

Nova Publishers

Book Submission Requirements



Guidebook



www.novapublishers.com

415 Oser Avenue, Suite N

Hauppauge NY 11788-3619, U.S.A.

Phone: (631) 231-7269 Fax: (631) 231-8175

Email: nova.main@novapublishers.com

MANUSCRIPT REQUIREMENTS

CONTENTS

Staff Directory	vii
Nova Publishers Guidebook	1
Acceptable Formats	3
MS Word	3
Latex	3
Diagrams, Photographs, Illustrations and Charts	5
Labeling Instructions	7
Chapter Folder	7
Figure Folder	8
Front Matter	8
English Editing	9
Permissions	11
Copyright	11
Color	13
Color Graphic Fee	13
Book Cover	15
Manuscript Submission	17
Formatting Requirements	19
Spelling of All Names, Credentials and Affiliations on the Title Page of the Book	21
Running Heads	23
Grammar	25
English/British Spelling	27
Chapters/Sections Numbering	29
Figures and Tables	31
Figures	31
Tables	31
Equations	33
Footnotes	35
References	37
Check List	39
Sample Book Template	41

STAFF DIRECTORY

	Department	Email
Nadya Columbus CEO		n.columbus@novapublishers.com
Donna Dennis Vice-President and Head of the Editorial Department		donna.dennis@novapublishers.com
Initial Stages of Book Publication Contacts:		
Thomas Mazzaferro (Questions about Contracts Receipt, Terms, Status of Contracts and Manuscript Extensions)	Contracts Department	Contracts@novapublishers.com
Matthew Attanasio (Questions about Book Submission, Book Statuses and Book Submission Guidelines)	Acquisitions Department	acquisitions@novapublishers.com
Taylor Schultz	Art Department	art@novapublishers.com
Louis Maurici	Journals Department	Journals@novapublishers.com
Harold Gonzalez	Printing Department	Harold@novapublishers.com
Vera Popovic Lorraine Kelly	Billing Inquiries	billing.central@novapublishers.com billing@novapublishers.com
Lisa Gambino	Marketing	marketing@novapublishers.com
Denise Amorosa (eBook Inquiries and Website Changes)		d.amorosa@novapublishers.com
Stella Mottola (For any other questions)		nova.main@novapublishers.com

NOVA PUBLISHERS

GUIDEBOOK

BOOK SUBMISSION REQUIREMENTS

ACCEPTABLE FORMATS

MS Word

If the program being used is MS Word, use Times New Roman font, 10.5 point and set line spacing at 1.1. Do not follow the end of sentences with two spaces but instead only with a single space. 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".

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	3/17/2021 11:28 AM	File folder	
 Chapter 2	3/17/2021 11:28 AM	File folder	
 Chapter 3	3/17/2021 11:28 AM	File folder	
 Chapter 4	3/17/2021 11:29 AM	File folder	
 Front Matter	3/17/2021 11:29 AM	File folder	

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)






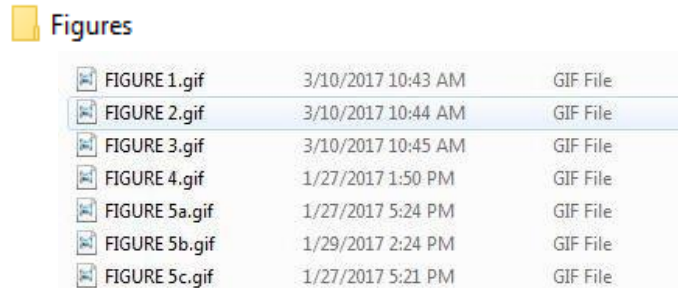
 Chapter 1			
 Figures	3/17/2021 11:43 AM	File folder	
 Chapter 1.docx	3/17/2021 11:37 AM	Microsoft Word D...	
 Copyright Transfer Form.pdf	3/17/2021 11:37 AM	PDF File	
 Permission Forms.docx	3/17/2021 11:38 AM	Microsoft Word D...	

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.

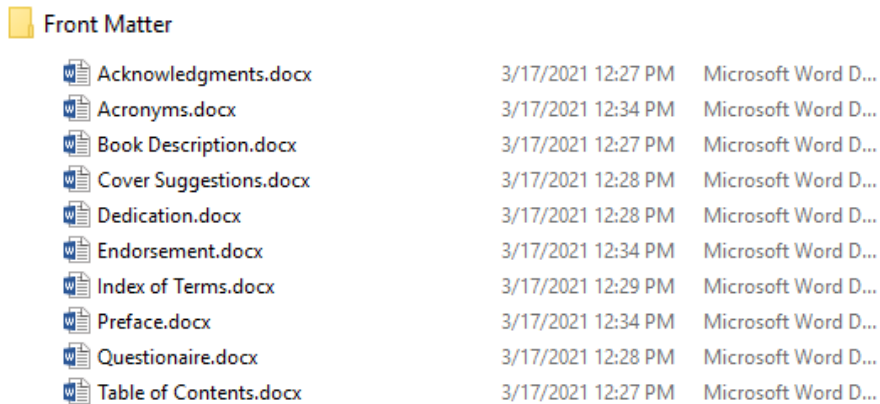


A screenshot of a file explorer window showing a folder named "Figures". The folder contains seven GIF files. The files are listed in a table with columns for the file name, the date and time of creation, and the file type.

File Name	Date and Time	File Type
FIGURE 1.gif	3/10/2017 10:43 AM	GIF File
FIGURE 2.gif	3/10/2017 10:44 AM	GIF File
FIGURE 3.gif	3/10/2017 10:45 AM	GIF File
FIGURE 4.gif	1/27/2017 1:50 PM	GIF File
FIGURE 5a.gif	1/27/2017 5:24 PM	GIF File
FIGURE 5b.gif	1/29/2017 2:24 PM	GIF File
FIGURE 5c.gif	1/27/2017 5:21 PM	GIF File

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.



A screenshot of a file explorer window showing a folder named "Front Matter". The folder contains ten Microsoft Word documents. The documents are listed in a table with columns for the file name, the date and time of creation, and the file type.

File Name	Date and Time	File Type
Acknowledgments.docx	3/17/2021 12:27 PM	Microsoft Word D...
Acronyms.docx	3/17/2021 12:34 PM	Microsoft Word D...
Book Description.docx	3/17/2021 12:27 PM	Microsoft Word D...
Cover Suggestions.docx	3/17/2021 12:28 PM	Microsoft Word D...
Dedication.docx	3/17/2021 12:28 PM	Microsoft Word D...
Endorsement.docx	3/17/2021 12:34 PM	Microsoft Word D...
Index of Terms.docx	3/17/2021 12:29 PM	Microsoft Word D...
Preface.docx	3/17/2021 12:34 PM	Microsoft Word D...
Questionnaire.docx	3/17/2021 12:28 PM	Microsoft Word D...
Table of Contents.docx	3/17/2021 12:27 PM	Microsoft Word D...

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 art department:

art@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.

FORMATTING REQUIREMENTS

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).

INCORRECT	CORRECT
Anderson, John Michael	John Michael Anderson
Anderson, J. M.	J. M. Anderson

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

INCORRECT	CORRECT
Professor, Dr. John M. Anderson	John M. Anderson, MD <i>or</i> John M. Anderson, PhD <i>or</i>
Professor, John M. Anderson, Director John M. Anderson, PhD Student, BA, BS	John M. Anderson John M. Anderson

Affiliations must include City, State (if it applies) and Country. No zip codes/postal codes or street addresses should be included.

INCORRECT	CORRECT
Department of Medicine Columbia University 116th St & Broadway New York, NY 10027	Department of Medicine Columbia University New York, NY, US
Department of Medicine Moscow State University ul. Leninskiye Gory, 1 Moscow, Russia 119991	Department of Medicine Moscow State University Moscow, Russia

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.

Use either all English or all British terms.	English spelling	British Spelling
	Behavioral	behavioural
	Globalization	globalisation

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)
- Set figure caption *after* the figure.

INCORRECT	CORRECT
Figure 1.	Figure 1. Number of days attending school.

Tables

- All tables requires a full caption(s)
- Set table caption *before* the table
- 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 8 to 10 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.;

$$(A+B)=C \tag{1}$$

$$(1+2=3)+2=5 \tag{2}$$

Author books must be continuous numbering throughout the book.
Word Equation editor or MathType usage are both acceptable.

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

Nova will accept most common referencing styles. You may choose only **one** style for your book and must be consistent throughout. Author/Editor is responsible for correct citation usage.

Below is an overview of the systems used in the most common citation styles (accessible by clicking the link in each citation style).

Citation style	Disciplines	Type of citation
MLA	Humanities	Parenthetical (author-page number)
APA	Psychology, education, social sciences	Parenthetical (author-date)
Chicago A	History, humanities	Notes
Chicago B	Sciences, social sciences, humanities	Parenthetical (author-date)
Turabian	Humanities, social sciences, sciences	Notes or author-date
Harvard	Economics	Parenthetical (author-date)
Vancouver	Medicine	Numeric
OSCOLA	Law	Notes
IEEE	Engineering, IT	Numeric
AMA	Medicine	Numeric
ACS	Chemistry	Numeric, Author-page number or Notes
NLM	Medicine	Numeric
AAA	Anthropology, social studies	Numeric
APSA	Political science	Parenthetical (author-date)

For more information on formatting of each of these styles, please see following website:
<https://www.scribbr.com/citing-sources/citation-styles/>

- Set references to Times New Roman font and size 10 pt.
- As mentioned above, references are not to be combined with footnotes.
- 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.
- URL's should be properly spaced.

NOTE:

Author 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.

CHECK LIST

To begin your manuscript, you must submit the following:

v	
	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:

v	
	Author/Editor Bios (preferred)
	Acknowledgments
	Conclusion
	Contributors
	Dedication
	Endorsements
	Epilogue
	Figure(s) and/or Table(s)
	Figure(s) and/or Table(s) Captions
	Foreword (other than the editor/author of the book)
	Index Terms (may submit later)
	Introduction (if applicable and must provide Conclusion)
	Preface (not required if Introduction is provided)

I hereby affirm that the manuscript checklist has been submitted according to all of the Nova Science Publisher's requirements stated above.

Date:

Book Title:

Editor/Author Name:

Signature:

SAMPLE BOOK TEMPLATE

Names

Editors/Authors

Title

Subtitle



Copyright © 2022 by Nova Science Publishers, Inc.

DOI:

All rights reserved. No part of this book may be reproduced, stored in a retrieval system or transmitted in any form or by any means: electronic, electrostatic, magnetic, tape, mechanical photocopying, recording or otherwise without the written permission of the Publisher.

We have partnered with Copyright Clearance Center to make it easy for you to obtain permissions to reuse content from this publication. Simply navigate to this publication's page on Nova's website and locate the "Get Permission" button below the title description. This button is linked directly to the title's permission page on copyright.com. Alternatively, you can visit copyright.com and search by title, ISBN, or ISSN.

For further questions about using the service on copyright.com, please contact:

Copyright Clearance Center

Phone: +1-(978) 750-8400

Fax: +1-(978) 750-4470

E-mail: info@copyright.com.

NOTICE TO THE READER

The Publisher has taken reasonable care in the preparation of this book, but makes no expressed or implied warranty of any kind and assumes no responsibility for any errors or omissions. No liability is assumed for incidental or consequential damages in connection with or arising out of information contained in this book. The Publisher shall not be liable for any special, consequential, or exemplary damages resulting, in whole or in part, from the readers' use of, or reliance upon, this material. Any parts of this book based on government reports are so indicated and copyright is claimed for those parts to the extent applicable to compilations of such works.

Independent verification should be sought for any data, advice or recommendations contained in this book. In addition, no responsibility is assumed by the Publisher for any injury and/or damage to persons or property arising from any methods, products, instructions, ideas or otherwise contained in this publication.

This publication is designed to provide accurate and authoritative information with regard to the subject matter covered herein. It is sold with the clear understanding that the Publisher is not engaged in rendering legal or any other professional services. If legal or any other expert assistance is required, the services of a competent person should be sought. FROM A DECLARATION OF PARTICIPANTS JOINTLY ADOPTED BY A COMMITTEE OF THE AMERICAN BAR ASSOCIATION AND A COMMITTEE OF PUBLISHERS.

Additional color graphics may be available in the e-book version of this book.

Library of Congress Cataloging-in-Publication Data

ISBN:

Published by Nova Science Publishers, Inc. † New York

Contents

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

Preface

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 (14 pt.)

Title of Chapter (Heading 1, 16 pt.)

Author Name* (14 pt.)

Department, University Name, City and Country (size 9 pt.)

Abstract (Heading 2, 12 pt.)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Keywords:

Introduction (Heading 2, 12 pt.)

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

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

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Nunc Viverra (Heading 3, 11 pt.)

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

Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

* Corresponding Author's Email:

Pellentesque Habitant (Heading 4, 11 pt. and italicize)

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Conclusion (Heading 2, 12 pt.)

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

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

References (Heading 2, 12 pt.)

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:

#

4- repeat tauopathy neuroimaging initiative (4RTNI), 35, 36, 55

A

abnormal, 33, 53, 54, 57, 66, 86, 91, 97, 131, 136

absolute global efficiency, 16, 18, 115

accuracy, xvi, 2, 64, 66

AD sequencing project (ADSP)- phenotype harmonization consortium (PHC), 70, 70

ADNI center, 5, 71

ADNI laboratory of neuroimaging (LONI), 36

ADSP-PHC composite scores, 70

B

brain atrophy, vii, viii, xiii, xiv, 1, 2, 21, 31, 54, 100

brain connectome, 125

brain disorders, xii, 127

brain lesions, xi, 123

brain network dynamics, 66

brain network dysfunction, xi, 125

brain networks, vii, ix, xiii, 1, 21, 28, 64, 94, 134, 136

brain resource utilization, 126

brain states, xi, 87, 100, 124, 128

C

calcarine, 9, 38, 39, 113

caudate, 3, 9, 13, 14, 33, 38, 39, 40, 42, 113, 116

CBF quantification, 70

Center for Biomedical Research Excellence (COBRE), 104

center for imaging of neurodegenerative diseases (CIND), 69

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

