

AAP BOOK MANUSCRIPT PREPARATION & SUBMISSION GUIDELINES

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Please read carefully. Manuscripts that do not follow these guidelines may be returned to you for further work.

v. 6.29.2020

AAP MANUSCRIPT CHECKLIST & KEY FEATURES

When submitting your manuscript, please include the items below, and please do a final check of the manuscript before submission to the publisher for completeness and accuracy.

- ___ Please organize and label all files clearly. File names should be no longer than 45 characters.
- ___ Font size 11 point Times Roman with 1.5 line spacing.
- ___ Heading styles:
 - NUMBER 1 HEADS SHOULD BE ALL BOLD, CAPS, Roman
 - Number 2 Heads Should Be Bold, Title Case, Roman
 - Number 3 Heads Should Be Bold, Title Case, Italic
 - Number 4 heads should be bold, sentence style, italic
 - Number 5 heads should be light face, sentence style, italic
- ___ Note that numbered paragraphs (1.1, 1.1.1, etc.) should be numbered for scientific books; not necessary for nonscientific books.

FILE CONTAINING ALL MATERIALS FOR THE BOOK:

- ___ Front matter for the book:
 - ___ Title page
 - ___ Table of contents
 - ___ Preface
 - ___ Introduction
 - ___ Foreword (optional, written by an expert in the field who is not a chapter author)
 - ___ About the Author(s)/Editor(s) page (for book authors and editors only; not for chapter authors)
 - ___ For edited books: A listing of the contributors with their affiliations. Please include email addresses, if desired.
 - ___ Lists of abbreviations or symbols (as appropriate)
 - ___ Other elements (optional)
 - ___ Complete data for each author, editor, and chapter contributor: full name, degrees, title, affiliation, and email addresses.
 - ___ Text of book (all chapters). Ideally, the contents will consist of several parts, such as Part 1, Part 2, etc.
 - ___ References: For authored books, one complete reference list at the end of the book with in-text citations; for edited books, a reference section for each chapter, with in-text citations. (Specific instructions for references can be found in the AAP manuscript instruction booklet: http://appleacademicpress.com/download/AAP_MS_INSTRUX%20v.%2020.1.pdf)
- IMPORTANT: Make sure to include the following for references:
- JOURNAL REFERENCES: These should include:
 1. Authors' names
 2. Article title
 3. Journal Title
 4. Volume/Issue Number
 5. Page number or range
 6. Year of publication
 - BOOK REFERENCES: These should include:
 1. Author/editors' names
 2. Book Title
 3. Year of publication
 4. Name of publisher
 - EDITED BOOKS: These should include:
 1. Editor name
 2. Book Title
 3. Chapter title (and chapter author, if different from editor)
 4. Name of publisher
 - PROCEEDINGS, SYMPOSIUMS: These should include:
 1. Complete location details and dates
 - PATENT REFERENCES: These should include:
 1. Patent number

OTHER DOCUMENTS NEEDED:

- ___ Completed AAP Copyright Transmittal & Permission Checklist. The form should be signed by all chapter authors. The figure/table chart will help us to know which figures, illustrations, photos, etc., are original and do not need permission, and those that do. The checklist is available at the bottom of this page: <http://www.appleacademicpress.com/publishwithus>
- ___ Copies or scans of forms granting permission to reproduce all reprinted/copyrighted material, including any figures, tables, charts, photographs, etc., that have been published in print or online, etc. (The author is to retain the original permission documents.)
- ___ List of selected figures or tables for color printing. Please list 25 max.

Be sure to keep a complete copy of your manuscript and art.

Submit all material to AAP via a service such as DropBox, Google Drive, WeTransfer, etc. OR, you can send us the files via email attachments, if no other options are available to you. Send the files to Rakesh@appleacademicpress.com and sandy@appleacademicpress.com

WELCOME TO PUBLISHING WITH APPLE ACADEMIC PRESS

This guide was designed to answer your questions about manuscript preparation, software requirements, permissions, and other issues involved in transforming your manuscript into a finished book. We suggest you read it completely to get an overview of the production process and then refer to it as needed as you write and organize your material. If you have questions not covered on these pages, contact us at info@appleacademicpress.com. AAP's website URL is www.appleacademicpress.com.

MANUSCRIPT PROCESSING STEPS

1. The book author/editor submits the complete manuscript, artwork, and necessary permission information to your AAP contact by the deadline specified in your book agreement. If you feel you cannot make your due date, please contact AAP.
2. The AAP preproduction department will review your material to make sure everything is provided and will contact you for missing or incomplete material.
3. The manuscript is copyedited; artwork is prepared for typesetting as necessary.
4. Page proofs, in typeset format, are sent to the book editor/author for checking (usually about 3–4 months after a manuscript has been submitted). Proofs are sent to the editor of a contributed book. He or she distributes the chapters to contributing authors for proofing and follows up with them to ensure the prompt return of the pages. The author or editor returns one set of corrected proofs to AAP by the date specified.
5. AAP's production department will incorporate final corrections and will oversee index preparation, checking the layout, and other pre-printing tasks.
6. A final pdf of the complete book will be sent to the first author or editor for one last opportunity to look for any major errors. A very short turnaround time (usually 2 weeks) is given for this purpose. Please make sure all requested revisions are made as NO revisions can be made after the book is sent to press.
7. The final version of the book is sent to press.
8. An author e-copy (pdf) of the book is sent to the book editors/authors and any chapter contributors for whom email addresses are included in the List of Contributors (we encourage you to include email addresses here). If email addresses are not provided, it is the book author/editor's responsibility to send the author e-copy to the contributors.

HOW TO PREPARE TEXT

MANUSCRIPT LENGTH

Generally, manuscripts for Apple Academic Press books should be between 300–400 Word pages (unless otherwise arranged with the Publisher), 1.5 line spaced, using 11 point font in Times New Roman, unless other specifications have been mutually agreed to. The length of your manuscript was determined before you signed your book agreement and is specified in the agreement. AAP's management approved the manuscript length and based all cost and revenue projections on it; therefore it is essential that you adhere to the agreed-upon length. If you determine that the number of pages of your manuscript will be 10% more or fewer than the number cited in your book agreement, contact your AAP contact immediately so the best course of action can be determined. As a rough guideline for estimating the size of your finished book, 1.25 or 1.5 manuscript pages should equal one printed page, or a 300-page manuscript in 11 Times New Roman with 1.5 spacing equals 270 printed pages.

GENERAL MANUSCRIPT GUIDELINES

Microsoft Word is preferred. You may use MathType for equations. For a list of other programs that are acceptable, the Software Guidelines section in this booklet. Please request prior approval for manuscripts in any other format.

Please leave only one space between sentences.

Do **not** justify, apply hyphenation, or use any other formatting, including automatic paragraph indents, automatic numbered lists, or automatic bulleted lists. Indents should be created with a hard tab, and all lists should be set manually rather than using Word's automatic formatting. These features of Word cannot be read by our layout software.

Keep backup copies of the manuscript.

REVISIONS

Your manuscript should be correct and complete when submitted. Revisions must be made before the manuscript is copy edited. You will have the opportunity to look over the copyedited manuscript and the typeset pages, but major corrections cannot be undertaken by either the editor or the Publisher after the manuscript has been submitted, unless other arrangements have been made with the Publisher.

SUBMISSION

Be sure to keep a complete copy of your manuscript and art.

Submit all material to AAP via a service such as DropBox, Google Drive, WeTransfer, etc. OR, you can send us multiple emails with attachment of your files, if no other options are available to you. Send the files to Rakesh@appleacademicpress.com

WHAT TO INCLUDE

- Submit ALL the material plus permission forms or permissions documents and copyright transmittal forms at the same time.
- For books with more than one contributor, include the following for each chapter author on the first page of the chapter: author name, degrees, affiliations (including city, state/country), mailing address, e-mail, and phone or fax.
- Include the entire book, with the exception of figures, illustrations, and tables, in a single file or in separate files for each chapter. Do not submit the material to the Publisher until the entire book is completed.
- Be sure you have included all elements in this file that are required for each chapter (references, any appendices, tables, figure captions, etc.).

FRONT MATTER should include:

Title page

- Book title and subtitle (if it has a subtitle).
- Author(s) or editor(s) name, including all degrees and affiliations, exactly as you want these to appear on the book cover and in all promotional materials.

Table of Contents

- Full chapter titles exactly as they appear on the individual chapters in the sequence in which they occur within the book.
- Author names and affiliations for each chapter (if book has multiple contributors). Please list names with first name first, as in Arthur K. Smith. (Note: For Indian authors and others who use initials following names, please reverse them to follow the English-language style, which would be J. Kumar J. instead of Kumar J.)

About the Author(s)/Editor(s)

List of Contributors

- Required for books with contributors for each chapter.
- Provide an alphabetical list with names first name first but alphabetized by last name, containing each contributor's full name, highest degree (PhD, DSc, MD, etc.), and affiliations (title, department, institution, city, state/country. (To ensure that chapter authors receive e-copies of the book when available, please include their email addresses with their affiliations in the List of Contributors.)

Foreword

- A foreword is optional. The foreword would be written by an authority in the field, someone willing to lend his or her stamp of approval to your work. If that person has name recognition, it will help to sell your book. You should solicit an author for your foreword well before the manuscript's due date. Submit as much of the finished book as you can to the foreword author so that s/he can have a good sense of what the book will be before about writing the foreword.

Preface

- A preface is written by the author/editor and usually includes the reasons for undertaking the work, the method of research, etc. Author/editor should highlight the high quality of the work and stress who the audience is. The preface should the highest level of readership of the book. The preface should answer these questions: For whom is this book written? Why does the reader need this book? Why is it important? How is it different from other books similar to it? You may also use this space to give brief descriptions of the individual chapters in the book.

Introduction

- An introduction may be written by the author/editor or someone else and should sum up what the book is about,

introduce the subject, indicate benefits to the reader of the book, note the features of the book, etc.
A brief (1 to 2 paragraphs long) professional bio of each book author or editor.

Optional Front Matter Elements

- Dedication and acknowledgments.

Glossaries

- A glossary is a useful tool in books that contain many foreign words or unfamiliar scientific terms. Entries in this list should be in alphabetical order, each on a separate line and followed by its definition. Please use capitalization of the word entries as you would in a sentence. Glossaries should only be included for basic or introductory type books. Glossaries should not be included for professional/scholarly books whose audience should know the terminology of the subject.

Lists of Abbreviations

- A list of abbreviations or acronyms will be valuable in many books if the book's text includes many abbreviations. Entries in this list should be in alphabetical order, each on a separate line and followed by spelled-out version. Please use capitalization in the spelled-out versions of the entries as you would in a sentence. If you would not capitalize the spelled-over words in the text, do not capitalize the list.

Examples:

GUI	graphical user interface
HANTS	harmonic analysis of time series
ICAR	Indian Council of Agricultural Researchers
LAI	leaf area index
WHO	World Hunger Organization

BODY OF THE BOOK should include:

Chapters

- The first page of each chapter should include chapter title and subtitle. See page 8 for a sample.
- For edited book: include chapter authors' names (not necessary for authored books).
- Follow the text of each chapter with references, tables, figure captions, and clearly labeled figures pertaining to each chapter.
- Ideally, the contents will consist of several parts, such as this:
Foreword
Preface
Introduction

Part 1: Characterization of the Electrolyte Solutions

1. Isothermal Diffusion Coefficients of Electrolytes in Aqueous Solutions
Ana C. F. Ribeiro
2. Mean Distance of Closest Approach of Ions: From Theory to Experiments
Cecilia I. A. V. Santos and Ana C. F. Ribeiro
3. Mean Distance of Closest Approach of Ions: Unpublished Data for Some Acids in Aqueous Solutions
Diana C. Silva, Cecilia I. A. V. Santos, and Ana C. F. Ribeiro

Part 2: Chemical Physics and Techniques

4. Structure Transformation of 5,7-Di-Tert-Butylspiro(2,5)Octa-4,7-Diene-6-One in a Solid Phase
A. A. Volodkin, G. E. Zaikov, L. N. Kurkovskaja, S. M. Lomakin, I. M. Levina, and E. V. Koverzanova

BACK OF THE BOOK should include:

- Any appendices.
- Index (to be prepared by AAP).

TEXT FORMATTING INSTRUCTIONS

Formatting Tips

- Please number the pages.
- For scientific books, number headings and sub-headings consecutively in Arabic numbers and type them in bold, respectively italics. Example: (the first 1 refers to the chapter number. If you do not know the chapter number, use X, as in X.1.

1.1 (number 1 subhead)

- 1.1.2 (number 2 subhead)
- 1.1.2.1 (number 3 subhead)
- 1.1.2.2 (number 3 subhead)
- 1.2 (number 1 subhead)
- 1.2.2 (number 2 subhead)
- 1.2.2.1 (number 3 subhead)
- 1.2.2.2 (number 3 subhead)

- Don't hit "enter" to insert a return at the end of every line. Allow the computer to "wrap" your text.
- Don't leave space in your text for tables, figures, and illustrations. AAP will handle that for you. (You can simply call out such items within the text by indicated [Table x.x goes here].)
- Don't justify right margins. Cancel the automatic hyphenation feature on your computer. Don't use end-of-line hyphens.
- Don't embed your figures within the text; they should be placed in their own separate and original, clearly labeled electronic art files.
- Don't embed figure captions, tables, and/or references within the text; they should be placed at the end of the text or in a separate file.
- Leave on one space between sentences, not two.
- Be consistent in your use of special characters (Greek letters, mathematical symbols, etc.), abbreviations, and spacing throughout. All Greek letters and mathematical symbols should be input using the Symbol font.
- Equations can be embedded within the text if you are working in a Microsoft Word document; however, they should be saved and provided separately if using a program such as MathType. Tables may either be placed at the end of the chapter text or in their own separate electronic files. (Note: All tables must be input/typeset by the author; they are not to be scanned.)
- Authored books should include only one list of references, to appear at the back of the book. Edited books should have reference lists for each chapter and will appear at the end of each chapter.

Headings

NUMBER 1 HEADS SHOULD BE ALL BOLD, CAPS, Roman

Number 2 Heads Should Be Bold, Title Case, Roman

Number 3 Heads Should Be Bold, Title Case, Italic

Number 4 heads should be bold, sentence style, italic

Number 5 heads should be light face, sentence style, italic

Italics

Be sure to use italics correctly, in particular in italicizing genus or scientific names (e.g., *Astrophytum myriostigma*).

Units of Measurement and Abbreviations

Always leave a space between a number and a unit (e.g., 5 mm). Use abbreviations that are accepted nomenclature and use them consistently. Define all abbreviations or acronyms at their first use (e.g., cyclic adenosine monophosphate (CAMP)).

Quotations

- A direct quotation of no more than 4 or 5 lines should be enclosed in quotation marks and run into the text.
- Longer quotations—referred to as extracts—should be set with an indented margin from the rest of the text with a line above and below. No quotation marks are used.
- Use ellipses (. . .) to indicate any point in the quote where you have omitted text. If the omission occurs at the end of a sentence, use 4 dots, the last being the period.
- If you add material or italics to a quotation, please place your own words within brackets, not parentheses, or indicate within brackets (e.g., [italics mine]). Parentheses should appear only as used by the original author of the quote.
- Check each quote to be certain that you have copied it verbatim.
- Include the complete source of the quotation or extract's original publication in an endnote at the end of the chapter.

Cross References

- Do not use page cross references. Instead, refer to the chapter and heading under which the material appears (e.g., see chapter X, Health Behavior).

- If you refer to information found elsewhere in the same chapter, parenthetically refer to the heading under which the material appears and note “above” or “below” as appropriate (e.g., see Clinical Implications below).

COPYEDITING NOTES

Text must be written in good, grammatically correct English. If English is not your native language, you should seek the help of a colleague or professional translator. Have your chapter/article read by at least two other people to avoid grammar and typing errors. Major corrections cannot be undertaken by the Publisher.

- Check all figure and table captions and also their call outs.
- Table caption will go in the beginning without period, and figure caption will go after the figure with period at the end.
- Follow US English. However, Canadian authors may use Canadian spelling, with the Publisher’s approval.

Some examples:

Use z-spelling, as in analyze rather than analyse; organize rather than organise; etc.

Use single l’s— as in traveler, rather than traveller, etc.

Use -our—use color, favor; not colour, favour

Use while and not whilst

Use program and not programme

Use gray and not grey

Use research, not researches (research is considered to be plural)

Use aluminum and not alluminium

Use acknowledgment and not acknowledgement

Replace & (ampersand) with “and” (spelled out)

Replace 90s with 1990s (not 1990’s)

Replace amongst with among

Replace sulphur with sulfur

Indian authors: Use “in addition to” or “also” instead of “besides”

- All species and genus names should be italics and capitalized as they appear in text, such as *Narcissus* and *Narcissus poeticus* L.
- Do not start sentence with number; spell out the number instead:
Thirty-one studies showed that . . .
- Put “the” if the sentence is starting with acronyms; use “the” as you would say them:
The WHO reported that . . .
- Make sure full form of acronym should be used first with the acronym following in parentheses before using only the acronym:
The World Hunger Organization (WHO) advocated for poverty control. In 1991, the WHO . . .
- For Indian authors and others who use initials following names, please reverse them to follow the English-language style, which would be K. M. Praveen instead of Praveen K. M.

HOW TO WRITE A PREFACE

As it is an introduction to a book, a preface should include information about the book. Consider including a few or all of the following ideas:

- Discuss how the book came about. Why did you write it? Why did you choose the particular subject? What was your motivation? Was it the result of a conference or workshop?
- Give a brief description of the book and a sentence on each chapter in the book
- State the purpose of the book. For example, if your book is intended to educate the reader about new developments in polymer science, you may want to state this in the preface. You could also describe what the reader can hope to learn by reading the book.
- If it is a non-fiction book, discuss your research process. Talk about your sources. Why are they unique? Why is this particular biography of Nixon, for example, special compared to others?
- Include acknowledgements. Thank the people who were instrumental in the writing of your book. Depending on the level of formality of the writing, these could range from colleagues to editors to family members.
- Talk about how long it took you to write the book, if it's relevant. For example, if you've been researching a certain plant species for 10 years, you may want to mention this fact to give the reader an idea of the thought and effort you put into the project.
- Include any suggestions about how to read the book if there is a special structure.
- Don't forget to send it for an English grammar check.

A good rule is to try to keep your preface to under five pages, and be sure it is free of spelling and grammatical errors. If you want someone to have a look at your preface, our book editors would be more than willing to help.

You can find a sample preface here: https://us.sagepub.com/sites/default/files/upm-binaries/11723_Sejnost_Preface.pdf

HOW TO CHOOSE EFFECTIVE KEYWORDS

Keywords are a tool to help indexers and search engines find relevant information. If database search engines can find your chapter or article, readers may be able to find it too. This will increase the number of people reading your manuscript and likely lead to more citations. However, to be effective, keywords must be chosen carefully. They should:

- Represent the specific content of your manuscript
- Be specific to your field or sub-field

Examples:

Manuscript title:	Direct observation of nonlinear optics in an isolated carbon nanotube
Poor keywords:	observation, nanotubes, molecule, optics, lasers, energy lifetime
Better keyword examples:	single-molecule interaction, Kerr effect, carbon nanotubes, energy level structure

For more information:

<https://www.aje.com/en/arc/editing-tip-choosing-effective-keywords/>

<https://www.editage.com/insights/how-to-create-keywords-for-a-research-paper>

Alginate-Based Nanocarriers in Modern Therapeutics: Herbal Natural Compounds and Nucleic Acid Materials

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Uttar Pradesh 211002, India*

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14.1 INTRODUCTION

14.1.1 NANOSCIENCE AND NANOTECHNOLOGY

Advances in the field of nanoscience and nanotechnology have triggered several important breakthroughs in different therapeutic areas. Using this technology, drug delivery can be realized at the nanoscale level for meeting the therapeutic need of the patient while eliciting less adverse effect. This technology has the potential for reaching the outstanding therapeutic efficiency of drugs (Sahoo and Labhasetwar, 2003; Suri et al., 2007). From a biomedical perspective, nanotechnology has opened new vistas to control and manipulate the matter and enabled capitalization on novel properties of biomaterials. This has enhanced the prevention, diagnosis, and treatment of disease and emergence of new fields in the modern therapeutics (Couvreur et al., 2006; Sahoo et al., 2007; Forrest and Kwon, 2008).

The safety efficacy of drugs can be improved by addressing several factors, such as (Bhavsar and Amiji, 2008a):

- Aggregation due to their low aqueous solubility
- Unequal absorption along the gastrointestinal (GI) tract
- Risk of degradation in the acidic media of the stomach
- Low permeation of the drugs in the upper GI tract
- Systematic side effects
- Systemic toxicity of cytotoxic drugs

- Short half-lives in blood circulation
- Undesirable pharmacokinetic behavior and so forth.

14.1.2 NANOCARRIERS

The prefix nano is derived from Greek word “nanos” which means “dwarf.” These days, nano-size carriers have become the most promising vehicles for controlled drug delivery (Peer et al., 2007; Moghimi et al., 2005). Nanocarriers (Nicolas et al., 2013) can be defined as the systems which contain encapsulated, dispersed, adsorbed, or conjugated drugs with carriers having controlled size (preferably 1–1000 nm) and various morphologies such as nanoparticles (NPs), micelles, nanospheres, capsules, polymersomes, nanoliposomes, solid lipid NPs, nanotubes, nanowires, nanocages and dendrimers, and so forth (Fig. 14.1) (Tang et al., 2016; Parveen et al., 2012).

14.1.2.1 REQUIRED PARAMETERS FOR IDEAL DRUG CARRIERS

The size of a nanocarrier is one of the most crucial factors to determine the effectiveness of drug delivery with fewer side effects. They should have the following properties for the effective biomedical application (Díaz and Vivas-Mejia, 2013):

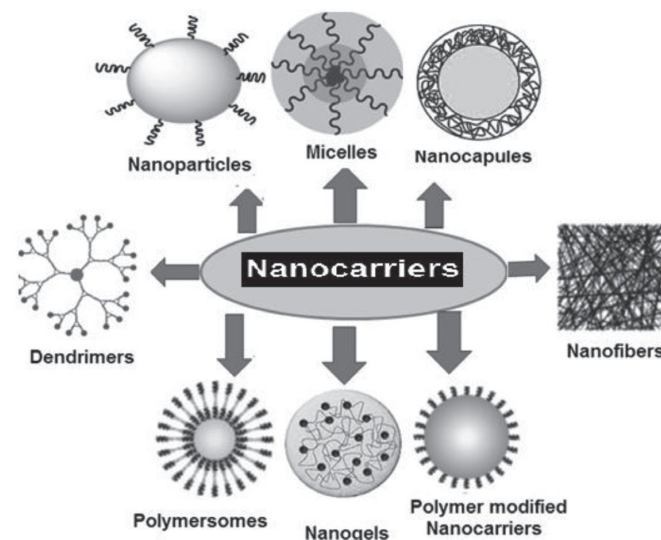


FIGURE 14.1 Polymeric nanocarriers for biomedical applications.

HOW TO PREPARE IN-TEXT CITATIONS AND REFERENCE LISTS

Note: Many books are evaluated by libraries and others considering purchasing the book for the recency of references within the book. When preparing the book, please try to cite recent publications.

For science-oriented titles, Apple Academic Press uses *The ACS Style Guide, 3rd Edition*. For additional examples and explanations, see the print manual from the American Chemical Society, or your library may have a copy. Examples are also shown in this booklet.

For nonscience-oriented titles, using the Chicago style (from the *Chicago Manual of Style*) or the APA style (from the American Psychological Association) are acceptable.

A few notes:

- Authored books should include only one list of references, to appear at the back of the book. Edited books should have reference lists for each chapter and will appear at the end of each chapter.
- Remember, a reference is a source that is actually cited within the text. If the source is not cited in the text, it should be placed in an additional section at the end of the chapter or book, titled Additional Readings or Bibliography. Sources in the Additional Readings or Bibliography sections should be unnumbered and typed in alphabetical order.
- Do not use the automatic reference feature in Word or any other reference tools, as these are not compatible with our typesetting software.
- When a magazine or pamphlet or such does not list an individual author or if the author is unknown, do not use “anonymous.” Instead use the name of the magazine, journal, or organization. Only use “anonymous” when the author is listed as anonymous within the publication.

Each citation consists of two parts: the in-text citation, which provides brief identifying information within the text, and the reference list, a list of sources that provides full bibliographic information which appears at the end of each chapter.

FOR NONSCIENCE-ORIENTED TITLES

For nonscience books, several styles are acceptable, but please be consistent throughout the book.

Chicago style: Refer to *The Chicago Manual of Style, 16th ed.* or visit http://www.chicagomanualofstyle.org/tools_citationguide.html

APA style: Refer to the *Publication Manual of the American Psychological Association, 6th Edition*. Information can also be found at <https://www.library.cornell.edu/research/citation/apa> and <http://www.landmark.edu/m/uploads/APA-Citation-Guide-6th-ed.pdf>

MLA style: Refer to the *The MLA Handbook, published by the Modern Language Association*. Information can also be found at <http://www2.liu.edu/cwis/cwp/library/workshop/citmla.htm> and <https://owl.english.purdue.edu/owl/resource/747/02/>.

FOR SCIENCE TITLES: In-Text Citations

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Rakita¹ states that fluoridated water as well as various fluoride products such as toothpaste provide fluoride ions necessary for remineralization.

When citing more than one reference at one place by number, list the numbers in ascending order and separate them by commas (without spaces) in superscripts, or if they are part of a consecutive series, use an en dash to indicate a range of three or more.

in the literature^{2,7,15}
were reported^{3-5,10}
Cohen's Kappa^{1,2,7,18}

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Fluoridated water as well as various fluoride products such as toothpaste provide fluoride ions necessary for remineralization (Rakita, 2004).

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Rakita states that fluoridated water as well as various fluoride products such as toothpaste provide fluoride ions necessary for remineralization (2004).

Note: for two authors use "and": Rakita and Smith. For more than two authors use "et al.": Rakita et al.

FOR SCIENCE TITLES: How to Prepare Reference Lists

Books

Single author

Chang, R. *General Chemistry: The Essential Concepts, 3rd ed.*; McGraw-Hill: Boston, 2003.

Edited Book

Gbalint-Kurti, G. G. *Wavepacket Theory of Photodissociation and Reactive Scattering*. In *Advances in Chemical Physics*; Rice, S. A., Ed.; Wiley: New York, 2004; Vol. 128; p 257.

Book in Series

Omega-3 Fatty Acids: Chemistry, Nutrition, and Health Effects; Shahidi, F., Finley, J. W., Eds.; ACS Symposium Series 788; American Chemical Society: Washington, DC, 2001.

Article from a reference book

Powder Metallurgy. *Kirk-Othmer Encyclopedia of Chemical Technology*, 3rd ed.; Wiley: New York, 1982; Vol. 19, pp 28-62.

Articles

Article in a scientific journal

Evans, D.A.; Fitch, D.M.; Smith, T.E.; Cee, V.J. Application of complex aldol reactions to the total synthesis of phorboxazole B. *J. Am. Chem. Soc.* 2000,122, 10033-10046.

Article in a popular/non-scientific magazine

Manning, R. *Super Organics*. Wired, May 2004, pp 176-181.

Article from an online journal

Peacock-Lopez, E. Exact Solutions of the Quantum Double Square-Well Potential. *Chem. Ed.* [Online] 2007, 11, 383-393 <http://chemeducator.org/bibs/0011006/11060380lb.htm> (accessed Aug 23, 2007).

Theses, Patents, Conferences, Technical Reports

Theses

Thoman, J. W., Jr. Studies of Molecular Deactivation: Surface-Active Free Radicals and S(O)para-difluorobenzene. PhD Dissertation, Massachusetts Institute of Technology, Cambridge, MA, 1987.

or

Gehring, A. PhD. Dissertation, Harvard University, 1998.

Patents

Wilkins, T. D.; Tucker, K. D. Detection, Isolation, and Purification of Clostridium Difficile Toxin A with Toxin Receptors. U.S. Patent 5,098,826, March 24, 1992.

Conference/Meetings (full-text)

Winstein, S. In University Chemical Education, Proceedings of the International Symposium on University Chemical Education, Frascati (Rome), Italy, October 16-19, 1969; Chisman, D. G.. Ed.; Butterworths: London, 1970.

Conference/Meetings (abstract only)

Kaplan, L.J.; Selder, A. Books of Abstracts, 213th ACS National Meeting, San Francisco, CA, April 13-17, 1997; American Chemical Society: Washington, DC, 1997; CHED-824.

Technical Report or Bulletin

Crampton, S.B.; McAllaster, D. R. Collision and Motional Averaging Effects in Cryogenic Atomic Hydrogen Masers; WMC-AFOSR-002; NTIS: Springfield, VA, 1983.

Web/Online

Note: Different web browsers break the text in different places of a URL. The URL should begin on the same line as the rest of the citation information, with a break inserted after a slash, if needed.

Wikipedia

Cheminformatics. (n.d.). In *Wikipedia*. Retrieved June 1 2018, from <https://en.wikipedia.org/wiki/Cheminformatics>

Web page

National Library of Medicine. Environmental Health and Toxicology: Specialized Information Services. <http://sis.nlm.nih.gov/enviro.html> (accessed Aug 23, 2004).

Article from an online journal

Peacock-Lopez, E. Exact Solutions of the Quantum Double Square-Well Potential. Chem. Ed. [Online] 2007, 11, 383-393 <http://chemeducator.org/bibs/0011006/11060380lb.htm> (accessed Aug 23, 2007).

Article from full text database

Begley, S. When Does Your Brain Stop Making New Neurons? Newsweek[Online] July 2, 2007, p 62. Expanded Academic Index. <http://galegroup.com> (accessed Aug 23, 2007).

Article published online in advance

Chung, J.M. and Peacock-Lopez, E. Cross-diffusion in the Templator model of chemical self-replication. Phys. Lett. A [Online early access]. DOI:10.1016/j.physleta.2007.04.114. Published Online: June 12, 2007. <http://www.sciencedirect.com> (accessed Aug 23, 2007).

Computer Program

SciFinder Scholar, version 2007; Chemical Abstracts Service: Columbus, OH, 2007; RN 58-08-2 (accessed Aug 23, 2007).

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If art consists of computer-screen captures, please create them in CapturEze Pro or another screen capture software program capable of saving screen images in the proper resolution for printing.

Vector Graphics Formats

A vector file creates an image as a collection of lines rather than as a pattern of individual pixels (bit-mapped graphics). Vector files are much easier to edit than bit-mapped graphics (objects can be individually selected, sized, moved, and otherwise manipulated) and are preferred for professional illustration purposes. Because they are scale and resolution independent, vector images can be enlarged without loss of sharpness. Acceptable vector file formats are listed below in order of preference:

Adobe Illustrator (.ai) is the vector graphics program best suited for creating high-quality professional graphics.

PDF (portable document file) is a file format that allows a document to be transferred to another type of computer system without losing the original formatting. In order to print or view a .pdf file, the user should use Adobe Acrobat Reader, which is freeware.

EPS (encapsulated PostScript file) format is a high-resolution graphic image stored in the PostScript language. The .eps format allows users to transfer high-resolution graphics images between applications. The images can also be sized without sacrificing quality.

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Bit-mapped Graphics Formats

A bit-mapped file forms an image as a pattern of pixels (square dots) and is limited in resolution (sharpness) to the maximum resolution of the screen on which it is displayed. Bit-mapped images are inferior to vector graphics for most applications because they tend to have aliasing (also called jaggies and stairstepping) which causes a staircase distortion due to the square shapes of the pixels. Enlarging bit-mapped images accentuates the distortion and jagged edges.

A bit-mapped graphic is stored as a group of bits that represent an image to be displayed on a computer screen. The image on the screen is composed of pixels (dots), similar to the dots in a photograph in a newspaper. Each bit in an image corresponds to one pixel in the screen, so the number of pixels that composes a monitor image determines the quality of the image. Because monitor screen resolution is only 72 dpi (dots per inch), and the resolution needed for printing is 266 dpi, a bit-mapped image limited to 72 dpi cannot be used to produce a quality image for printing.

Although their use is discouraged, the following bit-mapped graphics formats are listed in order of preference:

GIF (graphics interchange format) is a bit-mapped format that was developed to exchange graphics files over the Internet. Although .gif files are widely used, the .jpg format reduces graphics files to about one-third the size of a .gif file, leading to faster Internet transmission. GIF files are more efficient than JPEG files if an image contains many solid areas.

JPEG (Joint Photographics Expert Group) is a graphics format specifically designed for photographic images and other complex pictures such as realistic artwork. It is not well suited to line drawings, text, or simple cartoon illustrations.

TIFF (tagged image file format) is a bit-mapped graphics format commonly used for the scanning, storage, and interchange of grayscale graphic images. (TIFF may be the only format available for older programs, but most current programs can save images in other formats such as .jpg, .gif, .pdf, etc.)

Two important things to note concerning the preparation of bit-mapped graphics:

- Most images should be in the grayscale mode (color space). We can print some figures, illustrations, and photos in color, up to 12. Please indicate clearly which should be in color. If you believe your book needs more, please contact us to discuss.
- Images should also have a resolution of at least 300 dpi at the size they will appear on the page.

PhotoShop Instructions

PhotoShop (.ps) is a powerful tool if used correctly. It can scan photographs (continuous tones) and original art. PhotoShop files of photocopies, photos, or illustrations scanned from previously printed material are not acceptable.

- Do not add text to a PhotoShop file.
- All scans must be at 300 dpi resolution, saved as .tif or .jpg files.
- Line art and type cannot be scanned in PhotoShop. If an original illustration is not available and cannot be redrawn, it must be scanned at 8 times the continuous tone resolution ($8 \times 300 = 2400$ dpi). The process is very slow and generates huge files. The time required to scan such material will add to production time and could delay printing. For that reason, we discourage the use of material that must be scanned.
- Do not scan any illustration in bit-map mode, and do not convert it to .tif or any other format. The file must be created in a format we accept.
- Scanned black and white images should have a minimum highlight dot of 8% and a maximum shadow dot of 90%.
- Converting color illustrations to black and white is not as simple as converting color images to grayscales. Certain colors have similar values after conversion to black and white. The colors will be indistinguishable and will require adjustment of brightness and contrast to reproduce properly.

Postscript

PostScript is a page description language (PDL) that is capable of describing the entire appearance of a formatted page, including layout, fonts, graphics, and scanned images. Because a PostScript file is device independent, it can be printed on an imagesetter or any PostScript-compatible printer and will retain the original formatting. It does not provide compression, so files are quite large when stored in PostScript format. However, because there is no compression, PostScript is a high-quality, lossless format. Although used primarily for vector graphics, it contains a mechanism for storing bit-mapped images.

Halftones

A halftone is a printed reproduction of a photograph (or an illustration other than line art). It uses evenly spaced dots of varying sizes to simulate shades of gray. Dense patterns of larger dots produce dark shades, and less dense patterns of smaller dots create lighter shades.

Resolution

Resolution is the fineness of detail attained by a printer in producing an image. Resolution quality for printing is expressed in dpi (dots per inch), so the higher the resolution is, the higher the quality of the image will be. Artwork (electronic, original, or scanned) must have a resolution of 300 dpi at final output size. Although an image may look good when viewed on a computer screen (at resolution of only 72 dpi), it cannot be reproduced effectively for printing at such a low resolution.

A Few Important Notes

- The clarity of a printed reproduction is totally dependent on the quality of the original. For that reason, we cannot accept photocopies, faxes, scanned printed figures, halftones, printed grayscales, hand-drawn figures, or previously printed material.
- For best results, please submit the highest quality photographs or original electronic art available. If original electronic drawings are included in a manuscript, the author is responsible for supervising their preparation according to AAP's requirements.

PUBLISHING YOUR TEXTBOOK WITH AAP

DEVELOPING YOUR TEXTBOOK

Textbook publishing is a competitive business, and there are a number of factors to keep in mind for making your textbook successful:

- **Know your competition and your market.** Whether your textbook is intended for a large undergraduate engineering course or for a specialized graduate-level course, it is important that you know the other textbooks available. You need to know the content, the special features, and the supplemental material that the leading textbooks contain. Your book should offer advantages over these currently available textbooks, such as unique features like case studies, more worked examples and chapter problems, etc.
- **Student feedback and learning patterns.** Student input can be an excellent way to make your textbook more competitive. Many students will use a textbook selectively; they'll look over an assigned chapter problem, look for a worked example that covers the topic, and read the descriptive text section if they still need more help. Be sure problem statements are clear; that examples contain enough steps, and follow a consistent problem-solving format; and that descriptive text is concise and easy to reference. Integrate diagrams and other illustrations strategically to support descriptive coverage.
- **Cover the basics.** Every course and textbook has key concepts that need to be mastered; be sure these are clearly identified, explained, and developed.
- **Mathematics.** Be sure that the key equations are explained carefully, put in context, and developed in a step-by-step manner. If your text is equation-intensive, make sure they are labeled so they can be referenced efficiently.
- **Computational methods and code.** Computer modeling and simulation has become increasingly important in many courses. If you plan to integrate tools like MATLAB or SIMULINK, be sure they are integrated with the overall presentation. If you think review of a computer tool or method may be needed by students to use it effectively with your text, consider an appendix or an online resource site to provide this extra coverage. Code can also be delivered via a book website.
- **Engineering applications and physical examples.** Today's students want to understand why they're learning basic concepts and equations, and integrating engineering examples serve to motivate them. Selected examples, case studies, and chapter problems can be set around real engineering situations to achieve this. Sometimes a special category of chapter problems (Design Problems, for example, or Computer Problems) can be used with each appropriate chapter. Also, giving a physical explanation along with a mathematical one can help students grasp a concept that might otherwise be abstract to them.
- **Cutting-edge technologies.** A good way to make your new text one that people will select is to include important emerging technologies. For instance, areas like nanotechnology, alternative energy usage, biomedical application, or green building technologies may offer attractive coverage more traditional competitors do not have.
- **Units and notation.** AAP is a global publisher, and in general SI units are most appropriate for our textbooks. We realize that there are subject areas where mixed units are still advisable – but as a rule, the more SI included the better for worldwide acceptance. Also, try to use the standard notation for your subject area whenever possible.
- **Include good references.** A complete list of good, timely references helps make your text more credible to adopting professors. Also, many of our upper-level textbooks have sales potential among professional engineers and researchers; complete reference lists are important to that audience.

SUPPLEMENTS FOR YOUR TEXTBOOK

Ancillary items are important for making your textbook attractive to potential adopting professors and can sometimes provide an important competitive edge. In fact, it's good to see what sorts of supplements the main competitors to your text offer as you plan your project. Keep in mind that supplements have the most value when they come out at the same time as

the text; late supplements can lead to frustrated customers and lost adoptions. It's best to budget in the time these are likely to take right at the start. Here are the main categories of textbook supplements:

- **Solutions Manuals.** The Solutions Manual is the most basic and important supplement for your text; even graduate-level books profit by the availability of a complete set of problem solutions. You may want to consider doing your solutions as you create the chapter problems so that the solutions do not lag at the end of the writing phase.
- **Instructor's Manuals.** For some types of textbooks, an Instructor's Manual may be appropriate. Other resources such as a template of a syllabus for a semester, which might contain highlights of each chapter's objective, specific knowledge components, special emphasis on definitions and terminology, discussion questions, possible topics for class assignments and field studies, etc.
- **PowerPoint Slides.** After Solutions Manuals, PowerPoint slides are most commonly requested supplement. PowerPoint slides are distributed to qualified adopting instructors only online.
- **Online Resources.** Online resources may be posted on the AAP website for use by faculty and others (as appropriate) who purchase your book. If you have your own author website with classroom resources for your text, we can include its URL on our site for users to access.

SALES, PROMOTION, AND MARKETING ACTIVITIES

Promotion of your book generally begins six months before its publication, with a catalog listing and preliminary sales and marketing activities. There are several ways you can directly support your textbook's sales success:

- **Marketing Questionnaire.** About six months before publication you'll be sent a Marketing Questionnaire that will allow you to provide information about the book. This MQ used directly in planning marketing and sales strategies.
- **Sales Leads.** We encourage you to submit names of people who may be interested in your book for adoption.
- **Prepublication Reviews.** Please provide us with the names and contact information of several colleagues who we can contact for providing a prepublication review. We will ask selected colleagues to provide a brief review of the book that can be used for marketing purposes.
- **Conference Attendance.** It's useful to know which academic conferences you'll be attending so that APP can work with you to promote your textbook at these events.
- **Journal Reviews.** AAP will be contacting major journals in your academic area to set up reviews. Any suggestions for journals or for contact names at societies will be valuable. It is most valuable if you know the book review editor.

GUIDELINES AND ESSENTIALS

Please review these instructions carefully before you start assembling your manuscript. If you have any questions about the information contained in these resources, please contact us.

Formatting

- Use only our approved software to develop your text and figures.
- If color figures are necessary for comprehension of photographs or figures, this must be discussed at the beginning of the project. If it is not necessary, your entire book will be grayscale (no color). For graphics and figures that need to show differences, you can use different shades of black and/or different cross hatches (example below).
- Figures and tables must follow consecutive numbering within each chapter. For example, the tables in Chapter 1 should be labeled Table 1.1, Table 1.2, and so on; figures in Chapter 2 should be labeled Figure 2.1, Figure 2.2, Figure 2.3, and so on.
- All figures, photographs, and illustrations must be saved separate from the text (i.e., not embedded in the text).

Permissions

- Note that you will need to obtain permission for all figures, tables, and photos, and also those that are being reused from the previous edition, as most copyright permission grants only extend to one edition. Please note if the figures, tables, photos, etc. are your own.
- Permissions must be treated as a high priority and requested as soon as a potential figure or table is identified as being of use in a particular chapter.
- All figures and tables that require permission must be cited appropriately in the figure or table caption.
- See our Permissions form within this booklet or provide appropriate documentation.

Contributor Agreements

If your book will have contributed chapters from other writers, we can supply you with Contributor Agreements; these forms are to be signed by contributors, to ensure that AAP has the right to use the material they develop.

Manuscript Submission and Production

- Submit your entire final manuscript together at one time, not chapter by chapter. Note that no large alterations can be made to the manuscript beyond this point. Small typographical errors can be fixed during the proof stage, however.
- After your final manuscript is submitted, it will be reviewed inhouse to ensure that it is ready for publication. If there are any issues, you will be contacted for any outstanding materials.
- During the production process, the manuscript will be proofread, typeset, copyedited, and indexed again to ensure consistency, and finally sent to the printer. You will review the entire book before it goes to press

THINGS TO REMEMBER WHILE YOU ARE WRITING

As you're developing the outline:

- Before you start to write, think of reader's point of view: what do they need to know and in what order do they need to know it.
- Start with a solid table of contents
- Know what books are on the marketplace and why you are writing this book—competition is key! What are the strengths and weaknesses of what is already out there?
- Look at conference agendas for ideas for your table of contents!
- Ask your colleagues to review your table of contents and provide feedback.

Make sure to include:

- Both the fundamentals and applications
- Both US and SI units throughout
- Both domestic and international case studies and examples
- Tables, figures, and photographs in each chapter
- Illustrative and worked examples
- Does your book provide solutions to problems?
- Up-to-date references

As you're working on this project:

- Give yourself enough time to write this book, but be disciplined.
- Keep in contact with your editor here and report in the status; your readers want this publication on time.
- Make sure there is a sense of flow from chapter to chapter
- Gather names/ mailing lists of those working/teaching in this area while you are writing this book so we can let them know when your book publishes.

Remember:

- Ask questions: we are here to help!
- We want to continue working with you; if you have other ideas for books or know of colleagues that do, let us know!

SUGGESTED REFERENCE BOOKS

Use of reliable reference manuals can facilitate your writing and enable you to produce a manuscript that requires minimal editing. *The ACS Style Guide* published by the American Chemical Society is AAP's preferred manual. *The Chicago Manual of Style* is also a source of valuable information.

Webster's 3rd New International Dictionary and *Merriam Webster's Collegiate Dictionary* are primary sources for spelling nonmedical words. *Dorland's Medical Dictionary* and *Stedman's Medical Dictionary* are the standard sources for medical data.

Other reliable reference manuals include the *IEEE Style Guide*, *Mathematics into Type, Style Guide of the Council of Biology Editors*, *Style Book of the American Medical Association*, and *United States Government Printing Office Manual of Style*. Every discipline has its own preferred reference materials. We encourage you to use them to verify spelling of technical terms and hyphenate compound words correctly.