

Author Questionnaire

About the Author and Personal Data

Please fill out a separate form for each author.

Name: _____
(as it should appear on the book and in advertising)

Address
(indicate preferred one for contact)

Business: _____

Title: _____

Office Phone Number: _____ Fax Number: _____

Home: _____

Office Phone Number: _____ Fax Number: _____

E-mail: _____

Website: _____

Date of Birth: _____

Associations and Awards

List any associations to which you belong and if you currently/previously hold any office in that association; list any awards you have received; you may attach your curriculum vitae.

Author Questionnaire

About the Book

Working Title:

Capsule Description. The book's purpose, content, and scope (50–100 words). If this is a new edition of a previously published book, explain new and revised material included, why it is important, and how it will improve the book.

List of major topics covered:

Audience. Describe for whom the book is written—e.g., the attorney, the insurance professional, the reconstructionist, the nonexpert, the law enforcement officer. Explain the value of the book for the audience and how it will benefit its readers.

Special Features. Explain how this book differs from others on the same subject. What is unique about its content, coverage, format, and so forth.

Author Questionnaire

Outline: Provide an outline or summary of the contents of the book as well as a sample chapter.

Author Questionnaire

Marketing Copy. Provide a paragraph, 50–100 words, describing your book for use in our advertising copy, include features, benefits, and uses.

Appendix B

Author Guidelines for Manuscript Format

Please review these guidelines and complete the Author Questionnaire.

Here are some simple guidelines to help make your manuscript submission process go as smoothly as possible. If you have any questions, please don't hesitate to call us.

Submit the following with your manuscript:

- a summary biography of one or two paragraphs for use in our “About the Authors” section;
- all photos and artwork (send in separate files, not embedded in a Word document);
- all necessary permissions and model releases; and
- a word and phrase list for the index.

The due date. The due date specified in your contract applies to

- the complete manuscript, on disk and in hard copy (including artwork, manipulatives, and any other components that you are to provide);
- all permissions necessary to reproduce copyrighted material; and
- signed releases for all models who appear in photographs or videotapes.

Manuscript editing

We then layout the text in our desktop publishing software and edit a printed copy of the text using colored ink.

A note about word processing and layout programs

We use a software program called Adobe InDesign. This program is very different from word processing programs.

Word processing programs.

Please submit your manuscript to us in Microsoft Word. We may not be able to open other programs. If you have any doubts, ask us first.

Do not use styles to format your documents (more on this throughout).

Cite your sources.

Get permission.

It is extremely important that you obtain proper permission to reprint previously published material (if any) on your forthcoming project. To avoid copyright infringement, you must seek permission when using other authors' works, especially if you are incorporating or adapting their data, tables, and so forth. This is true even if you are giving proper citation to their work. Also, you must do so even if you were the author, or one of the authors, of that material. Because it can take some time to get permissions cleared with other publishers or copyright holders, it's a good idea to start this process as soon as possible.

Keep in mind that you may need to obtain reprint permission from a variety of sources, not just book publishers. Photographs, line drawings, excerpts from journal articles, papers—these examples and others may require written reprint permission from the copyright holders.

Copyright and “fair use”

Typically, copyright does not cover facts, but it can cover definitions, so be careful when quoting extensively from dictionaries and encyclopedias. Merely giving the attribution is not enough to save you from being accused of copyright violation. A Google search will provide you with more information than you need; read what the Copyright Office has to say on the subject here: www.loc.gov/copyright/fls/fl102.pdf.

Just because something is available on the Internet, does not mean it is in the public domain. In fact, posting something on the Internet is generally considered to be a form of publishing and, therefore, protected.

When in doubt, check with the publisher.

Create an outline.

We use this outline format (for a hypothetical Chapter 10):

10.1 Main Topic Number One (all words capitalized)

A. Sub-topic (all words capitalized)

B. Sub-topic

1. Sub-sub-topic (only first word capitalized)

2. Sub-sub-topic

a. Sub-sub-sub-topic (only first word capitalized)

b. Sub-sub-sub-topic

C. Sub-topic

10.2 Main Topic Number Two

Do not create styles in your word processor to form these, because they will not translate properly into our page layout program. The “Main Topic Number One” and “Sub-topic” formats use title capitalization (all words except articles, conjunctions and most prepositions). All lower formats use sentence capitalization (the first word, any first words following colons or em-dashes, and proper names).

Units of measurement

- A decimal should always have a digit in the “ones” column; a zero should be used when the value is less than one. (0.5 inch, 0.675 microampere).
- Numbers 10 and under are spelled out (e.g., ten and five). All numbers 11+ use digits (e.g., 73 and 24). They may be abbreviated in equations, tables and captions.
- Be consistent in your use. Do not use different ways of referring to the same thing: 110 VAC, 110 volts AC, 110 v-AC, 110 volts (alternating current).
- A unit of measurement based on a proper name is not capitalized.

Ellipses

Do not use the ellipse key (option-colon ...). It interferes with the appearance of the layout.

Dashes, en-dashes and em-dashes (simplified)

- A hyphen, or dash, [-] is used to connect things (a hyphenated word, a compound term, and so on).

- An en-dash [–] (option-hyphen) is used to designate a range (1996–1998, or pages 221–234). There are no spaces on either side of the en-dash.
- An em-dash [—] (shift-option-hyphen) is used to separate things and can sometimes substitute for parentheses (I didn’t know then—as I know now—just how complicated these things can get.). There are no spaces on either side of the em-dash.

Special characters

In most cases, special characters (mathematical symbols, linguistic alphabets) will not arrive intact because they require specific fonts. Mark them carefully in your manuscript. When you get a proof of the initial layout, be sure to confirm that they are in place and correct.

Percentages

A typical expression of percentage is a digit followed by the word “percent”. There are two exceptions to this:

- When the expression comes at the beginning of a sentence, the number is spelled out.
- When the expression is one of mathematical probability, the percent sign (%) is used.

Numbers

A number of 1,000 or greater has a comma after the “thousands” place. Only numbers ten and under should be spelled out (e.g., ten and five). All numbers 11 and above should use digits (e.g., 42 and 32). All numbers that appear in the first word of a sentence should be spelled out (e.g., NHTSA proved it in their report. One hundred people were killed last year on motorcycles.) In mathematical expressions and equations, all numbers should be in digits.

Times

Use lower case for a.m. and p.m. L&J will format them with the “small caps” (A.M. and P.M.) attribute.

Figures

A figure may be a graphic (photo, line drawing, and so on) or text. Be sure that every figure is referred to in the text.

All figures are numbered consecutively within the chapter (Figure 1.1), and the numbering starts over in the next chapter (Figure 2.1). Number them according to the order of their appearance in the text. When a figure is referred to by number in the text, it is capitalized: See Figure 3.8.

Each figure must have a caption:

Figure 3.8 *My '57 Ford Fairlane (photo by Ralph E. Author)*

The first word in the caption text proper is always capitalized.

The best way to indicate where you would like a figure to appear is by a note in the text:

*Insert Figure 10.1 here: photo of the car.

Then subsequently name the corresponding file “Figure10.1.jpg”, for instance. Generally speaking, all photos should be grayscale and drawing should be black and white.

Equations

All equations are numbered consecutively within the chapter (Equation 1.1), and the numbering starts over in the next chapter (Equation 2.1).

Be sure to send us clear hard copies of your equations so that we know what they are supposed to look like, and be sure to review them carefully when you receive your proofs.

Tables

As with figures, all tables are numbered consecutively within the chapter (Table 1.1), and the numbering starts over in the next chapter (Table 2.1). Number them according to the order of their appearance in the text. Be sure that every table is referred to in the text. When a table is referred to by number in the text, it is capitalized: For an example, see Table 7.19.

Each table must have a title. It gets capitalized as any title would:

Table 7.19
Impairing Effects of Alcohol

In general, we try to place the figure or table after its first mention in the text.

Remember that books are taller than they are wide. If you want to include tables that are extremely wide, in order to be fit into the book they will have to be rotated 90 degrees, reduced in size, or both.

Glossary

When building a glossary, use the following form:

BLS (basic life support). CPR and other resuscitative measures short of giving intravenous drugs and other more advanced procedures done in ACLS.

electric shock. This phrase is used in this book to refer to the passage of electric current through a person or animal.

Notes and references

Do not use footnotes; use endnotes instead. Do not use your word processing software’s styles to generate them.

Writing: Lists

Vertical (bulleted) lists

The simplest bulleted list is a reformatted sentence (Things that should be avoided are vagueness, jargon, and the passive voice.), and should be punctuated the same way:

Things that should be avoided are

- vagueness,
- jargon, and
- the passive voice.

Notice that a colon is not used before the list, that the bulleted items are not capitalized (unless they happen to be proper names) and that they are followed by commas, just as they would be if it were a sentence in the standard format. Only the last item (the end of the sentence) gets a period.

It can, of course, get much more complicated. The second kind of bulleted list is of a list of items that would typically not work in a standard sentence.

Her doctor prescribed these drugs:

- Prozac 40 mg
- Vitamin C 1000 g
- Paxil 30 mg
- Aspirin 100 mg
- Soma 350 mg
- Flexeril 10 mg
- Skelaxin 400 mg
- Valium 5 mg

The next level of list incorporates a series of related ideas or items that would be difficult or impossible to express in a single sentence:

My findings were:

- Red-haired, right-handed teenage boys who wore tennis shoes and liked rap music wore t-shirts more than 33 percent of the time.
- Over two-thirds of churchgoing, Olympic-level athletes drove white cars to work.
- Black sneakers are preferred by 78 percent of all ballroom-dancing, middle-aged ex-Methodists who expressed a preference.

Notice that the introductory sentence has a colon, and that each bulleted item is a complete sentence. It gets capitalized and there is a period at the end. If you wanted to, you could separate each item with a semicolon; in that case, items are not capitalized, a conjunction is used after the penultimate item, and there is a period after the last item:

Please do not use styles to create your bulleted list. A bullet (option-8) followed by a tab is sufficient.

Writing: Some Notes on Style

Keep jargon to an absolute minimum.

If you cannot avoid using jargon or “terms of art,” define them for your readers.

Don't use shortcuts when writing

- Don't mix singulars and plurals and write *book(s)*, *injury(s)* and so forth.
- Don't combine terms using a "slash" (He arrived at my *house/home* carrying his *groceries/medicine*.)
- Don't write *etc.*, "and so on" or "and so forth" are preferred.
- Don't write *and/or*. Choose one, or use an alternate construction (either a, b, or both).
- Don't use an *ampersand* (&) when you mean *and*. There are a few cases, when company names or book titles actually use them, then its use is proper.
- Units are always spelled out in text. They may be abbreviated in equations, tables and captions.

Writing: Legal Citations

Please use the following formats for legal citations.

Cases: Italicize the case name and short-forms:

Bell v. Wabash Rwy. Co., 58 F.2d 569 (8th Cir. 1932)

Bell, 58 F.2d at 571. Please **do not** use *supra* with case short forms.

For decisions of intermediate levels of state do not include the specific circuit or division of the court; simply refer to the level of the court. For example, use

Guidry v. Thibodeaux, 555 So.2d 666 (La.App. 1998)

rather than

Guidry v. Thibodeaux, 555 So.2d 666 (La.App. 4th Cir. 1998).

Articles: Give only the last name of the author, italicize the title, and give the standard Blue Book abbreviation for the law review or journal in regular roman typeface:

Phillips, *An Evaluation of the Federal Employers' Liability Act*, 25 San Diego L. Rev. 49 (1988)

Use *supra* for short form cites.

Phillips, *supra*, at 50.

Books and treatises: Give the author's first initial and last name, followed by the book's title in regular roman typeface, followed by section or page references; and edition and year in parentheses. If more than one volume, place volume number first.

6 J. Wigmore, Evidence § 1766 at 251 (Chadbourn rev. 1976)

1 S. Stone & R. Taylor, Testimonial Privileges § 1.26 at 1-83 (2d ed. 1995)

If an article or book has more than two authors, list only the first, followed by *et al.* Use *supra* in the same manner as with articles.

Use *Id.* only if no other work was referred to since the last reference to the case or article. Thus, if *Bell* was the last work or case cited, a reference to page 571 of the case may be given as:

Id. at 571.

Similarly, if the Phillips article was the last work cited, a reference to page 52 of the article would appear as

Id. at 52.

Do not capitalize, italicize or otherwise emphasize book titles or names of journals.

Use section signs (§) [or paragraph signs (¶)] where appropriate] when citing statutes and regulations.

U.S. Supreme Court citations: Where it is available, cite only to the official reporter. If official reporter has not been published, use parallel cites:

Consolidated Rail Corp. v. Gottshall, ____ U.S. ____, 114 S.Ct. 2396, 129 L.Ed.2d. 427 (1994)

or, if the volume number but not the page is known:

Consolidated Rail Corp. v. Gottshall, 532 U.S. ____, 114 S.Ct. 2396, 129 L.Ed.2d. 427 (1994).

Do not cite to S.Ct. or L.Ed. reporters alone.

For cert. denials, cite only to U.S. Reporter, except when it is not available; in that case cite to either or both of the other reporters; be sure to include the year.

Include affirming, reversing or modifying decisions but do not include grants or denials of rehearings.

Italicize *cert. denied*, *aff'd*, *rev'd*. Also italicize *see*, *see also*, *see, e.g.*, and similar terms only when they are used as a signal. Do not italicize them if they are part of a complete sentence.

For other citations having parallel cites, give us as much information as possible. We will decide how much to include based on space limitations. BUT, for states like California and New York, which have a multitude of parallel cites, give the official cite (if there is one) and the West reporter cite (e.g., N.Y.S. or Cal.Rptr.).

Abbreviations: Where appropriate, use the abbreviations listed in the *Blue Book*. Be consistent in their use. Abbreviate as much as possible and use the shortest possible abbreviation as long as it is not ambiguous. For example, if one case name includes “Railway” and another includes “Railroad,” do not use “R.” for both; use “Rwy.” for Railway and “R.R.” for Railroad.

Preparing Your Manuscript for Submission

[About formatting MSWord (and other word processor) documents for submittal: See the application’s help

files for information on disabling automatic functions.]

Spacing

Use single line spacing. Do not use extra line spaces between paragraphs; single space between them and indent the first line of each new paragraph using a single tab, except for the first paragraphs following chapter sections and subsections (see the discussion of our heading and subheading style above). Do not use more than one space at the end of a sentence.

Align flush left

Do not use align center; do not otherwise center headings, and so on. We will use our standard format for these. If equations or other items need to be centered, use the “center” or “center line” feature rather than the “align center” command. Also, do not use spaces or tabs to align text.

Hyphenation

Don't hyphenate a word to fit onto the end of a line. Allow your word processing program to “wrap” at the end of each line within a paragraph.

Superscripts and subscripts

Use them *only* for endnotes and in equations. Do not use superscripts to denote editions of works you are referring to. For example, do not use “5th” for the fifth edition of a book. Use “5th.”

Margins

One inch at every edge. *Do not* change margins or tab settings for paragraphs, block indenting or similar purposes. Use the “tab” key for paragraph indents, the “indent” for indenting a whole paragraph, and the “block” or “left or right” indent commands for block quotes.

The table of contents

Please prepare a rough table of contents, *without page numbers*. This will help us know the correct order of the chapters. We will produce the final table of contents with page numbers in InDesign.

Please:

- Don't use styles (they cause problems in InDesign and will generally disappear altogether).
- Use 12-point Times or Times New Roman font.
- Send graphics as a separate file as electronic files as .eps or .tiff; for anything else, please check with us first. *Please don't insert graphics into the MSWord document*. Captions should be included as text documents, not as part of the graphics.
- Don't send tables as Excel documents.
- Don't use headers or footers (they cause problems in InDesign).
- Don't use the footnote function (it causes problems in InDesign); use endnotes following the text.
- Don't use autoformatting, especially on lists (it causes problems in InDesign); this includes things like auto-indents, indexing marks and so on.
- Don't create hyperlinked text.
- Don't use two spaces between sentences.
- Use a single tab at the beginning of a new paragraph.
- Don't submit locked files.

- Use character attributes (italics for emphasis, superscripts for endnotes) sparingly. Use italics, not boldface, for emphasis. Not all attributes will transfer successfully into InDesign. Be aware that if you use these attributes in a style, they may not transfer (so don't use styles).
- Send the original graphics files whenever possible; they produce sharper images than scans of faxes of printouts.

Some good general advice

- Do keep safety copies of the files you send to us.
- Do back-up your files frequently.
- Do run a spellchecker.
- Do run a virus scan regularly on your system and always on any disks you submit to us.
- Do keep the style of your references and endnotes consistent with one another.
- Make sure legal citations are correctly formatted. The standard work is *The Bluebook: A Uniform System of Citation*. We use the 17th edition for reference.

The index

As you write, prepare a word-phrase list of terms you want in the index (you don't need to include page numbers). It is essential that the terms in the word-phrase list appear exactly as they appear in the book, or our indexing software, Sonar Bookends, will not find them. A term that is extremely common, or one that appears extensively throughout a single chapter, probably should not be included. Do not use adjectives or adverbs as entries by themselves.

If you want a proper name index, please provide that in a separate text file.

A rough index will be included in the final set of proofs. You will have the opportunity to review it and make changes. Please review it carefully.

Footnotes and endnotes

Do not embed footnotes or endnotes in text; place footnote number at proper position as a superscript in the text and supply footnote or endnote text in a separate file, properly numbered and in sequence. You may use parentheses or brackets to set off note or reference numbers only if every chapter in the book uses this format.

Non-legal references

Use the standard form used in your field. If you are unsure, follow the *Chicago Manual*. We prefer the following style for nonlegal references:

- Italicize titles of books, journals and periodicals.
- Place double quotation marks around chapter and article titles.
- Place quotation marks outside periods and commas.
- For endnotes, place author names in normal order. That is, first name or initials and then last name. Use periods after initials.
- For bibliographies, invert the order of names, family name first, for the first name only.
- There are several styles for referring to the date, volume, issue and pages for articles. You may use any of these, provided that you are consistent.

Do not use automatic paragraph numbering features of your word processing program to generate endnote or footnote numbers. These do not survive the transfer into InDesign and notes have to be

renumbered. This is very time consuming and we will return any manuscript with extensive footnotes or endnotes so numbered, for renumbering by the author.

Single space within each note or reference; double space between notes and references. Do not use tabs or indents between the number and the text of the note or reference. Use a space; for example:

137. Ricaurte, G.A., Molliver, M.E., Martello, M.B. et al., “Dexfenfluramine Neurotoxicity in Brains on Non-Human Primates,” *Lance* 338(12):1487–1488 (1991),

A submission checklist:

- Front cover:** Suggestions for artwork (depends on format—please discuss with publisher)
- Front matter:** (in this order; each of these is optional, except the table of contents) [note: L&J will assign the ISBN and request CIP data from the Library of Congress]
 - Dedication
 - Rough Table of Contents
 - Foreword (usually by someone other than the authors)
 - Preface (see the *Chicago Manual* for what should be included)
 - Acknowledgments (requires a separate section only if extensive)
 - Introduction
 - Other (special notes about abbreviations, editorial method and so on)
- For each chapter of text:**
 - The final text proper, outlined and spell-checked (and all styles removed)
 - All graphics (tables and figures), each in its own separate file
 - The captions for the figures in a separate document
 - References, endnotes, and bibliography
- End matter:**
 - Appendices
 - Brief biographies of the authors
 - Word-phrase list for index

Submitting your files

You may submit files via e-mail or on a CD-ROM because it is more stable. Short text files, changes and updates may be e-mailed, either in the body of the e-mail or as zipped attachments. You may send them by your preferred carrier (USPS, USPS, FedEx, and so forth), but be sure that the package is trackable.