

## **TEXT PREPARATION**

### **Printed (Hard Copy) Version**

When submitting your manuscript, it is important that you provide a printed version in addition to sending the electronic file of the entire manuscript, figures and tables via e-mail.

In addition, we request that manuscripts meet the following guidelines:

- Double space text and leave at least 1½" margins on each side of the paper.
- Be sure that consecutive page numbers appear on each page, using the following numbering scheme: 1-1 for page 1 of Chapter 1, 3-10 for page 10 of Chapter 3, etc.
- Include a cover page with the full title of the work and all authors' full names as they should appear on the cover of the book.
- Include a Table of Contents. The Table of Contents should list part titles, chapter titles, appendices, etc., in the order in which they will appear in the book.
- Include all frontmatter (e.g., Dedication, Foreword, Preface, Acknowledgments, Introduction) and backmatter (e.g., Appendices, Notes, Glossary, About the Author) that you plan to include.
- About the Author is required.

It is not necessary to include any type of design elements or formatting in your text. In fact, it will be easier for the copyeditor if you use only one type and size (preferably 12-point type) of font. Do, however, format headings consistently so that we can differentiate between first-level heads (or A-level heads) and second-level heads (or B-level heads). You may use the guide that follows:

## **THIS IS A FIRST-LEVEL HEAD**

### **This Is a Second-Level Head**

#### *This is a third-level head*

Other heading schemes are acceptable as long as they clearly differentiate the various levels of heads and they are used consistently throughout the manuscript. Please avoid using more than three levels of heads, and use simple formatting.

### **Electronic Version**

Either e-mail the electronic files (preferred) or send a CD. If you have been asked to send a hard copy version, the electronic files must match the hard copy version of your manuscript.

If you encounter problems producing an electronic version of your manuscript, please contact your acquisitions editor.

### **Figures and Tables**

Your manuscript should be accompanied by all line drawings, black-and-white photographs, tables and charts that will be accompanying the text. This includes all illustrations created by you, those that were created by a hired artist, and those that are being used from an outside source. The illustrations should also include a title, notes, and a source line if the illustrations are being used with permission from another source. (See

Obtaining Permissions and Releases for more information on obtaining permission to use illustrations from other sources.)

In a finished book, all illustrations will have a consistent style and use the same fonts. This will be done by the typesetter, who will often re-create any line drawings, tables, and so forth, that you provide in order to achieve that uniformity. For this reason, please do not create elaborate illustrations using a computer graphics program. Also, do not submit graphics in four-color format. If your table or figure uses colors other than black type and the meaning of it depends on the color differentiation, please redo your graphics to distinguish elements without using different colors (e.g., using different shades of black, using different patterns such as dots versus dashes, etc.).

When preparing tables and figures for your manuscript, please follow these guidelines:

1. Submit a hard copy of each table and figure on one page.
2. Number tables and figures separately within each chapter, and include the chapter number in the designation. For example, Figure 2 in Chapter 1 would be designated as Figure 1.2, and Table 5 in Chapter 3 would be Table 3.5.
3. Each table and figure should have a title. For example,

Figure 1.2      Comparison of Age to Height

Table 3.5      Average Age of Surgery Patients, by Year

4. Explanatory notes should be typed below the body of the figure or table. Any general notes referring to the entire table or figure should appear first. Notes corresponding to specific parts of the table or figure should be identified with superscript italic letters beginning with *a* in each table or figure. In a table that consists only of words or that includes equations, the following superscript symbols should be used in the following order to avoid confusion:

\* (asterisk)

† (dagger)

‡ (double dagger)

§ (section mark)

5. Sources of data or other information used in tables and figures should be typed below the table or figure starting with the word *Source(s)*. Please include all publication information for that source, including original author, book or journal name, volume/issue/page numbers if a journal article, and city of publication and publisher if a book. If the material is being adapted or reprinted from another source, permission statements (credit lines) for the material should be given after the word *Source(s)*. See Obtaining Permissions and Releases.

## **Submitting Artwork**

When sending graphic images:

- If the graphic has been converted from another program (such as PowerPoint), please provide the original files. Acceptable formats of pictures are tif,eps, jpg, or pdf file.
- The resolution **MUST** be a minimum of 300dpi at 100% size (standard for printing) for any images that we are not redrawing. This includes cartoons, maps, drawings and photographs.
- We cannot use original artwork that has been cut and pasted from the Internet. With permission from the copyright holder, we may be able to redraw tables or drawings. Consult your acquisitions editor if you are unsure.
- Screen shots are strongly discouraged as they do not reproduce well in print.
- If you are submitting line graphs that will need to be redrawn, please provide plot points so that we can recreate them accurately.
- If you are unsure about how to submit a graphic, please call your acquisitions editor; they will be able to put you in touch with our graphics expert for assistance.
- Graphic images will print in black and white so please take this into consideration when sending artwork (color photographs and some cartoons and other drawings don't always reproduce well in B/W).

## **Providing Photographs**

To create a good halftone reproduction in a book, it is necessary to start with an original photograph, preferably a high-contrast black-and-white print. Color photos do not reproduce well in black and white and are therefore discouraged. Tearsheets (pages torn out of publications) from newspapers or other sources will not be accepted.

When submitting photographs, please do not use paper clips or write on the front or back of the photo, as any indentations or creases will show up on the reproduction. Attach a self-adhesive note to the back of the photo for identification. (Type or write on the label before affixing it to the artwork.) If there are special cropping instructions, please use a photocopy of the photograph to show crop marks.

## **Revisions of Previous Editions**

If you are preparing a new edition of a previously published work, obtain the electronic files from HAP or your previous publisher. **These files must contain the final version of the previous edition of the text.** You can make your revisions directly to the existing files and then print the pages as you would an original manuscript. This is the most desirable way of producing a revision manuscript because it eliminates the need for extensive rekeying of information. Check with your acquisitions editor to see if we can help you acquire the electronic file of the final version of the previous edition.

Regardless of how you produce your revised manuscript, remember to include tearsheets (pages from the previous edition copied onto 8½" × 11" paper) or photocopies of all illustrations from the previous edition that you want to appear in the new edition. Mark any changes to the illustrations on the tearsheet.

## **EDITING TO STYLE**

After your manuscript has been accepted for publication, the Health Administration Press editorial staff will edit your manuscript for clarity and consistency. To facilitate the editorial process, we ask that your original manuscript adhere as closely as possible to our editorial guidelines. The guidelines provided below outline some of the most important areas of style. We follow *The Chicago Manual of Style*, 15th edition; you can refer to that manual for further elaboration on points of style.

### **Abbreviations and Acronyms**

Spell out the full name of an organization or other term the first time it is used in the text, and include the abbreviation or acronym in parentheses. The abbreviation may then be used alone in subsequent occurrences; however, avoid beginning sentences with an acronym.

### **Inclusive Language**

Please use language and phrasing that respects and accurately represents the population you are discussing. Avoid words and examples that may encourage readers to make false assumptions based on religion, race, or gender.

### **References and Notes**

For attributing information from other sources, we require author-date citations in text and a complete list of the accompanying references at the end of each chapter.

The reference list should include only the works cited in the chapter. If you wish to include sources other than those cited in the text, they should be listed separately as “Further Readings.”

If notes to the text are necessary, please use endnotes rather than footnotes. Notes should be kept to a minimum and numbered consecutively within each chapter, with the list of notes appearing at the end of the chapter.

When preparing your author-date citations, numbered endnotes, and reference lists, please include all the publication information and follow the style shown in the Reference/Citation Guidelines.

Please do not use software or application programs that automatically generate your references or endnotes from Web-based reference sources. This software is often not compatible with our typesetting processes, and editing, updating, or otherwise adjusting the contents of the references is very difficult and can result in lost content. Please also refrain from embedding your references or endnotes electronically as comments/footnotes within the text.

## **REVIEWING OF FIRST-EDITION MANUSCRIPTS**

When you submit the completed manuscript for a first-edition textbook, we will send it to peer reviewers. We will choose reviewers who are experts in a related field of interest.

We ask these reviewers to analyze the manuscript for accuracy of data, any omission of relevant information, and general strengths and weaknesses of the manuscript. When the reviews are complete (the process takes from six to eight weeks), we will recommend revisions based on the reviewers’ suggestions. At that time, we will work out a time

frame for receiving your revised manuscript, usually within a month or so. Once the revisions are completed, your manuscript will move to the production stage of the publishing process.