

# Nova Publishers

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Guidebook





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## **BOOK GUIDELINES**



# CONTENTS

<b>Staff Directory</b>	<b>vii</b>
<b>Nova Publishers Guidebook</b>	<b>1</b>
Acceptable Formats	3
MS Word	3
Latex	3
Sizing Requirements	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 TRANSFER FORM	11
Color Fee	13
Book Cover	15
Book Submission	17
<b>Formatting Requirements</b>	<b>19</b>
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
Keywords	31
Figures and Tables	33
Figures	33
Tables	34
Equations	35
Footnotes	37
References	39
Check List	41
<b>Sample Book Template</b>	<b>43</b>



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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

<b>Softcover</b>	Minimum: 35,000 words
	Maximum: 70,000 words (without illustrations)
	Corresponds to 100-200 book pages
<b>E-Book</b>	Anything below 35,000 words or 100 pages will be published as an e-book only
<b>Hardcover</b>	Minimum: 70,000 words
	Maximum: 135,000 words (without illustrations)
	Corresponds to 200-400 book pages



## **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. An image's dpi measurement can be found under the details tab of "Properties" on PC if needed, or by going to Tools > Show Inspector in "Preview" on Mac.

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			
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 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	

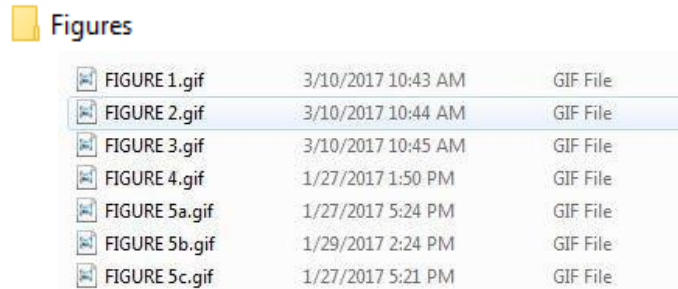
Inside each “**Chapter**” folder should be the following:

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- 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...	

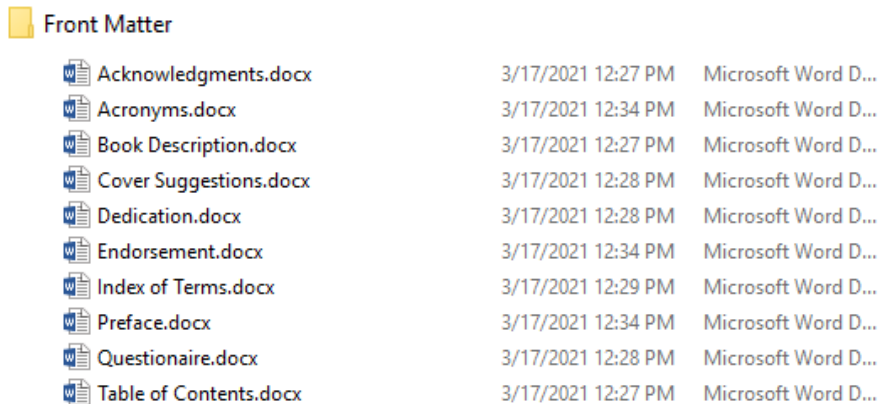
## Figure Folder

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**

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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.



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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](mailto: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](mailto: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

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**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

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## SPELLING OF ALL NAMES, CREDENTIALS AND AFFILIATIONS ON THE TITLE PAGE OF THE BOOK

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Anderson, J. M.	J. M. Anderson

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Professor, John M. Anderson, Director John M. Anderson, PhD Student, BA, BS	John M. Anderson John M. Anderson

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Department of Medicine Moscow State University ul. Leninskiye Gory, 1 Moscow, Russia 119991	Department of Medicine Moscow State University Moscow, Russia



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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.	<b>English spelling</b>	<b>British Spelling</b>
	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





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- (a) For authored books, the numbering of the tables and figures must be continuous throughout the book.
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### 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.

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- 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.

<b>INCORRECT</b>	<b><i>CORRECT</i></b>
Figure 1.	<b>Figure 1.</b> 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).

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- Must be a Word file.
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- 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.

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Thank you.

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

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

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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
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<a href="#">Chicago A</a>	History, humanities	Notes
<a href="#">Chicago B</a>	Sciences, social sciences, humanities	Parenthetical (author-date)
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<a href="#">NLM</a>	Medicine	Numeric
<a href="#">AAA</a>	Anthropology, social studies	Numeric
<a href="#">APSA</a>	Political science	Parenthetical (author-date)

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- 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.
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v	
	Description (150-300 words describing the book that can be used for marketing purposes)
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	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
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v	
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	Epilogue
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# **SAMPLE BOOK TEMPLATE**



**Names**

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**Title**

**Subtitle**



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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)**

## Index





# 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.)**

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#### **Keywords:**

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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.)**

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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.

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- 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)



# 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

