

## **Manuscript Preparation & Submission Guidelines**

*Thank you for your interest in publishing with  
Science Publishing Group! We hope you will find  
these guidelines helpful as you prepare a manuscript.*



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## 1. Introduction

Science Publishing Group prefers manuscripts submitted in electronic form in Microsoft Word. We also can work with files prepared in LaTeX (please consult your acquiring editor for special instructions if you plan to submit LaTeX files). The advantage of electronic manuscripts is that they can be edited and prepared for publication without having to retype anything.

When writing a book for Science Publishing Group, please do not be concerned with the final layout. That is Science Publishing Group's role. Please keep in mind, however, that a design for your book will be created by our design staff, and the final edited files will be converted to a typesetting program from which the page proofs will be created. So please keep it simple.

*Science Publishing Group will provide the following:*

- Make necessary formatting changes (i.e., margins, leading, size, and placement of figures and tables) to the text to better fit the electronic and print specifications
- Design a book cover
- Prepare figures and graphics for both the electronic and print products
- Sequentially number the pages and add the chapter number

Please use the following guidelines to ensure that the electronic manuscript and printouts you submit to us will be ready to edit without further ado. Contact your editor if you have any question!

## **2. Using Previously Published Material**

If you reproduce or adapt previously published tables, figures, illustrations, or extensive quotations from other sources (either books or journals) in your book, you must obtain appropriate written permission and provide copies of the correspondence to Science Publishing Group. This section describes what does and does not require permission, how to obtain permission, and how to credit permitted materials in your chapter.

### **2.1. What Needs Permission**

- Any table, diagram, or illustration (line drawing, artwork, or photograph) that was previously published.
- Any table, diagram, or illustration that is adapted from previously published material.
- Any quotation (or a series of shorter quotations) totaling 200 words or more from a book or a periodical, or 10% of the entire work, whichever is less.
- Any photograph that is supplied and includes images of people. Model permissions are required by each person in the photograph.
- Anything acquired from the Internet, if not under public domain.

### **2.2. What Does Not Need Permission**

- Data itself cannot be copyrighted, but only the form of the data. For example, if you convert data from text to tabular form, no permission is needed. The source of the data must be referenced. Example: Data are from reference 129.

- Chemical structures are facts and do not need to be referenced.
- Material published by the U.S. government is in the public domain and, therefore, is not subject to copyright. Material reproduced or adapted from Science Publishing Group journal articles and book does not need permission. However, a credit line must be included.

### **2.3. Obtaining Permission to Reprint Previously Published Material**

The author is responsible for obtaining all necessary permissions for previously published material. In most cases, the copyright owner is the publisher (even if you were the original author of the material you wish to reprint). Most publishers will grant permission free of charge. However, if a publisher requires any form of payment, you are responsible for the payment. Many publishers have copyright and permissions information available on their Web sites; checking there first could save time and make it easier to obtain permissions.

In the unusual event that permission is denied, you have three options:

- (1) substantially alter the material so that permission is no longer required,
- (2) find substitute material, or
- (3) delete the material.

### **2.4. Identifying Previously Published Material in Your Book**

In your book, previously published material should be accompanied by a credit line that identifies the copyright owner of the material. For figures, credit lines are added at the end of the figure caption; they do not have to be on a new line. For tables, credit lines appear as a note following any table footnotes.

*Examples of credit lines for three common situations appear below.*

- *For any figure reproduced or adapted from previously published material:* (Reproduced with permission from reference 19. Copyright 1986 John Wiley & Sons.) OR (Adapted with permission from reference 45. Copyright 1993 CRC Press.)
- *For any table reproduced or adapted from previously published material:* SOURCE: Reproduced with permission from reference 6. Copyright 1996 Pergamon.
- *For material reproduced or adapted from the U.S. Government (which does not require permission):* (Reproduced from reference 144.)

### **3. Language**

Either British or American English can be used, but be consistent within your chapter or book. In contributed books chapter-wise consistency is accepted.

Check for consistent spelling of names, terms, and abbreviations, including in tables and figure captions.

- For American spelling please follow Webster's Third New International Dictionary, Webster's New Collegiate Dictionary, or The American Heritage Dictionary of the English Language for spelling and division of words; for British spelling you should refer to Collins English Dictionary.
- If English is not your native language, please ask a native speaker to help you or arrange for your text to be checked by a professional editing service. Please insert final corrections into your data before submitting the manuscript.



## 4. Organizing Your Book

To guarantee a smooth publication process and a seamless transformation of your manuscript into the final layout and electronic format, the manuscript needs to be structured as follows:

- *Front Matter:* Title Page, Copy Right Page, Dedication (optional), Foreword (optional), Preface, Table of Contents, List of Abbreviations (optional).
- *Text Body:* It comprises the chapters containing the content of the book, i.e., text, figures, tables, and references. Chapters can be grouped together in parts.
- *Back Matter:* After the last chapter, the back matter can contain an appendix, a glossary, and/or an index, all of which are optional.

### 4.1. Front Matter

The front matter elements should be in the following order, with very few exceptions: Title Page, Copyright Page, Dedication (optional), Foreword (optional), Preface, Table of Contents, List of Abbreviations (optional).

#### 4.1.1. Title Page

The title page should include the suggested title of the book and the names of the authors or editors. (In the case of collected works, only the names of the editors usually appear.)

- Ensure that the sequence of the author or editor names is correct.

- The list of author or editor names should include each author's full name (first name, middle name and last name). The middle name can be omitted or be initial.

#### **4.1.2. Copyright Page**

Science Publishing Group does not need the author to transfer the copyright of the book to us. The author retains the copyright of the book. So the copyright page will be created by Science Publishing Group.

#### **4.1.3. Dedication (Optional)**

If the book is to include a dedication, it should appear after the copyright page. You might want to include a quotation at the beginning of the book. It should appear here. If the epigraph is lengthy or if the possibility of copyright violation exists, you must obtain permission to use the quotation.

#### **4.1.4. Foreword (Optional)**

A foreword, usually written by a person other than the author or editor, is a short (usually no more than four book pages in length) statement about the book or the field and serves as a recommendation of the book.

The name of the foreword's contributor is always given at the end of the foreword; affiliations and titles are generally not included, but the date and place of writing may be.

### **4.1.5. Preface**

The preface, written by the author or editor, contains the research methods, the reasons for undertaking the work, and permissions granted for the use of copyrighted materials.

Acknowledgments of support or assistance in preparing the book can be included as the last paragraph(s) of the preface. If the acknowledgment is more than one page long, it should start on a separate page under the heading *Acknowledgments*.

### **4.1.6. Table of Contents**

Include a list of all the parts, chapters (in the case of collected works, individual papers become chapters) and the authors (where applicable) of the chapters. The contents should be ordered according to the sequence of the chapter within the manuscript.

- If your chapters are numbered, use *Arabic numerals* and number the chapters consecutively throughout the book (Chapter 1, Chapter 2, etc.), i.e., do not start anew with each part.
- If there are parts, use Roman numerals for parts (Part I, Part II, etc.).
- Please format headings and sub-headings consistently so the hierarchy is clear. You can include first-, second- and third- level subheadings, but we will probably not set fourth-level subheadings.

### **4.1.7. List of Abbreviations (Optional)**

A list of abbreviations and/or symbols is optional but it may be very helpful if numerous abbreviations and special symbols are scattered throughout the text.

## **4.2. Chapters**

### **4.2.1. Chapter Titles**

All chapters should have a chapter page. Each chapter title should be concise and informative. Chapter titles are often used to market the book, and many prospective readers skim these titles to determine if a book is worth reading.

For contributed volumes, please include each chapter's authors' names (spelled out as they would be cited), affiliations and e-mail addresses after the chapter title.

### **4.2.2. Abstract**

All chapters must include an abstract that is placed at the beginning of each chapter. The abstract must be one paragraph, concise and summarizes the content of the chapter in 150 to 250 words.

### **4.2.3. Headings and Heading Numbering**

Headings, where necessary, should be succinct. Only three levels should be used. In general, fourth-level subheadings and lower are unnecessary; eliminating them often improves the organization of the book or chapter.

- Heading levels should be clearly identified and each level should be uniquely and consistently formatted and/or numbered.
- Use the decimal system of numbering if your headings are numbered.
- Never skip a heading level.

- Two headings or subheadings must not follow immediately after one another without a paragraph of text separating them.
- Do not follow a heading with a punctuation mark.
- Use the double numeration system to number subheadings, in which *the number of a section consists of the number of the chapter, a decimal point, and the number of the section within the chapter*. For example, 2.1 signifies the first heading within chapter two, 2.1.2 signifies the second subsubsection within the first subsection of chapter two, and so on.
- *Another option for fourth and lower level headings is a run-in heading, i.e., headings that are set immediately at the beginning of the paragraph. Such headings should be formatted in bold or italics.*

#### **4.2.4. Terminologies, Units and Abbreviations**

- Please use widely accepted symbols and forms of units, so-called SI units.
- Technical terms and abbreviations should be defined the first time they appear in the text.
- If the manuscript contains a large number of terms and abbreviations, a list of abbreviations or a glossary is advised.

#### **4.2.5. Use of Italics, Boldface, Capitals and Special Type**

##### ***(1) Italics***

- Italics should be used for emphasized words or phrases in running text, but do not format entire paragraphs in italics.

- Use italics for species and genus names, mathematical/physical variables, and prefixes in chemical compounds.

## (2) ***Bold***

- Bold formatting should only be used for run-in headings.
- Use boldface to identify vectors in mathematical expressions.

## (3) ***Capitals***

- Use all capital letters only with acronyms (ISO, for International Standardization Organization).

## (4) ***Special Type***

- *Sans serif* (e.g., Arial) and *nonproportional font* (e.g., Courier) can be used to distinguish the literal text of computer programs from running text.

### 4.2.6. Footnotes and Endnotes

- Avoid footnotes as much as possible; they interrupt the reading of the text. When essential, they should be consecutively numbered throughout with superscript Arabic numbers.
- Formulas and complex mathematical material should not be included in footnotes.
- In tables, footnotes are usually preferred to long explanations in the headings or body of the table; place them under the table, and begin them with superscript lowercase letters.

- Notes may appear at the end of each chapter or at the end of the book. Where the use of footnotes is uneven (some chapters contain many footnotes, others few) or where the use of footnotes is substantial, place all notes at the end of the book. When footnotes are placed at the back of the book, they should be numbered sequentially throughout the whole book, rather than by chapter.

#### 4.2.7. Tables

- *Number* tables chapter-wise with Arabic numerals consecutively using the chapter number (e.g. Table 1.1 for the first table in the Chapter 1, Table 2.3 for the third table in the Chapter 2).
- A *caption* should be given to each table and be placed immediately above its table. Captions begin with the table number (e.g. Table 1.1 Publication Styles).
- Use vertical *columns* for presenting data wherever possible and provide column heads for each column of data. Column headings should be short and self-explanatory.
- *Table Citations in Text*. Every table *must* be cited in the text *in sequential order*. When referring to a table in the text, write out the word “Table” and use the number (e.g. The information is listed in Table 1.1).
- If the table is oversized, it can be divided into several tables with each table named Continued (e.g. Table 1.1 Continued). Or Science Publishing Group presents the table in a rotated format if necessary.

## 4.2.8. Figures

In many cases, paintings, photographs, graphs, maps, charts, and so on are referred to as figures. Figures should be provided separately (each figure as a separate file) to allow for sizing during copyediting.

### ***(1) Figure numbering***

Number the figures chapter-wise Arabic numerals consecutively using the chapter number (e.g., Fig. 1.1 for the first figure in Chap. 1, Fig 2.3 for the third figure in the Chapter 2) and ensure that all figures are cited in the text in sequential order.

### ***(2) Figure caption***

Give each figure a concise *caption*, describing accurately what the figure depicts.

A figure caption should be placed immediately below its figure. All captions should begin with the figure number (e.g. Figure 1.1 Publication Styles).

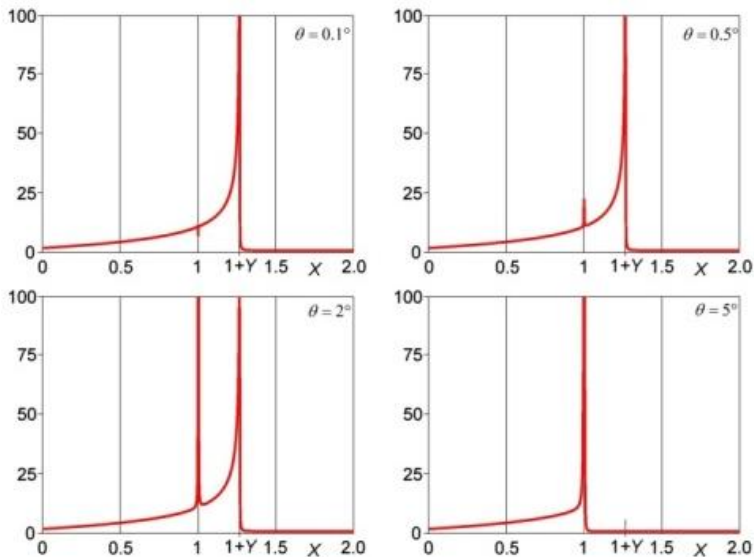
### ***(3) Figure files***

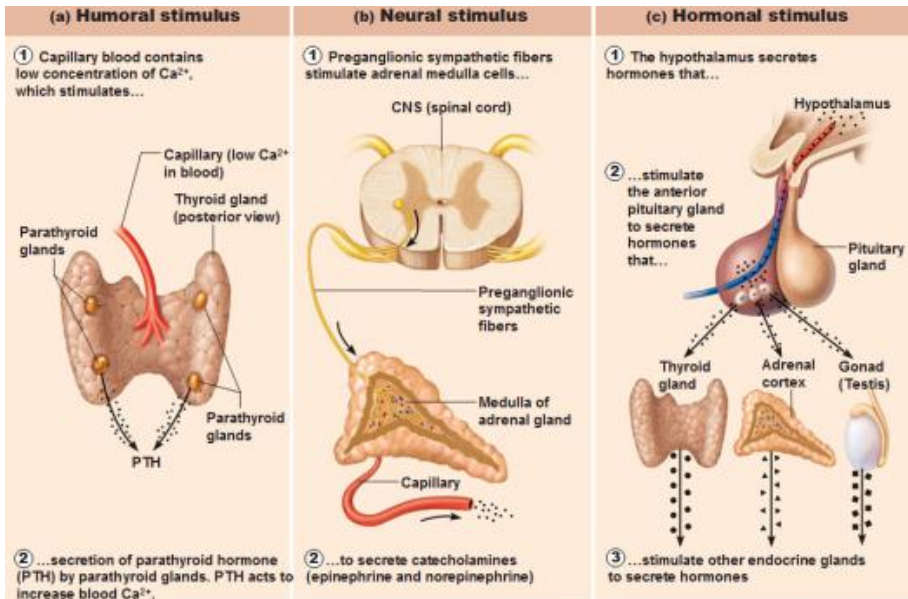
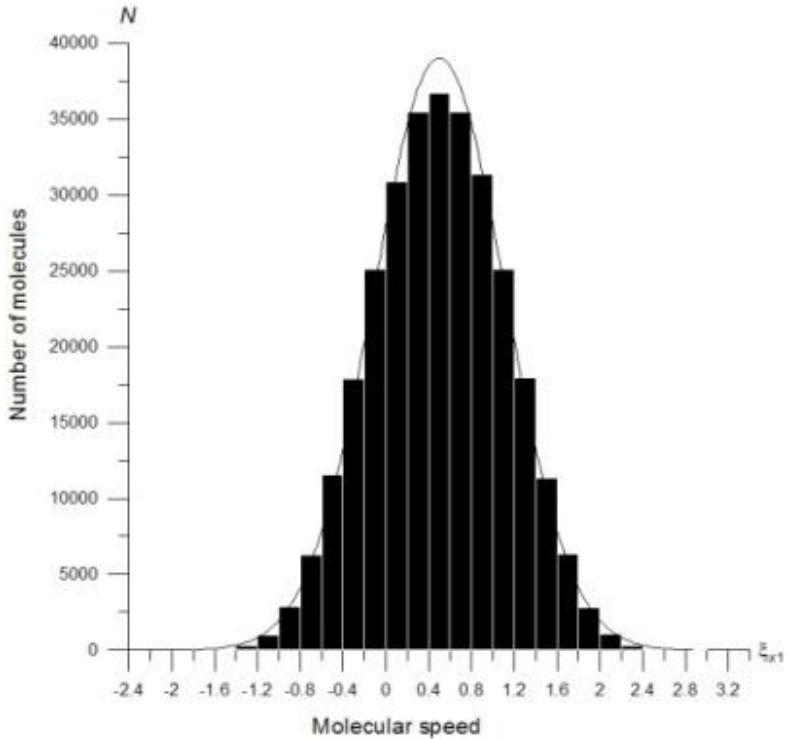
A figure is an object that is drawn or photographed. It does not consist solely of characters and thus cannot be keyed.

- Do not submit tabular material as figures.
- *Graphics and diagrams* should be saved as AI, CDR or EPS files with the fonts embedded. Scanned graphics in JPEG, BMP or TIFF format should have a minimum resolution of 600 dpi.



- *Photos or drawings* with fine shading should be saved as JPEG, BMP or TIFF with a minimum resolution of 300 dpi.
- A *combination* of halftone and line art (e.g., photos containing line drawings or extensive lettering, color diagrams, etc.) should be saved as JPEG, BMP or TIFF with a minimum resolution of 600 dpi.
- *Color figures* will appear in color in the eBook but may be printed in black and white if the author does not require color printing. In that case, do not refer to color in the captions and make sure that the main information will still be visible if converted to black and white.
- All submitted figures should be clear, legible, and concise. Please see the examples below of illegible figures.





### 4.2.9. Equations

- In *Word*, use the Math function of Word 2007 or 2010, MathType, or Microsoft Equation Editor with Word 2003 to create your equations.
- In *LaTeX*, use the Math environment to create your equations.

### 4.2.10. Quotations and Extracts

Long quotations and extracts should be identified as such and indented slightly at both margins and be used a different font style or font size to distinguish the quotations and extracts from running text.

### 4.2.11. Punctuation

Science Publishing Group follows standard American punctuation usage.

- Quotation marks appear after the period or comma.
- All punctuation takes on the characteristic of the symbol immediately adjacent to it, except in specific mathematical instances.
- And a space is needed after all punctuation.

#### Types of punctuation and Its Usage

##### Period (.)

Periods are used:

- to mark the end of a sentence that is a complete *statement*:

*e.g. All their meals arrived at the same time.*

- to mark the end of a group of words that don't form a *conventional* sentence, so as to emphasize a statement:

*e.g. It's never acceptable to arrive late. Not under any circumstances.*

- in some abbreviations, for example etc., Jan., or a.m.:

*e.g. Please return the form by Monday, Dec. 8 at the latest.*

*e.g. The shop has groceries, toiletries, etc. and is open all day.*

- in website and email addresses:

*e.g. www.sciencepublishinggroup.com*

### **Comma (,)**

A comma marks a slight break between different parts of a sentence. There are four common occasions on which commas are necessary; follow the links for more information.

- Using commas in lists (*e.g. The flag was red, white, and blue.*)
- Using commas in direct speech (*e.g. "That's not fair," she said.*)
- Using commas to separate clauses (*e.g. As we had already arrived, we were reluctant to wait.*)
- Using commas to mark off parts of a sentence (*Her best friend, Eliza, sang for a living.*)

### **Semicolon (;)**

The semicolon is most commonly used to mark a break that is stronger than a *comma* but not as final as a period. It's used between two *main clauses* that balance

each other and are too closely linked to be made into separate sentences. For example:

*The movie was a critical success; its lead actors were particularly praised.*

### **Colon (:)**

There are three main uses of the colon:

- between two main clauses in cases where the second clause explains or follows from the first:

*We have a motto: live life to the fullest.*

- to introduce a list:

*The cost of the room included the following: breakfast, dinner, and Wi-Fi.*

- before a quotation, and sometimes before direct speech:

*The headline read: "Local Woman Saves Geese."*

### **Apostrophe (')**

There are two main cases where apostrophes are used:

- *Using apostrophes to show possession*

*Malcolm's cat was extremely friendly.*

*We took a day trip to the Gibsons' house.*

- *Using apostrophes to show omission*

*I'm afraid the pie isn't suitable for vegetarians.*

*We didn't think about the consequences of our actions.*

## Hyphen (-)

Hyphens are used to link words and parts of words. There are three main cases where you should use them:

- *in compound words*

*My mother-in-law is visiting soon.*

- *to join prefixes to other words*

*The novel is clearly intended to be a post-Marxist work.*

- *to show word breaks*

*He collects eighteenth- and nineteenth-century vases.*

## Em Dash (–)

There are two main occasions on which an em dash can be used, usually in informal writing:

- to mark off information that is not essential to an understanding of the rest of the sentence

*Many birds - do you like birds?–can be seen outside the window.*

- to show other kinds of break in a sentence where a *comma*, *semicolon*, or *colon* would be traditionally used

*Tommy can't wait for Christmas–he's very excited.*

### **Parentheses ( ) and brackets [ ]**

Parentheses are mainly used to separate off information that isn't essential to the meaning of the rest of the sentence: *He asked Sarah (his great-aunt) for a loan.* Brackets (also called square brackets) are mainly used to enclose words added by someone other than the original writer or speaker, typically in order to *clarify* the situation: *The witness said: "Gary [Thompson] was not usually late for work."*

### **Quotation marks (")**

Quotation marks are mainly used in the following cases:

- to mark the beginning and end of *direct speech*:

*"There wasn't," he said, "any need for you to say that."*

- to mark off a word or phrase that's being discussed, or that's being directly quoted from somewhere else:

They called it the "land of milk and honey."

- (also known as *scare quotes*) to draw attention to an unusual, *ironic*, or arguably inaccurate use:

*The "food" she put on our plates was inedible.*

### **Exclamation point (!)**

The main uses of the exclamation point (most commonly used in informal writing) are to end sentences that express:

- an *exclamation*:

*Ow! That hurts!*

- direct speech that represents something shouted or spoken very loudly:

*"Run as fast as you can!" he shouted.*

- something that amuses the writer:

*They thought I was dressed as a smuggler!*

- An exclamation point can also be used in parentheses after a statement to show that the writer finds it funny or ironic:

*He thought it would be amusing (!) to throw a plastic mouse at me.*

### **Question mark (?)**

A question mark is used to *indicate* the end of a question:

*What time are you going to the fair?*

A question mark can also be used in parentheses to show that the writer is unconvinced by a statement:

*The bus timetable purports to be accurate (?).*

### **Bullet points**

Bullet points are used to draw attention to important information within a document so that a reader can identify the key issues and facts quickly.

Source: the above contents is reprinted with the permission of Oxford University Press.



### 4.3. References

Reference is an essential part of an academic book.

#### 4.3.1. Reference Style

Science Publishing Group follows certain standards with regard to the presentation of the reference list. They are based on reference styles that were established for various disciplines in the past and have been adjusted to facilitate automated processing and citation linking. The most widely-used reference styles are listed as below:

- APA: psychology, education, and other social sciences.
- MLA: literature, arts, and humanities.
- Chicago: history and many other subjects in scholarly and non-scholarly publications.
- Turabian: an adaptation of the Chicago style, designed for college students to use with all subjects.
- AMA: medicine, health, and biological sciences.

*Please select one of the reference list styles that suits your publication best. If you want to learn more details about the above mentioned reference styles, please contact Science Publishing Group Editor Wency Davis through email [book@sciencepublishinggroup.com](mailto:book@sciencepublishinggroup.com).*

#### 4.3.2. Reference List

There are two suggested ways with regard to the presentation of the reference list:

- Include a reference list at the end of each chapter.

- Include a reference list at the end of the book.
- Please do not include reference lists at the end of a chapter section, at the end of a book part, in a preface or an appendix.

## **4.4. Back Matter**

After the last chapter, the back matter of the book can contain an appendix, a glossary, and/or an index.

### **4.4.1. Appendix**

An appendix is a section at the end of a book that includes supplementary information that the author thinks may be of interest to the reader.

- An appendix cannot include a reference list.
- Appendices are commonly used to support the qualifications of the author and to increase the credibility of the publication. They may also be used to help readers navigate the work, as is the case with an index or bibliography. In a book with multiple appendices, they are usually identified by letter, as in “Appendix A,” “Appendix B,” and so forth.

### **4.4.2. Index (if applicable)**

If an index is desired, please submit the index entries with the manuscript.

Use the indexing function in Word or the index command in LaTeX to identify the index term as you write your text and indicate, on average, one or two index entry terms per manuscript page to be included in the index.

## 5. Submitting Your Word Manuscript

Manuscript can be submitted to Science Publishing Group Editor Wency Davis through email [book@sciencepublishinggroup.com](mailto:book@sciencepublishinggroup.com). Please include:

- Original source files (Word, LaTeX) and figure files.
- A PDF file of your manuscript, ideally with all fonts embedded, that can be used as a reference
- This is especially important if text contain special characters or unusual fonts. Please check the PDF to ensure that text appears as it should.

### Submission Checklist

Please carefully adhere to the following checklist that includes all the items that you need to include in your final manuscript package. Note that your attention to each detail is absolutely essential to help ensure the timely release of this publication.

Title page	Title (and subtitle) final	<input type="checkbox"/>
Authors/Editors	All author/editor full names included	<input type="checkbox"/>
Front matter	Dedication	<input type="checkbox"/>
	Foreword	<input type="checkbox"/>
	<i>Preface</i> (required)	<input type="checkbox"/>
	Acknowledgments	<input type="checkbox"/>
	<i>Table of contents</i> (required)	<input type="checkbox"/>
	List of abbreviations	<input type="checkbox"/>
Table of contents	First 3 levels of headings appearing in chapters are included	<input type="checkbox"/>
	Chapter titles and author names included (contributed book)	<input type="checkbox"/>
	Headings correspond to those in the text	<input type="checkbox"/>
Book structure	Number of parts, Number of chapters	<input type="checkbox"/>
	All chapters numbered sequentially throughout the book	<input type="checkbox"/>

	Chapter sequence and numbering final	<input type="checkbox"/>
Abstract	Included for each chapter	<input type="checkbox"/>
Text	Heading levels consistently styled	<input type="checkbox"/>
	No heading levels skipped	<input type="checkbox"/>
References	Reference list included at the end of each chapter or	<input type="checkbox"/>
	Reference list included at the end of the book	<input type="checkbox"/>
	Citations in text agree with reference list	<input type="checkbox"/>
Figures	All figures mentioned in text enclosed, complete, and as separate files	<input type="checkbox"/>
	Consecutively numbered within chapter	<input type="checkbox"/>
	Consecutively cited in text	<input type="checkbox"/>
Tables	Prepared with the table function	<input type="checkbox"/>
	Consecutively numbered within chapter	<input type="checkbox"/>
	Consecutively cited in text	<input type="checkbox"/>
Index (if applicable)	Included if index is desired	<input type="checkbox"/>
Electronic manuscript	File folder/zip archive labeled with book title and author/editor name	<input type="checkbox"/>
	Figures saved as separate files in JPEG, BMP or TIFF format	<input type="checkbox"/>
	PDF file with all fonts embedded	<input type="checkbox"/>
Permissions	Obtained for all material from other works	<input type="checkbox"/>