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Preparing Your Manuscript

Acceptable file formats
Microsoft Word®
LaTeX

- **Equations** need to be editable, so we recommend that you create them with the built-in Microsoft® Equation Editor included with your version of Word. If you wish to use Mathtype, check for compatibility at **http://tinyurl.com/lzny753.**
  - Users of the Windows version of Word: Please embed all fonts.
  - Users of Macintosh Word: Please save all files in DOCX format, as the use of DOC is not supported. Additionally, because font embedding is not possible, Mac Word users should limit their font selection to those available from the basic installation.
- **Tables** should be created with Word's *Insert Table* function and placed within your chapter. If the table has already been made, please be sure it has been made with Word's Table features. Tables created with spaces or tabs will create problems and may be improperly typeset. To ensure that your table is published as you wish, you must use Word's Table function.

Submission Guidelines

- Save each chapter, including the accompanying references, figure legends, and tables as a separate file.
- Submit raw data associated with any result-oriented content and identify instruments and measurement techniques.
- Give each individual file its own name, the chapter number plus Author last name (1st author).
  - Example: Chapter1-<chapter author last name>-<book short title>.docx
- Save the figures separately.
- Submit all files via email to your Development Editor.

Manuscript Guidelines

These are the general guidelines for the AIP books:

Front Matter:
- Title page – required
- Dedication - optional
- Acknowledgements - optional
- Table of Contents – required
- Foreword - optional
- Preface - required
- List of Contributors – required (edited books)

Chapters:
- Chapters contain the actual content of the book, i.e., text, figures, and tables.
- Each chapter should include:
  - An abstract (a maximum of 200 words)- which will be used online.
  - A reference list at the end of the chapter (~~Vancouver~~ style). This is vital so that   APA Style
    readers of single chapters of the eBook can make full use of the citations.
- Chapters may be organized in parts. In cross-references, please refer to the chapter or
  section number (e.g., see Sect. 3.5.1).

Book Parts:

- If a book is divided into parts, all chapters should be within a part, except for an
  introductory chapter at the beginning of the book. (e.g., Part I may consists of
  chapters 1-5 and Part II may consist of chapters 6-12).
- Number the chapters continuously throughout the book (do not restart with each part).
- Parts should be numbered with Roman numerals (Part I, Part II, Part III, etc.).

Technical Terms, Abbreviations:
- Ensure that the spelling of names, terms, and abbreviations are consistent, including in
  tables and figure legends.
- Abbreviations must be defined the first time they are used and a list supplied with the
  manuscript.
- Please always use internationally accepted signs and symbols for units, so-called SI units.
- Chemical compounds should be named according to the systematic rules of the IUPAC or
  Chemical abstracts.

Please also note the following:

- Species and genus names, mathematical/physical variables, and prefixes in chemical compounds should be set in italic type (e.g., *cis/trans*, *d/l*, *E/Z*, *o/m/p*, *R/S*, *t*-Bu, *tert*-butyl).
- L and D indicating optical activity should be set in SMALL CAPS (e.g., D- and L-dopa).

Abstract:

An abstract must accompany every chapter. It should be a concise abstract of the significant items in the chapter, including the results and conclusions. In combination with the title it must be an adequate indicator of the content of the chapter, because it will appear separate from the text and illustrations in electronic bibliographic databases. For this reason, the **abstract should not contain literature citations that refer to the main list of references attached to the complete chapter, nor allusions to the illustrations**. Define all nonstandard symbols and abbreviations. Do not include tabular material or illustrations of any kind. Avoid "built-up" equations that cannot be rendered in linear fashion within the running text. Type the abstract double spaced, preferably as a single paragraph and should be no more than 200 words.

Below are a few tips in writing the abstract:

- State the subject of the chapter immediately, indicating its scope and objectives. Do this in terms understandable to a non-specialist.
- Summarize the significant points and main conclusions in the chapter. Do not hesitate to give numerical results or state your conclusions in the abstract.
- Do not cite the literature references by the numbers in the list at the end of the chapter, and do not refer by number to a selection, equation, table, or figure within the chapter. Nonstandard symbols and abbreviations used in the abstract must be defined there as well as in the main text.
- Use running text only. Never use displayed mathematical expressions or numbered equations. Omit tables, figures, and footnotes.

Tables
- Number the tables consecutively using the chapter number (e.g., for table 1 in chapter 1: Table 1.1) and ensure that all the tables are cited in the text in the correct order.
- Give each table a heading.
- To format the table columns, use the table function.
- Save the tables in the same file as the text, references, and figure legends; put each table on a separate page.

References

References must be *cited* in the APA Style

For details of giving citations and references please also see the APA style related documents uploaded on IHPER website

Citing in Your Paper (In-Text Citation)

In the text of a research paper, if the author's name is part of the narrative, include only the year of publication in the parentheses.

> According to Smith (1998), APA style is an easy citation format for first-time learners.
> APA style is an easy citation format for first-time learners (Smith, 1998).

If citing a particular page or chapter of a document, include that information in the parentheses.

> APA style is an easy citation format for first-time learners (Smith, 1998, p. 203)

At the end of the paper, in a section called "References," full citations are listed in alphabetical order.

> Smith, P. (1998). Learning to cite using APA Style. *Journal of College Writing, 6*, 60513.

Author Type	Parenthetical citation	Narrative citation
One author	(Gonzalez, 2019)	Gonzalez (2019)
Two authors	(Gonzalez & Jones, 2019)	Gonzalez and Jones (2019)
Three or more authors	(Gonzalez et al., 2019)	Gonzalez et. al. (2019)
Group author with abbreviation:		
First citation	(American Psychological Association [APA], 2020)	American Psychological Association (APA, 2020)
Subsequent citations	(APA, 2020)	APA (2020)
Group author without abbreviation	(University of California, 2020)	University of California (2020)
No author	("New drug," 1993) *Use an abbreviated version of the title.*	

Reference List is to be added at the end of every chapter by alphabetical order of the family names of the authors.

Common types of references in APA style (please note the italics whenever applied):

* Journal Article

Lachner, A., Backfisch, I., Hoogerheide, V., van Gog, T., & Renkl, A. (2020). Timing matters! Explaining between study phases enhances students' learning. *Journal of Educational Psychology, 112*(4), 841–853. https://doi.org/10.1037/edu0000396

* Authored Book

Kaufman, K. A., Glass, C. R., & Pineau, T. R. (2018). *Mindful sport performance enhancement: Mental training for athletes and coaches.* American Psychological Association. https://doi.org/10.1037/0000048-000

* Edited Book Chapter

Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), Applying psychology in the schools. *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association. https://doi.org/10.1037/0000157-002

* Dissertation From a Database

Horvath-Plyman, M. (2018). *Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition* (Publication No. 10937367) [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global.

A longer list is on page 12 (the last page) of this document

As part of AIP's guidelines all book authors, lead editors and contributors will be required to create a subject index.

Preparing Your Subject Index

- While writing your chapter/book, think about your readership and what terms they would likely search for.
- Keep those terms in mind as you will need to identify those same terms when you are asked to review your PDF proof at the proofing stage. We ask that you identify your terms at proofing stage so that the page numbers will be more accurate versus your manuscript pages.

Creating Your Subject Index

- As you read through your proof, have a blank Word document handy.
- Make a list of subject terms or concepts for each chapter and note the page numbers on which they appear.

Formatting is not hugely important, as long as you list the page numbers next to their corresponding terms – we will format it accordingly.

Please note: If significant repagination of page proofs will be required due to corrections, the index will have to be prepared from the revised page proofs.

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The source must be acknowledged in the figure caption. If the source is in a foreign language, please provide a translation.

Figures

All figures, graphs, tables will be redrawn and photographs will be re-sized (if necessary) by AIP. Please submit all data and provide the most accurate representation/reference for all figures that need to be redrawn. Include captions, approximations (simple pencil sketches, if necessary), and colors.

Figure Submission

- Name your figure files with "Fig," plus chapter number and the figure number, (e.g., Fig 1.1)
- If you embed figures in your chapter, you will be asked to **send individual figure files**.
- **Number figures in the order in which they appear in text.**
- **Identify all figure parts with (a), (b), etc.** Avoid any large size differences of the lettering and labels used within one figure.
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- In the figure caption, identify and explain all elements in the figure (e.g., boxes, circles, arrows).
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

File Formats

Acceptable formats include: AI, vector EPS, layered PSD, postscript, PDF, PowerPoint, TIFF, Word, Excel and CorelDraw (up to version 8)

We cannot use the following formats: JPGs, PNG, DeltaGraph, Tex, ChemDraw, SigmaPlot - please convert these files to PDF, EPS or postscript formats

Photographs must be at least 300dpi.

Equations

Equations should be punctuated and aligned to bring out their structure and should be numbered on the right side of the page. {(Ex: Eq. 1 in Chapter 1 would be numbered as (1.1), Eq. 2 (1.2), and so forth}

Mathematical operation signs indicating continuity of the expression should be placed at the left of the second and succeeding lines. Use "x" rather than a center dot, except for scalar products of vectors. The solidus (/) should be used instead of built-up fractions in running text and in display wherever clarity would not be jeopardized. Use "exp" for complicated exponents.

Supporting Data
Multimedia

Multimedia files may be included in the online version of published chapters. Multimedia consists of video, audio, and 3D rendering files. Please add "(Multimedia view)" after the figure citation in text and in the figure caption. There will be a link placed in the caption to bring the reader directly to the multimedia file.

- **Video**: Acceptable file formats for still images are mp4, .m4v, .mov, .avi, .wmv, with MP4 files preferred. For optimal playability on Scitation, use the following settings:
  - o Video codec: H.264
  - o Chroma subsampling: YUV 4:2:0
  - o If the video includes audio, use audio codec AAC
- Please insert a representative "still" image, taken from the video, in the manuscript as a figure. Care should be taken to extract an image that has reasonable clarity of fine lines and details. Acceptable file formats for still images are JPEG, EPS, and TIFF.

  - **Audio:** Acceptable file formats include PCM (.pcm), WAV (.wav), AIFF (.aif), and MP3 (.mp3) at 128 KB or greater.

Guidelines for preparing multimedia files
- Keep the file size less than 10 MB so readers can download and view them.
- When incorporating multimedia, write the chapter so that the print version, which does not contain multimedia functionality, can be understood on its own.
- Submit all multimedia source files initially with the manuscript.

- Treat all multimedia files as figures, numbered in sequence as they are referred to in text. (Multimedia files should not have a numbering scheme separate from the figures.)
- Please be sure to cite all multimedia files in the text, referred to by their figure number.
- For each multimedia file, provide a figure that is a static representation of the multimedia file. Also provide an accompanying caption. At the end of the caption, include the phrase "(Multimedia view)." The multimedia file will be linked to the static image online.
- Video and other enhanced files should be in a format that can be viewed without difficulty. See the acceptable formats above for specific submission requirements.
- **Use of copyrighted material is not permitted.**
- Use media players to check file properties and image/sound quality prior to submission. For video submissions, fonts, lines, and image details should be of sufficient size and weight to be visible when played at half size.
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- Animations must be in one of the standard video file formats, stated above. Do not submit animated GIFs (.gif format).

Multimedia metadata

Please include information about your multimedia files.

- **Caption/description:** Textual caption/description of the content of the media object, similar to a figure caption, is required.
- **Type:** The nature or genre of the content of the media, such as video or audio is desirable (optional).
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- If the video *is associated with a figure in the chapter (or a still of the video clip), and you would like the video to be accessed directly via a link that would appear in the figure caption*, please indicate that the videos are intended as *integral multimedia files* when you submit your chapter. In this way, the reader would click on the hyperlink to the videos appearing in the figure caption and the video will then immediately begin.
- If the video is *not specifically associated with any figure(s) in the chapter, and is purely supplemental information, which supports concepts discussed in your chapter*, please indicate that the videos are intended as *supplementary material*.

Be sure to present the supplementary material video in a section before the references.

Manuscript Ready Checklist

Before you wrap up your manuscript, here is a checklist to make sure you have all the chapter elements.

For Each Chapter

☐ **Title (complete and correct)**
☐ **Names of contributing authors and affiliations/emails (edited book)**
☐ **Abstract**
☐ **Keywords**
☐ **Chapter text**
- **Double spaced**
- **Subheadings**
- **Equations numbered and must be editable**
- **Reference/figure/table citations within the text**

☐ **References**
- APA Style (see the next page)
- Alphabetical order according to first author's family name

☐ **Figures/tables/graphs**
- **Photos (must be at least 300 dpi)**
- **Source files for each figure must be clear and adequate for redrawing**
- **Permissions obtained, if necessary**
- **Legends/captions provided**

For the Book

☐ **Title page**
☐ **Acknowledgements (optional)**
☐ **Foreword (optional)**
☐ **Preface**
☐ **Introduction (optional)**
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☐ **Appendix (optional)**
☐ **Index Terms**
☐ **List of abbreviations (optional)**

Common types of references in APA style (please note the italics whenever applied):

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* **Online Magazine Article**

Gander, K. (2020, April 29). COVID-19 vaccine being developed in Australia raises antibodies to neutralize virus in pre-clinical tests. *Newsweek.* https://www.ntewsweek.com/australia-covid-19-vaccine-neutralize-virus-1500849

* **Print Magazine Article**

* Nicholl, K. (2020, May). A royal spark. *Vanity Fair, 62*(5), 56 -65, 100.

* **Edited Book Chapter**

Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), Applying psychology in the schools. *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association. https://doi.org/10.1037/0000157-002

* **Online Dictionary Entry**

American Psychological Association. (n.d.). Internet addiction. In *APA dictionary of psychology.* RetrievedApril 24, 2020, from https://dictionary.apa.org/internet-addiction

* **Report by a Group Author**

World Health Organization. (2014). *Comprehensive implementation plan on maternal, infant and youngchild nutrition.* https://apps.who.int/iris/bitstream/handle/10665/113048/WHO_NMH_NHD_14eng.pdf?ua=1

* **Report by Individual Authors**

Winthrop, R., Ziegler, L., Handa, R., & Fakoya, F. (2019). *How playful learning can help leapfrog progress in education.* Center for Universal Education at Brookings. https://www.brookings.edu/wp-content/uploads/2019/04/how_playful_learning_can_help_leapfrog_progress_in_education.pdf

* **Conference Session**

Davidson, R. J. (2019, August 8–11). *Well-being is a skill* [Conference session]. APA 2019 Convention, Chicago, IL, United States. https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_Program_190708.pdf

* **Dissertation From a Database**

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* **Webinar**

Kamin, H. S., Lee, C. L., & McAdoo, T. L. (2020). *Creating references using seventh edition APA Style* [Webinar]. American Psychological Association. https://apastyle.apa.org/instructional-aids/tutorials-webinars

* **YouTube Video**

Above The Noise. (2017, October 18). *Can procrastination be a good thing?* [Video]. YouTube. https://www.youtube.com/watch?v=FQMwmBNNOnQ

* **Webpage**

Chandler, N. (2020, April 9). *What's the difference between Sasquatch and Bigfoot?* howstuffworks. https://science.howstuffworks.com/science-vs-myth/strange-creatures/sasquatch-bigfoot-difference.htm

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Machado, J., & Turner, K. (2020, March 7). T*he future of feminism.* Vox. https://www.vox.com/ identities/2020/3/7/21163193/international-womens-day-2020

* **Webpage With a Retrieval Date**

Center for Systems Science and Engineering. (2020). *COVID-19 dashboard.* Johns Hopkins University. Retrieved May 6, 2020, from https://coronavirus.jhu.edu/map.html