

## MANUSCRIPT PREPARATION FOR AMPP BOOKS

Adapted for AMPP from “Saving You Time and Money”

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If more than one author is writing a book, make sure all authors have each other’s contact information including email—and cell phone numbers—in case of emergency.

### FORMATTING and STYLES

Do not submit manuscripts to AMPP with highlighting or shading for any text.

If there are things to be verified, they should be dealt with *prior* to submission or editing.

Use only plain text in your files—no specialized styles, fonts.

Do not use page headers or footers of any kind except for page numbers (1, 2, 3, etc.).

If you are using Microsoft Word to prepare your manuscript, do not use Word's predefined heading styles. Use plain text. Be consistent throughout the book including font and size, *especially* if more than one author is contributing to the book.

### FOOTNOTES

You can use Word’s “Insert > Footnote” command, however, the number must be enclosed in parentheses to distinguish them from reference citations, e.g., <sup>(1)</sup>

### FIGURES AND TABLES

It is the author's responsibility to submit camera-ready, publication-quality figures—whether the author created them, obtained from another source, or scanned. These high-quality figures have to be submitted with the manuscript.

NOTE: Using low-quality figures, etc., as placeholders greatly slows production, which translates to higher costs, and more time for your book to be published.

NOTE: PowerPoint is a *presentation package*—**not an illustration package!** Figures created in PowerPoint need special handling and saving to get them to be publication quality. The dots per inch needed for a figure to look good on the printed page is 300 dpi vs. the 72 dpi that PowerPoint produces without special

saving procedures. It is the author's responsibility to obtain high-quality figure files no matter what the source software is.

If figure part labels (A, B, C, etc.) are imbedded in the figure itself, verify that there is enough contrast between the background color and the letter color, and that they show up (e.g., a yellow or light gray background with a white letter on top is not acceptable).

### **Figure Captions and Table Titles**

Captions and titles should be written in such a way that readers will understand what it is without other text. Figures and tables are often on another page from where they are cited, so they should be self-explanatory.

If the figure (drawing, photo, etc.) was obtained from another source, photo or other credit must be given, as in "Photo courtesy of XYZ Company" or "Drawing courtesy of XYZ Company". Be consistent with how the credit line reads.

All figures and tables must be cited in the text.

### **USING MATERIAL FROM OTHER SOURCES**

If you are using material from other sources—even if that source is AMPP—you *must* obtain permission *in writing* from the source to use their material (e.g., tables, photos, drawings, charts, etc.). It is an infringement of copyright not to do this.

NOTE Getting permission from an individual author to use his/her work is nice, but it does not exempt you from getting written permission from the publisher of that source if the publisher is the one who owns the copyright.

### **REFERENCES**

Although EndNote is handy for references when writing a book, it does not work seamlessly when the book is sent for printing preparation (a.k.a. "layout"). If you use this Word plugin, you will need to convert the document to plain text. If this is not done, extra review cycles will be needed for reviewing the files in the proof stage.

Use the most recent AMPP style:

Jones, A.B., C.D. Smith, E.F. Jones, and G.H. Smith, "Title of Work," *Book Title* (Philadelphia, PA: XYZ Publisher, 2020): pp. 100–143.

Although many authors use the reference style they are most familiar with, this adds more time and expense to the publication process to get the references into AMPP style.

List *all* authors in *each* reference. **Do not** use “ibid” or “et al.” in reference lists.

When citing a journal article, spell out the name of the journal. Do not abbreviate it.

Verify there is a citation in the chapter/book for all references in the References section and vice versa.

When you cite the reference in the text, use the corresponding number in the References list, superscripted, after punctuation, like this.<sup>1</sup> If cite a reference in the text such as “Smith et al. (20xx) deduced that...” you must still indicate the corresponding reference number.

*References in the list are to be in the order they are cited and numbered accordingly.*

NOTE: If a reference must be given in the Front Matter (Preface, Foreword, etc.), use an inline citation or footnote. Do not cite references with reference numbers in the Front Matter. Numbered citations should *always* start in Chapter 1.

## **ONCE THE MANUSCRIPT IS COMPLETE, IS IT READY FOR SUBMISSION TO AMPP AND/OR EDITING?**

The text/manuscript you submit should be as close to finished, i.e., perfect (as far as you are concerned) as possible. The more work that you put into the details prior to submitting it, the less work the editor must do, which saves time and money in getting your book in print.

You as the author are strongly advised to read the book from “cover to cover” *prior to submission*. Most books are written either out of chapter order or over the course of many months/years, so errors and/or inconsistencies creep in during the writing process. Catching these errors *before the book* is edited saves time and money. If you are the only author, try to get a peer to review the book for a learned critique.

If more than one person is writing a book (unless each chapter is standalone and does not reference other chapters, as in a conference anthology), it is *strongly advised* that *all* authors read the book from cover to cover before it is sent for editing. Coauthors will catch errors and inconsistencies that the original author will not, in addition to adding different perspectives to the narrative that could make the book better.

Once your AMPP editor is assigned, let that person know if you (or any of the authors) will have times you are not available for questions or reviews (such as when on extensive travel or vacations).

## **ONCE THE MANUSCRIPT IS EDITED, IS IT READY FOR LAYOUT?**

After the book is edited, its next step is for it to be prepared (laid out) for printing. Your editor will ask for your “approval for layout”. After it is laid out, you (as the author) will receive the page proofs. It is imperative that you (and any coauthors) review the proofs carefully **and in their entirety cover-to-cover**. Even though you reviewed the files when they were still in Word (prior to the layout step), when the format of a document is changed (fonts, columns, sizes, etc.), mistakes you didn’t see before will suddenly be apparent. ***This review of the proofs is an extremely important step and is not one to be ignored, done in a cursory manner, or handed off to someone else.*** If you do not have time to go through it as it should be done, **wait until you do have time**. Many things depend on how, and when, you review these proofs. Failure to review them properly adds unnecessary time—and expense—to the publication process.

The proofs you receive are a PDF of what actually goes to the printer. Put all revisions to be made into a comment in the PDF file. **DO NOT** make changes to the PDF yourself even if you have the software that can do this.

Only after you give your editor the “OK to print” notification will the book be sent off for indexing. NOTE that this is a totally separate step from both editing and layout and is done by a professional indexer.

*Your compliance with these guidelines will ensure the most streamlined process possible.*

**To discuss further or to submit a manuscript, reach out to Jean Broge, [jean.broge@ampp.org](mailto:jean.broge@ampp.org)**