

## Submitting a Manuscript to NSTA Press

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### 1. Preparing and Sending Your Manuscript

We need a copy of your manuscript in both hard copy and e-mail attachments. **The hard copy manuscript you send must be identical to the e-mail attachments.**

#### File management

- In your e-mail, please provide a separate attachment for each element of your book—each chapter, table of contents, introduction, appendixes, etc. Provide a list of the files.
- We prefer you send Microsoft Word files. If you use a Mac, we can usually convert those files. We will contact you if we have any problems converting your electronic files.

#### Formatting

- Eliminate all formatting not essential to your manuscript.
- Use the same size type throughout the manuscript (i.e., heads and text in same size type).
- Do not right-hand justify.
- The hard copy must be double-spaced; the e-mail attachments can be single- or double-spaced.
- Use only one space after colons and after periods at the end of sentences.
- Use your word processor codes for subscripts and superscripts.
- Use hard returns (starting a new line by pressing the “Enter” key) only when starting a new paragraph, creating a heading, or listing items.
- Don’t use keyboard letters for numbers or vice versa (e.g., don’t use the letter “l” for the number 1).
- If you are using characters not available on your computer, make a list of them and indicate how you have marked them on the hard copy.

## Tables, Figures, and Illustrations

Number each table and figure separately within each chapter in the order they are referred to in the text. Be sure each table and figure is specifically discussed in the text, and indicate approximately where each should be placed with the words “PLACE TABLE [or figure] ABOUT HERE.” Accompany each table and figure with a title or caption. Use tables or tabling function, not the space bar, to define columns. Avoid using more than 10 columns.

We prefer that you send figures and other illustrations as camera-ready glossy prints or original laser printouts of professionally prepared art or photographs. If you cannot do that, we need high-quality, clear, and specific sketches or uncopyrighted illustrations for our artist. (For information on copyrighted materials, see page 6.) We do not have the resources to do original drawings from written instructions from the author; thus, it is not acceptable for the author to simply note in the manuscript, for example, “drawing of parallel circuit goes here.” **The author must provide the actual drawing to be used or a high-quality sketch for each figure and illustration.**

Unless you have specific approval for using color in any table or figure, assume your material must be in black and white.

## Metric Units and Abbreviations

- Express measurements in standard metric units (g, m, cm, mL, etc.).
- Spell out all abbreviations and acronyms the first time they appear in text (except for common measurements).

## Chapter Heads and Subheads

- Use caps and lower case—not all caps—on chapter heads and subtitles. (We have to re-key anything that is all caps, making it easy to introduce errors.)
- Use a consistent system for distinguishing among levels of subheads—for example (and this is only a suggestion) put first-level heads in **Upper and Lower Case Boldface**; second-level heads in *Upper and Lower Case Italic*; third level heads in Upper and Lower Regular Roman Type, underlined.

## References

- Use the author-date method of citing references within text. With the author-date method, citations appear parenthetically in the text in alphabetical order, such as “(Adams 2002; Jones et al. 1999; Smith 1989; Smith and Jones 1986; Smith et al. 1996).” (See *The Chicago Manual of Style* for a complete discussion of the author-date system.) References are listed in alphabetical order by author at the end of the chapter.
- Make sure spellings of author names and dates of publication correspond exactly between the text and the reference list.

- Each reference cited in the text should be included in the reference list at the end of the chapter, and each reference included in the list should be cited in the text. Discrepancies between the text and the references can lead to significant delays in the editing and proof review stages of production.
- Be sure to check all reference citations (and quotations) against the original source before submitting the manuscript. Any errors can interfere with locating the cited work and can detract from your credibility. **Authors are responsible for the accuracy of the citations.**

Please use the following format when citing journal articles, book chapters, books, and Internet materials in a reference list:

#### Journal Articles

- Pearsall, N. R., J. E. Skipper, and J. J. Mintzes. 1997. Knowledge restructuring in the life sciences: A longitudinal study of conceptual change in biology. *Science Education* 81(2): 193–215.
- Ruiz-Primo, M. A., and R. J. Shavelson. 1996. Problems and issues in the use of concept maps in science education. *Journal of Research in Science Teaching* 33(6): 569–99.

#### Book Chapters

- Novak, J. D. 1996. Concept mapping: A tool for improving science teaching and learning. In *Improving teaching and learning in science and mathematics*, eds. D. F. Treagust, R. Duit, and B. J. Fraser, 32–34. New York: Teachers College Press.

#### Books

- Bransford, J., A. Brown, and R. Cocking. 1999. *How people learn: Brain, mind, experience, and school*. Washington, DC: National Academy Press.
- Bybee, R. 1997. *Achieving scientific literacy: From purposes to practices*. Portsmouth, NH: Heinemann.
- Bybee, R., and R. Sund. 1982. *Piaget for educators*. Columbus, OH: Charles E. Merrill.
- National Research Council (NRC). 1996. *National science education standards*. Washington, DC: National Academy Press.
- . 1999. *Global perspectives for local action: Using TIMSS to improve U.S. mathematics and science education*. Washington, DC: National Academy Press.
- . 2000. *Inquiry and the national science education standards: A guide for teaching and learning*. Washington, DC: National Academy Press.
- Schmidt, W. H., C. C. McKnight, L. S. Cogan, P. M. Jakwerth, and R. T. Houang. 1999. *Facing the consequences: Using TIMSS for a closer look at U.S. mathematics and science education*. Boston, MA: Kluwer Academic.

## Internet Materials

### *Article in an Internet-only journal*

Frederickson, B. L. 2000. Cultivating positive emotions to optimize health and well-being. *Prevention and Treatment* 3 (7 March). Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume 3/pre0030001a.html>

### *Other documents on the Internet*

*GVU's 8th WWW user survey.* n.d. Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/userssurveys/survey1997-10/>

Chou, L., R. McClintock, F. Moretti, and D. H. Nix. 1993. *Technology and education: New wine in new bottles.* Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies web site: <http://www.ilt.Columbia.edu/publications/papers/newwine1.html>

(NOTE: Break a URL that goes to another line after a slash or before a period.)

Keep these general guidelines in mind when formatting references:

- For sources with four or more authors, list all authors in the reference list BUT only the name of the first author and “et al.” in the text.
- Works cited as being “submitted for publication” (as opposed to “in press”) should not be cited in the reference list, but should be cited in the text itself, parenthetically.
- References to personal communications and unpublished observations should be cited in the text only and should include last names and initials of all communicators and the month and year of the communication.

## **Length**

Make every effort to keep your manuscript to the specified length. A manuscript significantly longer or shorter than the contracted number of double-spaced manuscript pages can result in a reevaluation of the project’s feasibility for the Press.

## **Hard Copy**

We need a hard copy of your complete manuscript that exactly matches your e-mail attachments. Please follow these guidelines:

- Double space the manuscript.
- Use 8 ½ x 11 paper.
- Use a 1-inch margin on each side and at the top and bottom of pages.
- Use an easy-to-read 12-point font.
- Use a letter-quality printer.

## **Final package to be mailed to NSTA:**

In addition to sending each element of the manuscript as an e-mail attachment, please mail us the following:

- One complete hard copy of the manuscript.
- Completed “Mailing Checklist” (see pp. 9–11).
- Camera-ready art (glossy print or original laser printout) for each figure and illustration is preferred. Otherwise, we need high-quality, clear and specific sketches or uncopyrighted illustrations for our artist to follow.
- Copies of copyright permissions letters (see “Sample Permission Request Letter,” p. 7) for tables, figures, illustrations, and lengthy quotes taken from other sources. We must have these. Please be sure all fees have been paid.

Send both hard copy and e-mail to  
Claire Reinburg, Director  
NSTA Press  
1840 Wilson Boulevard  
Arlington, VA 22201-3000  
Phone: 703-312-9213  
Fax: 703-526-9754  
e-mail: creinburg@nsta.org

## **Deadlines**

We cannot accept a volume for publication until all chapters or sections are prepared according to these instructions. If you cannot meet your contract deadline, your project will be re-evaluated. Significant delays can cause cancellation.

If you need further help on preparation, please contact your project editor or Claire Reinburg.

## **2. Information on Obtaining Permission to Reprint Copyrighted Material**

If you intend to use a table or figure from another source, or if a substantial portion of text is quoted, you will need to request permission to reprint the material from the copyright holder. (This is usually, but not always, the original publisher.) Use the Permissions Request Letter on p. 7.

The author(s) or editor(s) are responsible for giving NSTA Press the signed permission letter and for complying with any conditions specified by the copyright holder, such as payment of associated fees. One important reason the reprint permission responsibility rests with the author is that it can take several weeks or even months. Therefore, the process needs to be started well before you plan to send your manuscript.

Also, because we have found copyright holders respond more readily to reprint requests from authors than from publishers, please send your requests on personal or institutional letterhead.

The request for permission to reprint should be addressed to the copyright holder, who will specify any contingencies, such as payment of fees or necessity of permission from the author. In most cases, contact first the original *publisher* of the material. (**Note:** Even if you are reprinting your own table, figure, or chapter, you must obtain written permission from the original publisher.) In most cases, permission is granted only for one-time use, so permission must be requested again for subsequent editions.

If you are requesting permission to reprint art, first ask the publisher who holds the copyright. The author is not likely to know.

A *copy* of the letter granting permission to reprint or adapt must accompany your manuscript. (You should keep the original of the letter on file.) Please remember that this process sometimes takes several months.

If permission is not necessary, please confirm this in writing. Note that unpublished material may also be protected by copyright. It is always best to check with the owner of the material about copyright restrictions.

## **Questions**

If you have questions about any permissions issues, please contact your project editor. You may also contact the Press Director, Claire Reinburg, at 703-312-9213 or e-mail:creinburg@nsta.org.

### 3. Permission Request Letter

[Date]

[Address of copyright holder]

Dear Permissions Editor:

I am preparing a manuscript titled \_\_\_\_\_ to be published by the National Science Teachers Association NSTA Press in \_\_\_\_\_ (publication year).

I would like permission to reprint [or to adapt; if you are writing for permission to adapt, you should include a copy of your adapted version of the material] in this work the following material from

[Here provide an *exact* description of the material to be reprinted (e.g., page number(s) that the material appears on, table or figure title and number if applicable, beginning and ending words of portion you wish to quote if applicable) and an exact citation for the publication in which the material was originally published (e.g., chapter title, chapter author(s), book title, book author(s)/editor(s) [OR article title, author(s), journal name], year of publication, page numbers). A photocopy of the material you plan to reprint is helpful.]

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Thank you for your prompt attention to this request. I look forward to hearing from you. A duplicate copy of this letter is enclosed for your files.

Sincerely,

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The above request is approved with the conditions specified, with the understanding that full credit will be given to the source.

Approved by \_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Title

## 4. Mailing Checklist

(Include this checklist with your hard copy.)

Authors(s) or Editor(s) \_\_\_\_\_

Book title \_\_\_\_\_

Date sent \_\_\_\_\_

Number of pages in hard copy (including all text, references, tables, figures, etc.) \_\_\_\_\_

Designated number of pages per Author Contract \_\_\_\_\_

Before mailing your hard copy and e-mailing your electronic copy to NSTA Press, please complete this checklist to be sure all items are included and all text is correctly formatted according to the “Preparing and Sending Your Manuscript” instructions. Missing items or incorrect formatting can cause production delays. **Please send this checklist along with your manuscript to NSTA Press.** Only manuscripts accompanied by the checklist will be considered. If you have any questions about manuscript preparation details, please contact your project editor or Claire Reinburg, director.

### Required for All Manuscripts

- Title page.
- Table of contents. Make sure chapter titles and author names correspond exactly to the title pages of the individual chapters.
- List of contributors, alphabetized by last name, including professional titles, primary affiliation, and location.
- All chapters, prepared per the NSTA Press’s “Preparing and Sending Your Manuscript,” pp.1–5.
- Short biographies of authors.
- Preface and/or introduction.
- One hard copy of the entire book manuscript.
- Pages are numbered consecutively, including reference pages. (Numbering within chapters is acceptable.)
- An e-mail with attached files of the manuscript has been sent. Each file is labeled with the book title and the chapter number as it corresponds to the table of contents.
- E-mail attachments exactly match the hard copy.

### References

- All references and quotations have been checked for accuracy against the original source.

- The correct system for citing references is used. All chapters conform to the same system of reference citation. (Please see “References,” pp. 3–4, for further instructions.)
- Each reference cited in the text is included in the reference list at the end of the chapter, and each reference in the list is cited in the text. Spellings of author names and years of publication correspond between the text and the references.

## **Tables, Figures, and Illustrations**

- All tables and figures referred to in the text are provided.
- All tables and figures are discussed specifically in the text. “PLACE TABLE X ABOUT HERE” follows the paragraphs in which the tables or figures are first mentioned.
- A caption for each figure and a title for each table are provided.
- All math and numbers have been double-checked.
- Digital art is provided for each figure and illustration, when possible. (See Artwork Guidelines for instructions on how to scan and save artwork.)
- Each piece of digital art is provided in its own file and labeled with the book title, chapter title, author(s), and figure number.
- If digital art is not available, a high-quality sketch is provided for each figure and illustration.
- A printout of each figure is included with the hard copy and is labeled with the figure number, when possible.

## **Permission to Reprint**

- Written permission to reprint from the copyright holder (usually the publisher) for each table, figure, or other element reprinted from another source is provided, and letters are labeled with the corresponding figure or table number from this book. Any conditions specified by the copyright holder have been complied with, including payment of fees.

**Note:** Even if you are reprinting your own table, figure, chapter, etc., you must obtain written permission from the copyright holder, usually the original publisher. Also, in most cases, permission is only granted for one-time use, so permission must be requested again for reprinted material used in subsequent editions of books. Authors are responsible for securing permission to reprint. (See page 7 for sample permission request letter.)

## **Done?**

Please send this checklist along with an unbound hard copy of the completed manuscript to Claire Reinburg, Director, NSTA Press, National Science Teachers Association, 1840 Wilson Boulevard, Arlington, VA 22201-3000. Be sure to include completed checklist and permission letters, and send an e-mail with attachments to [creinburg@nsta.org](mailto:creinburg@nsta.org).

*The manuscript has been prepared according to the NSTA Press’s “Preparing and Sending Your Manuscript” instructions and contains all necessary elements as indicated on this checklist.*

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Signature of Corresponding Volume Editor or Author

Date

## Guidelines for Book Artwork, Figures, and Photographs

This tip sheet highlights the details we need your help with as we begin production of your book. If artwork and electronic figure files are not formatted in the correct way for NSTA Press's production procedures, we may encounter delays during production of your book.

Generally, NSTA Press text pages print in black only. Occasional text pages print 2-color (black + 1 color) and, rarely, we print our books in 4-color process (full color). Artwork created for a book that will print black only should be submitted as black line or grayscale artwork. You'll need to discuss with your NSTA Press editor the specific plans for your book, so we can be sure the artwork meets our needs.

### Line Art, Figures, and Graphs

- Electronically created artwork should be produced using illustration software (Adobe Illustrator or Macromedia Freehand) and should be saved as an EPS file along with any linked files (embedded images and fonts) supplied.
- If possible, please do not use word processing or slide presentation software (PowerPoint) to create your artwork or figures. These programs are not suitable for creating artwork for print purposes. If word processing or slide presentation software was used to create artwork for your manuscript, your NSTA Press editor needs to be made aware of it when you submit your final, revised manuscript. Such files should be submitted in their original format.
- Bar graphs and pie charts created with Excel should be created using shades of gray that can easily be distinguished from one another.

### Scans and Photographs

- It is always preferable to scan from original artwork/photographs, as opposed to photocopies. If you are unsure about scanner settings, submit original artwork for NSTA to scan using the correct settings. Do not apply compression to scanned artwork. All original artwork submitted to NSTA will be handled with care and returned to the author(s) after scanning.
- Scanned line art (Black and White ONLY – no grays) should be scanned to 1200 dpi (dots per inch) and saved at the original size of the art (100%) as a .tif bitmap file.

- Photographs should be scanned at 300 dpi (minimum resolution) and saved as a .jpeg or .tif (.jpeg files are generally smaller, in terms of computer memory). Photographs should be of high quality and contain sharp detail and high contrast.
- Photographs should be scanned to an image size of at least 5" x 7" (in pixels, 1500 x 2100), unless the image is intended for a full-page use, in which case it should be scanned to an image size of at least 8.5" x 11".
- In general, digital files with 72 dpi resolution, or those downloaded from a website, are of unacceptable quality for printing. (NOTE concerning "screen grabs": "Screen grab" image resolution is determined by the display resolution on your monitor, so to ensure the highest possible print quality, set the display resolution as high as possible before capturing the image.)
- For images captured using digital photography:
  - **Shoot at Highest Resolution:** When capturing images for your book, ALWAYS shoot at the highest resolution your camera will allow. Images can be downsized later if needed. Your photo may eventually be printed in a smaller or larger size than you anticipated. If the photo is in a larger format than you envisioned, you'll want the image to be the best quality possible. If the resolution is not high enough, the printed image will be pixilated or grainy and "broken up."
  - **Never Turn on Digital Zoom:** Digital cameras identify their zoom capacities usually in two ways: optical and digital. Optical is how much zoom is physically possible with the lens built into the camera. Digital zoom is usually a larger number, but uses an internal computer in the camera to "make up" the pixels as you zoom in. Digital zoom will make pictures look fuzzy when printed in your book.
  - **Quality-Check the First Image:** Each time you are shooting pictures, check the first image on your camera's display (preferably somewhere away from bright lights like the Sun or stadium/gym lights). This will allow you to detect problems and correct your exposure before shooting the remaining photos in the session.
  - **If in Doubt, Underexpose:** If you are faced with having to under- or overexpose an image, underexpose it (darker image).

Please contact either of the following at NSTA with any questions about how to prepare your electronic art files:

**Art Director**

Will Thomas, Jr.  
703-312-9236  
[wthomas@nsta.org](mailto:wthomas@nsta.org)

**Production Director**

Catherine Lorrain  
703-312-9279  
[clorrain@nsta.org](mailto:clorrain@nsta.org)