# JAYPEE BOOKS – PUBLISHER GUIDELINES

## Points to remember

- Ensure your manuscript follows the agreed content plan and is within the planned length

- Submission time of the full manuscript and the likely publishing month is agreed with the Publisher

- Name digital files clearly with book name and chapter number (e.g. ch04_Title)

- Number and cite all figures/tables in text

- Do not include figures/tables within text: type captions & tables at end of manuscript

- **Supply every photo, including borrowed ones, as a <u>separate unlabelled tif or jpg file at a minimum width of 1200 pixels</u>. Do not embed photos in Word or PowerPoint files**

- Supply full details of borrowed figures/tables, along with signed permission form(s)

- Cite all references in the text and supply full bibliographic details

- Keep a copy of everything you submit!

If you have queries on the following notes, please contact [name], [email]

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**TIP**

Writing in **Word** format:
– Open a blank Word document.
– Use the default styles in Word to identify the heading levels.
– Use the standard Word functions for displayed lists, type styles such as bold or italics, the indexing function, and the footnote function.
– Use a single main font for the entire text. We recommend Times New Roman.

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## MANUSCRIPT PREPARATION

**Extent (no. of words, photos, artworks, tables and boxes ... ultimately, no. of pages in book):** The planned extents for each chapter and the whole book have been agreed with the publisher. Please keep broadly within them. It would be preferable to have an estimate of the page count/word count for each of the chapters and for the whole book. There should also be clarity in the beginning regarding the likely number of illustrations/photos/artworks that will form part of the book. If you think the balance of illustration types (including tables) may need to change significantly, please discuss this immediately with the Development Editor.

If the manuscript extent goes beyond the agreed plan, this needs to be discussed and agreed with the Publisher/Development editor, at an early stage before it goes into production process. This would save time and duplication of efforts.

1. The text should be planned to emulate the course study requirements, by and large following the established syllabi, university guidelines, or institution's outlined objectives.
2. The arrangement of the material should follow a systematic method of conduction, *i.e.*, in which the author's thoughts are conveyed to the readers in a definite pattern

*Microsoft Word* 2010 or 2007 is the preferred format for text, tables and captions.

*Type each chapter in the order: text, then Figure legends, then tables*. Do not place illustrations, captions or tables within the text sections. The only exception to this will be intext (unnumbered) figures, tables or boxes which need to be placed after certain text.

# Chapters

Chapters contain the actual content of the book, i.e., text, figures, tables, and references.

- Decide the numbering style for the chapters and apply this style consistently to all chapters: consecutively numbered or unnumbered.
- If an introduction to the subject of the book (historical background, definitions, or methodology) is included, it should appear as the first chapter and thus be included in the chapter numbering. It can contain references, figures, and tables, just as any other chapter.

## *Language*
- Either British or American English can be used, but be consistent within your chapter or book. In contributed books chapter-wise consistency is accepted. **Jaypee's house style follows American English.**
- Check for consistent spelling of names, terms, and abbreviations, including in tables and figure captions.

## *Chapter Title and Authors*
- For contributed volumes, please include each chapter's authors' names (spelled out as they would be cited in Prelims). Affiliations and e-mail addresses are only included in Prelims.

## *Headings*
Make the heading hierarchy clear. Indicate heading levels:

- either by annotating them 'chapter', H1, H2, H3, H4 & H5 in the Word documents
- or by using the Styles in the Word Outline (refer screen shot on next page)
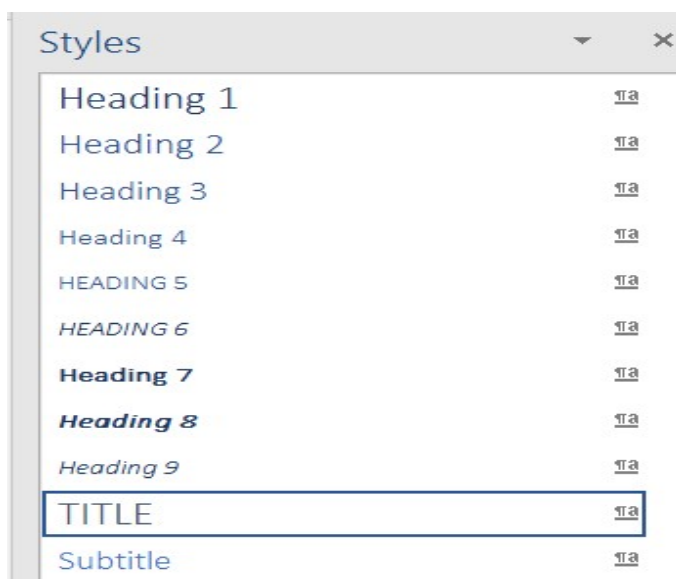
Regardless of how many headings you use in each chapter, please structure them so that there is a maximum of six levels of heading within each chapter (H1 to H6).

## *Terminology, Units and Abbreviations*

- ***Please define abbreviations*** the first time they appear in a chapter. There is no need to define chemical elements or other very common abbreviations such as DNA (but *if in doubt, spell it out …* on the first mention, at least).
- ***Greek or other special symbols*** can get lost during file processing: please highlight them in colour. Registration/Trade mark symbols (®) may not always appear where they should: please either reinstate them or write a note at the front of the chapter file.

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**TIP**
If the manuscript contains a large number of terms and abbreviations, a list of abbreviations or a **glossary** is advised.

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## *Text Style and Format – Key Points*

- **Do not open the chapter with a displayed quotation** (our books do not use literary styles)
- **Avoid including quotations** in text, captions, boxes, tables, etc. #
- Where a quotation is unavoidable, use quotation marks and supply full bibliographic details of the source (i.e. a full reference, cited at the location of the quotation). Quotations should be two sentences or less; rewrite lengthier extracts in your own words, tailoring the information for its new context.

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Tip
– Italics/bold should be used for emphasized words or phrases in running text, but do not format entire paragraphs in italics/bold.
– In addition, use italics for species and genus names.

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## Style

- ✓ **Avoid very long paragraphs** (hard to navigate) and very short paragraphs (sense of narrative gets lost).
- ✓ **Use full sentences** (not note format).

## *Tables, Figures/Photos/Videos, Boxes*

- ***Ensure that all tables and figures are cited (mentioned) in the text***: the typesetter will place the table/figure in the first available location after its citation. (Please don't use 'flags' such as '*Place Fig. 5.1 here*': these will be ignored by the typesetter.)
- Number tables as Table N.1, Table N.2, Table N.3, etc., where N is the chapter number, in the order in which they are cited in the text.
- Number figures as Figure N.1, Figure N.2, Figure N.3, etc., where N is the chapter number, in the order in which they are cited in the text.
- Do not set entire pages as boxes, because this affects online readability

### TABLES – TYPE TABLES AT END OF MANUSCRIPT (NOT WITHIN TEXT)

- ✓ **Captions**: supply a short caption (see example below). If additional elaboration is required, use footnotes.
- ✓ **Abbreviation footnotes**: use footnotes to define all abbreviations used in a table.
- ✓ **Body of table:** supply in Word, preferably using the **Table menu** in Word (not by manual tabbing).

**Table 8.3 Eye changes in juvenile idiopathic polyarthritis**

| Disease | Eye signs |
|---|---|
| Systemic arthritis (Still's disease) | None |
| Polyarticular arthritis (RF positive) | Scleritis; keratitis |
| Enthesitis-related arthritis (HLA-B27 positive) | Acute anterior uveitis usually later in the disease |

ANA, antinuclear antibody; RF, rheumatoid factor.

### FIGURES (DIAGRAMS/ARTWORKS AND PHOTOS) – TYPE CAPTIONS AT END OF MANUSCRIPT AND SUPPLY FIGURES AS SEPARATE FILES (NOT WITHIN TEXT)

**Figure groupings**: Only group multiple parts under a single figure number if it is highly important that they appear together on the same page (e.g. as Figure 2.4A, 2.4B and 2.4C). Otherwise, give each item a separate figure number and caption.

**Captions**: supply a caption for every figure. Summarise the subject in a short opening sentence. Follow this with any further elaboration that is needed, along with definition of any abbreviations used in the figure.

### PHOTOS (COLOUR AND BLACK & WHITE)

Supply each photo, including borrowed photos, as a **separate and unlabelled tiff or jpg file at least 1200 pixels wide** (i.e. minimum resolution of 300 dpi,118 pixels/cm, for an image width of NOT LESS than 10cm). Do not embed photos in Word or Powerpoint files.

- *Labels/symbols* (e.g. arrowheads)*: if these are needed, supply a labelled version for the typesetter to follow as well as an *unlabelled top copy*. This can be in any common electronic format:  pdf, tif, jpg, ppt, doc.
- ***Define symbols and abbreviations in the caption****.*

**Reproduction colour and quality:** please be aware that contrast and colour reproduction will be 'as supplied' and the contrast and colour balance in the printed book may not exactly match what you see on your screen (individual screens vary, and printing presses don't use the same colour system as computers). Also note that although overall quality will be a good match to the material you supply, *it won't become any better during the printing*.

## ARTWORKS (DIAGRAMS, GRAPHS, DRAWINGS)

***Jaypee will redraw all artwork as per house style.*** You do not need to have illustration professionally prepared. You can supply material in any of the following formats:

- Scans of figures from other books, with annotation showing adaptions that will make the figure your own, supplied as a pdf, tif or jpeg
- Clear and readable Hand-drawn sketch, as a pdf, tif or jpeg
- Illustration created in Excel, Word, PowerPoint or other easily read format (please don't supply files in Adobe Illustrator, CoralDraw, or other drawing packages without discussing them with us first).
- ***Do not crop*** photos to shapes unless cropping is *essential* (e.g. for anonymity or to fit a series of photos together).

Electronic scans/files are preferred for all of the above (though you can post hard copy figures if these are not available)

***Please ensure any hand-written labelling is legible!***


## *Videos*
Please provide:

- ✓ Video legends
- ✓ Text citations in respective chapters if possible

**Preferable format**- MPEG-4

- ✓ Video formats that qualify for the architecture that we use - can be in any of the following formats - DivX, XviD, AVI, WMV, MPG, MPEG, MP4, M4V, FLV, 3GP, ASF, RM, RMVB, MOV, MOD, ASX, MKV, OGM, SVCD, VCD, VOB any video format playable.
- ✓ Video should be clearly visible with proper lightening
- ✓ Camera should be focused on the object
- ✓ Video should not be pixelated or blurred
- ✓ Any video or audio processing is - use of non-professional recording instruments/techniques and thus resulting to variable bit-rate in audio and multiple fps (frames per second) this usually is a deal breaker which increase the cost of processing the audio and video correction techniques needed to transform it into a professional video/audio. If you can layout and enforce some kind of quality control at the time of recording this can help saving good revenue that you spend in-terms of man-hours involved in handling all this.

- ✓ If we receive the source in good condition - we can even increase the decibels to 300% which means a video which had low voice while recording we can even try to increase the voice to up-to 300% of what we received - but the key to success is in which condition the source is delivered.
- ✓ Duration of video 10-20 minutes with voice over
- ✓ There should be no branding on instruments or any object shown in video

**Audio voice over**

- ✓ Selectable formats - MP3, WMA, WAV, M4A, AAC, FLAC
- ✓ Voiceover should be audible and clear
- ✓ Voiceover should be constant - it means voice do not raise or fall in videos
- ✓ There should not be any personal talk
- ✓ Accent should be either US or UK
- ✓ No background sound is acceptable in voice over like light music, traffic noise etc.

# REFERENCES

- ✓ Chapters should not be over-referenced. It is sufficient to give reference for the last 5 to 6 years and include only those that are landmark in nature or cited more often in high impact factor journals.
- ✓ These should point readers to relevant landmark papers and review articles.
- ✓ Please cite them in the text sequentially.
- ✓ Ensure all references are cited in text.
- ✓ Ensure there is no repetition of references.

**Citation style:** cite references using the number set as superscript in the text, and supply reference list in alphabetical order by author at the end of the chapter (Please use Vancouver numbered referencing system).

In the reference list, where there are three or fewer than three authors, supply surname + initials for all of them. Where there are three or more authors, supply surname + initials for the first three, plus 'et al.'. **Here are few examples for reference:**

1. Thakker MM, Perez VL, Moulin A, et al. Multifocal nodular episcleritis and scleritis with undiagnosed Hodgkin's lymphoma. Ophthalmology 2003;110:1057–1060.

2. Huston CD. Intestinal protozoa. In: Feldman M, Friedman LS, Brandt LJ (Eds). Sleisenger & Fordtran's Gastrointestinal and Liver Disease, 8th edition. Philadelphia, PA: Saunders—An imprint of Elsevier Inc.; 2006. pp. 2420-3.

3. Schwameis M, Buchtele N, Wadowski PA, et al. Chikungunya vaccines in development. Human Vaccines and Immunotherapeutics. 2016;12(3):716-31, DOI: 10.1080/21645515.2015.1101197.

4. Epidemiology and Prevention of Vaccine-Preventable Diseases. The Pink Book: Course Textbook, 12th edition (April 2011). [online] Available from http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters [Accessed October 2012].

5. Singhal T, Amdekar YK, Agarval RK (Eds). IAP Guide Book on Immunization, 4th edition. IAP Committee on Immunization. New Delhi: Jaypee Brothers; 2009.

## COPYRIGHT COMPLIANCE AND PERMISSIONS

### Text

**All text must be original** to this book, written in your own words and previously unpublished. Jaypee runs checks for plagiarism, so do ensure that any intentional quotes are clearly identified.

### Artworks/Photos (diagrams, graphs, drawings)

- *Disguising patient identity:* ensure patients cannot be identified. Either crop the photo or obtain patient consent if the whole face has to be shown).

When you adapt a published figure do not risk infringement of copyright: **supply adaptations that make the figure your own, and do not adapt more than one or two figures from any one book or web site**.

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**Previously unpublished photographs supplied by a colleague** do not need a permission form but he/she must be acknowledged with a 'by courtesy' line in the caption.

**Supply high-resolution tiffs or jpgs of photos borrowed from any source** (minimum 1200 pixels wide).

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**TIP**
*Ensure any borrowed figures are from colleagues or medical and academic sources* (books, journals, etc.)**,** and do not use commercial photobanks (Getty Images, Shutterstock, i-stock, etc.).

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## Patient Anonymity – Photos and Text

Patients must not be identifiable in photos or scenarios/descriptions in the text; the responsibility to ensure anonymity in photos and text rests fully with contributors.

- Crop identifiable features from photos or instruct eye bars (JP will apply additional cropping to photos if your cropping seems insufficient).
- Anonymise captions and patient-based scenarios by changing a significant proportion of the detail, not just a couple of superficial facts like age or occupation.

## SUBMISSION OF PROOF CORRECTIONS

1. Most preferable format for submitting the corrections is comments annotated in PDF. Other formats such as word and emails with clearly mentioned corrections will also be workable. Please highlight the changes in word document in case PDF is saved to word for review.

2. Do not replace complete content of a chapter(s) or change Table of Contents at later stages, if possible.

3. Any missing element (figure, table etc.) needs to be provided along with corrections.

4. Please respond to all queries mentioned on chapter opening page.

5. Please respond to the queries related to figure quality (query list will be shared with Proorfs).

6. For any multi-contributed book, corrections in single PDF should be sent. In case contributors and main author send corrections separately, it can cause confusion in case of contradiction in the marked changes.

## MANUSCRIPT SUBMISSION CHECKLIST

| | | |
|---|---|---|
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| Authors/Editors | All author/editor names included | □ |
| | E-mail address of corresponding author included.<br>✓ The standard procedure is for private e-mail addresses to be used for communication but not published. Professional e-mail addresses will be published.<br>✓ *If you do not wish this,* please indicate clearly if your private e-mail address should be published or if your professional e-mail address should not be published. | □ |
| Front matter | Complete with the following elements:<br>□ Dedication  □ Foreword<br>□ Preface  □ Acknowledgments<br>□ Table of contents (required)  □ List of contributors (with details) | □ |
| Table of contents | Monographs: first 2 levels of headings appearing in chapters are included | □ |
| | Contributed books: chapter titles and author names included | □ |
| | Headings correspond to those in the text | □ |
| Book structure | Number of Sections:<br>Number of chapters: | □ |
| | All chapters numbered sequentially throughout the book (or not numbered at all) | □ |
| | Chapter sequence and numbering final | □ |
| Abstract | Included for each chapter | □ |
| Keywords *(if applicable)* | Included for each chapter | □ |
| Text | Heading levels and special text elements consistently styled | □ |
| | No heading levels skipped | □ |
| References | Reference lists included at the end of each chapter | □ |
| | Citations in text agree with reference list | □ |
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| | Consecutively numbered within chapter | □ |
| | Consecutively cited in text | □ |
| | Figure captions included in the text file | □ |
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