Manuscript Submission Requirements

In order to avoid publication delay or termination please make sure your manuscript is submitted to Nova adhering to the following requirements.

- **All Chapters**
  - Submit all chapters at once. Late chapter submissions will not be accepted.
  - Keep chapters in separate files. Do not combine chapters to one large file.
  - Each chapter is to indicate the corresponding author's name and email address as well as affiliation(s) listed for each author.
  - All diagrams, photographs, illustrations and charts (*not tables*) are to be referred to in the text as Figures and should be numbered consecutively with Arabic numerals. These figures **must** be supplied as separate electronic **image** files named in the format in which they were created such as jpg, gif, tiff, png, and etc.
  - Please follow the **Sample Chapter** and **Nova Guidelines** during the preparation of your manuscript (i.e. font, spacing, margins, etc). All chapters must use the same format style.
  - We prefer authors use the Chicago Manual reference style using the guide attached, but you are welcome to use your preferred style as long as all chapters are formatted the same way.
  - Only **Microsoft Word** and **LaTeX/Tex** formats are accepted. For Microsoft Word, the preferred version is Microsoft Word 2013; Microsoft 2007 and 2010 are also acceptable. Please indicate in the chapter which version of MS Word was used at the time of submission. Avoid using a version earlier than 2007 as this may result in publication delay, quality issues and preparation fees.

- **Signed Copyright Transfer Forms**
  - One for each chapter is required.
  - Typed signatures are not accepted.
  - Chapters without a signed copyright form will not be published.

- **Permission forms signed for any previously published/copyrighted work**
  - Please note that the manuscript will not be accepted unless all permissions are received by Nova.

- **Peer Review**
  - All chapters must be peer reviewed prior to submission.
  - Fill and return the Peer Review Confirmation form with your final submission.

- **Table of Contents**
  - List all chapter numbers, title first, then authors name and affiliation (if available).
  - No page numbers should be included.

- **200-500 word Book Description**
  - Used for marketing purposes.

- **Preface**
  - The length of the preface is at your discretion.

- **Color Printing**
  - Inform us at the time of manuscript submission if you require color printing as there is a fee for this service.
- If you do require color printing please provide us with a list of the figures you would like printed in color.
- Figures will be in color for the e-book version and printed black and white (grayscale) for the printed version if an order for color printing is not received. In this case, make sure that all color figures and captions are discernible when printed in black and white.

**English Editing**
- It is highly recommended that each chapter be reviewed for English (spelling, grammar, punctuation, etc.) by a native English speaker prior to submission.
- Either American or British spelling is acceptable. International, American and British punctuation are all acceptable.
- A spell check is required on all materials prior to submission. Make sure your Microsoft Word language settings are saved to *English (United States)* or *English (United Kingdom)* prior to running the spell check.
- Publication delay or cancelation can result if chapters are deemed unacceptable after our English review.
- Nova offers an English editing service for a fee.

**Academic Titles**
- All titles must be M.D., Ph.D. or equivalent and should be formatted in the book as it is indicated in the Nova Guidelines.

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- Please submit all pre-publication endorsements with your final manuscript submission.
- Endorsements are used for marketing and can be placed on the back cover of the book.

**Cover Suggestions**
- Suggested cover images must be submitted as JPEG (300 dpi) files.
- Permissions are required for all copyrighted images.
- Send ALL cover suggestions directly to our art department at art@novapublishers.com.

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