Guidelines for Authors of PRO-ED Books & Materials

This guide is designed to help you prepare and submit your product to PRO-ED. Please follow these guidelines carefully to ensure a smooth process.

Contents

A | **Understand the Bookmaking Process**

1. Contracts

Your development editor for Books & Materials will be your primary contact at PRO-ED and will ask you to provide contact information for all authors and contributors. PRO-ED will provide each author a copy of the contract, which describes the legal obligations of the author and the publisher. Contributors will receive individual contributor agreements.

2. Editorial review

Your development editor will conduct an initial review of the manuscript, checking for complete and well-organized content and complete and high-quality figures, tables, art, and permissions. During this process, the editor will create a list of queries for you to address.

3. Outside review

In addition to a thorough in-house review, many products might require review by professionals outside of PRO-ED as well. Your editor will share these peer reviews with you to guide you in preparing the final manuscript.

4. Production meeting

All PRO-ED editorial, design, and print staff who will be involved in the production of your product attend a product meeting to discuss the specific requirements of your product (project overview, design component specifications). Once in production, your will be assigned a production editor, who will be your main contact during the production process and provide you with a production schedule.

5. Copyediting

A professional copyeditor will review your manuscript closely to make sure your meaning is communicated as clearly as possible by correcting any errors and by suggesting changes in wording. During this process, the copyeditor will create a list of queries for you to address. Any changes to content or major revisions to text can be made at this time.

6. Typesetting

A typesetter will format the manuscript, based on specifications from the copyeditor and a designer, and will produce page proofs.

7. Proofreading

Your production editor will provide you with the page proofs to review. The proofs will reflect the final page design and layout of the product. Review the proofs, checking for errors. Only minor changes can be made at this stage. At the same time, a professional proofreader will review the typeset book, looking for typographical errors or missing content. The proofreader may also list queries for the author or production editor.

8. Create index (if needed)

PRO-ED will hire a professional indexer.

9. Print, bind, and deliver to warehouse

This final stage of production also includes uploading e-components or supplementals to an accompanying website or e-book distributor.

B   Prepare the Manuscript

Use the *Publication Manual of the American Psychological Association* (APA; 7th ed. Please note: there have been substantial changes to Citations and References, including adding DOIs) as the style guide, and consult *Merriam Webster's Collegiate Dictionary* (11th ed.) and the *Chicago Manual of Style* (CMOS; 17th ed.) for matters not covered in APA. Please contact your editor if you have any questions.
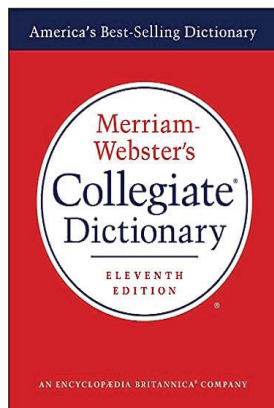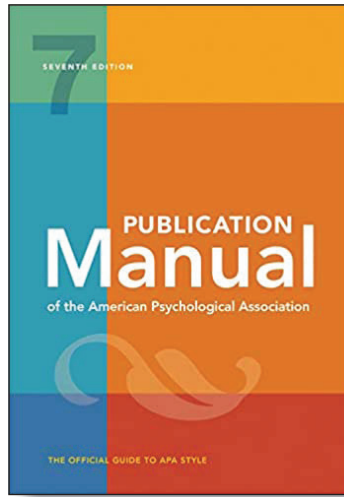
Format Your Manuscript

Manuscripts must include a complete title, authors' publication names (as you would like them printed), table of contents (include front-matter and back-matter titles [i.e., Introduction, Forward, References], chapter titles, and A-level headers; include chapter author names for contributed works). Submit all individual parts of the manuscript (front matter, back matter, chapters, tables, and figures) as individual Word files (save files as, e.g., TOC, CH01, Fig_2.1, Table_1.1, REFS).

Use Word's Paragraph Settings to double space line settings, with no extra spaces (hard returns) between paragraphs. Use Times New Roman 12-pt font. Format Reference list entries using the Hanging Indent option in Word's Paragraph Settings. Use the alignment functions in Word's Paragraph Settings to create centered or flush-left text. Do not use the space bar or tabs to create design elements (contact your editor to discuss desired design ideas). Avoid specially created or automatic Word styles, including the automatic numbering, lettering, or bulleted list functions, which interfere with our editing software (that is, type numbers and letters manually, followed by a space).

Headings (see APA Fig. 2.5)

Format heading levels as follows:

<div align="center">

A = Centered + Bold, Title Case

</div>

B = Flush Left + Bold, Title Case

C = Flush Left + Bold Italic, Title Case

D = Paragraph Indented + Bold, Title Case, Ending With a Period, Main Text Follows.

E = Paragraph Indented + Bold Italic, Title Case, Ending With a Period, Main Text Follows.

Tables and Figures (see APA Table 7.1; Fig. 7.1)

Use the Table feature in Word to create tables (we cannot use tables in which columns have been indicated by tabs). Make sure column headings are obvious and correspond to their accompanying column content. Save each table, figure, or illustration in a separate file rather than in the body of the text. List figure captions in one Word document. In the manuscript, indicate placement like this:

<div align="center">

<Insert Table 1.1 about here.>

</div>

In general, use a table for textual or quantitative information; use figures for graphics or images.

Special Design Requests

If you have special design or layout requirements, submit sample pages *separately* from and in addition to your main manuscript, showing your design suggestions. Sample pages may be hand drawn or computer generated. Use any layout techniques, fonts, or art you wish. PRO-ED's designers will consider your suggestions when creating page designs.

Sample of formatting for manuscript:

Chapter 3

Ethical Issues in the Care of Patients

Jane R. Smith

Ethical issues arise in the care of patients across all clinical settings. The field of ethics, as a branch of philosophy, relates to the study of how morals or values are balanced in particular circumstances (Beauchamp & Childress, 2022).

Parents as Decision-Makers for Their Children

Smith is an ethicist and speech-language pathologist and has several years of experience with children and families with cleft palate and craniofacial anomalies.

1. Smith notes that the best interest standard is usually applied to decisions for children or adults whose wishes are unknown. What are the limitations of using the best interest standard?

2. Why does Smith believe it is important for clinicians to be aware of their own beliefs and biases before offering prenatal counseling to a family?

Innovation and Untested Treatment

From an ethics perspective, all potential risks should be considered and presented to the patient and family regardless of the nature of the procedure (see Table 1.1).

<insert Table 1.1 about here>

Potential Risks

The application of untested techniques raises important ethical questions about where to draw the line between experimental treatment and innovative clinical care.

Clinical Tasks. The application of untested techniques raises important ethical questions about where to draw the line between experimental treatment and innovative clinical care.

Sample of formatting for manuscript (*continued*):

Table 1.1.

Household Income by Age

Household income

Age	Under $15,000		$15,000–$24,999		$25,000–$34,999		$35,000–$49,999		$50,000–$74,999		$75,000 and over[a]	
	n	%	*n*	%	*n*	%	*n*	%	*n*	%	*n*	%
9–11	87	11	72	9	87	11	111	14	159	20	278	35
12–14	83	11	78	10	78	10	109	14	148	19	290	37
15–17	75	12	62	10	69	11	94	15	119	19	206	33
Total sample	245	11	212	10	234	10	14	14	426	19	774	35
U.S. pop.		15*		13		12		15		18		27**

Note. From School-age projections for 2022 reported in *Statistical Abstract of the United States* (Vol. 126), by U.S. Census Bureau, 2020. Reprinted with permission.

[a]This is a specific note.

*p < .05. **p < .001.

C Obtain Permissions (see APA Sections 12.14–12.18)

Obtain written permission from the copyright holder for using anything (text, tables, figures, case studies, pieces of art, photographs, drawings), either adapted or verbatim, published or unpublished, created from any source other than yourself. Obtain all necessary permissions and releases prior to submitting your manuscript. You will also need to secure permissions for items you have created if those items have been previously published (contact your development editor for more information). Permission for most materials can be requested from the publisher's website. If using models for photographs or video, contact your PRO-ED editor for the appropriate authorization forms.

D | **Prepare Art for Publication**

What Is "Art"?

In publication, art includes anything with an illustrative or decorative purpose, including

- typeset figures

- photographs

- illustrations (digital or hand drawn)

We understand that some authors have more experience with art preparation than others. We strive for a cohesive style with figures, photographs, and illustrations to present a uniform look throughout the publication. PRO-ED reviews all artwork, looking for appropriateness and sensitivity to the audience. To avoid complications, submit an art sample early, as soon as possible after your manuscript is accepted for publication.

Whenever possible, use original artwork for your figures and illustrations to illuminate and clarify your words and add to the professional quality of your book. Original illustrations commissioned with an artist or photographer to present information most relevant to your subject matter are ideal. (Note: All art acquired from outside sources require permission-to-use documentation.)

All original art or photos should be scanned professionally, or with quality scanning equipment and provided digitally. If this is not possible, provide us original, professionally printed photos on photo paper or original drawings on quality paper; we accept images in digital format with the following specifications:

Photos should be taken by a professional or with your camera's highest resolution setting with a minimum resolution of 300 dpi. Photos will need to be converted to either CMYK mode or grayscale mode, which can be done by PRO-ED, as needed. Images can be provided in .JPEG, .PNG, or .TIF formats. Note: Compose photos to focus on the important element, centered, without running elements off the edge of the photo; clear the background of any distracting/unnecessary elements; use adequate/even lighting; eliminate/minimize glare.

Illustrations created in a drawing program (such as Adobe Illustrator) must be provided in .AI (or the native format for the program) or .EPS. Any type-written text included in the illustration should be accompanied by pointers and be spaced so that the text does not overlap/interfere with the art.

Illustrations or photos created or altered in an editing program (such as Adobe Photoshop) should be done by a professional and maintain the integrity of the image and its resolution and size. Enlarging a small image in physical size/increased resolution via an editing program results in loss of quality and will not be accepted.

Line art illustrations (i.e., art consisting of 100% black ink, no grayscale shading) on a white background should be submitted as clean, original, high-contrast masters (black ink on clean white opaque paper) or as cleanly scanned digital files. Digital files (preferable) should be scanned at 1,200 dpi (resolution) in bitmap (.BMP) mode. Files should be saved and submitted as uncompressed .TIF images. Do not use screens (dot patterns to represent gradation), to prevent moiré patterns in printing.

These are NOT considered original art: photocopies, printouts from a desktop printer, professionally preprinted materials (i.e., photos in books or magazines), or images and charts created or placed in unacceptable native formats (i.e., Microsoft Word, PowerPoint, and Excel).

Additional Notes

Photos and illustrations should have a cohesive style to present a uniform look. Provide images at 100% or larger than the expected print size; sizing up images will result in loss of quality/integrity.

If there is no other option, slides and transparencies can be used. PRO-ED can do scanning, as specified above.

Clip art and web images are not permitted (the resolution is too low). Graphs, charts, and images created in programs like Microsoft Word, PowerPoint, or Excel cannot be used; instead, provide the text and a sample page, and the typesetter or illustrator will create the image.

All images provided will undergo a review for quality and will be adjusted as we see fit to suit the needs of the subject matter or printing requirements.

Do NOT cut and paste art of any kind into a Word document. We must have it in its original form (.JPEG, .PNG, .TIF, .AI or .EPS).

E | Special Measures for Revisions

Revisions should offer at least 20% new material. This can be in the form of additional information, updated information, and new references. Once your book has been approved for revision, your editor will provide you with files to edit.

Our clients request short, to-the-point books and materials. Please strive for concision in your writing.