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1. ACCEPTABLE SOFTWARE FOR TEXT, TABLES, AND EQUATIONS

These instructions are for preparing your manuscript using Microsoft Word. If you are using LaTeX, contact your Editor or Editorial Assistant for the appropriate LaTeX style files.

WordPerfect software is NOT acceptable software for text. Manuscripts written in other word processors that are converted to Word may have corruption issues so this method is not recommended. You will be charged for any retyping of your manuscript if you fail to provide electronic files that meet our software requirements or your electronic files are not acceptable.

Tables should be provided in MSWord or Excel. Equations should be provided in MSWord or MathType.

2. PREPARING ELECTRONIC FILES IN WORD

The contracted manuscript length is the basis for cost and revenue projections for your book. If the length of your manuscript will be 10% more or fewer than the number cited in your contract, notify your Editor.

Your final submission files must include:

- *Microsoft Word file of each chapter*
- *Individual electronic figure files for each chapter*

If your book includes a large number of equations, also supply a pdf file. Conversion issues within equations can occur and your pdf file will serve as a reference tool during copyediting.

a. THE BASICS

- Do not format the chapters as if they were the final book. All will be typeset and formatted during the production process to match the template chosen for your book.
- Do not include layout formatting such as styles, borders, and shading.
- Double-space between lines and use 1" margins.
- Do not double-space after periods.
- 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 the use of special characters such as Greek letters and mathematical symbols, abbreviations, and spacing at ends of sentences, paragraph indents, bulleted material, and reference lists.

b. ORGANIZING THE FINAL MANUSCRIPT

When the manuscript is final, each chapter submitted should include two folders:

- A text folder that includes the chapter and tables. Tables should be placed at the end of chapters with separate lines in the text such as "Insert Table 1.1 here."
- A figures folder. Do not include figures in the text as this lowers their resolution. Include separate lines such as "Insert Fig. 1.1 here."

c. TEXT

- A complete Table of Contents is required. Please include full book title, author names and affiliations. If applicable, a preface, acknowledgment, author biography, and Contributor List with contact information and affiliations should follow.
- Chapters must be submitted as separate files, clearly labeled by chapter number. Do not label by chapter title or author name.
- Each chapter must include instructions for locating figures, e.g., “Insert Fig. 1.1 here.” These usually should be on a separate line.
- All references, tables, and all table/figure captions must be provided. Captions may be placed at the end of each chapter or within the text to serve as a notation for placement.
- 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. Italics is most effective when used sparingly.

d. EQUATIONS

Equations must be numbered consecutively within each chapter using Arabic numbers. For example, the fourth equation in Chapter 3 should be numbered 3.4. *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), use Times Roman as the text font.
- Review mathematical symbols (+, -, \leq , \neq , \equiv , for example) to be sure they appear correctly.
- Make sure superscript symbols appear above the line and subscript symbols appear below the line. All parentheses and brackets should be closed.

e. TABLES

Example of a properly formatted table:

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	<u>14</u>	<u>14</u>	<u>13</u>	<u>14</u>	<u>11</u>

- The table number and caption should appear **above** each table, without punctuation.

- Tables in the Chapter 1 text folder are labeled Table 1.1, Table 1.2, Table 1.3a, Table 1.3b, etc.
- 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 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 (11.4b) if only a few items need footnotes.
- Tables can be placed at the end of chapter text; it is not necessary to submit them separately.
- 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.

f. FIGURES

- The figure number and caption should appear **below** each figure, with punctuation.
- Do not place any figures within your text. Figures must be provided as separate electronic art files, labeled by appropriate chapter and figure number.
- Do not label artwork by description.
- Artwork must be prepared in an acceptable software format as described in the section Art Preparation Guidelines beginning on p. 9.

g. NUMBERING FIGURES, TABLES, AND EQUATIONS

- Figures in the Chapter 1 Figures Folder are labeled Fig. 1.1, Fig 1.2, Fig. 1.3a, Fig 1.3b, etc.
- Use only a double-numbering system for figures, equations, and tables (chapter number + figure number, e.g., Figure 4.1 is the first figure in Chapter 4).
- 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.
- Do not number your Figures/tables/equations consecutively throughout the entire book. All numbering must start with 1 in each chapter.

h. 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. Source lines should be included even if material is not subject to copyright such as U.S. government publications.

Add "Adapted from" or "Modified from" to your source line if you adapt or modify copyrighted material.

i. SPECIAL TEXT FEATURES

Please discuss the use of these with your Acquiring Editor or Editorial Assistant to confirm that the template chosen for your book can accommodate the desired features. If sidebars, box text, quotes, etc. are to be included, these should be noted with "Start [element name] here" to denote the beginning of an element (sidebar, box text, quote) and "End [element name] here" to indicate its ending.

j. LISTS

Listings may be numbered or bulleted. Punctuation should be consistent throughout a listing. If a listing item is not a complete sentence, no punctuation is used. Refer to *Chicago Manual of Style* for additional guidelines.

k. 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*

Decimal Outline Format

- 1. First Level Heading
 - 1.1 Second Level Heading
 - 1.1.1 Third Level Heading

I. TRADEMARKS

The trademark symbols® and TM should be appended to a copyrighted name at first occurrence only. Common trademarks can be found at <http://ocw.mit.edu/terms/trademarks/>.

3. CHAPTER ABSTRACTS

Many publishers, including Taylor & Francis, require authors and volume editors to supply abstracts of all chapters. Abstracts are not included in the printed book but they become part of the electronic book's metadata. They will make your book more visible to online searches, especially by library users. If you do not provide chapter abstracts, abstracting services will use the first few paragraphs of each chapter.

Each chapter abstract should be 150–200 words. Include the chapter title and, if an edited book, the names of the contributors. Use an impersonal voice, e.g., “this chapter discusses” rather than “we discuss.” Do not include key words. Submit all abstracts as one Word or text file.

A sample abstract:

In recent years, development of combination therapy has been in the forefront of drug research and development. Researchers have increasingly become interested in identifying agents that act synergistically when combined. Such synergy is usually characterized through either Bliss independence or Loewe additivity. As previously discussed, various statistical methods have been developed to assess drug synergy. The methods in general estimate synergistic effect, using pooled data from compounds administered individually and in combination. Although pooling data may, in many situations, lend one the ability to more accurately estimate model parameters, it has diminished return in drug synergy assessment when monotherapy and combination data are pooled.

This chapter discusses an emerging two-stage response surface method to maximize the use of information from data collected from both monotherapy and combination studies and provides more accurate estimation of drug synergy. The theoretical development of the method is elucidated in detail and further illustrated through a numerical example. Several nonlinear model fitting methods are also explained.

4. REFERENCE STYLES

Taylor & Francis follows *Chicago Manual of Style*, 16th edition for reference style but other styles are acceptable if in common use and done consistently.

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 multiauthored 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/hihisttl.html>.

5. PERMISSIONS

The author is responsible for obtaining all necessary permissions for copyrighted material. Contact your Acquisitions Editor if you will use copyrighted material as when permission is needed is a complicated issue. If there is any doubt, secure permission. Most publishers prefer you obtain permission through the Copyright Clearance Center (<http://www.copyright.com/get-permissions/>).

Basic points:

- Assume material on the Internet is copyrighted unless the site explicitly says it is not. Material is copyrighted when created and put in fixed form; copyright registration or a copyright symbol is not required.
- Work created on or after January 1, 1978 is copyrighted for the authors' life plus 70 years.
- Work created before January 1, 1978 is probably protected for 95 years.
- Many publishers, especially journals, allow authors to reuse their work without permission. Check your Copyright Transfer Agreement.
- Most figures have to be considerably altered before you can use them without permission.
- You cannot copyright facts and figures/tables based on equations or data count as facts. You can copyright the act of creating a figure or table. Thus for these types, you cannot use a scan of my figure without permission but you can create one that looks identical. The exception is a particularly creative figure such as Minard's 1869 figure about Napoleon's invasion of Russia, which would be copyrighted if the copyright period had not expired. Do cite the original.
- "Fair use" involves a balance of several factors, one of which is whether the use is commercial or nonprofit/educational. Fair use cannot be relied upon for CRC publications.

- [STM Permission Guidelines](#) is an agreement among a large number of publishers that grants “requests for small portions of text and a limited number of illustrations” without request that apply to book and journal content. See the list of participants at the link.

6. ART PREPARATION GUIDELINES

All figures should be supplied as publication-ready art. Clear, sharp electronic line art and original photographs are ideal as these can be reproduced well and will enhance the quality of your book.

Artwork should be submitted as 1st generation files, whether vector graphic files such as .eps and .pdf, or halftones such as .tif, .jpeg, and .gif. These will provide the best results and are the ideal format for all artwork submissions. Bit-mapped graphics can result in poor quality and should be avoided.

Please do not create your artwork within or import your artwork into Word, PowerPoint or Excel as this can result in low resolution and poor quality images. Importing artwork from the native application into Microsoft automatically makes that image a 2nd generation piece, decreasing the quality. During the production process, the Microsoft embedded images are exported into a graphics program for processing. By default, Microsoft exports these embedded files as low resolution images.

a. SCANNED LINE ART

Scanned line art must be a minimum resolution of 1200 dpi or greater. For optimum results, line-art files should be created in vector graphics programs and saved as .eps files. Do not create within or import your images into any Microsoft programs. If the native application is unable to save as .eps file, then it should be saved as a PDF at the highest resolution possible.

b. SCREEN SHOTS

These are typically low resolution images as they are dependent on the resolution of the monitor, usually 72-96 dpi. Computer-screen captures should be provided as .tif or .gif files, saved with the highest resolution possible. The quality of these images will typically be poor and should be avoided if possible.

c. COLOR IMAGES

If your manuscript will not include any color figures, all graphics should be saved in greyscale mode.

Computer monitors use three colors (RGB = red, green, blue) while printers use four colors (CMYK = cyan, magenta, yellow, black). Do not save color images in RGB color mode as they will be converted to CMYK mode and a color shift may result when the printer chooses a fourth color.

- Black and white: Save images to be printed in black and white in greyscale mode.
- Full color: Save images to be printed in color in CMYK mode.

d. PHOTOGRAPHS OR HALFTONES

A halftone is a printed reproduction of a photograph or illustration other than line art. It uses evenly spaced dots of varying sizes to simulate shades of gray. Dense patterns of larger dots produce dark shades, and less dense patterns of smaller dots create lighter shades. Art files containing grayscales or photographs should have a minimum resolution of 600 dpi and a width of at least 35 picas (one inch = six picas).

Supply photographs as separate high-resolution scans as detailed above or as hard copy originals for us to scan. Photographs taken with digital cameras must contain at least two megapixels.

7. INDEXING

Authors and Editors are required to provide the index for their manuscripts during the Production process after final pagination has been completed, unless otherwise specified in the contract.

8. PREPARING A REVISED EDITION

The most efficient way to update your previous edition is to make your changes directly to the previous edition electronic files. Your Acquiring Editor or Editorial Assistant may be able to provide a Word version of the previous edition text so that you may directly insert your updates.

- All revisions/updates must be provided electronically; do not provide handwritten updates or tear sheets.
- Provide a Table of Contents noting which chapters are “New” and which chapters are from the previous edition. Please indicate which previous edition chapters will be “Updated” or “Reprinted with no changes”.
- Provide a complete list of all previous edition figures/tables that will be reused. Include the previous edition numbering and the new edition numbering.
- Do not assume permissions granted for the previous edition are valid for the current edition. Although you may have requested permissions for all future revisions of your book, they may have been granted for one time use only and you may need to ask for permission for each edition.
- All previous edition source lines must also appear in the new edition; be sure all are included accordingly in the figure/table captions.

9. 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 Chapter/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.