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 (without illustrations)
	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	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.

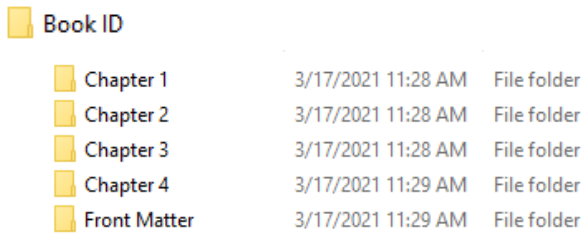
Prior to submitting your chapter(s) to Nova, please ensure that all figures are clear and legible both in electronic and printed formats (printing out figures prior to submission for verification is strongly recommended). Figures that need to be edited or returned due to blurriness, poor contrast, unintelligible legends, or symbols and shading that are too small or too similar to distinguish will be ***charged a fee*** *of $10 - $50 per figure, depending on the problem.*

NOTE: Due to copyright restrictions, images found on the internet including Wikipedia or scanned from books cannot be used in any form, including modified.

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.)



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)

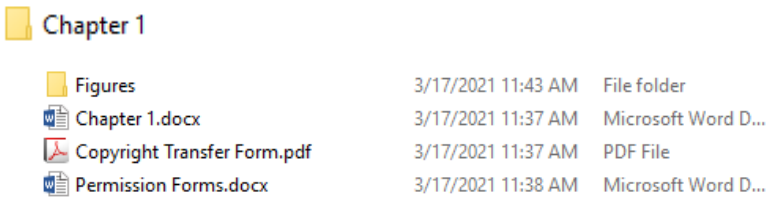
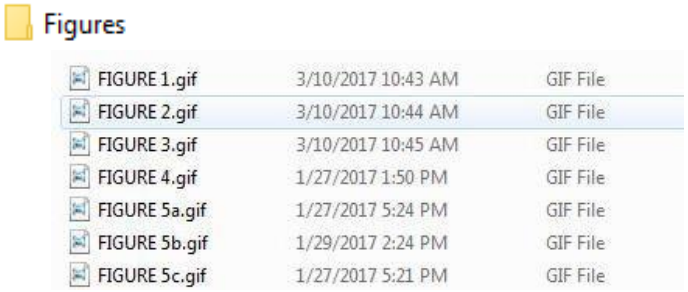


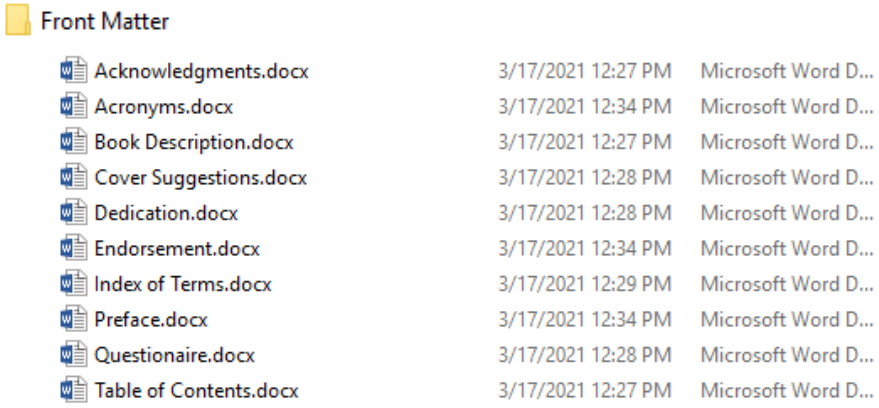
Figure Folder

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. 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.

ARTIFICIAL INTELLIGENCE (AI) GUIDELINES AND DISCLOSURE

Authors/Editors may use artificial intelligence (AI) to assist in preparing the book. The below instructions are to assist in the proper use of such technology.

Responsible Use

AI may only be used as an assistant in preparing the work; AI does not replace the author/editor. As the author/editor of the book, you are responsible for how AI is used in the support of your work; below are some of your responsibilities when using AI:

1. Defining goals and expectations of AI output
    a. It is important to understand the intent behind using AI. AI should not be used to make decisions; it is to be used as a tool to assist and expand your critical thinking
2. Providing instructions to the AI program
3. Evaluating the output for accuracy, neutrality, and overall standard
4. Seeking feedback, then adapting the output yourself
5. Making final decisions about what is to be included in the final work
6. Proper disclosure of the work

No text may be generated by AI. Any imagery content (such as images, photos, tables, figures, etc.), grammar corrections, and translations generated by AI must be checked and approved by the authors(s)/editor(s) prior to submission.

Confidential or third-party copyrighted materials may not be uploaded by the author(s)/editor(s) into AI systems.

AI must be used in a manner that complies with privacy and confidentiality obligations, such as adhering to data protection laws, avoiding using AI to replicate the voices and/or styles of third parties, and fact-checking all AI output for accuracy and unbiasedness.

AI usage must be in full compliance with the signed agreement between the author(s)/editor(s) and Nova.

Terms and Conditions of the AI Program

It is important for authors/editors to review the terms and conditions of the AI program they are using, as some programs may not allow for the generated content to be used commercially. Imagery creations used in any part of the work, Nova requires the following permissions to be available:

1. To reproduce the figure for commercial use;
2. To reproduce the figure in all formats, including print and electronic;
3. To reproduce the figure for worldwide distribution;
4. To reproduce the figure in the publication's:
    a. Subsequent Editions;
    b. Revisions;
    c. Derivative Works; and
    d. Foreign Language Translations

If such rights are not provided, the AI program cannot be used.

To reduce the risk of copyright infringement, the following should be followed:

1. Use AI programs that clearly identifies output sources
    a. You are then responsible for cross-checking the accuracy and reliability of these sources
2. Confirm that the sourced/referenced materials can be used commercially.
    a. If the work is copyrighted, the copyright holder must sign Nova's Permission Request Form
3. Generated content that includes "copyleft" licensing should be avoided
    a. Copyleft follows a "rights-preserved" model, which prevents transfer of copyright to Nova.
4. Use AI only for light editing of the work rather than using it to generate new content

Authors/Editors must ensure that the AI program in use does not restrict the authors/editors and Nova's rights per the signed agreement. Authors/Editors should always review the AI program's terms and conditions for clauses such as "ownership", "data reuse", or "opt out" among others, to prevent unauthorized transfer of rights.

AI Disclosure

If AI is used for any purpose to help create, modify, improve, etc., it must be disclosed in the manuscript. The disclosure should consist of the following information:

- The name and version (if applicable) of the AI system used
- The date and year of usage (month/year)
- The role it played in preparing the work (translation, editing, data analysis, etc.)
- The locations in the text where AI was used
- The role of the author in directing AI and how the output was interpreted.
- (For Methodologies) How privacy and compliance were maintained for any sensitive/proprietary and/or human subject data.

Please see below some guidelines that highlight when disclosure is and is not required. **If there are any doubts about when to provide disclosure, err on the side of disclosure.**

Drafting and Editing

AI use category	Requires disclosure	Does not require disclosure
Drafting and editing	• *If AI is used to*: ○ create or significantly rephrase/restructure the text ○ translate oral conversations into writing ○ translating text from one language to another ○ assist in forming arguments and/or influences one's opinion	• *If AI is used to*: ○ correct grammar mistakes, misspellings and/or make suggestions regarding word choice (i.e., Word requests do not require disclosure) ○ polish the text (i.e., "in order to" vs. "to") ○ assist with formatting (i.e., citation indents, consistency with past/present tense)

The following examples illustrate how you might disclose AI use in your captions. Adapt the language as needed to reflect the AI Technologies used. ***Disclosures for drafting and editing should be included in your acknowledgements, or in its own section at the start of the work.***

General Formula: *"The authors acknowledge the use of AI SYSTEM (accessed MONTH/YEAR) to HOW AI WAS USED. All AI-assisted contents have been reviewed and approved by the author(s)/editor(s)"*

Example: *"The authors acknowledge the use of Gemini 3.1 Pro (accessed July 2026) to substantially rephrase Chapter One's abstract to ensure conciseness and to translate figures from Chinese into English. All AI-assisted contents have been reviewed and approved by the author(s)/editor(s)"*

Research Methodology

AI use category	Requires disclosure	Does not require disclosure
Study design and data collection	• *If AI is used to*: ○ generate surveys, questionnaires, and/or data experiment designs ○ analyze and gather details/information from images or data/analysis ○ expand or develop protocols for experiments by taking	• *If AI is used to*: ○ organize received data ○ overcome/ troubleshoot technical errors ○ assist in explaining concepts so the author/editor can better understand how the experiment may work (learning purposes only)

	information from existing models ○ create databases or platforms used to gather and organize data (i.e., Google Forms)	
Literature review	• *If AI is used to*: ○ create or run a search plan (such as searching terms and filtering results) without author/editor involvement ○ search for criteria that influences the study design and analyses ○ gather studies, identify themes, or compares results across multiple references which will be included in the manuscript ○ find citations from databases	• *If AI is used to*: ○ suggest helpful resources based on keywords provided by the author; the author has final say regarding inclusion ○ organize and format citations/ references ○ summarize papers in order to assist the author in regard to understanding the material
Code development	• *If AI is used to*: ○ program and/or develops custom software for research ○ structure the workflow that the experiment will follow ○ create or adapt models for research analysis	• *If AI is used to*: ○ correct/suggest syntax errors, assists in code format (such as structure and style) ○ create notes or documents from the experiment ○ recommend potential experimental approaches
Data and analysis	• *If AI is used to*: ○ create qualitative analysis, such as identifying themes and patterns in datasets, interpreting results, marking conclusion altering statistics, generating interpretations (such as noticing relationships and/or trends, etc.	• *If AI is used to*: ○ convert units (i.e., feet to inches), standardize formatting, or transform simple data (i.e., changing a line graph to a bar graph) ○ help clean data entries (i.e., fixing spelling errors/typos, removing duplicates, etc.)

The following examples illustrate how you might disclose AI use in your captions. Adapt the language as needed to reflect the AI Technologies used. ***Discloser for research methodologies should be included in the methods section of your work.***

General Formula: *ACTION was assisted by AI PROGRAM (accessed ACCESS DATE) to HOW AI WAS USED. All AI-assisted and generated contents have been reviewed and approved by the author(s)/editor(s).*

Data Privacy Term: *All data was anonymized in compliance with privacy standards"*

Example: *Literature screening was assisted by GPT-4 (accessed July 2026) to categorize over 300 research studies by predefined relevance criteria. All AI-assisted and generated contents have been reviewed and approved by the author(s)/editor(s).*

Manuscript Visuals

AI use category	Requires disclosure	Does not require disclosure

Visuals	• *If AI is used to*:
	  ○ create figures (such as charts, graphs, statistical figures, diagrams, etc.) and/or illustrations using underlying data
	  ○ create composite images (the act of blending two or more images into one single image)
		• If AI is used to assist in design ideas; anything generated is not used in the work (visual examples only)
		• If an established AI system is used in the established program (i.e., creating line graph in Word)

The following examples illustrate how you might disclose AI use in your image captions. Adapt the language as needed to reflect the AI Technologies used. ***Disclose for manuscript visuals should be included in the visuals' description/caption.***

General Formula: *"Figure #. FIGURE TITLE. WHAT THE FIGURE IS. created in PROGRAM (accessed DATE). Final image refined and annotated by the authors and the generated content was reviewed for accuracy by the authors/editors."*

Example: *"Figure 6. Cotton Candy Sales. Data graph created in BioRender with full subscription status (accessed July 2026). Final image refined and annotated by the authors.*

Example: *"The authors acknowledge the use of NightCafe (accessed July 2026) to create images that further develop the text and adds an interesting visual. All AI-assisted and generated contents have been reviewed and approved by the author(s)/editor(s)*

COLOR FEE

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

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 including Wikipedia 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, etc. should not be included
- *All author(s)* must have their degrees and list only highest degree received
- First author(s) must be a doctorate degree or higher

INCORRECT	***CORRECT***
Professor, Dr. John M. Anderson	John M. Anderson, MD *or* John M. Anderson, PhD *or*
Professor, John M. Anderson, Director, MD John M. Anderson, PhD Student, BA, BS	John M. Anderson, MD John M. Anderson, BA, BS

Affiliations must include **City**, **State** (if it applies) and **Country**. No zip codes/postal codes or street addresses should be included. All affiliations must be translated to English. No abbreviations - Department, University, etc. must be spelled out.

INCORRECT	***CORRECT***
Dept. of Med. Columbia Univ. 116th St & Broadway New York, NY 10027	Department of Medicine Columbia University New York, NY, US
Dept. of Med. Moscow State Univ. 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	***CORRECT***
Figure 1.	**Figure 1.** Number of days attending school.

Prior to submitting your chapter(s) to Nova, please ensure that all figures are clear and legible both in electronic and printed formats (printing out figures prior to submission for verification is strongly recommended). Figures that need to be edited or returned due to blurriness, poor contrast, unintelligible legends, or symbols and shading that are too small or too similar to distinguish will be ***charged a fee*** *of $10 - $50 per figure, depending on the problem.*

NOTE: Due to copyright restrictions, images found on the internet including Wikipedia or scanned from books cannot be used in any form, including modified.

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 (1)

(1+2=3)+2=5 (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.).

*****Depending on the reference style that is used.

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:

√	
	Description (150-300 words describing the book that can be used for marketing purposes)
	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:

√	
	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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Author(s) name

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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.

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

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* Corresponding Author's Email:

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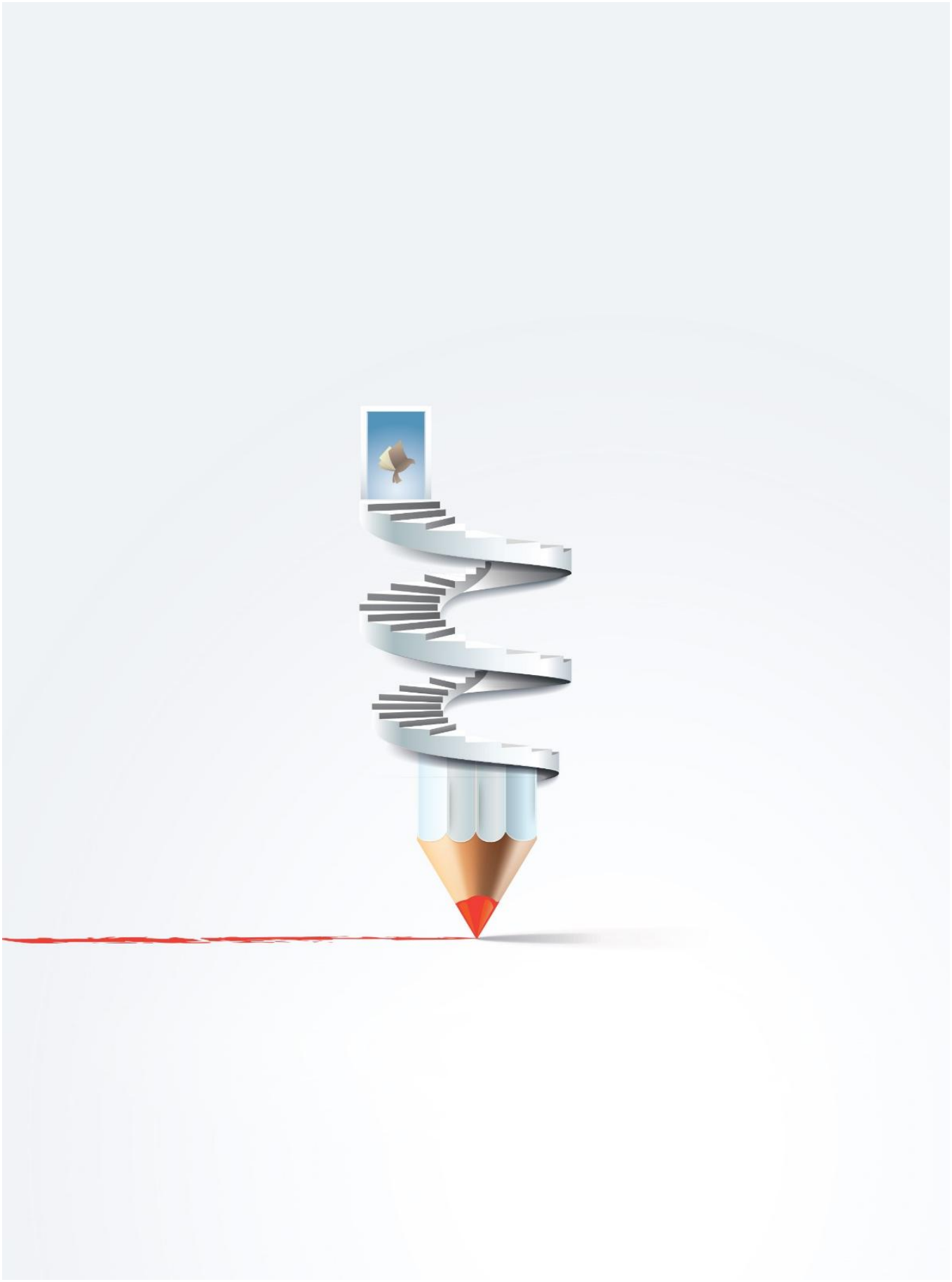
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