# Author Guidelines

## INSTRUCTIONS TO AUTHORS

### PUBLISHING GOAL

Our vision at Bayou Publishing is to to help you, the author, connect with readers hungry for your message. We want to efficiently turn your manuscript into an elegant printed product. In a rapidly changing world, we also expect readers to consume your book in lots of other ways--eBook readers, Kindle, iPad, cell phones, web interface, and other nacent formats. Our primary goal in providing these Author Guidelines is to help you produce a superb manuscript that efficiently flows through the publication process—without getting mired in endless editorial corrections or manual adjustments. There are other excellent sources for the technical issues of word-crafting (*and we hire exceptional editors to help you in that process*). This document is designed primarily to streamline our collaboration with you.

### DOCUMENT TEMPLATE AND STYLE SHEETS

To help you create your mansucript, a document template has been prepared by Bayou Publishing ("BP_Book_Document_Template.docxt"). The template supports MS Word on Mac and Windows platforms, but open-source platform-agnostic programs (i.e., Apache Open Office, LibreOffice, NeoOffice ) can also be used.

The template contains pre-defined stylesheets. Style Sheets are paragraph-level and character-level preset formats controlling all display aspects of the paragraph. They can be quickly accessed through hotkeys or special toolbars.

The style sheets reflect the overall structure of the document (e.g., Chapter Headings are tagged separately from Chapter Sub-Headings; Level 1 headings are tagged separately from Level 2 headings).

- Central to final document preparation is the use of STYLE SHEETS.

- We have set up Style Sheets for every part of the document (chapters, headers, body text, pull-out boxes, figures, references).

- Every paragraph *must* be tagged with a Style Sheet.

- Please bear in mind, we don't want you as the author to be too concerned about the look of your document when it is tagged with Style Sheets. We want you to focus on the creation and editing of content. The Style Sheets enable us to efficiently manipulate the text for final output to print, online, or eBook format. They allow us to maintain consistency throughout the project, make it easy to manipulate changes on a document-wide level, and ensure seemless conversion to multiple formats.

- We NEVER use MS Word for final output; MS Word is used only for the initial editing and collaborative construction of the content. We use other programs (currently Adobe InDesign and Quark Xpress) for final output. The Style Sheets are critical for the conversion process. *We will collaborate with you on the overall look and feel of the printed document before it goes to press.* If you have a vision for the final display format, we'll talk about how best to achieve that.

- Remember: Every paragraph in your manuscript must be tagged with a Style Sheet.

## WRITING YOUR TEXT

Please use our template ("BP_Book_Document_Template.docxt") to prepare your text. All the necessary formatting is already preset in the template.

- Use a single return key at the end of a paragraph (including lists) or after headings. Extra Return keys will have to be edited out, so it's easiest not to insert them in the first place.

- Use a single space between sentences; it helps our editors avoid the time-consuming task of stripping out double spaces.

## APA STYLE

Note that we prefer to use the *Publication Manual of the American Psychological Association,* 5th or 6th Edition, for preparing manuscripts. You may also find the classic Chicago Manual of Style, 15th or 16th Edition, to be helpful.

## TYPE

The document is set to use Times Roman, which is readily available on most machines. If your computer switches the font to Arial (or something similar), don't worry.

- The Style Sheets will take care of the font selection.

- For special characters, please use Symbol or Arial Unicode.

# BOOK STRUCTURE AND HEADINGS

A well-organized book with meaningful headings and consistent structure improves the reader experience. The structure and design of the book also facilitates conversion to other formats (e.g., eBooks) or packaging the information for other purposes (e.g., magazine articles, book publicity, websites).

## BASIC STRUCTURE

A book consists of *front matter, main text* (chapters) and *back matter*.

- The *front matter* contains the Title Page, the Table of Contents, the Preface, and the ForeWord (when available).

- *Chapters* contain the actual content of the book. Chapters can be organized in parts (or sections). For most Bayou Publishing books, division into chapters is best; some may lend to grouping chapters into separate sections. Each section must contain at least one chapter. The introduction usually fits best as the first chapter; special notes to the reader are best in the preface.

- The *backmatter* can contain an appendix, reference list, notes, or an index. ALL Bayou Publishing books contain a Reference List (Bibliography) and an Index since these facilitate sales into certain markets (e.g., libraries).

## FRONT MATTER

**Title Page** *(required)*. Include full title, subtitle, and author name(s) (as you would like them to appear on front cover)

**Copyright Page** *(required)*. Generated by Bayou Publishing

**Dedication** *(Optional)*

**Contents** (Required). Table of Contents should match chapter titles. Please prepare a rough table of contents, *without page numbers*. This will help us know the correct order of the chapters. We will produce the final table of contents with page numbers in InDesign.

**(List of) Figures** *(Optional; seldom relevant for most Bayou Publishing books)*

**(List of) Tables** *(Optional; seldom relevant for most Bayou Publishing books)*

**Preface** *(Required)*. Written by the author.

- Include name; city, state; month, year.

- The preface should not only describe but also sell your book. Address such questions as: For whom is the book written? Why is it important? What does your book provide that is different or unique in the marketplace?

**Foreword** *(Optional)*. Written by someone other than the author (a prominent individual in your field who adds value to the book).

**Acknowledgments** *(Optional)*

**Introduction** *(Required)*

## MAIN TEXT (CHAPTERS)

### Beginning a Chapter

- Use the template to format the chapter. Most chapters will have a chapter number, a chapter title, and a chapter subtitle.  It works well for many of our books to include a quote under the subtitle (e.g., famous, funny, insightful, provocative, poetic quote highlighting the essence of the chapter).

- Parts should be numbered with Roman numerals (Part I, Part II...).

- Number the chapters continuously throughout the book (i.e., do not re-start with each part).

### Headings & SubHeadings

- Headings and subheadings help immensely.

- Use the Heading style sheets from the document template to appropriately tag headings. Use no more than 4 levels of headings

- Table of Contents will usually list Chapter Titles (and if appropriate, Chapter Subtitles). Sometimes an expanded Table of Contents is also used, which makes it easy for the reader to skim through details of chapter/section.

### Notes

- Notes are used for explanatory information, background historical research that may be of interest to the reader, but would distract from the main point of the text. A note is essentially an aside. The notes we find the most useful are ones that point the reader to a thread of animated discussions about the topic.

- Write the notes in conversational style as if you were having a discussion with the reader about a particular topic or elaborating on it.

- Use full-sized numbers inside square brackets [1] to identify placement of note in text.

- Do NOT use footnote function of MS Word. Do NOT use superscripts.

- Endnotes are used rather than footnotes. Endnotes at the end of the book are easier to format than footnotes, and they have a more professional look.

### Tables

- Use tables when content can be more effectively presented in this format, especially when comparisons are intended.

- Presentation of tables should be as simple as possible. A table that is long but has few columns is preferred to a wider table with many columns.

- Give each table a heading.

- Number the tables consecutively using the chapter number (e.g., Table 1.1) and ensure that all the tables are cited in the text in the correct order.

- Do not use the space bar to separate columns, and do not use Excel to create tables.

- Save the simple tables in the same file as the text; complex tables should be saved as a separate file and labeled appropriately.

- A summary of the findings in a table should be discussed in the text. **Always cite tables formally in text using the double-number system** (chapter and table number; e.g., see Table 12.1) and not "see table below." Double-number tables consecutively within each chapter (e.g., the fourth table in chapter two would be numbered "Table 2.4").

- Double-check your tables for accuracy, recalculate any totals, and proofread them carefully.

## END MATTER

### Appendix *(Optional)*

**Glossary** *(Optional)*. Few of Bayou Publishing books warrant a glossary. Ask yourself this question, "Can I write about the topic in such a way that the glossary is not needed? Or is a cheat-sheet

helpful to the reader?" If so, create a glossary.

- Sometimes technical terms/ educational terms/ teen slang merit a glossary.

- When building a glossary, use the following form:

    **BLS (basic life support)**. CPR and other resuscitative measures short of giving intravenous drugs and other more advanced procedures done in ACLS.

    **electric shock**. This phrase is used in this book to refer to the passage of electric current through a person or animal.

**Endnotes** *(Optional)*. Do not use footnotes; use endnotes instead.

- Do not use automatic paragraph numbering features of your word processing program to generate endnote or footnote numbers. These do not survive the transfer into InDesign and notes have to be renumbered. This is very time consuming, slowing the editorial process.

- Do not embed footnotes or endnotes in text; place footnote number at proper position using square bracket [] and then include endnote text either at the end of the manuscript or in a separate file, properly numbered and in sequence.

- List content of the note in end matter, in numerical order (divided by chapter).

- Place author names in normal order: That is, first name or initials and followed by last name.

**Reference List/Bibliography** *(Required)*. ALL Bayou Publishing books require a reference list.

- References are numbered, listed in alphabetical order by author (see APA style).

- Citations and reference comments go in EndNotes section, not in Reference list.

- Italicize titles of books, journals and periodicals.

- Place double quotation marks around chapter and article titles.

- Place quotation marks outside periods and commas.

- Use periods after initials.

- Journal article *(sample)*

    Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. Journal of Film Writing, 44(3), 213–245.

- Journal article only by DOI *(sample)*

    Kreger, M., Brindis, C.D., Manuel, D.M., & Sassoubre, L. (2007). Lessons learned in systems change initiatives: benchmarks and indicators. American Journal of Community Psychology. doi:10.1007/s10464-007-9108-14.

- Book *(sample)*

    Calfee, R. C., & Valencia, R. R. (1991). APA guide to preparing manuscripts for journal publication. Washington, DC: American Psychological Association.

- Book chapter *(sample)*

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), Gender issues across the life cycle (pp. 107–123). New York: Springer.

- Online document (no DOI available) *(sample)*

  Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. http://www.psych.org/edu/other_res/lib_ archives/ archives/200604.pdf. Accessed 25 June 2007.

**Index** *(Required)*. ALL Bayou Publishing books have an index, even slim training companions.

- As you write, prepare a word-phrase list of terms you want in the index (you don't need to include page numbers). A term that is extremely common, or one that appears extensively throughout a single chapter, probably should not be included.

- Use no more than two levels:  main entry and subentry.

- A main entry should always be a noun (or compound noun) and begin with a capital letter. Do not use adjectives or adverbs as entries by themselves

- Subentries begin with lowercase letters unless the term is a proper noun.

- Information should be listed under the term that most readers will probably look at first. Use cross-references to list variations or written-out versions and abbreviations/acronyms.

- Index entries are formatted as in the text (e.g., italics for genus and species names).

- Abbreviations at the beginning of a term must be written out. For example, *A. fumigatus* should be *Aspergillus fumigatus*.

- ***You have two basic options for preparing the index:***

  - **(1)** Print out a copy of the manuscript, highlight the target text that should be indexed (i.e., the index will point to this spot), and write out beside it the suggested index entry (e.g., "anger management techniques"). Prepare a word-phrase list of the terms you want in the index.

  - **(2)** Use the indexing function in Word. Indicate, on average, one or two keywords per manuscript page to be included in the index. (Our formatting software can currently handle MS Word indexing).

- The final version of your index will ultimately be prepared by a professional indexer. A rough index will be included in your PDF proofs. You will have the opportunity to review it and make changes. Please review the index carefully.

**About the Author** *(Required)*. Biographical information about the author (or contributors, if an edited collection)

- **Name(s) of author(s).**

- **Author Credentials and Affiliations.** (Degrees, Credentials and Affiliations as author wants them to appear on press material; will not appear on cover but is required for copy-right)

- **Author Blurb.** (1-4 Paragraphs)

- **Mailing address(es)**. (Will not appear in print but required for copyright submission)

- **E-mail address(es)**. (Will not appear in print but required for copyright submission).

- **Author Photo**. (Make sure the attached image is 300 DPI TIFF)

# DOCUMENT CONSTRUCTION

## PERMISSION TO USE COPYRIGHTED MATERIAL

It is critical that you obtain proper permission to reprint, reuse or adapt any previously published material you hope to use in your manuscript. Without appropriate permission to use copyrighted material, we will not be to publish your project.

- Because it can take some time to get permissions cleared with other publishers or copyright holders, it's a good idea to start this process as soon as possible.

- If you copy text passages, figures, tables, photographs, or cartoons from other works, you must obtain permission from the copyright holder (usually the original publisher) for both the print and digital format. This applies to altered, modified and adapted material as well.

- It includes text that is over 100 words, but also includes ALL song lyrics and poetry. Song lyrics and poetry always require permission unless they are in the public domain, and be aware that it can be costly and/or difficult to obtain, so make sure it is absolutely essential for the manuscript.

- Please be aware that some publishers do not grant reprint and/or electronic rights for free.

- Just because something is available on the Internet, does not mean it is in the public domain. In fact, posting something on the Internet is generally considered to be a form of publishing and, therefore, protected by copyright law.

- Where there is any doubt, such as using a modified version of an illustration, it is wise and courteous to ask for permission and to give credit for the material (e.g., Modified from …, Adapted from…).. In fact, we have found that most publishers appreciate the opportunity for additional exposure, if appropriately acknowledged.

- Follow any specific wording requirements requested by the original publisher.

- Attached is the Permission Request Form we use at Bayou Publishing ("Bayou Publishing Permissions Form.docx"). Note that many publishers require that a photocopy/scan of the figure or table to be reprinted accompanies the permission request (this helps them locate it).

- Please enclose the signed permission with the manuscript.

- The permissions process can take upwards of 6 weeks, so be sure to address this requirement early in your authoring process.

## FIGURES AND ILLUSTRATIONS

A figure may be a graphic (photo, line drawing, illustration, cartoon) or text. Pay attention to the following guidelines in preparing graphic figures.

**Digital Illustrations.** Make sure all figures and illustrations serve a purpose. Illustrations that are purely decorative or unnecessary should not be used.

- Keep your illustrations as simple as possible. Avoid large black areas and/or very dense patterns; they will not reproduce well.

- For the best quality final product, it is highly recommended that you submit all of your artwork (photographs, line drawings) in an electronic format. The published work will directly reflect the quality of the artwork provided.

- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format.

**File Naming of Electronic Figures**

- Name your graphic files with (1) your name, (2) image type (i.e., Figure, Cartoon, Table), (3) the figure number, and (4) the file type ,e.g., "Loos_Fig1.2.eps" or "Loos_Cartoon2.3.tiff."

**Line Art** *(Black and white graphic with no shading)*

- Check that all lines and lettering within the figures are legible at final size. All lines should be at least 0.1 mm (0.3 pt) wide.

- Line drawings should have a minimum resolution of 1200 dpi.

- Vector graphics containing fonts must have the fonts embedded in the files.

- File should be saved in EPS format

**Halftone Art** *(Photographs, drawings, or paintings with fine shading)*

- Halftones should have a minimum resolution of 300 dpi.

- If in doubt, provide us with the highest resolution image possible. If you have a low-dpi image, DO NOT SIMPLY INCREASE RESOLUTION in Photoshop.

- File should be saved in TIFF format.

**Combination Art** *(A combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams)*

- Combination artwork should have a minimum resolution of 600 dpi.

**Color Art** *(A color version of the black and white artwork can also be supplied for the eBook version)*

- Color illustrations should be submitted as RGB (8 bits per channel).

- File should be saved in either JPG or TIFF format.

## Figure/Table Captions and Numbering

Like Tables and Exhibits, Figures should be numbered consecutively (in order of appearance) within each chapter using the double-number format (chapter number/figure number). For example, the fourth figure in chapter two would be numbered "Figure 2.4." Number figures according to the order of their appearance in the text.

- All figures must be cited, either parenthetically or in the text.

- When a figure is referred to by number in the text, it is capitalized: See Figure 3.8.

- Each figure should have a concise caption. Include the captions in the text file of the manuscript, not in the figure file. Make sure to tag the caption with the "caption" Style Sheet.

- Make sure all tables and figures are called out in text; cartoons and photographs need not be called out unless specifically referenced.

- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type: **Fig 3.4** Safety Triangle

- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.

- The best way to indicate where you would like the figure to appear is by a note in the text: *Insert Figure 3.4 here: Safety Triangle.* In general, we try to place the figure or table after its first mention in the text.

- Remember that books are taller than they are wide. If you want to include tables that are extremely wide, in order to be fit into the book they will have to be rotated 90 degrees, reduced in size, or both.

## Digital vs. Print Masters

Check with us before spending lots of time creating digital artwork. It may be best to supply us with original drawings or photographs.  For many authors we have found it to be an iefficient use of time trying to generate digital drawings. It may be best to supplus with with hand drawing and we'll generate the digital image.

- Please Note: NO GRAPHICS GENERATED IN MS WORD CAN BE USED IN THE FINAL MANU-SCRIPT.

- If you are not able to compile your illustrations on a computer according to the necessary specs, please send us good-contrast black and white prints or transparencies or the original drawings. Likewise, if you do not have a digital version of a photograph, please provide the best quality original photograph for us to scan according to printers specifications.

## Quotations

- A direct quotation of not more than 2 lines should be enclosed in quotation marks and run into the text.

- Longer quotations, called extracts, should be placed in a separate paragraph without quotation marks, tagged with the "Block Text" Paragraph Style Sheet.

- Use ellipses (. . .) to indicate any point in a quote in which you have omitted material. If the omission occurs at the end of a sentence, use 4 dots, the last being the period.

- Include the complete source of original publication in an endnote for that chapter.

## Cross-References

If you refer to information found elsewhere in your chapter, parenthetically refer to the heading under which the material appears, e.g., "(see Chapter 5, Clinical Implications)."

- Do not use page MS Word's built-in cross-references.

- Instead, refer to the chapter and the heading under which the material appears, e.g., "(see Chapter 7, Typical Teen Responses)." We call this the "*target*."

- Mark the *target* with Character Style Sheet "BP_Cross_Ref."

## RUNNING HEADS

A running head appears at the top of every book page except (1) the first page of each new section or chapter and (2) blank pages.

**Even-numbered pages/ left-sided pages.** *Even-numbered pages/ left-sided pages have the title of the book as running head, and page numbers flush left.*

**Odd-numbered pages/ right-side pages.** *Odd-numbered pages/ right-side pages have the title of the chapter as running head, with page numbers flush right.*

**Front-matter and end-matter sections.** *Front-matter and end-matter sections use the section title as running head on both left- and right-sided pages.*

**Running Head List.** *Since MS Word-generated running heads do not import well into InDesign, we prefer that you provide a separate file with your proposed running-head titles for each chapter.*

- Aim for a succinct phrase (maximum 7 words) that best captures the content of the chapter.

- It may be the chapter title, the chapter subtitle, or a catchy question.

# TYPING AND EDITING

## NUMBERS AND UNITS OF MEASUREMENT

- Numbers 10 and under are spelled out (e.g., ten and five). All numbers 11 and above use digits (e.g., 73 and 24).

- A number of 1,000 or greater has a comma after the "thousands" place.

- All numbers that appear in the first word of a sentence should be spelled out (e.g., "NHTSA proved it in their report. One hundred people were killed last year on motorcycles.")

- In mathematical expressions and equations, all numbers should be in digits.

- Always leave a space between a number and a unit, e.g., 5 mm.

- A decimal should always have a digit in the "ones" column; a zero should be used when the value is less than one. (0.5 inch, 0.675 microampere).

- Units measurement may be abbreviated in equations, tables and captions.

- Be consistent in your use. Do not use different ways of referring to the same thing: 110 VAC, 110 volts AC, 110 v-AC, 110 volts (alternating current).

- A unit of measurement based on a proper name is not capitalized.

## ABBREVIATIONS

- Abbreviations, except for very common ones, must be defined the first time they are used, e.g., Attention Deficit Hyperactivity Disorder (ADHD).

- Be consistent in using abbreviations.

## DASHES, EN-DASHES AND EM-DASHES (SIMPLIFIED)

- A *hyphen*, or *dash*, [-] is used to connect terms (a hyphenated word, a compound term).

- An *en-dash* [–] (option-hyphen) is used to designate a range (1996–1998, or pages 221–234). There are no spaces on either side of the en-dash.

- An *em-dash* [—] (shift-option-hyphen) is used to separate phrases and can sometimes substitute for parentheses (I didn't know then—as I know now—just how complicated these things can get.). There are no spaces on either side of the em-dash.

## PERCENTAGES

A typical expression of percentage is a digit followed by the word "percent". There are two exceptions to this:

- When the expression comes at the beginning of a sentence, the number is spelled out.

- When the expression is one of mathematical probability, the percent sign (%) is used.

## TIME

- Use lower case for a.m. and p.m. BP will format them with the "small caps" (A.M. and P.M.) attribute.

## SPACING

- All text should be single-spaced.

- Do not insert blank lines or extra carriage returns between paragraphs.

- Sentences should be separated by a single space. Do not use more than one space at the end of a sentence; likewise, no sentence should start with an extra space.

- Use a single space after a colon.

- Do NOT use spaces to align text; instead, use paragraph Style Sheets.

- Enter only a single space after sentence-ending periods.

## HYPHENATION AND SPECIAL CHARACTERS

- Do not insert manual hyphenation. The paragraph Style Sheets will handle hyphenation algorithm.

- In most cases, special characters (mathematical symbols, linguistic alphabets) will not arrive intact because they require specific fonts. Mark them carefully in your manuscript. When you get a proof of the initial layout, be sure to confirm that they are in place and correct.

## EMPHASIS

- To emphasize words or phrases, use use the "Emphasis" character style sheet (DO NOT UNDERLINE LIKE THIS). *No underlines should appear anywhere in the document.*

- Don't worry if you accidently use the italics formatting command/button rather than the template's Emphasis Style Sheet. We have a script to catch and convert manually iticilized words to Emphasis style sheets, but that's one additional editorial complication we prefer to avoid.

## BULLET LISTS

**Reformatted Sentence.** *The simplest bulleted list is a reformatted sentence and should be punctuated the same way.*

"Things that should be avoided are vagueness, jargon, and the passive voice."

"Things that should be avoided are
- vagueness,
- jargon, and
- the passive voice."

Notice that a colon is not used before the list, that the bulleted items are not capitalized (unless they happen to be proper names) and that they are followed by commas, just as they would be if it were a sentence in the standard format. Only the last item (the end of the sentence) gets a period.

**List of Items.** *It can, of course, get much more complicated. The second kind of bulleted list is of a list of items that would typically not work in a standard sentence.*

"Her doctor prescribed these drugs:
- Prozac 40 mg
- Vitamin C 1000 g
- Paxil 30 mg
- Aspirin 100 mg
- Soma 350 mg
- Flexeril 10 mg
- Skelaxin 400 mg
- Valium 5 mg"

**Series of Related Ideas.** *The next level of list incorporates a series of related ideas or items that would be difficult or impossible to express in a single sentence:*

"My findings were:

- Red-haired, right-handed teenage boys who wore tennis shoes and liked rap music wore t-shirts more than 33 percent of the time.

- Over two-thirds of churchgoing, Olympic-level athletes drove white cars to work.

- Black sneakers are preferred by 78 percent of all ballroom-dancing, middle-aged ex-Methodists who expressed a preference."

Notice that the introductory sentence has a colon, and that each bulleted item is a complete sentence. It gets capitalized and there is a period at the end. If you wanted to, you could separate each item with a semicolon; in that case, items are not capitalized, a conjunction is used after the penultimate item, and there is a period after the last item.

## Some Notes on Style / Please:

- Aim for a conversational tone. Avoid pedagogical, professorial, or long-winded lectures.

- Don't mix singulars and plurals. For instance, if a paragraph begins with "Your child needs...," don't suddenly switch to "children also need..."

- Don't combine terms using a "slash" (He arrived at my *house/home* carrying his *groceries/medicine.*)

- Avoid using *etc*. Use more specific language when possible; if unavoidable, "and so on" or "and so forth" are preferred to "etc."

- Don't write *and/or*. Choose one, or use an alternate construction (either a, b, or both).

- Send graphics as separate electronic files (.eps or .tiff); Captions should be included as text documents, not as part of the graphics.

- Don't worry about headers or footers (they can cause problems in InDesign); attache a separete file for recommendations on Running Chapter Headers.

- Don't use the footnote function (it causes problems in InDesign); use endnotes following the text.

- Do use paragraph Style Sheets from the BP_Book_Document_Template. Don't use autoformatting, including auto-indents, indexing marks, bulleted lists—we have to manually find and strip out every one!

- Don't use two spaces between sentences.

- Send the original graphics files whenever possible; they produce sharper images than scans or faxes of printouts.

- Do run a spellchecker.

- Do back-up your files frequently.

- Do run a virus scan regularly on your system, especially before submitting files to us.

## Final Manuscript Submission to Bayou Publishing

For most projects we prefer that you submit the formatted manuscript as one document file, using the document template. Place the manuscript file along with other files (e.g., images, instructions, notes) into a common folder.

If the project is particularly complicated, you may prefer to separate chapters into individual files. If you do so, please make sure each file of the book is labeled with "BookName" and "Chapter Number" followed by the file extension (e.g., Snakes4.docx, Snakes5.docx,SnakesTOC.docx). ALL chapter documents should be placed in a single folder. Include a file listing all the names of the document files; give this document a name such as Snakes Chapter Listings.

# Submission Checklist

| Submission CheckList | | |
|---|---|---|
| **FRONT MATTER** | | |
| **Title Page** | **Title (and Subtitle)** | ❏ |
| | **Name(s) of author(s)** | ❏ |
| **Dedication** | (Optional) | ❏ |
| **Table of contents** | Headings the same as in text | ❏ |
| | Chapters continuously numbered throughout the book | ❏ |
| **Preface** | (Include author name; city, state; month, year) | ❏ |
| **ForeWord** | (Optional) | ❏ |
| **Acknowledgments** | (Optional) | ❏ |
| **Introduction** | | ❏ |
| **TEXT** | | |
| **Chapters** | Formatted using BP_Book_Document_Template | ❏ |
| | File suggesting running-heads for chapters (separate file) | |
| **Formatting** | Is every paragraph marked with a style sheet? | ❏ |
| **END MATTER** | | |
| **Appendix/Glossary** | (Optional) | ❏ |
| **EndNotes** | Properly sequenced and formatted | ❏ |
| **References** | Properly formatted and alphabetized | ❏ |
| **Index** | | ❏ |
| **References** | References follow the APA guidelines | ❏ |
| **About the Author** | **Name(s) of author(s)** | ❏ |
| | **Author Credentials and Affiliations** Degrees, Credentials and Affiliations as author wants them to appear on press material; will not appear on cover but is required for copyright | ❏ |
| | **Author Blurb** *(1-4 Paragraphs)* | ❏ |
| | **Mailing address(es)** *(Will not appear in print but required for copyright submission)* | ❏ |
| | **e-mail address(es)** *(Will not appear in print but required for copyright submission.)* | ❏ |
| | **Author Photo***(Make sure the attached image is 300 DPI, TIFF)* | ❏ |
| **MANUSCRIPT DETAILS** | | |
| **Figures / Tables** | Figures checklist listing all figures (Figure Number) | ❏ |
| | Figures numbered consecutively using double-number system | ❏ |

| Submission CheckList | | |
|---|---|:---:|
| **Images/ Graphics** | Graphics saved as separate files in original format (in EPS, TIFF, or Hi-Res PDF) format | ❏ |
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# BP Document Style Sheets Template