SUBMISSION GUIDELINES

Electronic manuscript submissions are accepted via email, DropBox (a free file sharing site), or thumb drive. Each chapter of your manuscript should be a separate Word document file. All visual elements should be submitted in their original format, separately. The following list of files are expected in the format identified below.

Part of the manuscript	Description	Format	Guidelines for best results
Front Matter			
Title Page	Title and subtitle, authors names exactly as they should appear in print, academic affiliations	Word doc	You can combine this page with acknowledgements, dedication, and table of contents to a single front matter document.
Acknowledgements / Dedication	Optional page creditingo those who helped you in some way with your book.	Word doc	Combine with the title page and table of contents as a front matter document.
Table of contents	List of all chapter titles and subheadings within chapters	Word doc	Combine with the title page and acknowledgements and dedication as a front matter document
List of Illustrations or photos or Figures and Tables	List of all illustrations, figures and tables in the book OPTIONAL	Word doc	This list is included if you have a substantial number of figures, tables, and illustrations in your manuscript. It provides an easy reference.
Preface	Description of the key features of the text that also describes the points of interest within the book.	Word doc	Always refer to your book as "this book."
Foreword	Written by an external subject matter expert who has read and endorses your work.	Word doc	This is OPTIONAL, and can be beneficial in selling your book, especially from a high profile expert in the field.
Body of Book			
Chapter Text	Each chapter is a separate document	Word doc	Each chapter should be its own Word document. Do NOT include figures, photos and other visual elements that were created in another program.
Figures, Illustrations, Photos	Visual elements that enhance the text	Native format: JPG, PNG, TIFF, BMP, Vector	Each visual should be at least 300 dpi in order to print well. Do NOT embed these files in your chapter document as they lose resolution and therefore print quality. You can include a placeholder in the text where the element belongs: <<figure 2.1 about here>> Files should follow standard naming to keep consecutive track of all figures.
Tables, sidebars and other text-based visual elements	Data sets, results, or tables of information created in Word can be saved in table format at the end of the chapter, or as a separate Word doc file	Word doc	Clearly label tables and other text-based visual elements at the end of the chapter in which they should appear. Ensure that each visual element also has a placeholder in the text where it is referenced and discussed in the text.
Back Matter			
Appendices	Visual elements that enhance the text OPTIONAL	Word doc or Native format	If the appendix is text-based, it should be labeled as an Appendix in a word document. See figures, illustrations and photos above for other file formats.
Glossary	OPTIONAL	Word doc	If you have a foundational book that includes many key terms and definitions, consider creating a glossary.