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Author Information Packet

Congratulations on having your work accepted for publication by Prufrock Press. This packet provides important information about the editorial and publishing process and guidelines for submitting your final manuscript.

COMMUNICATING WITH YOUR EDITOR

Early in the process, you will be assigned an editor who will be responsible for working with you on your book and guiding you through from start to finish. E-mail communication is preferable to telephone communication during the editorial process due to the editors' busy schedules and workload. If a telephone conference is necessary at any point, your editor will contact you to set up a time and date.

THE EDITORIAL PROCESS

Once your book is accepted for publication, you will work with a member of the Prufrock editorial staff to assign a due date for your manuscript, which sets the publication date. Then, you will work with the staff member to create a contract. Getting everything together and having the contract signed usually takes about a month. Once you have the contract signed and returned to our office, you are free to start on your manuscript.

At this stage, if you have not already been assigned to an editor, you will receive your assignment. Any questions/concerns before your manuscript due date should be e-mailed to this editor and any special arrangements to help you complete your manuscript should be made at this time (e.g., if you'd like to run a few sample chapters by your editor before your official due date).

When your manuscript due date arrives, send an electronic copy (see section on submitting your manuscript on p. 6) of your manuscript in Microsoft Word to your editor. You must follow the formatting guidelines in this packet. This is a first draft of your manuscript, but we expect it to be a *completed* first draft. All figures and tables also should be completed by this time.

At this point, your editor will begin editing your manuscript for content, as well as for stylistic issues. The editorial and revision process typically takes between 3 and 9 months, depending on your manuscript due date and the date of publication. Your editor will give you a certain amount of time to work on any requested revisions, depending on the amount of needed changes. *Please note that in some cases, especially under quick deadlines, these timelines will be tighter, and your editor may deem one edit of your book sufficient.*

After all edits are made, the manuscript will go into production, where our in-house designer will lay out the text and add graphical treatments. Once the book is laid out, a copy editor will proofread the document for any additional errors.

Once these changes are made, you will then receive a galley copy of the book, which is a final PDF copy (the book will look like the finished product). 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 proofreading corrections can be made. Please do not ask for other types of changes to be made during this stage in the production schedule, as changes that affect the flow of a book cannot be accommodated.

Prufrock will then make any changes that you have to the galley, before sending the book to the printer.

In between these steps, our designer will develop a cover and the staff will work on marketing materials for your book. You may be required to provide some materials such as a short bio, descriptions for the book, title ideas, and the like during this process.

PREPARING YOUR MANUSCRIPT

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

Formatting

Files should contain only the minimum amount of formatting necessary to make the structure clear. Please keep the following guidelines in mind as you begin working on your manuscript:

- Use 12-point Times New Roman font throughout (Prufrock asks that authors *do not* use the style function in Word, as all styles in a document have to be taken out prior to sending it to layout).
- 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.
- Use the hanging indent function in Word instead of hard returns when formatting reference lists.
- Use the remove link function to remove all hyperlinks in your document.
- Use spellchecker before submitting your document.

Authors should follow the style guidelines as outlined in the sixth edition of the *Publication Manual of the American Psychological Association* (2010). For documents using headings, the APA manual offers five possible arrangements. Regardless of how many headings your manuscript uses, please follow these in a top-down manner. Table 1 provides the formatting guidelines for each level of heading.

Graphics/Artwork

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 tables and figures to be included in the book should accompany the manuscript when it is submitted. If you have suggestions for artwork, please create a separate list of ideas and submit it with your manuscript. Do not include clip art in your document. Your editor will provide you with more information should artwork be needed for your book.

Reference List

A complete list of references 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 end 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/subtitles 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?
- Are the websites listed in the reference list still active?
- Are inclusive page numbers for articles or chapters in books provided for each reference?
- Are hard returns and additional spacing removed from references?

Your editor will verify your references upon receipt. However, it is your responsibility to fact-check them first and ensure that all of your information is accurate, complete, and up-to-date. Failure to submit a complete and accurate

TABLE 1
Format for Heading Levels

Heading Level	Format
1	Centered, Boldface, Title Case Heading
2	Flush Left, Boldface, Title Case Heading
3	Indented, boldface, sentence case paragraph heading ending with a period.
4	<i>Indented, boldface, italicized, sentence case paragraph heading ending with a period.</i>
5	<i>Indented, italicized, sentence case paragraph heading ending with a period.</i>

Note. Adapted from American Psychological Association (2010).

reference list that conforms to APA style will result in substantial delays during the editorial process.

Index

If you wish to have an index included 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 will need to inform your editor of your desire for an index while you are working on your manuscript. This will allow us to build in extra time into our production schedule.

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SUBMITTING YOUR MANUSCRIPT

When you have finished your manuscript:

1. Please send one double-spaced electronic copy directly to your editor via e-mail. Your editor may prefer to receive the final manuscript via Dropbox or other means, so please contact her to determine her preference. If applicable, all figures/tables should be in separate documents (see section on graphics on p. 4). The file(s) should be prepared in Microsoft Word.
2. The manuscript should include a cover page with the following information: author's name, title, address, phone number, and e-mail address. Please ensure this is the most up-to-date information, as it will be used to contact the author during the galley stage.
3. Please include a biographical sketch with your submission (e.g., an "About the Author(s)" page in your manuscript) that could appear on the back cover of your book, on an author's page, and/or on the Prufrock Press website. Consider including the following information: current professional status; education background; classroom experience; other significant publications (books, journal articles, testing instruments, etc.); awards won; and anything else that might interest your audience.
4. Please also e-mail your editor a recent, professionally done, color, head-and-shoulders portrait of yourself for inclusion on the Prufrock Press website and *possible* inclusion on the book's back cover.

REFERENCE

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



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