



MANUSCRIPT PREPARATION GUIDELINES

Note: If these guidelines are not followed, your manuscript will be returned immediately for revision and production will be delayed.

- Mail and e-mail communication are preferable to telephone communications during the editorial process. If a telephone conference is necessary at any point, your editor will contact you to set up a time and date.
- Please submit one double-spaced electronic copy of your final manuscript. The file should be prepared in Microsoft Word.
- The manuscript should include a cover page with the following information: author's name, title, address, work and home phone numbers, fax number, and e-mail address.
- Files should contain only the minimum amount of formatting necessary to make the structure clear. Use 12-point Times New Roman font. Use italics only for key terms, and use sparingly. Use the tab function, not the space bar, to indent paragraphs or items in figures or tables.
- Each graphic (table, figure, illustration, etc.) should be in a *separate* document with an easily recognizable name, such as "Table 1" or "Figure 3," making sure that each graphic has been referenced within the text (e.g., "Insert Figure 1 Here"). All materials to be included in the book should accompany the manuscript when it is submitted.
- If you wish to include an index in your book, special provisions must be made. Our editorial department is not equipped to produce an index of your book in-house. The creation of an index will be outsourced to an independent indexing service. *As per your contract, all costs associated with the creation of an index are the responsibility of the author.* Because the creation of an index will add additional time to the creation of your project, you must inform us of your desire for an index before you submit your manuscript. This will allow us to build in extra time into our production schedule.
- A complete list of works cited must accompany all manuscripts. Please use the sixth edition of the *Publication Manual of the American Psychological Association* (2010) for documentation and bibliographical information. References should be included as a separate section at the back of the manuscript. Please check the following before submitting your manuscript:
 - Are references cited both in the text (including tables and figures) and in the reference list?
 - Do the text citations and reference list entries agree both in spelling and in date?
 - Are journal and book titles in the reference list spelled out fully?
 - Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors' surnames?
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- During the galley stage, you will have approximately 1–2 weeks to carefully go over your manuscript and mark any fatal errors. At this stage, only changes related to proof-reading corrections can be made. Please do not ask for other types of changes to be made during this stage in the production schedule.
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Reference

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.