

Nova Publishers

Book Submission Requirements



Guidebook



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BOOK GUIDELINES

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NOVA PUBLISHERS

GUIDEBOOK

BOOK SUBMISSION REQUIREMENTS

Dear Authors,

We are grateful for your time and attention to Nova's manuscript submission instructions. Strict adherence to our manuscript guidelines will help to avoid unwanted multiple review fees and delays and will ensure timely and high quality publication of your work.

Thank you.

Nova Editorial Team

ACCEPTABLE FORMATS

MS Word

If the program being used is MS Word, please use letter size (*not* A4 paper), Times New Roman, 10.5 point and set line spacing of 1.1. NOVA will be performing page layout.

Latex

Nova requests use of the Nova macro. This is ARTICLE.STY set at 4.5 inches (11.43 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.

Sizing Requirements

softcover	Minimum: 35,000 words
	Maximum: 70,000 words
	Corresponds to 100-200 book pages
e-book	Anything below 35,000 words or 100 pages will be published as an e-book only
hardcover	Over 70,000 words to maximum of 150,000 words which corresponds to 201-501 book pages. Books over 500 pages maybe subject to be separated into volumes.

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: pptx, ai or psd. For photos, acceptable image formats includes jpeg, eps, png, tiff, bmp and gif. 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 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 4.5 inches wide. If width is a problem, use the landscape layout with section breaks on both sides if MS Word is being used. Maximum width is 6.5 inches wide.

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)






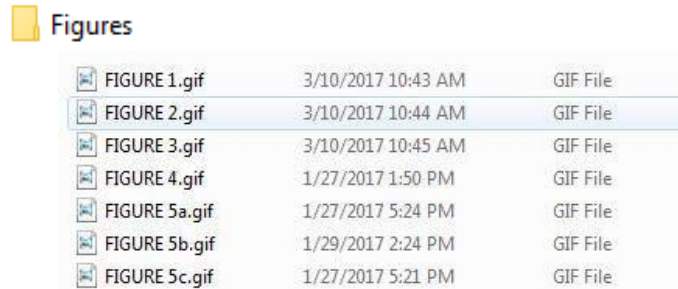
 Chapter 1			
 Figures	3/17/2021 11:43 AM	File folder	
 Chapter 1.docx	3/17/2021 11:37 AM	Microsoft Word D...	
 Copyright Transfer Form.pdf	3/17/2021 11:37 AM	PDF File	
 Permission Forms.docx	3/17/2021 11:38 AM	Microsoft Word D...	

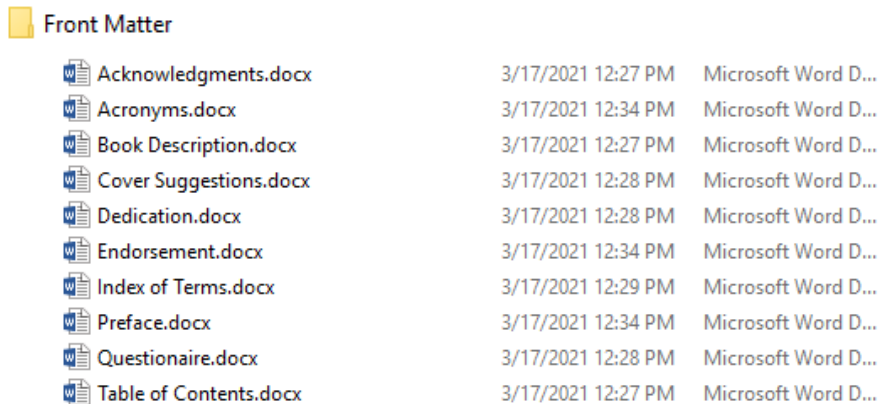
Figure Folder

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. All figures must be clear and easily readable.



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 TRANSFER FORM

The Copyright Transfer Form will be sent via email at the time of contract signing and we kindly request that it is submitted along with the manuscript.

COLOR FEE*

Color graphics are permitted. The price for color is \$60 per figure.

If you choose the no color option and it is later determined that there are color figures that are not legible in the printed book, the following options are available to ensure the high quality of the publication:

1. You can pay for the color figures that will not be readable in black and white in the printed book.
2. We can publish the book in e-book format only. All the figures will be in color in the e-version.
3. You may resend your color figures in black and white. We would replace the color figures in both the e-version and the print version of the book.
4. Illegible figures may have to be removed from the book.

**NOTE: 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. All figures must be clear and easily readable.*

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 the cover. For any questions, please contact our art department at art@novapublishers.com.

BOOK SUBMISSION

The entire manuscript including the completed Table of Contents and all other relevant material is to be submitted via our online portal system for which you will receive a link. Please also send an email to contracts@novapublishers.com to notify us of your submission. 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, please contact the above email for verification.

Please send a list of the total number(s) of color figures per chapter.

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.

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.

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, if numbers are used, they must be correctly labeled and should be *consistent from chapter to chapter*.

KEYWORDS

These terms must be listed as noun(s) or pronoun(s). Adjectives and adverbs are not permitted.

NOT ACCEPTABLE:

Adjective is a word that describes a noun or pronoun:

Example: sharp, small, minimal, spectacular, moderate,

Adverb usually describe or modify verb:

Example: dramatically, minimally, rapidly, abnormally

FIGURES AND TABLES

- (a) For authored books, the numbering of the tables and figures must be continuous throughout the book.
- (b) For edited books, the numbering of the tables and figures should begin with the number “1” at the beginning of each chapter.

Figures

All images, charts, and graphs (hereinafter referred to as “Figures”) must be created in black and white (unless the color option was selected and paid for) and submitted/uploaded with their original sources to your designated SharePoint folder in separate electronic files (one Figure per file). Black and white figures and legends must be clearly distinguishable by shapes and/or symbols.

If you would like any figure(s) to be in color, please indicate them in our Auxiliary Order Form at <https://novapublishers.com/shop/auxiliary-order-form/>.

(Please note that all maps must be in color and color option must be pre-paid).

- GRAPHICS (charts, graphs, diagrams, etc.) - examples of acceptable file types include DOCX (Microsoft Word), PPT (PowerPoint), AI (Adobe Illustrator) and PSD (Adobe Photoshop). Screenshots and photos of charts, graphs and diagrams will not be accepted.
- PHOTOS - acceptable image formats include JPEG, PNG, TIFF, BMP, and GIF. All photos must be high-resolution, with a DPI measurement of 350-750.
- Please keep vertical (portrait) tables and figures at a maximum width of 4.5 inches. If width is a problem, please use the landscape layout with section breaks on both sides if MS Word is being used. Maximum landscape width is 6.5 inches.
- All figures must be clear and easily readable.
- Figures and captions text should be in English.
- Pictures should be centered, and the captions should be left-aligned.
- Please note the placement of each figure within your chapter and provide separate figure files as mentioned above.

- All figures require a full caption(s) (see below).
- Set figure caption *after* the figure.

INCORRECT	<i>CORRECT</i>
Figure 1.	Figure 1. Number of days attending school.

Prior to submitting your chapter(s) to Nova, please make sure that all figures are clear and readable both in electronic and printed formats (printing out figures prior to submission for verification is strongly recommended).

Tables

- Must be a Word file.
- Word tables should not be tab or space delineated and should not use color.
- TIFF and JPG files are not acceptable.
- All tables require a full caption(s).
- Set table caption *before* the table.
- If possible, each individual table should fit on one page. If it must be split, 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.

If you have any questions regarding the above instructions, please contact Sue Lau at sue@novapublishers.com.

Thank you.

EQUATIONS

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

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

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

Authored books must have continuous numbering throughout the book.

The Word Equation Editor or MathType usage are both acceptable.

Equations should not be set as a picture or figure.

FOOTNOTES

Please ensure all footnotes are numbered correctly and:

- a) Authored books have continuous numbering throughout the book
- b) Edited books begin with the number “1” in the beginning of each chapter

References are not to be included with the footnotes.

REFERENCES

Nova will accept most common referencing styles. Please choose one style for your book and be consistent throughout. The Author/Editor is responsible for correct citation usage. Please make sure to notify the chapter contributors of the style you prefer.

The following website is available to search for references using the title, URL or DOI. In the bibliography, select the citation style. The full reference is generated for you with italics. Please see following website: <https://zbib.org/>.

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/>

- Please set the References to Times New Roman with a size 10 font.
- References are not to be combined with footnotes.
- References should be provided as a separate section
- Please 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 the 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.
 - Usage of "et al." and "..." (ellipses) are not acceptable in the "References" section. All authors names must be listed accordingly.
 - All references in the "References" section must be cited within the text and all references cited in the text must be in the "References" section.
 - If you would like your references to link to the original cited material, please submit as clickable hyperlinks (i.e., DOI, websites, etc.).

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.

CHECK LIST

Please upload the following documents:

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, please 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)

SAMPLE BOOK TEMPLATE

Names

Editors/Authors

Title

Subtitle



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DOI:

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

Library of Congress Cataloging-in-Publication Data

ISBN:

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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 be followed by a Conclusion at the end)

Chapter 1 Chapter Title
Author(s) name

Chapter 2 Chapter Title
Author(s) name

Conclusion

References (Only applicable if its an authored book)

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

List of Contributors (if applicable)

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Foreword

This section should be the name of the person who wrote the Foreword.

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 ... 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 the 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)

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