

## **APPENDIX 3**

### **MANUSCRIPT SUBMISSION GUIDELINES**

#### **1. MANUSCRIPT FILE FORMAT**

The Author must submit all manuscripts electronically via email or on CD-ROM and as part of 1 (one) file (e.g. all chapters of Book and any front matter must be a part of one document). The Publisher will only accept PC compatible files. Microsoft Word is the preferred software, but Microsoft Works (.wps) is also accepted. If the Author is using another program, save it as .txt.

Prepare your manuscript as plain unformatted text with a simple tab at the beginning of each paragraph. You must not use "automatic formatting" or "styles" in your text.

- **End Notes:** If information is important enough to be said, try to work it into the text. If notes are necessary to your presentation, use End Notes only. Do not use footnotes and do not use "footnote" or "end note" functions in word processing programs. Mark notes in text (superscript text or parenthesis with "Note 1" etc.) and type notes as regular text on a separate page at the end of your manuscript. Restrict use of headings to main headings and sub-headings only. Third-level headings are discouraged.
- DO NOT TYPE ANYTHING IN ALL CAPS (not even the title), and do not format text in any way: use your word processor's defaults and DO NOT enter codes or styles for type size, font, paragraph definitions, paragraph styles, indents, columns, and similar formatting. You MAY use italics (preferred) or bold for emphasis in your text.
- **Quotations and Permissions to Quote:** Direct quotations longer than three lines (approximately 50 words) will be set off as block quotations with indented margins. The Author must secure and submit to the Publisher permission to quote "substantial amounts" of copyrighted material. The Publisher shall not be responsible for any delays to the production process caused by outstanding permissions.

In general, permission from the copyright holder is required for quotations exceeding 50 words and such protection extends to the author or the author's heirs for quotation of any unpublished material. Unless the original author's exact words are necessary to make a point, try to paraphrase the original author's words (with the proper citation) or use quoted phrases in the body of the text. Paraphrase or direct quotation requires a page number in addition to the year for in-text citations. The Author must also secure and submit to Publisher permission to use previously published graphics. Graphics that are not the property of the Author must be acknowledged in the graphic title.

## **2. FRONT MATTER**

Certain books may contain a dedication, foreword, acknowledgments, preface, introduction, and prologue. All of these elements should be considered as part of the manuscript itself and be submitted as such. If the Author wishes to include one or more of these elements but cannot supply them when the rest of the manuscript is submitted, the Author acknowledges that additional layout costs may be incurred, unless layout is postponed until these elements are in place. If the Author decides to include one or more of these elements after the book has been formatted, there will be an extra charge of 400.00 SEK (four hundred Swedish kronor) per hour to repaginate and reformat the layout.

## **3. IMAGE FILE FORMAT**

Image files must be submitted separately and may not be embedded into THE Author's manuscript. The Author must mark in the manuscript where the image should be inserted by using this protocol: [insert "image name" here].

## **4. AUTHOR BIOGRAPHY**

Roughly one or two paragraphs of a page containing an Author biography is optional, but recommended, and is usually placed in the back matter. A brief Author bio can also be included on the back cover. Author photo is optional.

## **5. NUMBERING**

Notes, whether footnotes or endnotes, should be numbered consecutively, beginning with 1, throughout each article or chapter — not throughout an entire book unless the text has no internal divisions. If a work contains only a handful of footnotes, they may be referenced by asterisks rather than numbers.

## **6. INDEX**

If the Author requires an index, the Author must indicate this when the manuscript is submitted, before the layout commences, so that the Publisher can plan accordingly. The list of terms to be indexed should be supplied with the manuscript submission. The index will be scheduled after the final approval of the interior layout. Once scheduled, indexing can take anywhere from 5–10 (five to ten) business days, and the Author accepts the extra time this adds to the production process. There is an additional layout fee of 1,300.00 SEK (one thousand three hundred Swedish kronor) for any book that contains an index.