



AUTHOR GUIDELINES

UPDATED SEPTEMBER 12, 2024

The following is a set of guidelines to assist authors in preparing chapters and/or manuscripts for publication by Fielding University Press.

PROPOSALS

Book proposals should provide a general overview of the composition of the book, in a summary of between 400 and 500 words. The summary should address:

1. The principal scope of the narrative
2. The new data, findings or arguments the book aims to convey
3. How this book will be different from other books on the subject
4. The qualifications of the author(s) in this field or discipline
5. What type of readers would be interested in this book
6. How this book should be marketed – for example, in terms of targeting particular academic or professional publications, associations, conferences, and the like.

In addition, the proposal should also include:

- proposed book title (short, no more than 4-5 words)
- a detailed table of contents, with a brief description of each chapter
- the proposed word count of the book
- a timeline for the submission of the completed manuscript, and
- one or two sample chapters.

Please note: FUP currently accept manuscripts ranging from 60,000 to 70,000 words for alumni books (6x9 inches) and 60,000 to 90,000 words for monographs (7x10 inches) including Front and Back Matter such as title pages, TOC, Preface, Author bios, etc.), including up to 25 photos, charts or other illustrations.

Please note that the final page size of your published book will be either 6 x 9 or 7 x 10 inches, rather than the 8.5 x 11 inches that you are probably using in Word, so the page count of your manuscript will increase once your text is scaled down to the actual page size. For that reason, Word tables cannot be accepted, because they are not scalable.

Peer Review: The proposal should identify an external reader or readers who are available to provide a peer review of the manuscript, and perhaps write a Preface. The

external reader(s) should either be faculty teaching in this discipline, or otherwise recognized practitioners in the field.

HOW TO WRITE YOUR MANUSCRIPT

Manuscripts should be submitted in their entirety, as a single document in the Word .docx format, at a size less than 12 Megabytes so it can be sent via email. It should include:

1. Title page
2. Acknowledgments, if appropriate
3. Table of Contents (do not add page numbers since these will change)
4. Preface or Foreword by external expert(s)
5. Introduction
6. The integral manuscript, inclusive of all chapters
7. End notes (if applicable)
8. Further Reading or bibliography
9. About the Author(s) – author bios

Once again, it is important to remember that while you will most likely type your manuscript in Word in either letter size (8.5 x 11”) or A4 size (210 x 297 mm), the book will be published in a format of 6 by 9 or 7 by 10 inches with an even smaller inner margin. Therefore, all text, and any visual elements, will need to be scaled down as part of our lay-out process. Any elements that cannot be scaled (such as Word tables) are not allowed as part of the submission.

FORMAT AND STYLE

All FUP publications follow the APA 7.0 Style with regards to in-text citations and bibliographical references. Manuscripts should be written as follows:

1. Double-spaced setting at 1.5
2. Times New Roman font at 11 point
3. Paragraph indents set at ¼ inch throughout, using the Word navigation bar (not with the Tab key)

Very Important:

1. Please ensure that no Word auto-formatting of any kind is active in the document, including automatically generated bullet lists, spaces between paragraphs or other automated actions. If your manuscript contains contributions by other authors, please ensure that all formatting is applied consistently.
2. Paragraph spacing should be turned off. Furthermore, do not copy/paste material from Web pages or PDF documents, since this will introduce artifacts that will greatly impede the lay-out process.

3. INDENTS

In your document, click CTRL-A (highlights all), then set your paragraph indents (at ¼ inch) in the navigation bar at the top of the Word document, and make sure these apply throughout the manuscript consistently (except for References). Please do not use the tab setting to create indents. For your References section, likewise set the ½ inch hanging indent in the navigation bar.

Again: please do not use the tab setting to create indents. Such may cause your manuscript to be rejected.

4. FOOTNOTES AND END NOTES

Please be aware that Word hyperlinks to in-text footnotes or end-note numerals are not supported by the Kindle and EPUB electronic book standards, and therefore may not be incorporated in the electronic version of your book. End notes, as a separate segment at the end of the book, are allowed, provided there are no direct links to the text through Word-generated superscript numerals. To do so, simply type "[numeral]" at the end of the sentence in your text, before the period.

Then, at the end of your chapter, or at the end of the book but before your References, list your endnotes by typing the appropriate numeral.

End notes are also needed if you wish to make a reference to a URL string. To avoid having long URL strings in the main body of your text, enter a reference number, such as [1] at the end of the sentence, and then place the URL at the end of your chapter, under “End Notes,” as follows:

End Notes

[1] See <https://www.eeoc.gov/laws/statutes/titlevii.cfm>.

5. BULLETED ITEMS

No Word-generated bulleted or numbered items are allowed. Such items should be converted to flat-text numerals or bullets that you type yourself (without automatically generated formatting). If Word tries to automatically add an indentation after you enter the number and period (or bullet and space), immediately press CTRL+Z and then the space bar two times to override it.

6. ITALICS AND BOLDING

APA 7.0 allows the use of italics to introduce a key term once. Level 3 headings should be bold italics. Other than that, italics should only be used for the title of books, periodicals, webpages or other stand-alone works, or foreign words or phrases. Please do not use italics in any other form such as, for example, oral quotes, or emphasis.

Chapter title and section titles should be bolded. Outside these formats, bolding should be avoided.

7. ILLUSTRATIONS

Illustrations of any kind are allowed *as long as they are legible when scaled to a page size of 6 by 9 inches*, provided in black & white, and delivered as either a JPEG or PNG. Such images, including photos, graphs, diagrams etc. should be placed in your Word document as “in line with text,” using the JPEG or PNG format, in black and white. Images should be at minimum 150 dpi and maximum 300 dpi, and sized at least 6 inches wide.

8. TABLES

Any and all tables created in Word or Excel are **not** allowed, since such tables will inevitably be distorted when converted to the smaller page size of 6 x 9 inches, leading to misalignment of the information. Therefore, all graphical elements must be formatted as scalable objects in either .jpeg or .png formats.

9. CREDITS AND ACADEMIC TITLES

In the case of books with multiple contributors, each chapter should identify the author(s) immediately below the Chapter Header with their academic or professional affiliation, but without their academic title. Academic titles are included in the Author Bio.

10. REFERENCES

Please limit your references to sources that are actually cited in your chapter c.q. book. If your chapter is based on a dissertation, do not include the full bibliography from your dissertation; only use references that are directly pertinent to your chapter.

Please note: Failure to abide by these formatting guidelines may cause your chapter or manuscript to be returned for revision.

THE PRODUCTION PROCESS

Prior to final submission, please ensure that all information in the manuscript is correct, that names of authors and sources are spelled correctly, and that you and your co-authors (if applicable) have made all edits and revisions necessary. **No** author revisions will be allowed once your manuscript is accepted and submitted to a copy editor. The copy editor may, however, have some questions about your manuscript, which she will address to you directly.

Captions. Any and all illustrations in your manuscript, including photos, graphs and charts, must be captioned as part of the manuscript. Captions should be written in Times New Roman 10 point with single paragraph spacing. Captions should also include the source where you obtained the asset, unless you created it yourself. All illustrations not created or owned by you should be licensed from the appropriate rights holder. Please include documentation of any such licensing with your submission.

Image Delivery. In cases where the image(s) are large in size (such as photos at 300 dpi) you should deliver the image(s) separately using Dropbox, WeTransfer or any other large file transfer service. Please do not use Google Docs.

Layout. Once your manuscript has been accepted following copy-edit, it will enter the lay-out stage by a professional InDesign artist. No corrections or changes of any kind are permitted at this stage.

Book Cover and Title. Many authors have specific ideas about the title of their book, or the cover design. While we welcome such ideas, it is important to recognize that book cover and title are always the exclusive purview of the publisher. Particularly with regards to cover design, FUP often develops specific styles related to its brand.

Therefore, while we will certainly share our initial designs with you, the final decision related to art work, cover design, and title will be made by FUP.

MARKETING YOUR BOOK

BOOK SUMMARY

Together with your article or manuscript, you should provide a summary of your book, of about 300-400 words, for use on the Fielding and Amazon web pages. In this summary, please describe

1. What is unique about the book
2. Why its subject is important
3. What type of readership you are writing it for
4. The author's qualifications on the subject

AUTHOR BIO

Each author should add a biography of about 150 words at the end of the book. In the case of monographs involving multiple authors, the bio(s) should be added at the end of each chapter, after the main text but before the References. Please limit your bio to professional and academic qualifications only, without references to hobbies, partners, children, etc.

BOOK AND JOURNAL REVIEWERS

You know the subject of your book better than anyone, so you should be in an ideal position to identify book and/or journal reviewers who may be interested in reviewing your book. Therefore, after your manuscript has entered production, you should draft a list of book critics and journal reviewers whom we should contact about your book.

We will send any reviewers who respond to our queries a complimentary copy for reviewing purposes. This is a critical part of marketing your book, so please be sure to develop this list as soon as possible.

Please do not hesitate to contact me at jisbouts@fielding.edu if you have any questions.

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Managing Editor,
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