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# Staff Directory

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<thead>
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<th>Department</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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NOVA PUBLISHERS

GUIDEBOOK

BOOK SUBMISSION REQUIREMENTS
ACCEPTABLE FORMATS

MS Word

If the program being used is MS Word, use Times New Roman font ranging from 10-12 point depending on what is most convenient for you. Do not follow the end of sentences with two spaces but instead only with a single space. Also, do not be concerned about line spacing. We will be performing electronic page layout.

Latex

Nova requests use of the Nova macro. This is ARTICLE.STY set at 5.5 inches (13.97 cm) and letter size (not A4 paper). Please try to use outside justified page headers. If you would like to add any packages to this macro beyond those already specified, it is mandatory that the corresponding .sty files be submitted with the chapter. Nova currently uses the Windows Operating System.


**DIAGRAMS, PHOTOGRAPHS, ILLUSTRATIONS AND CHARTS**

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 files named in the format in which they were created and must be one of the following types: tiff, bitmap, jpeg, gif, ppt, psd, png or eps. The required resolution of these figures must be 350-750 dpi. The higher the resolution, the clearer the printed image.

Figures must also be placed inside or at the end of the manuscript. If scanned images are used, please retain the original hard copy of the figure for possible transmission to Nova Science Publishers. If previously published figures are used, written permission of the copyright holders must be obtained and submitted along with the text indicating copyright holder’s citation instructions. If there are any figures which the publisher is unable to utilize, the submission is considered incomplete.

Please try to keep vertical (*portrait*) tables and figures a maximum of 5.5 inches wide. If width is a problem, use the landscape layout with section breaks on both sides if MS Word is being used. Maximum portrait width is 7.5 inches wide.

Color print is available for a fee, see under “Color”.

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LABELING INSTRUCTIONS

Chapter Folder

You should have received a link to our online portal system, where a folder was created automatically with a “Book ID”. Within this folder, please create your individual “Chapter” folders (Chapter 1, Chapter 2, Chapter 3 etc.)

Book ID

- Chapter 1
- Chapter 2
- Chapter 3
- Chapter 4
- Front Matter

Inside each “Chapter” folder should be the following:

- Your main chapter file (in Word or Latex)
- Copyright Transfer Form
- Permission Forms (if applicable)
- Figure Folder (if applicable)
Figure Folder

If you are submitting figures, please place them in the “Figure” folder you created and labeling all original figures properly. These labels must match within the text file so we know where to place the images.

Front Matter

Create a folder label “Front Matter.” Please make sure they are all labeled as in the example below. All additional files should also be included in this folder.
ENGLISH EDITING

If you wish Nova to review any chapters for English, please be sure that English Requested is clearly marked on the first page of any such chapters.
Permissions

Manuscripts submitted without proper permissions for all previously published figures and tables are considered as incomplete submissions and will not be published.

Copyright

Copyright is transferred to Nova via email or fax. A form will be sent via email at the time of page proofs and is to be submitted with the reviewed manuscript.
COLOR

Please note that the figures/tables will be in color for the e-book version (as long as they are submitted in color) and printed black and white (grayscale) for the hardcover version if you do not want to place an order.

We will be sending electronic page proofs as the publication works its way through the system. These proofs do not necessarily indicate color use or lack thereof.

Color Graphic Fee

Color graphics are permitted. The price for color is $500 for the first 10 figures/tables plus $75 for each figure/table thereafter. If you only have 1-2 figures/tables of color the fee is $300. You may choose to publish in black and white without fee.
BOOK COVER

Nova’s Cover Department creates the book design. If you wish to submit an idea, a sample of the cover may be sent for our review. If you would like to provide specific images, you must own the rights to them or they must be from a stock photography website, copyright and royalty free. Please provide the link to where you obtained the images, as well. Images must be 300 dpi or greater. Due to copyright restrictions, images found on the internet or scanned from books cannot be used in any form, including modified. Please also note that, as stated in the contract, Nova retains the right to make the final decision regarding any content of the cover.

For any questions, please contact our cover artist:

Regina Rettig at regina@novapublishers.com.
MANUSCRIPT SUBMISSION

The entire manuscript including the completed Table of Contents and all other relevant material is to be submitted via courier addressed to the Department of Acquisitions or to the Nova FTP site. Please confirm when you have sent your work to:

Manuscripts@novapublishers.com.
and
n.columbus@novapublishers.com.

Please we request that you do not submit individual chapters separately by email as this leads to lost files and delay in the publication process.
Receipt of the manuscript will be acknowledged promptly via email and tracking information will be given at this time. If you do not receive confirmation of the manuscript receipt please contact us for verification.
Book proposals from Authors, Editors and Contributors are given priority consideration.
This instruction manual was created to assist you when working on your book. No changes are to be made to the formatting, i.e., page layout, font, spacing, etc. To avoid any additional formatting/styling charges, please ensure your book is in full compliance with the instructions below.

It is imperative that you confirm the title of the book and name(s) of the author(s) or editor(s) are correct. There will be NO modifications at a later stage. Thank you.

Please begin the chapter with a descriptive abstract (100-400 words) summarizing the content of the article and indicate the abstract with the heading ABSTRACT. Other essential headings include: INTRODUCTION, CONCLUSION (not Conclusions; not Discussion; not Concluding Remarks); REFERENCES and any other headings deemed necessary within the chapter to reflect the important subsections or divisions.

**Manuscript**

- For Authored Books:
  - Each chapter or one single manuscript file
- For Edited Books:
  - Each chapter
  - Author(s) affiliation and email (email required for page proofs)
  - Copyright Transfer Forms
- For both:
  - Figures, Tables, and Appendices (with captions) (if applicable)
  - Book Description (required)

**NOTE**

- **Authored Books**: Numbering of sections, footnotes, captions, etc. must be continuous throughout the entire book. References must be compiled into one section and placed at the end of the book.

For any questions, please contact:
Matthew Attanasio at acquisitions@novapublishers.com.
**Spelling of All Names, Credentials and Affiliations on the Title Page of the Book**

*Author names* should be listed as first name, middle name or middle initial (if used), last name (surname).

<table>
<thead>
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<td>Anderson, J. M.</td>
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</table>

*Credentials (academic degrees)* can only appear after the author’s name, not before.
- “Professor, Director, PhD Student, Dr., BA, BS” should not be included:
- *Only* MD or PhD

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<td>John M. Anderson, MD or</td>
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<td>John M. Anderson, PhD or</td>
</tr>
<tr>
<td>Professor, John M. Anderson, Director</td>
<td>John M. Anderson</td>
</tr>
<tr>
<td>John M. Anderson, PhD Student, BA, BS</td>
<td>John M. Anderson</td>
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*Affiliations* must include City, State (if it applies) and Country. No zip codes/postal codes or street addresses should be included.

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<tr>
<td>Moscow, Russia 119991</td>
<td>Moscow, Russia</td>
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RUNNING HEADS

If you have variations from the chapter titles, which you would like Nova to use as the Running Heads, please mark that at the beginning of any such chapter.
GRAMMAR

Please use the words “this chapter” rather than “this article, this study or my work” in the text. Within this context, remember that the word ‘data’ is plural, i.e. data are.... Also consider for purposes of presentation that the word ‘research’ and ‘evidence’ are collective nouns calling for appropriate adjectives, verb agreement etc. Thus, ‘research/evidence shows/presents’ or ‘research/evidence has shown, is presented’ etc. Do not use researches or evidences in submitted chapters.
ENGLISH/BRITISH SPELLING

The use of British and English spelling of words are both acceptable, but must be consistent throughout the book.

<table>
<thead>
<tr>
<th>Use either all English or all British terms.</th>
<th>English spelling</th>
<th>British Spelling</th>
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CHAPTERS/SECTIONS NUMBERING

Although numbering of sections within chapters is not necessary, however, if numbers are used, they must be correctly labeled and should be consistent from chapter to chapter.
FIGURES AND TABLES

Tables and figures should be numbered in order.

(a) Author books must be continuous throughout the book;
(b) Editor books must begin with number “1” at each chapter

Figures

- All figures must be clear and easily readable
- Figures and captions text should be in English
- Picture should be centered and caption, left-aligned.
- Figures must be supplied as separate electronic files named in the format in which they were created and must be in one of the following formats: tiff, bitmap, jpeg, gif, ppt, psd, png or eps. Please note the placement of each figure within your chapter. You can also submit the manuscript with the figures within the chapter but must also provide separate figure files as mentioned above.
- All figures requires a full caption(s) (see below)

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<td>Figure 1.</td>
<td>Figure 1. Number of days attending school.</td>
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Tables

- All tables requires a full caption(s).
- If possible, each individual table should fit to one page. If it must be split over 2 or more pages, column headers should be repeated
- The use of bold text should be avoided (except in chapter titles and section headings).
- You may use any font size ranging from 10 to 12 point. Page layout will do all aspects of the formatting.
EQUATIONS

All equations must be clear, readable and numbered sequentially. The equation number must be aligned to the right margin e.g.;

\[(A+B)=C\] \hspace{1cm} (1)

\[(1+2=3)+2=5\] \hspace{1cm} (2)

Author books must be continuous numbering throughout the book.
FOOTNOTES

Ensure all footnotes are numbered correctly and:

a) Author books must be continuous throughout the book or;
b) Editor books must begin with number “1” at each chapter

References are not to be included with the footnotes.
REFERENCES

- References should be set as Chicago Manual style.
- References are not to be combined with footnotes.
- They should always be listed by the author(s) last name, first name and/or middle initial, e.g., Jones, Agnes M.
- References should be provided as a separate section (author books must have a references section at end)
- Do not use bold text in any part of the references (unless the subject is Physics or Chemistry).
- If references are numbered within the chapter they must be in chronological order, e.g., [1], [2], [3], etc.
- If the reference section is shown alphabetically, then within the text references must be reflected by author name, year.
- All references should be in English. It can be cited in its original language, however, English translation should be shown in brackets immediately after [ ].
- Sources must be italicized.
- For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by et al. ("and others"):
- URL’s should be properly spaced.

<table>
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<th>INCORRECT</th>
<th>CORRECT</th>
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</table>
Examples of acceptable forms of reference lists at the end of the chapter are given below:

**One Author**


**Two or More Authors**


For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al.* (“and others”):

**Editor, Translator, or Compiler Instead of Author**


**Editor, Translator, or Compiler in Addition to Author**


**Chapter or Other Part of a Book**


**Chapter of an Edited Volume Originally Published Elsewhere (as in Primary Sources)**


**Preface, Foreword, Introduction, or Similar Part of a Book**

Journal Article

Article in a Print Journal
In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.


Article in an Online Journal
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.


Article in a Newspaper or Popular Magazine
Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . .”), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.


Book Review

Thesis or Dissertation
Book Published Electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.


Website

A citation to website content can often be limited to a mention in the text (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.


Blog Entry or Comment

Blog entries or comments may be cited in running text (“In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .”), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog post there but mention comments in the text only. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)


E-Mail or Text Message

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”), and they are rarely listed in a reference list. In parenthetical citations, the term *personal communication* (or *pers. comm.*.) can be used.

(John Doe, e-mail message to author, February 28, 2010)

or

(John Doe, pers. comm.)
Item in a Commercial Database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.


Articles from Published Conference Proceedings

The word “in” before the conference title is not italicized.


Paper Presented at a Meeting or Conference


Papers Presented at Conferences, but Unpublished


Patents

**CHECK LIST**

To begin your manuscript, you **must** submit the following:

| ✔  |  
|----|---
|  | Description
|  | Table of Contents
|  | Each Chapter if an edited book
|  | Author affiliations on first page of each chapter if an edited book and a corresponding author’s email address
|  | References

If **applicable**, submit the following information:

| ✔  |  
|----|---
|  | Author/Editor Bios (preferred)
|  | Acknowledgments
|  | Conclusion
|  | Contributors
|  | Dedication
|  | Endorsements
|  | Epilogue
|  | Figure(s) and/or Table(s)
|  | Figure(s) and/or Table(s) Captions
|  | Foreword
|  | Index Terms (may submit later)
|  | Introduction (if applicable and must provide Conclusion)
|  | Preface (not required if Introduction is provided)
|  | Prologue (if applicable and must provide Epilogue)
SERIES

Additional books and e-books in this series can be found on Nova’s website under the Series tab.
SERIES

TITLE

SUB-TITLE

AUTHOR NAME

OR

EDITOR NAME

nova
science publishers
New York

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Foreword
John Smith
(Name of person who wrote the foreword other than the authors/editors of the book)

Preface (Not required if there is an Introduction and Conclusion)

Acknowledgments

Introduction (Must followed by a Conclusion at end)

Chapter 1 Chapter Title
Author(s) name

Chapter 2 Chapter Title
Author(s) name

Conclusion

References (Only applicable if its an author book)

About the Author/Editor or Author's/Editor's Contact Information

List of Contributors (if applicable)

Index
FOREWORD

This section should be the name of the person who wrote the foreword other than the authors/editors of the book.

Nova
New York

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Example:

The field of optics usually describes the behavior of visible, infrared, and ultraviolet light; however because light is an electromagnetic wave, analogous phenomena occur in X-rays, microwaves, radio waves, and other forms of electromagnetic radiation. The pure science aspects of the field are often called optical science or optical physics.

Chapter 1 - The aim of this work is to summarize the important contribution furnished by Optics in the studies of the TS (Turin Shroud).

Chapter 2 - In the present and next chapter, the authors report on the integration of advanced and highly sensitive materials at nano and micro scale optical fibers to develop new photonic.
ACKNOWLEDGMENTS

Example:

I would like to acknowledge the publisher, editors, and support staff at Nova Science Publishers, they were very helpful in the various stages of developing and producing the volume.
Chapter 1

TITLE OF CHAPTER

Author Name*
Department, University Name, City and Country

ABSTRACT


Keywords:

INTRODUCTION

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Title Sub-Heading

* Corresponding Author’s Email:

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Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

CONCLUSION

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

REFERENCES

See above “References” notations.
A separate section is required only if you are the author of the book, not an editor. All others, references must be at end of each chapter.

*Important Note Regarding Chapter References*

- Acceptable Styles include the APA, MLA, Vancouver, Harvard and Oxford Reference Styles.
- Within text, the references should be either author identified or reference number identified and placed in square brackets on the line, e.g. [37].
- The preferred Style is APA for social sciences, Vancouver for biomedicine, AIP for physics, ACS for chemistry and AMS for mathematics. Please use page setup letter size and not A4 paper.
- Every Reference must be cited within the text.
- References may be cited in the text by the author and date of publication in parenthesis or by using numbers in brackets.
- Examples of acceptable forms of reference lists at the end of the chapter/article are given above under “References”.
ABOUT THE AUTHORS/EDITORS

(Author/Editor of the book)
LIST OF CONTRIBUTORS

(Authors of the chapters)
**INDEX**

Example:

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<td>central executive network (CEN), x, xi, xv, 63, 64, 66, 68, 71, 73, 77, 78, 86, 87, 101, 103, 106, 107, 108, 109, 118, 124, 125, 126, 128</td>
</tr>
</tbody>
</table>