



PREPARATION OF YOUR BOOK FOR DIO PRESS

Please make sure you use the following information before you submit your book

In order to put the book into production, manuscripts need to be prepared correctly. Once they are received by DIO production, your book will be vetted and sent on to copyediting, it is essential that you prepare the manuscript to be copyedited with ease and haste. When the book is ready to send, submit it to Michel Lokhorst, (mlokhorst@diopress.com) who will send it to your series editor or our executive editor for approval to go into production.

Manuscript Text ○ Prelims (preliminary information)

- **Cover page**
- **Dedication**
- **Table of Contents** (Only list the chapter number, title, author, and page. Do not list subheadings or additional pages within chapter, each chapter should only have number, title, author listed.)
- **Preface** (written by author or editor)
- **Foreword** (can be by anyone)
- **Introduction** (usually by author or editor)
 - Subsequent Chapters (all chapters must be numbered)
 - Appendix/ces
 - List of Index Terms (if available) do not put page numbers for this item, just terms

Artwork:

- **Graphs, Charts, Tables, Images** (if applicable, in their original file formats) are not included in the body of the manuscript. These are each in a separate file. In the area you want the graphic or image, put a place saver: Figure 1-1 (chapter 1, figure 1). Title the file the same, Figure 1-1. Colored images are not encouraged, and photos should be used only if necessary, kept to a maximum of 10.
- **Cover**. DIO PRESS enjoys authors/editors submitting cover art. If it is possible to use, has appropriate permissions, we should be able to use it. If you prefer DIO create the cover, let Michel know as soon as this decision is made. Try to submit cover art before or during submission of manuscript.

In all cases, please label the files with the first author/editor name, chapter number, and file type, use this style exactly (including spacing lines). Each file can go in a zip, or be mailed individually or put in drop box. (remember to not include art, photos, images, or tables in the chapter text, these are separate in Figure files.

Examples:

Prelims_Smith

Preface_Smith

Table of Contents_Smith

Ch_1_Smith

Ch_1_Figure_1 Ch_1_Figure_2

SENDING FILES:

1. .ZIP

If you will be submitting via email, please adhere to the labeling system outlined above and combine all items in a single folder. The manuscript parts, permissions, and artwork items to be submitted should each be included as subfolders. Once all items are collected, please zip the folder and email it to your acquiring editor in a message that includes your final checklist (provided in the appendix). Once the files have been provided to the acquiring editor, no additional revisions to the text or other materials will be accepted (unless approved in writing by the acquiring editor). You will be sent the final formatted text to review before printing.

DROPBOX

If you will be submitting via Dropbox or another file sharing platform, please adhere to the labeling system outlined above. The manuscript parts, permissions, and artwork items to be submitted should each be included as subfolders in Dropbox. To upload documents, you will simply need to create a folder, click the Upload icon from the top menu, and use the pop-up to browse your computer for the correct file to upload. Additional guides for using Dropbox are available on the Dropbox website itself. Once all items are uploaded, you must email your acquiring editor your final checklist (provided in the appendix) and share the Dropbox folder so that the items can be downloaded for review and acceptance. Once the Dropbox link has been provided to the acquiring editor, no additional revisions to the text or other materials will be accepted (unless approved in writing by the acquiring editor). You will be sent the final formatted text to review before printing.

Manuscript: We expect a clean, consistent manuscript submitted with all chapters free of typos and grammatical errors. When reviewing the complete manuscript, you should be editing for style, usage, spelling, punctuation, and general coherence. We want you to keep your individual voice and style as much as possible, so we encourage you to make only those changes necessary to improve the text.

However, using the spelling and grammar check function in Word will not suffice. *You need to also be editing the text for meaning and readability.* We suggest having 2–3 colleagues read their manuscript prior to submission in order to check for clarity. In your editing of the complete book, please review also for consistency across chapters. You may be required to resubmit the material if it does not adhere to the guidelines or to do rewriting if directed to do so by the acquiring editor.

For edited texts in the education discipline, DIO PRESS refers to the *Publication Manual of the American Psychological Association*. For non-education texts, DIO PRESS refers to the *Chicago Manual of Style*. The *Merriam-Webster Collegiate*

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Dictionary is the reference for all questions of spelling. Unless otherwise pre-approved by your acquiring editor, please adopt the style applicable to the type of book you are submitting, particularly with the references (i.e., endnotes, bibliography). Please ensure that U.S. spelling and punctuation is used throughout the book unless discussed with DIO PRESS.

PRELIMS

The **first file** that should be included in the manuscript submission is a single Word document titled Prelims. This document should have the following items (*if applicable*) in this order:

1. Full title page
2. Copyright page
3. Dedication (optional)
4. Epigraph (optional)
5. Table of Contents
6. List of Illustrations and List of Tables
7. Foreword
8. Preface
9. Acknowledgements
10. List of Abbreviations

GENERAL PREPARATION FOR SUBMISSION

Before submitting the electronic files to your acquiring editor, make sure each chapter is free of typographical and factual errors, that it complies with the book's style (as stipulated above), and that the chapters conform to the following:

- MS Word .DOC or .DOCX file format.
- Formatted with the following:
 - Times New Roman font style
 - 12 pt font size
 - Black print only, **do not use colored print**
 - Double spaced
 - 0pt spacing before and after paragraphs
 - 1" margins.
- Please be sure to remove any incorrect or additional line breaks from the text.
- Indented internal paragraphs with 1/2" tab indentation rather than line spaces between Paragraphs (indentation should not be used for the first paragraph in any new section as demonstrated in the example of proper subhead labeling later in these guidelines).
- Justified right margins of all blocks of text (including block quotations, notes, and references); headings are left-justified only.
- Each text begins with the name of the chapter in title case, centered, and in bold.
- Each chapter is structured in the following order:



- Chapter title
 - Main text
 - References & Notes (*these must be at the end of each chapter*, not the end of book)
- Book parts (if the book is separated as such) are identified with a half-title page added to the first chapter in that part.

Additionally, please ensure that each chapter conforms to the following guidelines for structure, lists, headings, and other formatting elements.

FOOTNOTES AND ENDNOTES

Endnotes should be used for notes and for citations (if you are choosing to use note citations rather than in-text parenthetical citations). Please ensure that all notes which are included in the book are embedded notes using the References function in Word. If you have inserted footnotes or you find that the notes are being numbered with Roman numerals, you will need to convert and/or renumber your notes:

BLOCK QUOTATIONS

Any quotation of 40 or more words should be set with additional 1/2” margins on the left and right and should be separated from the main text by a line space above and below. If the subsequent text is a continuation of the main text containing the block quotation, the continuing paragraph should not be indented.

The in-text citation or endnote for a block quotation should be placed right after the final punctuation mark. No punctuation mark is used following the source.

LISTS

1. If you will be using lists of items in the text, we recommend that you avoid using MS Word’s numbering tool, as the formatting for the tool often does not transfer into our software correctly. Instead, please type out the numbers and indent the list by an additional tab (such as how this list appears). Please do not adjust the margins further or apply any other formatting.
2. Numerals or letters enumerating items in a list within a paragraph (1) should be enclosed in parentheses and (2) should not be followed by a period.
3. If the list cannot be numbered, use MS Word’s bullet list tool, selecting the first basic circular bullet; please do not adjust the margins or standard formatting inserted by Word when using this tool.
4. Periods should be omitted after items in a vertical list unless one or more of the items are full sentences.
5. If the vertical list completes a sentence begun in the preceding paragraph, the final period should be omitted unless commas or semicolons separate the items in the list. When commas or semicolons in a vertical list separate items, each item should begin with a lowercase letter.
6. As with block quotes, a space should be added above and below all lists so that they are set off from the general text.



SUBHEADS

We strongly recommend you do not exceed three levels of subheads. If you find there are more than three, consider editing the text so you have a maximum of three levels in the book as too many levels become very difficult for the reader to discern. *Remember that subheads must be presented in order; you cannot introduce a secondary subhead without a primary subhead preceding it.*

Subheads should be unnumbered, in the same font and size as the text (Times New Roman, 12 pt), and should be in title case (not all caps or small caps). An extra line break should be used when starting a new subsection.

The A-level subhead, or primary subhead, should be boldface and centered on the page. The B-level subhead, or secondary subhead, should also be boldface but flush left on the page. The C-level subhead, or tertiary subhead, should be in all italics and run in at the beginning of a paragraph. All subheads should be in title case, as demonstrated below. Examples of each subheading are provided below; please be sure this formatting is applied throughout the book:

ITALICIZING VS. UNDERLINING VS. BOLDFACE

Unless instructed by your acquiring editor, underlining should not be used anywhere in the text. Instead, italics should be used for foreign words, book titles, and to show emphasis. *Underlining should not be used for this purpose* as underlining interferes with descending characters, such as g, p, q, and y, causing a dark area on the printed page. Italics should be used as opposed to **boldface** for emphasis. Boldface and underlining will not be accepted and will be changed to italics if used in the text. Please note: often by default, Word formats websites in blue type with underlining—please remove the underlining and change all text to black. (The hyperlink itself should remain.)

QUOTATION MARKS

Double quotation marks should be used to enclose quotations in text. Single quotation marks should be used within double quotation marks to set off material that in the original source was enclosed in double quotation marks, such as: Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when behaviors were studied in this manner.”

In U.S. style, the period ending a sentence enclosed in quotation marks is placed inside the closing quotation mark: “There is no reason to inform the president.” The question mark and exclamation point should be placed inside the quotation marks only when they are part of the quoted matter. The semicolon and colon should be placed outside quotation marks.

HYPHENS VS. EM-DASHES VS. EN-DASHES

You may be in the habit of writing dashes as a series of hyphens--like this. Our style does not accommodate this—we use a long single line as shown here. The lengthened hyphen (an em-



dash) should be used to indicate a break in thought, interrupted speech, explanatory phrases, etc.

In a range of numbers, please use an en-dash, which is shorter than an em-dash but longer than a hyphen, for example, 1988–1989. This character, as well as the em-dash, can be found in the Insert Symbols menu in MS Word. Don't place a character space on either side of the dashes: the dashes must be flush with the adjacent characters.

Standard hyphens should be used with compound words and to split words at the end of a line.

Culturally appropriate spelling:

When referencing Black, White, Brown, Indigenous (referring to identity), capitalize first letter

A Summary of the Correct Use of Hyphens and Dashes

♣ hyphen ♣ en-dash ♣ em-dash

Cross-reference 1988–1989 or pages15–16 or May–June to denote an interruption in thought—like this

ELLIPSES

An ellipsis should be used to indicate an omission in quoted material or a pause. The ellipsis symbol (...) can be found in the special character or symbol menu. The ellipsis character should be set flush with adjacent text—no space should appear before or after this character. Sometimes a fourth mark of punctuation, such as a period, may be needed. In this case, the period appears before the ellipsis and is set flush with text. For example, story....

We discourage the use of three consecutive periods rather than the symbol as periods can oddly modify the spacing of the words; the periods may also become divided at the end of the line.

SPECIAL CHARACTERS

Symbols, special characters, and other elements (such as mathematical formulas) can be accommodated in our texts (although the usage may incur a surcharge; if you have concerns, please contact DIO PRESS before submitting your final package). We do ask that you inform your acquiring editor of any non-Romance symbols used in the text as these will require special attention. Letters with accents do not qualify as special characters, only symbols not common to Romance/Germanic alphabets, such as Chinese symbols or Old English.

- 伊 – This is a Special Character to note to your acquiring editor.
- É – This is NOT a Special Character. There is no need to make note of such symbols.
- **OTHER**



In addition, please note the following points of style which should be followed throughout the manuscript:

- Numbers one through nine should be spelled out (unless they are percentages, dates, or are or part of a book title, such as 5th edition); for numbers 10 or greater, digits should be used
- Email should be written without a hyphen (as opposed to e-mail)
- U.S. should be used with the periods (as opposed to US) when the word is used as a modifier; United States should be used when the words are used as a noun (e.g., “U.S. currency” and “the United States has acted...”)
- Lowercase should be used when discussing academic subjects (e.g., literature as opposed to Literature)

1. ARTWORK

It is recommended that you include a minimal amount of artwork in the book—including illustrations, line drawings, charts, graphs, maps, and reproductions of photos. The emphasis of the book should be on your original written research; artwork should be chosen selectively and only if its inclusion will demonstrate information or aid comprehension in ways which cannot be captured in writing. Photos which are simply depictions of the text but not demonstrating any new information should be avoided (such as portraits of individuals discussed). Tables are useful for comparing related information but should not be used as decorative lists or visual features. Please note that the inclusion of any and all artwork is subject to approval by Production as well as to verification that all necessary permissions have been acquired.

We can accommodate up to 10 individual items in the entire book; anything beyond this which you would like to discuss can only be included at a surcharge. Please note that standard printing accommodates black and white/grayscale artwork only. Please keep this in mind when submitting any figures that make use of color to display data (i.e., graphs) as this distinguishing factor will be lost when the figure is converted to grayscale. We discourage color printing.

The artwork to be included should be submitted in its originally created format. For tables, figures, charts, etc. created in Word or Excel, please supply the original Word or Excel file. We need the original file so that the format, font, etc. can be adjusted to print correctly within the book. For each image to be included in your book, *you must supply a **high resolution file** in .TIF or .JPG format (minimum 300 DPI, 1000x1000 pixels).*

The files submitted should be labeled according to standard practice (Chap 01_Figure_ 1.2).

1. PLACEHOLDERS



Artwork included should be numbered sequentially (i.e., the second figure in Chapter Three would be Figure 3.2, the third figure would be Figure 3.3, etc.), have a title, and be identified with placeholder text. The artwork itself should not be embedded in the text. The identifying text for the illustrations should be (1) placed as close as possible to the first text reference, or (2) grouped separately in one or more sections containing only illustrations (such as at the end of the chapter before the notes). If the illustrations are interspersed throughout the text, the text should run either above or below the placeholder text, whichever is applicable. The title of the illustration should be below the placeholder text and should be in boldface and centered.

CREDIT LINES

For every illustration, a credit statement must be included as a caption (or at the end of any caption included with the illustration). If the artwork is from a third party source, please be sure that the credit statement satisfies any terms required by the permission obtained from the rights holder. If the artwork is your own creation, please still include a credit caption such as: “Source: Author.”

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An example of proper labelling of illustrations is provided below.

[INSERT FIGURE 1.4 HERE]

Figure 1.4: Results of One-Way Design

Source: Adapted from “When Does Feedback Facilitate Learning of Words?” by H. Pashler, N.J. Cepeda, J.T. Wixted, and D. Roherer, 2005, *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 31, p. 5. Copyright 2005 by the American Psychological Association.

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How Long Does the Process Take? You may not receive a response for many weeks or months, so it is crucial that you BEGIN THE APPLICATION PROCESS AS SOON AS



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- When direct quotations are unavoidable, it might be beneficial if you quote only as much from a particular source as falls under what is called “fair use.” The *Handbook for Academic Authors* (5th ed.) by Beth Luey gives explicit guidelines when it is necessary for an author to seek permission to reprint. DIO PRESS considers “fair use” to quote up to 1,000 words from a scholarly monograph or a textbook. For citations from a 1,000-word article, Luey considers 50 words fair use. Poetry is another matter; “fair use” permits the citing of up to **two lines** from a poem, according to Luey. Lyrics are similar to poetry in that “fair use” is relative to the size of the work. According to Luey, eight measures of a song are fair use. Please look at the sheet music to determine the amount of lyrics you can use from those eight measures of musical notation. **N.B. The length restrictions for fair-use of epigraphs are stricter than in the body of the writing. Please contact your acquiring editor if you plan to use epigraphs to see if they can legally be included.**
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- In the United States, those works are considered in the public domain that were originally published at least 95 years ago provided the author is a corporate author (e.g., the Disney Company). In other words, it will not be necessary to request permission to reprint for works exceeding the “fair use” limits that were published prior to today’s date in 1921 in the United States if this scenario applies. Of course, the necessary documentation still needs to be provided. However, if the author is a person, the copyright in the United States and in Europe extends to January 1 of the year after that author’s day of death plus 70 years. Thus, if a book was published in 1910, and the author lived until 1947, permission to reprint will need to be obtained from the copyright holder prior to 2014.
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- If the book contains portions of **previously published articles or essays** an author has written, permission must be requested to reprint them and the material must be properly cited in the text.
- If you are including any **tables, graphs, or illustrations** that are not self-created, they will need to obtain permission to re-use the material. If you are unsure whether such material is public domain or if using a small portion falls under fair-use, please confirm with your acquiring editor prior to obtaining permission.
- If you are including an **image or photograph**, they must provide permission from the rights holder (usually the photographer) as well as from anyone whose face is distinguishable. If copyrighted property is visible, such as of a statue or piece of architecture, permission must be obtained additionally from the property rights holder.
- If you have performed any **surveys, interviews**, etc. in the course of your research for this work, and particularly if you are including any quotes or responses from these endeavors, you must provide permission from the individual participants. Please contact your acquiring editor if you have questions about this permission, especially in any case where you feel you cannot now obtain a permission from the subject.
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CHECKING THE FINAL SUBMISSION

Please remember that the final files that you submit to your acquiring editor may be the exact versions the printer will use to produce the final book. While the text will be reviewed by the acquiring editor, we encourage you to use the list below as a checklist, making sure all the items have been addressed before submitting the final text:

- Proofread the entire book carefully before you submit. All content is your responsibility. Only light copyediting may be done on the final text you submit.
- Review the book to be sure it consistently conforms to the correct style being used.
- Check that all subheadings and artwork labeling adhere to the guidelines provided here.
- Confirm that all chapter titles and artwork labels match the Table of Contents and List of Tables/List of Figures.
- Verify that all artwork is in the correct file format and that images meet the minimum DPI/pixel requirements.
- Confirm that all necessary permissions have been obtained and check that all required acknowledgments are included in the text.
- Check that all items in the production package are complete and that all files are labeled correctly.
- Confirm that the final word count is within 5% more or less than the contracted length. If this is not the case, please consult your acquiring editor immediately.
- Check that the title throughout the book matches that of the contracted title. Any title changes must be approved by the acquiring editor prior to submission of the final package.
- Verify that the spelling of your name is 100% correct. In the case of multiple authors, please also confirm the order of your names is set in the correct way they should appear.

Only once all items have been finalized and all required permissions obtained, submit all the files in one package to the acquiring editor by email or by Dropbox; in either case, an email message should be sent to the acquiring editor with the final checklist. **DO NOT SUBMIT ITEMS PIECEMEAL.** Once items have been submitted, no revisions will be accepted unless approved in writing by the acquiring editor. Your submitted package should be the final version of all materials.

