE (16th 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 dissolution 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) for preferred journal abbreviation.

PERMISSIONS AND SOURCE LINES

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*.

To exclude a proper source line for previously published material implies that the work is your own and entirely original. This is plagiarism! 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). Add "Adapted from" or "Modified from" to your source line if you adapt or modify copyrighted material.