

Before you begin: Remember that we are here to answer any questions. As Editorial Project Manager, I am here to assist you and any coauthors or contributors as you prepare your manuscripts. I will oversee the project and ensure that it runs smoothly and on schedule. Please direct all technical manuscript preparation and permissions questions to:

Ruth Bloom
Editorial Project Manager
301-664-8774
7272 Wisconsin Avenue
Bethesda, MD 20814
rbloom@ashp.org

Text

1. Before you begin, create an outline for your personal use of each chapter to keep you organized as you write.
2. Include an outline of the section headings at the beginning of each chapter
3. Use 12-point Times New Roman font. Double-space pages with 1" margins.
4. **Chapter length: A good rule of thumb for calculating page count is 2.5 manuscript pages equal approximately 1 printed page for a book with a 7" x 10" trim. This is not counting illustrations and tables. Please keep this in mind as you write your chapter.**
5. If the manuscript has chapter contributors, the full names and degrees of each contributor should be at the beginning of the chapter with the chapter title (e.g., The Adrenal System John R. Jones, PharmD and William Smith, PharmD)
6. Insert call outs for figures and tables in the text where they are to appear. Use the designation (Chapter # -Figure # [Figure 1-3], Chapter # - Table # [Table 6-4]).
7. Number the pages.
8. Group footnotes together at the end of chapters. **Do not** use the automatic endnote features; instead type the reference numbers directly in the text using a **superscript number** and put full reference at the end of the chapter. If the reference number is placed at the end of a sentence it should be placed directly after the sentence's final punctuation. (This is an example.¹)
9. Group table and figure legends (captions) together and place them at the end of the chapter.

10. Do not type any entire words in upper case letters, even in titles. Type descriptive headings using upper/lower case (e.g., Laboratory Values). Use bold, Bold Italics, etc to indicate different levels of headings.
11. Do not use required ("hard") returns **except** at the ends of paragraphs.
12. Indent the beginning of each paragraph by hitting the Tab key.
13. Always spell out acronyms at their first use in the chapter.
14. Use serial commas—the comma in a series of three or more items that is placed between the next-to-last item and “and” (e.g., apples, oranges, and kiwi).

Tables and Figures

1. **Do not** embed tables or figures in the text. Tables and figures should be included at the end of the chapter or in separate files appropriately named with chapter and figure or table number.
2. Each table or figure should appear as a new page.
3. Note figures and tables that require permission to reprint. Include copies of the permission letters.
4. **Electronic art:** Here are some general guidelines to keep in mind for electronic files:

Resolution: Any bitmapped (raster) images should be 1200 dpi for line art, 300 dpi for halftones. Lines should be at least 1/2 point.

Column Widths: Images should be created to the following column widths:

—single column: 2 5/8"

—double column: 5 1/2"

5. **Delivery Media:** Final image files can be delivered **via email or on CD**. Please maintain a backup copy of all files until the book has been published.

References

See AMA reference style

1. References are listed numerically in the order they are cited in the text. For example, if Smith is the first reference in the text, it is numbered “1” and wherever it appears subsequently in the chapter, it retains the number “1.”
2. References should be noted numerically, beginning with 1, for each monograph or chapter.
3. Identify the references in the text by superscript number. Again, do not use the automatic Endnotes features.
4. Make sure that all references cited are included in the reference list and that all references listed are cited in the text.
5. Unpublished material: For articles accepted but not yet published, follow the standard format, noting “(in press)” in place of page numbers.

Permissions

Permissions You Need. As the author, **you** are responsible for obtaining signed letters from copyright holders granting permissions to reprint or adapt all materials that are borrowed from other sources (including previously published material of your own). If you want to redraw, reword, or adapt any figure or table, or quote a substantial portion of text from another publication, you must obtain permission to do so from the copyright holder. Even the slightest change qualifies as an adaptation. Please note that inserting a source line or acknowledging the source of the material with a footnote, does not substitute for receiving permission to

use the material. Obtaining permission in advance of submitting your manuscript will save production delays and minimize other problems later.

Permissions You Don't Need. You do not need permission to use material in the public domain, which includes those published by the U.S. government as well as material that has never been copyrighted. This does NOT mean that any material you find on the Internet can be used without permission. You must be very careful about what material you use and how you use it when accessing websites. (If the material is copyrighted, you will need to contact the copyright holder.)

In short: You have the right to quote from another author's work that is under copyright but the following conditions apply. If these conditions are not met, you need to seek permission from the original author.

- The quotations should be clearly marked and referenced. Use quotation marks to indicate what has been used from another's pen and indicate from where it was taken.
- Do not assemble a collection of quotations. There must be a significant amount of your own contribution. It must be recognizable as an original work.
- **Quotes from published books:** Publishers require you to obtain permission if you are quoting text in excess of a maximum word count—anywhere between 100 and 1,000 words, depending on the length of the original publication and the publisher. Whether you want to include one long quote or a number of short quotes, if the total exceeds 100 words, you should contact the publisher for their guidelines. Publishers often charge a fee for granting permission to quote from one of their publications.
- **Quotes from periodicals:** If you want to quote from a magazine, journal, or newspaper, the word limit may be less than for books. Contact the publisher and ask for their guidelines if you are quoting more than 50 to 100 words. A fee may be required.
- Giving credit to your source does not take the place of getting permission to use material. It is important to cite all sources for any material not original to your book, but this is **not** the same thing as **obtaining permission**, and does not excuse you from that obligation. If permission is required, the owner of the copyright may require you to use a specific format and wording for crediting the source.

Note the difference between quoting and paraphrasing. **Quoting** is using the author's exact words. You must use quotation marks. You must also properly cite the quote with a footnote.¹ The material should be copied exactly as it is in the original source (even if there are typos) and enclosed with quotation marks. If you are quoting more than 4 lines of text, then you should indent the material from the text (known as a block quote). **Paraphrasing** is rephrasing the ideas of other writers in your own words. To bolster your text, you will probably mention via footnote the sources from which you gleaned your ideas.

¹ In the citation at the end of the chapter, there should be complete citation information (author, title, publication date, issue and volume if journal article, city and publisher for book).

Manuscript Submission

1. Submit first and final drafts as electronic files via email to the Editorial Project Manager.
2. Be sure to include the following information in your email:
 - Project name, chapter, and version (e.g., first draft/final draft).
3. Each chapter should be in a separate file appropriately marked with book author's name and chapter number (e.g., Jones_ch9final).
4. Each chapter should have full names of all contributors and their degrees.
5. Frontmatter should include a Table of Contents, any Dedication, Introduction, or Preface, and a list of all contributors with their full names, degrees, titles, and affiliations.
6. A separate file with a complete list of all contributors and their contact information (email, phone, home or work address).
7. Keep at least one backup file of your manuscript.

Appendix A: Final Checklist for Permissions/Copyright, Tables, and Figures

Permissions/Copyright

- ____ The text/data/figures have not been published elsewhere nor are they under consideration by another publisher.
- ____ Yes, some portion of the results/data/figures in this manuscript has been published or is under consideration for publication elsewhere and written permission for reprints has been obtained or requested from the original copyright holder.
- ____ You have requested written permission from the copyright holder to use previously published text, figures, or tables.
- ____ You have indicated the chapter and figure number to which the permission pertains on the permission letter and have added the requested source line to the figure or table legend.

Tables

- ____ Tables are typed double-spaced, each on a separate page complete with title and footnotes [and source line if necessary] (not submitted as photographs).
- ____ All tables are mentioned with call outs in text appropriately numbered to match the tables with chapter and table number (e.g., Table 10-1).
- ____ Do not contain information duplicated in the text or figures.
- ____ Do not contain horizontal or vertical rules within the data field.
- ____ Use superscript letters for footnote designations.
- ____ If data from another published or unpublished source are used, written permission is obtained from the source, submitted with the manuscript, and the source is acknowledged.

Figures

- ____ Figures should be supplied in their original native file format, in a separate file, and not embedded in the text. We accept figure files in Freehand, PageMaker, PhotoShop, or Illustrator.
- ____ Figures are numbered consecutively as they are cited in the text.
- ____ All figures are mentioned with call outs in text appropriately numbered to match the figures with chapter and table number (e.g., Figure 10-1).
- ____ All abbreviations and symbols used in the figure are defined; when appropriate, the measure of variability or precision represented is identified (e.g., do error bars represent standard deviations or confidence intervals?).
- ____ All figures are professionally drawn and photographed. (Freehand or typewritten lettering is unacceptable.) Computer-generated figures are acceptable only if produced on letter-quality printers.
- ____ Axis labels appear outside the axes.
- ____ Titles and detailed explanations are in the captions, not in the illustrations themselves.
- ____ If previously published, the original source is acknowledged, and written permission from the copyright holder to reproduce the material is submitted.

Appendix B: Permission FAQs for Authors

1. **If I give credit, do I need permission?** Giving credit merely means you can say you are not a plagiarist. However, giving credit is not a defense to copyright infringement, which has legal consequences. Copyright infringement is unauthorized use of someone else's copyrighted material.
2. **If the work I want to use doesn't have copyright notice, so I don't need permission.** Not true, Since March 1, 1989, copyright notice has been optional
3. **If I am going to modify/adapt the original work, I don't need permission.** Copyright law grants copyright owners the exclusive right to control modifications to their work, if you add a new layer of copyrighted material to the previously existing work, you have created a derivative work. You need to notify the original work's copyright owner—send them information as to where the original appeared (Figure 1, title of article, journal /book name, issues/vol number, year, page number) and a copy of the adapted work and tell them where you want to publish it.
4. **I can always obtain permission later.** If what you need is essential to your project, it is better to find out now that it is unavailable or the fee to reproduce it is more than you can afford.
5. **The material was posted anonymously on an online discussion or news group. That means the work is in the public domain.** Not true. Just because it is easy to upload/download information on the Internet and there is no obvious owner, it is protected by the copyright Act from unauthorized copying. Postings and republications of protected material if not done with the consent of the copyright owner may constitute copyright infringement.
6. **The book is out of print so it is okay to use because it is in the public domain.** Not necessarily. Out of print does not mean it is that the copyright has expired. When a book goes out of print, it is a temporary state. The rights generally revert to the author, which means the underlying copyright remains unaffected and you will need to contact the author.