

## Author Guidelines

1. Manuscript and Art Preparation
  - a. Submit text and art figure files separately—**do not embed art files in Word documents.**
  - b. Text files should be submitted as **double-spaced MS Word documents with 12-point type and 1" margins.** Please submit each chapter as a separate file, clearly labeled with the chapter number.
  - c. On the first page of your manuscript, please include the following information:
    - i. The title of the book.
    - ii. Authors' names, presented as they are to appear in the printed book.
    - iii. For contributing authors, please list the following: name and affiliation (title, department, institution, city, state) as they are to appear in the book; current email address.
  - d. Figures should be submitted in their original format as separate files. We accept hi-res .jpg, .eps, and .tif files:
    - i. **Number all figures and tables separately and sequentially** (the first figure in Chapter 1 should be labeled "Figure 1.1" the fourth figure in Chapter 5 should be "Figure 5.4," and so on).
    - ii. Line art figures should be 600 dpi. Photographs should be a minimum of 300dpi.
    - iii. Color images must be submitted as CMYK files.
  - e. Always call out figures and tables in the text. For example: "Figure 9.20 shows schematically generic configurations of passenger building aprons."
  - f. Submit figure captions with the manuscript. You can include the captions in the text body, but **it is extremely helpful if you also submit a separate list of figure numbers and captions.** This will help speed production and get an accurate figure count.
  - g. Be consistent. With labeling, headings and subheads, formatting—keep all equal things equal.

- h. We recommend that you follow the **Chicago Manual of Style's format for references**. They can be either in the form of superscript notes/bibliography or parenthetical author-date citations, whichever you prefer. More information about both formats can be found online at: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) .

## 2. Permissions

- a. **The author is responsible for obtaining permission to include any material that is not their original work, before the book enters production.**
- b. Text and figures that are clearly in the public domain do not require permission.
- c. If the outside material appears in another published work, even if it was written or created by you, it may require permission. If you are unsure, *always* double check. If there is any question as to whether permission is required, request permission and include the credit line.
- d. Many publishers administer rights through the Copyright Clearance Center online at [www.copyright.com](http://www.copyright.com).
- e. Any permissions fees are the responsibility of the author.

## 3. Contract Deadlines and Specifications

- a. The submission date in your contract is your final deadline—all *final* materials **must be submitted by this date**. If you do not meet your deadline, you will jeopardize your book's launch and promotion. Your sponsoring editor will check in with you regularly and will expect accurate and full updates on the book's progress.
- b. The specifications (page and illustration count, for example) enumerated in your contract are *extremely* important. It is true that these are often decided before the bulk of your writing is done and they may need tweaking— but a manuscript significantly longer than the agreed-upon length will not be accepted for publication. If you need to tweak the spec, get explicit buy-in from your editor.

**Above all else, communication is key. If you have a question or are unsure about something, *please ask*.**

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