

TAYLOR & FRANCIS

CONTRIBUTING AUTHOR GUIDELINES

I. General Guidelines

- Do not format your chapter. All layout will be completed during the production process according to the appropriate internal style of the book.
- Be consistent in terms of style, including use of abbreviations. Discuss with the book editor as to whether UK or US English should be used for your chapter (as well as forms of measurement) so that the style remains consistent.
- Submit hardcopy of both text and figures printed on one side using 8 ½" x 11" (or A4) and 1" margins all around
- All text should be double-spaced and all figures printed at 100%
- Accompanying electronic files are required and should exactly match the hardcopy
- All artwork (including chemical structures, reactions, and schemes) must be submitted in separate, individual files. Do not embed artwork within the text or tables. Callouts must be included in the text (e.g., Insert Fig 1 here)
- Use an easy-to-follow file naming convention, using chapter number and figure number e.g.: Ch02Text.doc, Fig02-04.eps, Tabl02-01.doc

II. Text Preparation

- Please use Word or Latex to complete your chapter text. Templates for each will be provided to you by your Project Coordinator.
- Please follow the *Chicago Manual of Style*, latest edition unless otherwise agreed with book editor
- Use SI units or provide a conversion table.
- Follow decimal heading style:
1. Chapter Level
1.1 *First Level Heading*
1.1.1 *Second Level Heading*
- Create tables using the Word table editor or in simple tab-delineated format with no vertical rules
- For equations, please use Word equation editor or MathType when preparing the text in Word. Contact your Project Coordinator for assistance when using any other software for your text.

III. Figure Preparation

- Label figures use sans serif font (e.g., Myriad Pro), 8 point lettering at final printed size
- Save as greyscale with minimum line weight of 0.5 points
- Vector files (.eps) are superior to bit-mapped (jpg, gif)
- Scan images at 300 dpi, 90% maximum dot, 10% minimum dot (32% midtones)
- **Line drawings:** Save as EPS, AI, or TIF files at a minimum of 1200 dpi at actual printing size. All figures should have the fonts embedded.

- **Halftones or photographs:** Save at a minimum resolution of 300 dpi at actual printing size (5" wide)
- **Screen captures:** Save at highest resolution possible (72-96 dpi)

IV. Permissions

- Permission must be obtained from copyright holder (usually the original publisher) for all previously published and copyrighted materials, even if you are the original author.
- Please note that securing any necessary permissions and payment of any fees is the responsibility of each contributor.
- Use the attached Permission Request form or request: "**permission for non-exclusive world rights in this and all subsequent editions, revisions, and derivative works in English and in foreign translations, in all formats, including electronic media**" on all permission requests.
- Complete and return the signed Permission Verification form to your Project Coordinator along with copies of your permissions requests and any grants received.

V. Reference Style

- In reference section, for more than six authors list first 3 authors then et al. For the in-text citation list first author followed by et al.
- For in-text citations, please use superscripted numbers or name-date format
- Name-date references are in alphabetical order
- Consistency of format is paramount; CMS reference style is the preferred format

Book

Levitt, Steven D., and Stephen J. Dubner. *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything*. New York: William Morrow, 2005.

1. Steven D. Levitt and Stephen J. Dubner. *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything*. (New York: William Morrow, 2005), 20-21.

- In text: (Levitt and Dubner 2005)

Book chapter

Phibbs, Brendan. "Herrlisheim: Diary of a Battle." In *The Other Side of Time*, 117-63. Boston: Little, Brown, 1987.

1. Brendan Phibbs, "Herrlisheim: Diary of a Battle." in *The Other Side of Time* (Boston: Little, Brown, 1987), 117-63.

Journal article

Terborgh, John. "Preservation of Natural Diversity." *BioScience* 24 no. 1 (1974): 715-22.