

## GUIDELINES FOR BOOK CHAPTER CONTRIBUTORS AND AUTHORS

These instructions are for authors of chapters for publication by Scrivener Publishing LLC. They are important to follow as they help keep both the author's and publisher's work to a minimum, and allow us to produce a high-quality book without delay.

### Acceptable Files

It simplifies matters if we restrict ourselves to the standard software packages:

- Word for text and table files with standard fonts
- TIF or EPS for figure files (always submit color where possible)

### Layout of the Chapter

Because your work will be online and available for purchase by the chapter, it needs to be consistent with our database requirements so it can stand alone and be fully searchable and accessible. Therefore, each chapter must have the following details (which we call "metadata") on the first page:

- Definitive title (not a working title but a strong and descriptive one)
- Definitive subtitle (if any)
- Final sequence of names of authors with affiliations (department, university/company name, city, country)
- E-mail address for the corresponding author
- Full mailing address and tel. # of corresponding author for sending print copy upon publication
- An abstract of a maximum of **200 words** which encapsulates the work (must not contain figures)
- **Max 8 keywords/search** terms that will aid users to find your work online
- Running head suggestion of no more than **45 characters** (including spaces)

### House Style and Format

**The information in this section covers the most important style issues:**

**Language:** Be consistent and specific with technical words and jargon. Define terms and abbreviations in their first use and then use the abbreviation thereafter. Please try to limit the use of acronyms and other abbreviations. Do not start sentences with abbreviations; for example, use Carbon..., not C.... Use SI, *Système International*, standard units for measurements (metric only). Make sure you use compound words and hyphenated words correctly: "Nanomaterials" rather than "nano- materials" or "polyethylene-based" rather than "polyethylene based".

**Fonts:** Use a regular font like Calibri or New Times Roman. Do not use bold, italic, or underlined within the text if you want to emphasize a word. **Do not use ALL CAPITALS at any time.** We display our headings in upper and lower case such as "**Dimercaptosuccinic Acid-Coated Magnetic Nanoparticles as a Localized Delivery System in Cancer Immunotherapy**". Please do use bold for the main heading.

**Spelling:** We prefer U.S. spelling.

**Chapter Numbering and Subheadings:** Sections within each chapter are double numbered to the second level (e.g., 7.1.1), preceded by the chapter number (in this case, Ch. 7). Unless the organization of the book or chapter requires more detailed numbering, further subordinate section headings can be set off using bold or italic bold font. Your volume editor will advise you of your chapter number so please insert the chapter numbering. This applies to all figures, tables, equations, and in-text citations.

**Equations:** Please do not save and submit any equations in "images" format because we cannot edit them. If you cannot write them originally in Word, then use the tool which can be located at <https://support.office.com/en-us/article/Write-insert-or-change-an-equation-in-Word-2007-f4789808-f958-4baa-9e90-09227c88c5da>. This tool is very easy to use and will solve all the problems. Displayed equations are double numbered by chapter, in parentheses. Variables are italicized in the equations and in the text.

**References:** The numbered system is normally used: Cite references by number (in square brackets), numbering them consecutively throughout the chapter, and listing them in numerical order at the end of the chapter. For all reference styles, include the complete author(s) name(s) as published, the complete reference title, publisher, location, and date of publication. Use standard abbreviations for journal titles and be consistent in use. Look up on the web if you do not know the standard abbreviation. Journal abbreviations and book titles should be in italic. Use a period (full stop) after any journal title abbreviation.

Please follow exactly the styles below.

### Journal Reference

George, J., Sreekala, M.S., Thomas, S.A., A review on interface modification and characterization of natural fiber reinforced plastic composites. *Polym. Eng.Sci.*, 41, 1471, 2001.

### Authored book

Sharon, M and Sharon M., *Graphene: An introduction to fundamentals and industrial applications*, pp.205-206, Wiley-Scrivener, 2015.

### Edited volume

Mittal, K.L. (Ed.), *Polymer Surface Modification: Relevance to Adhesion*, VSPiBrill, Leiden, 2009.

### Chapter in edited volume

Matinlinna, J.P., Dahl, J.E *et al*, The effect of the novel silane system on the flexural properties of E-glass fiber-reinforced composites for dental use, in: *Silanes and Other Coupling Agents*, K.L. Mittal (Ed.), pp. 107-121, VSPiBrill, Leiden, 2009.

### Standard

Standard specification for ultra-high-molecular-weight polyethylene molding and extrusion materials, ASTM D4020-05, 2007.

### Web Citation

Mitsui Chemicals, Ape1™ cyclo olefin copolymer (COC), <http://www.mitsuichemicals.com/apel.htm>, 2008.

### Patent

W.A Anderson and G.N. Meckling, Polymeric bicyclo-(2,2,1)-2-heptene, US Patent 2721189, assigned to DuPont, 1955.

## **Figures and Tables**

**Permission to use figures:** It is critically important to ask for permission to reuse figures from the copyright holder when you are writing the chapter. Do not wait until you have submitted the manuscript to the editor or the publisher. If payment is required it is your responsibility to process that. Alternatively, you can seek a replacement figure. The permission citation should form part of the figure caption.

**Designation:** Non-tabular materials are "Figures" (not exhibits, illustrations, etc.), and tabular materials are "Tables." Make sure to note the approximate placement in the manuscript. Each figure and table should have a text reference occurring before (or within a few lines after) its placement.

**Captions, Headings, and Credits:** If there are credits for figures or tables, they follow the caption or heading in parentheses. Captions and headings should be sufficiently descriptive so that the table or figure is understandable should it stand alone in page placement. Captions and headings should not be saved with the figure, but in the separate List of Figure and Tables. Because we use color for our digital editions and black/white for our printed edition, make sure you do not describe figures using colors as this will not be clear to the print reader.

**Fonts:** When creating your own graphics, use one font consistently for their labels throughout your manuscript, and use one consistent arrowhead size. Keep in mind that large figures will be downsized by our typesetter.

**Figure Resolution:** At all times, figure resolution needs to be **600 dpi at the size it will be used**. (Keep in mind that large figures will need to be downsized by our typesetter.) The exceptions are line art, which should be **800 dpi at the size it will be used**, and grey scale charts and photos, which should be **400 dpi** at the size they will be used. Figures downloaded from the Internet are generally not of good quality.

**Figure File Naming:** When creating a file name for your electronic figures, avoid all punctuation except the hyphen, as these can corrupt the file. (For example: use "3-07.tif" to name a file for the 7th figure of chapter 3.)

**Table Format:** Keep in mind what trim size your book will be. For example, a table with many columns would need to be formatted landscape in a 6X9 book, whereas in an 8 ½ X 11 book the same table may work in portrait format. Please do not save and submit any tables in "images" format because we cannot edit them. Write them in Word or Excel format.

## **Index**

Authors of monographs and chapters are strongly encouraged to create the subject index in Word as they write their book/chapter. Please review the link below and follow the instructions. If you have any questions, then please ask.

<http://www.teachucomp.com/how-to-create-an-index-in-microsoft-word-2013/>

**Proofs of your chapter**

Proofs of your book or chapter will be sent to you for correction either by the publisher or the typesetters who will be providing project management. For authors, you will have 10 days to annotate the PDF and provide the chapter subject index (instructions will be given at the time).

THANK YOU FOR WRITING FOR RESGA-2021 AND WE VALUE YOUR CONTRIBUTION VERY MUCH