



# **How to effectively organize and write for scientific books**

Association of Japanese Geographers  
30 March 2013

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Senior Editor

# About me

## Researcher:

- Over 10 years in academia and private industry

## Author:

- 10 original research or review articles in journals
- 2 book chapters
- Abstracts, technical guide, online encyclopedia chapter



Senior Editor



# Today's presentation ...

- **Overview of books**
- **Book organization**
- **Increasing readability**

# Section 1

## *Overview of books*

# The importance of publishing

To communicate your research to a global audience

Environ Earth Sci  
DOI 10.1007/s12665-012-1843-4

ORIGINAL ARTICLE

## Seismic stability for landfills with a triangular berm using pseudo-static limit equilibrium method

S. L. Sun · X. B. Ruan

Journal articles are not the only publications  
for researchers

**Abstract** This paper extends a previously developed three-part wedge method for the seismic stability analysis of the landfill with a triangular berm using pseudo-static method, and moreover, the translation failure condition of

### List of symbols

$B$	Top width of waste mass
$H_1$	Height of back slope
$H_2$	Height of triangular berm

# Journals and Books

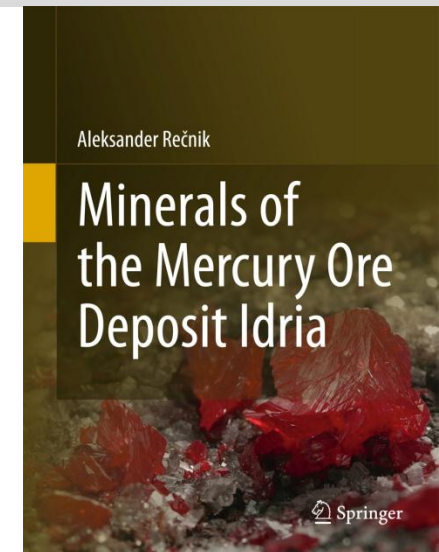
## Journals

- Primary literature
- Narrow scope
- In-depth
- Published in 6 – 12 months



## Books

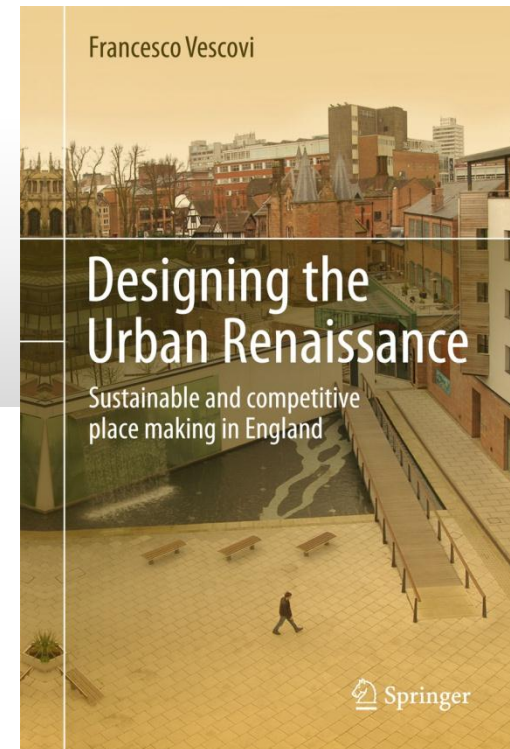
- Secondary literature
- Broad scope
- Not as in-depth
- Published in 12 – 36 months



# Types of books

## ■ Monograph

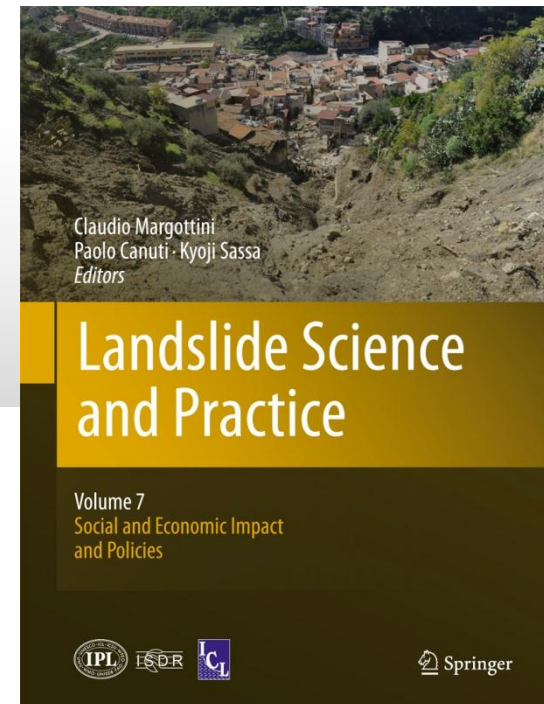
- single theme
- one or a few authors
- ~ 100 – 300 pages
- published in 1 – 3 years



# Types of books

## ■ Edited volumes

- broad focus
- multiple authors
- part of a series
- ~ 200 – 500 pages
- published in ~ 1 year

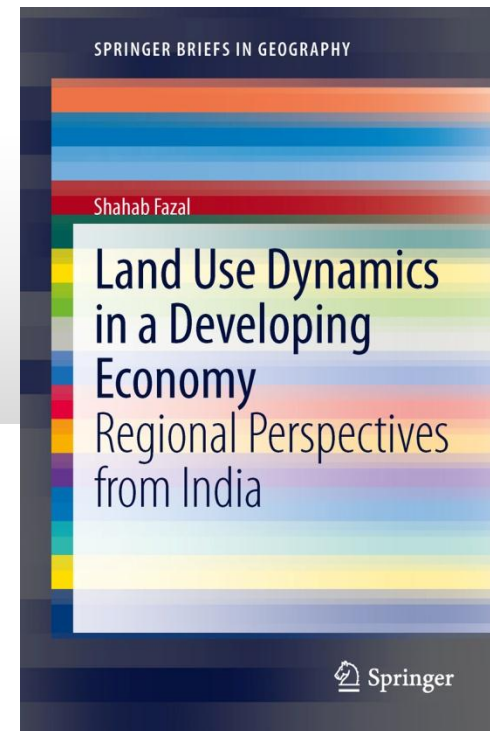




# Types of books

## ■ SpringerBriefs

- concise summaries of emerging topics
- one or a few authors
- 50 – 125 pages
- published within 3 months of acceptance



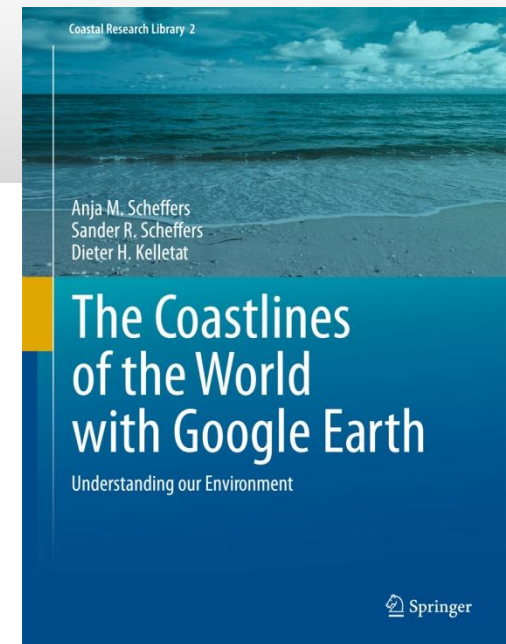
# eBooks

- Published book must be available online
  - Traditional print books are not enough
- **eBooks:**
- Allows for wider variety of manuscripts
- Highly accessible
- Portable



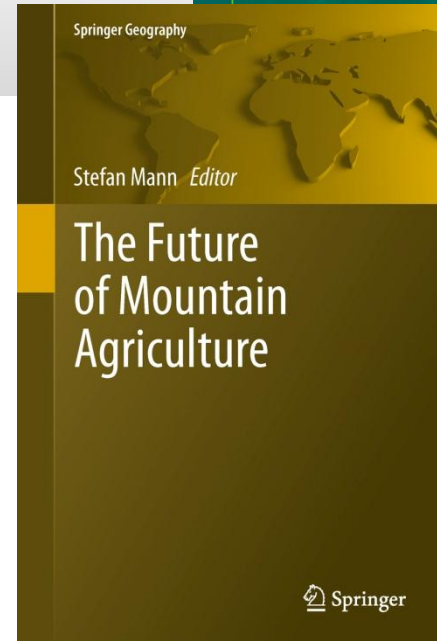
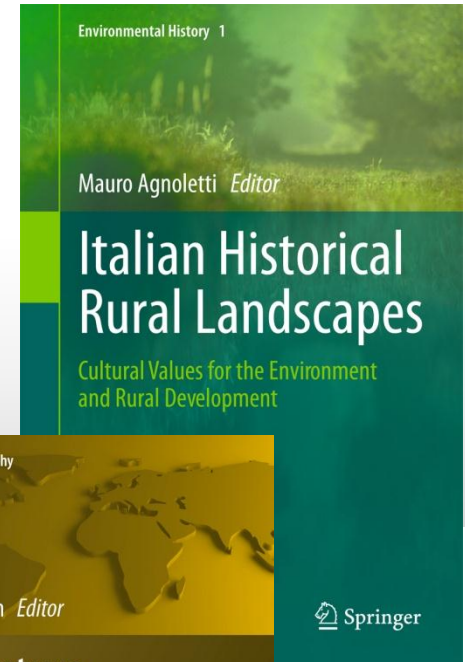
# Why publish books?

- Helps establish your reputation
- Opportunity to express your thoughts and opinions
- May influence your research program
- Develop a relationship with editors and publishers



# Book proposals

- Is the topic relevant?
  - Not previously published
  - Forward thinking
- Who is the intended audience?
  - *Should be specific*
- Are the authors qualified?
- What is the proposed content/structure?
- Estimated timeline



# Section 2

## ***Book organization***

# Book sections

- **Front matter:**

- first section
- table of contents, foreword, preface, introduction

- **Text:**

- chapters (smallest), sections, and parts (largest)

- **Back matter:**

- final section
- conclusion, appendix, glossary, bibliography, index

# Book-specific sections

## Table of contents

- All topics covered in whole book
- Details on topics covered in each chapter
- Page numbers
- Tips
  - Chapter and section headings should clearly describe what is discussed
  - Headings should be concise
  - Avoid using jargon

<b>5</b>	<b>Methodology and Data Sources . . . . .</b>	<b>35</b>
5.1	Primary Data . . . . .	35
5.2	Secondary Data . . . . .	36
5.3	Data Analysis. . . . .	36
5.4	Methodology . . . . .	36
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7.2	Instant Money . . . . .	64
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7.6	Operational Problems . . . . .	66
7.7	Uneconomic Landholding . . . . .	66
7.8	Forced. . . . .	67



# Book-specific sections

## Glossary

- List of important terms and their definitions
- Tips
  - Give readers the necessary terms to understand your book
  - Ensure that the terms are specific to your research field
  - Make sure the terms are appropriate for the target audience

# Book-specific sections

## Glossary

- List of important terms and their definitions

### Day Length

Period of time for a location on the Earth when **insolation** from the Sun is being received.

### Daylight Savings Time

The setting of time so it is one hour ahead starting in the **spring** and one hour back beginning in the **fall** in the Northern Hemisphere. In Canada and the United States the dates for these events is the first Sunday in April (*spring ahead*) and the last Sunday in October (*fall back*).

### Debris Flow

A type of **mass movement** where there is a downslope flow of a saturated mass of **soil**, **sediment**, and **rock** debris.

### December Solstice

Date during the year when the **declination** of the Sun is at 23.5° South of the equator. During the December solstice, locations in the Northern Hemisphere experience their shortest day. The December solstice is also the first day of winter in the Northern Hemisphere. Locations in the Southern Hemisphere have their longest day on the June solstice. This date also marks the first day of summer in the Southern Hemisphere.

### Declination

Location (**latitude**) on the Earth where the Sun on a particular day is directly overhead (90° from horizon) at **solar noon**. This location is somewhere between 23.5° North and 23.5° South depending on the time of the year.

### Deciduous Vegetation

Type of vegetation that sheds its leaves during winter or dry seasons. Compare with **coniferous vegetation**.

# Book-specific sections

## Index

- Important terms and where to find them in the book
- Map to guide readers of your book
- Tips
  - Selected terms should be well distributed among the topics in the book
  - Try to predict what the readers will want to look for

**A**

Ashford, 44

**B**

Baltimore, Inner Harbor, 94

Belfast, Divis Flats, 125

Bexhill, 112

Bilbao, 58

Birmingham

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103, 152

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Eastside Locks, 96

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Jennens Road, 152

Jewellery Quarter, 84, 88, 90

Jupiter Apartments, 133

King Edwards Wharf, 133

Learning Quarter, 79, 109

Liberty Place, 133

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Symphony Court, 133

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Walsall and Sandwell), 57

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Broadmead, 76, 78, 154

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Nelson Street Regeneration  
Framework, 76

Queen Square, 146, 147

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Cambridge, 44

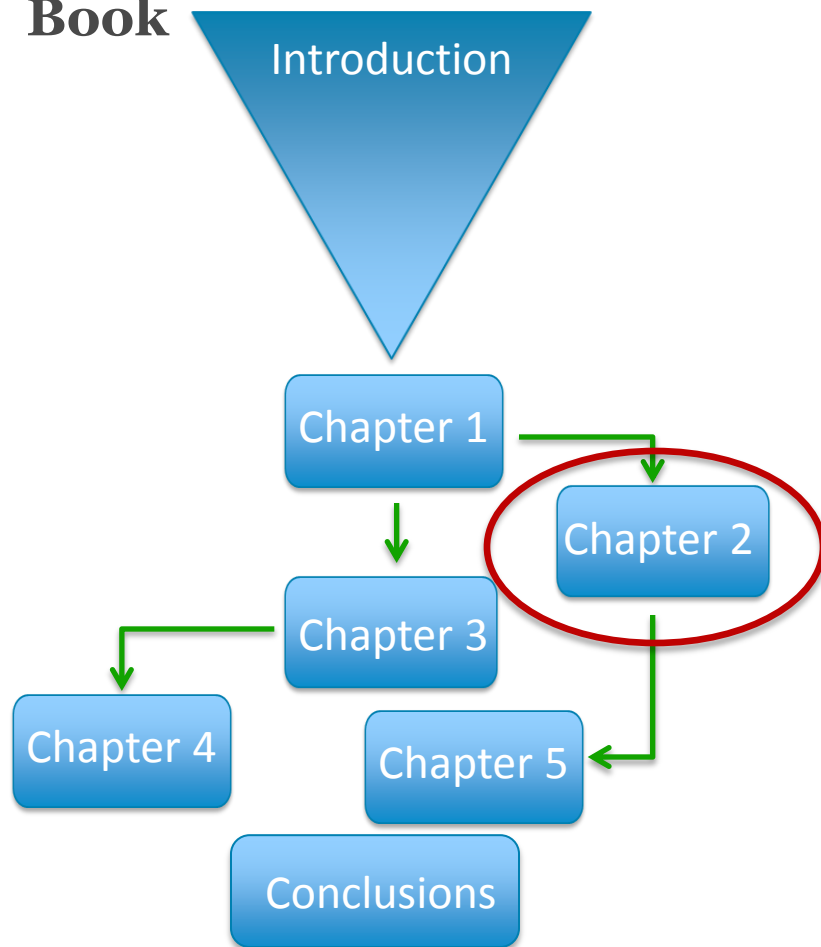
Coventry

Friargate, 146

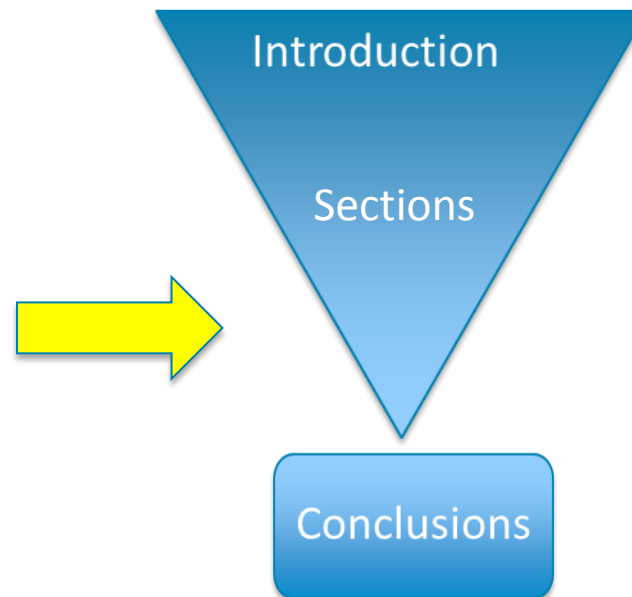
Garden of International Friendship,

# Book and Chapter organization

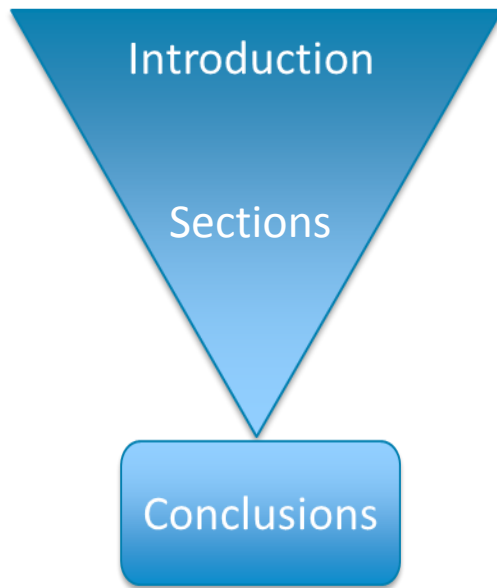
## Book



## Chapter



# Chapter organization



- Flow of information:
  - Summary (similar to an article abstract)
  - Introduction providing context
  - Short sections with descriptive headings
  - Conclusions
  - References (75 – 100)

# Chapter organization

- **Consistency** between chapters is important
  - abbreviations, formatting, terminology
- Chapters must be stand-alone
  - downloaded individually
- Repetition between chapters should be avoided
- Tip for book editors:
  - Make chapter topics and titles available to all authors during writing



# Publisher style guides



Springer

springer.com



Springer

springer

## Key Style Points

- ▶ Table of Contents
- ▶ Chapter Title Page
- ▶ Headings
- ▶ Formal Style
  - Abbreviations, Numbers, Units
  - Text Formatting
- ▶ Tables and Lists
- ▶ Figures and Illustrations
- ▶ References
  - Springer Basic Style
  - Springer Vancouver Style

## Key Style Points: Formal Style

### Text Formatting

- 1 Didactic elements such as examples, questions or exercises, summaries or key messages that repeat can be set on a gray box.
- 2 Emphasized words or phrases in running text are set in italics.
- 3 Italics are used for species and genus names, mathematical/physical variables, prefixes in chemical compounds, and foreign words (if not yet in general use).
- 4 Foreign words being in general use (e.g., ad hoc, laissez-faire, a priori, in vivo, et al., etc.) are formatted upright.
- 5 Bold formatting is used for run-in headings.

4

G.J. Caesar

### 20.1.1 Heading 2

Apud Helvetios longe nobilissimus fuit et ditissimus *Orgetorix*. Is M. Messala, A. Pisone consulibus regni cupiditate inductus coniurationem nobilitatis fecit et civitati persuasit ut de finibus suis cum omnibus copiis exiret. Perfacile esse, cum virtute omnibus praestarent, totius Galliae imperio potiri. Idem *Facilius* iis persuasit, quod undique loci natura Helvetiis continetur: una ex parte flumine Rheno latissimo atque altissimo, qui agrum Helvetium a Germanis dividit; altera ex parte motu lura altissimo, qui est inter Sequanos et Helvetios; tertia lacu Lemanno et flumine Rhodano, qui provinciam nostram ab Helvetiis dividit. His rebus fiebat ut et minus late vagarentur et minus facile finitimis bellum inferre possent; qua ex parte homines bellandi cupidi magno dolore adfliciebantur. Pro multitudo autem hominum et pro gloria belli atque fortitudinis angustus se fines habere arbitrabantur, qui in longitudinem milia passuum CCXI., in latitudinem CLXXX pauebant.

### 20.1.1.1 Heading 3

His rebus adducti et auctoritate Orgetorigis permoti constituerunt ea quae ad proficiscendum pertinerent comparare, iumentorumque *currorum* quam maximum numerum coemere, *sementes quam maximam facere*. In itinere copia frumenti suppeteret, cum proximis civitatibus pacem et amicitiam confirmare. Ad eas res conficiendas biennium sibi satis esse duxerunt; in tertium annum profectionem lege confirmant. Ad eas res conficiendas Orgetorix deliquit.

**Run-in Heading** Multos annos obtinuerat et a senatu populi Romani amicus appellatus erat, ut regnum in civitate sua occuparet, quod pater ante habuerat; itemque Dumnorigi Haedao, fratri Diviciaci, qui eo tempore principum in civitate obtinebat ac maxime plebi acceptus erat, ut idem conaretur persuaderetque *filiam suam* in matrimonium daret. Perfacile factu esse illis probat *E. coli* periculum, propterea quod ipse suae civitatis imperium obtinere esset: non esse *A. flavus* quin totius Galliae plurimum Helveti possent; si *copiis* suoque exercitu illis regna conciliatum confirmat. Hac oratione adducti in vivo fidem et ius iurandum danti et regno occupatio populos totius Galliae sese potiri posse sperant (Myers et al. 2011).

### Gallia

Gallia est omnis divisa in partes tres, quarum unam incolunt Belgae, aliam Aquitani, tertiam qui ipsorum lingua Celtae, nostra Galli appellantur. Hi omnes lingua, institutis, legibus inter se differunt.

[www.springer.com/authors/book+authors?SGWID=0-154102-0-0-0](http://www.springer.com/authors/book+authors?SGWID=0-154102-0-0-0)



# Section 3

***Increasing readability***

# A good book title

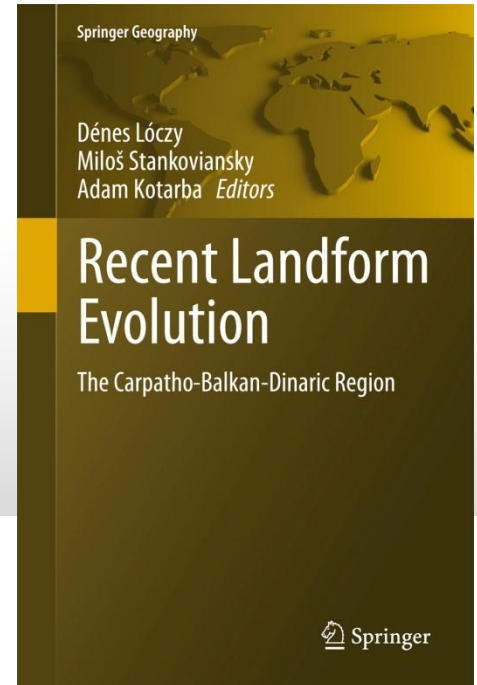
- Titles should be:
  - Short
  - Simple
  - Factual
- Avoid using questions

## ***Poor title***

Building Walls and Dissolving Borders:  
The Challenges of Alterity, Community and Securitizing Space

## ***Good title***

Recent Landform Evolution



# Display items

- Use schematics and flowcharts
  - e.g., in the introduction
- Keep it simple — use separate panels
- Legends must be able to ‘stand alone’
- **Permission and copyright**



Fig. A.2 Evaluation compass: criteria and issues of ECOCITY planning (Gaffron et al. 2008, 73)

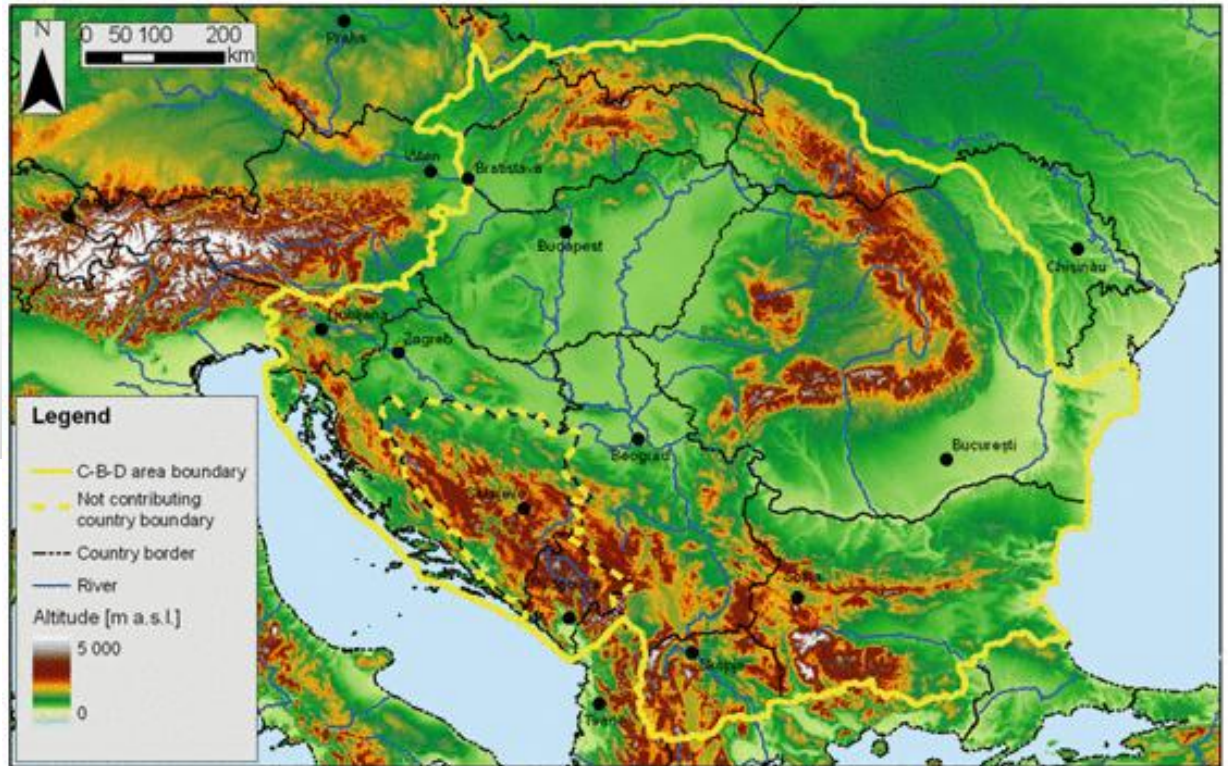
Sustainable Rural and Urban Ecosystems: Design, Implementation and Operation. Eds. G. Geller, D. Glucklich. 2012

# Display items

Scale bar

Legend clearly explaining meaning of different map components

Clear, 'stand alone' legend



**Fig. 2.1** Location of mountain meteorological stations in the Carpatho–Balkan–Dinaric region (Station numbers as listed in Table 2.1)

# Questions?

*Thank you!*



[edanzediting.co.jp/ajg\\_march\\_2013](http://edanzediting.co.jp/ajg_march_2013)

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