

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.