



Manuscript Preparation Guidelines for Contracted Authors

In taking your work from manuscript to published resource, Solution Tree Press is committed to providing you with support and expertise. You are an integral part of our publication process, and beginning with preparation of your manuscript, we rely on you as a partner. Please follow the guidelines contained in the responses to these commonly asked questions as you prepare your manuscript for our publications team.

How Should I Format My Manuscript?

Please set up your document in Microsoft Word as follows:

- Font: 12-point Times New Roman
- Spacing: Double spacing with one hard return between paragraphs.
- Margins: One-inch on all sides
- Footer: Page number and lead author's last name

What Design Elements Should I Include?

While certain programs can make your manuscript look good, they can also make it more difficult for the editors and designers to work with. Keep the formatting as simple as possible.

Please do not use any of the following:

- Special styles or formatting for headings, chapter titles, tables of contents, or indexes
- Unusual or large fonts, text boxes, text effects, or shading
- Software features for cross-referencing (for example, linking figures or tables with in-text call-outs) or electronic footnotes

It is okay to use the columns and tables features in Word, but do not shade tables unless it is critical to understanding the data.

How Should I Set Up the Headings?

To alert the editor to different headings levels in your manuscript, please distinguish them using only boldface, italic, and capitalization. The designer will develop heading styles for your book once it is in production. If you use just these three basic formatting features consistently, the editor will be able to tell at a glance whether a heading is a main level or subhead. For example:

Assessment (This is a first-level heading.)

Summative (This second-level heading is indented.)

End-of-Year Testing (This third-level heading is italic and indented.)

True or false. (This fourth-level heading is underscored.)

How Should I Submit Charts, Graphs, Tables, and Art?

Submit these items in an electronic format such as PDF, JPEG, TIF, Word, Excel, or PowerPoint. If you or are sending hand-drawn graphics, please send us clear, sharp copy that is easy to read and an accompanying Word file that contains all the text typed out. Please note that all figures and tables that are reproduced—or even adapted—from another source require written permission from the copyright holder and must be accompanied where they appear in the text by a complete and accurate citation (including page number), using the exact permissions language specified by the copyright holder. A corresponding entry must also appear in the reference list. Please furnish us with complete information about how to contact copyright holders for any graphics or art or tabular material you are reproducing or adapting.

How Should Figures and Tables Appear in My Manuscript?

Please use Word's Table feature to create tables, rather than using text boxes or Word's graphics tools.

Be sure to indicate where (approximately) figures should go in the text, and be sure to call them out, that is, explicitly refer to them. For example:

Figure 6.3 (page x) shows the stages in the journey to becoming a professional learning community. These stages include. . . .

Or:

The stages in the journey to becoming a professional learning community (fig. 6.3) include. . . .

[PLACE FIGURE 6.3 APPROXIMATELY HERE.]

Number figures and tables separately within each chapter. The first figure in chapter 1 should be figure 1.1, followed by figure 1.2, and so on. Using this convention, a chapter could have both table 2.1 and figure 2.1.

The names of any files you submit containing your graphics should contain the callout number and a brief descriptor: For example, figure 1.1_cognitive strategies.doc

Include a caption below each figure and a title above each table. For example:

Table 4–1. Personal Belief System Evaluation Questions

Mark your level of agreement with the following statements from 1 (strongly disagree) to 4 (strongly agree).

"I am capable of producing truly outstanding results."	1	2	3	4
"Our team is capable of producing truly outstanding results."	1	2	3	4
"Our school as a whole has the capacity to produce truly outstanding results."	1	2	3	4
"Our progress is determined to a great extent by our beliefs and actions."	1	2	3	4
"The work we are doing here is important."	1	2	3	4

What’s the Difference Between a Table and a Figure?

Generally, tables consist of real data or information displayed in a tabular form, while figures consist of images, graphics, pictures, and illustrations. If a table contains “sample” or fictional data, treat it as a figure.

What Are “Reproducibles”?

Solution Tree Press books often include pages that are marked as reproducible. Readers are allowed to freely copy these pages without seeking permission. Typically, reproducible pages include forms that users must fill out or particularly valuable information that a team of readers might want to duplicate to share and discuss. Reproducible pages are clearly marked with the title of the book and a copyright notice, and usually they are available online on Solution Tree’s website at a topical URL (for example, go.solution-tree.com/assessment) that includes reproducibles, weblinks, author bio and PD links, and other information from books on that topic. These online tools are valuable not only for marketing purposes, but also to allow readers to more easily reproduce clean copies. Form-field PDFs make it easier for readers to fill in forms and questionnaires electronically, thus facilitating their use and collection in schools.

As you complete your manuscript, please consider whether there is any material that you would like to make reproducible. Anything that is intended to be written on or copied should be reproducible. We can also post information on the URL that is not included in the book, such as supporting examples, weblinks, or white papers. Please indicate anything you feel should be reproducible in your manuscript like this: **[this page is reproducible]**. Your editor will also alert you to possibilities.

What Do I Need to Know About Citations and References?

Solution Tree publishes research-based resources. A research-based resource provides insightful and original commentary and analysis on a topic, supported by recent and relevant work from other credible sources. This research should *support* the work; it should not *be* the work.

As the author, you are responsible for correctly citing and referencing all material that you have taken from other sources, whether quoted, reproduced, adapted, or paraphrased. *Failure to do so is considered plagiarism.* References and citations are solely the author's responsibility.

Incorrect or missing references can consume a lot of an editor's time, divert the focus from editing the text, and delay the publication of a book. For styling references and in-text citations, we follow the *Publication Manual of the American Psychological Association*, 6th edition; for

NOTE: A number of websites offer help in formatting citations and references according to American Psychological Association (APA) style. For example, Purdue University offers quick help at <http://owl.english.purdue.edu/owl/resource/560/01/>. Google's search engine is also very helpful. Enter "APA style films," for example, or "APA style three authors" in a Google search string to get instant answers to questions about how to style references.

everything else, we use the *Chicago Manual of Style*, 15th edition.

Be sure that every work cited in the text is also included in your reference list and that every work listed in References is cited in the text. Any other works to which you want to call the reader's attention can be listed in a separate Resources section or appendix; or you can create a combined References and Resources section that includes both in-text citation sources and additional sources for more information.

Precisely how you cite something depends on whether you are paraphrasing, quoting directly, adapting, or using material for an epigraph or out quote.

Paraphrased Text

Paraphrasing is a restatement of text that renders the meaning in different words. A paraphrase must *substantially* restate or summarize the original. Changing a verb tense or deleting a few words is not considered paraphrasing. For example:

Original

“Schools do not operate in a vacuum—they must serve the public. If a curriculum is to serve the entire community, the curriculum development process should try to ascertain the desires and expectations of the community” (DuFour & Eaker, 1998, p. 158).

Paraphrase

Remember that schools not only serve the student; they also serve the community. It is important to consider the wants and needs of the entire community during the curriculum development process (DuFour & Eaker, 1998). Successful programs will use a variety of strategies to engage the community in the development process, such as . . .

When you paraphrase, you must provide a citation giving the author’s last name and the year of publication; you do not need to provide the page number of the original. However, the reference list must still contain complete bibliographical information for that work.

Text Quoted Directly

A direct quotation is taken word-for-word from an original source. A direct quotation should be limited to a few sentences, placed in quotation marks, and accompanied by a citation that includes the author, year, and (for printed resources) the page number(s). Always introduce a direct quote, however brief, and provide some commentary that indicates *why* the quote is

included. The following examples show incorrect and correct ways of introducing direct quotes:

Incorrect

Schools must consider the communities they serve. “If a curriculum is to serve the entire community, the curriculum development process should try to ascertain the desires and expectations of the community” (DuFour and Eaker, 1998).

Correct

Schools must consider the communities they serve. Research suggests that “if a curriculum is to serve the entire community, the curriculum development process should try to ascertain the desires and expectations of the community” (DuFour & Eaker, 1998, p. 158). Many curriculum development teams forget this critical point.

Epigraphs

It is common for manuscripts to include epigraphs, quotations at the beginning of the book or chapter that capture an essential point or express something in an inspirational way. When including an epigraph, the page number and source are not necessary; give just the author’s name. Use ellipses to show where text has been omitted. For example:

*“The evidence is convincing:
families have a major influence on
children’s achievement in school and
through life. . . . When schools,
families, and community groups
work together to support learning,*

*children tend to do better in school,
stay in school longer, and like school
more.”*

—A. T. Henderson and K. L. Mapp

Out Quotes

Out quotes are sentences taken directly from the text of your book and placed in the margin or highlighted in some other way. If an out quote is taken from a source other than your book, include enough information about its provenance to give the reader the context, as in the following example:

“We simply had to enact a different approach to the daily business of educating our students. We all had to change.”

—Superintendent, Oregon

Adapted Material

Sometimes authors adapt figures or tables to reflect their own perspective or ideas or to better illustrate a point. Adapted material must include a citation with the author, year, and page number, along with a complete reference in the reference list. Generally, permission must be sought.

What Do I Need to Know About Permissions?

Explicit written permission from the copyright holder is required for the following:

- **Books**—The use of more than 500 cumulative words from a full-length book requires permission. Permission is also needed for work of 500 words or more borrowed from

the Internet, unless the source is in the public domain (for example, government documents or works whose copyright has expired).

- **Tables and figures**—Permission is usually required for tables and figures that are taken from other sources, even if they are adapted.
- **Interviews**—Whenever possible, secure a release to publish information obtained during interviews, especially if the participants are students. If you cannot secure a release, it may be necessary to change individuals' names and other identifying characteristics in the text.
- **Journal articles, anthology chapters, and newspaper or magazine articles**—Usually, the use of more than 300 cumulative words from a journal article or chapter requires permission; however, much depends on the length of the original source. Permission for the use of text from a newspaper or magazine article also depends on the length of the original source. If a quote is lengthy, include a copy of the original with your manuscript so we can determine if permission is necessary.
- **Poetry or lyrics**—The use of more than two lines of poetry or lyrics (even if only a few words or a phrase) requires permission. The exception to this rule is if the material is being analyzed or commented upon, as in a teaching context. In this case, permission is not needed. If the lines are being quoted to illustrate or emphasize a point, however, permission must be sought.
- **Student work or teacher samples**—The use of student work samples or teacher-developed materials requires permission.

Whose Responsibility Is It to Obtain Permission?

It is your responsibility as the author to secure permissions. Permission must be in writing, and it must be from the copyright owner, which is not necessarily the author (usually, it's the publisher). Please contact Sarah Payne-Mills (sarah.payne-mills@solution-tree.com) for sample forms to use. When you send in your manuscript, please include:

- A separate list of all material that you believe requires permission, along with accurate and complete reference information, including page numbers, for the original source (not where the material was subsequently reprinted by others)
- Copies of all permissions granted.

How Should I Handle the References?

Incomplete or incorrectly formatted references present a time-consuming problem for editors. To avoid delays, follow these guidelines when preparing your manuscript.

Provide references for all studies, publications, statistics, or quotations that you cite in your manuscript. In APA style, when citing the work of an author, place the last name(s) of the author(s) and the year of publication in parentheses in the text; if the authors' names are already referred to in the running text, only the date is needed. For direct quotes, include the page number or page range. Separate multiple citations by a semicolon. The following paragraph illustrates several types of citations in the correct form:

Baumeister and Leary (1995) have argued that the need to belong represents a “fundamental human motivation” (p. 497). Adolescents who feel valued and comfortable in their peer groups have fewer personal and academic

problems. One recent study found that boys' sense of school belonging significantly predicted academic outcomes, including academic motivation, effort, and absenteeism (Sánchez, Colon, & Esparza, 2005). Given recent evidence that half of all lifetime cases of mental illness begin by age 14 (Egan & Asher, 2005), other researchers have argued that the role of a sense of group belonging for adolescent adjustment has to be given greater attention (Newman, Lohman & Newman, 2007; Dishion & Owen, 2002).

You must also include in the reference list complete bibliographic information that exactly matches each in-text citation. Refer to the source to see how the author prefers his or her name to be written—for example, whether he or she uses a middle initial. The reference-list entry for Baumeister and Leary in the preceding paragraph would be as follows:

Baumeister, R. F., & Leary, M. R. (1995). The need to belong: Desire for interpersonal attachment as a fundamental human motivation. *Psychological Bulletin*, 117, 497–529.

References are organized alphabetically by the author's last name. If you do not know the author (if the author is an organization, for example, or not given), the citation you give in text must exactly correspond to an item listed on the reference list *in the author position*. If you cite "RAND, 2004" in text, your reader should be able to find "RAND" listed as an author in the reference list. In other words, please do not list "RAND, 2004" in the citation if the reference entry starts with "Smith, J."

Some sample reference list entries follow:

Book

Brophy, J., & Good, T. (2002). *Looking in classrooms* (9th ed.). Boston: Allyn and Bacon.

Journal Article

Chappuis, J. (2005). Helping students understand assessment. *Educational Leadership*, 63(3), 39–43.

Chapter in an Edited Book

Newmann, F., & Wehlage, G. (1996). Restructuring for authentic student achievement. In F. Newmann (Ed.), *Authentic achievement: Restructuring schools for intellectual quality* (pp. 286–301). San Francisco: Jossey-Bass.

NOTE: Even if you quote material from only one page of, you must include the entire page range of the chapter or article in your reference list.

Electronic Sources

Information retrieved from the Internet must also be thoroughly documented. For Web material, include the most complete information possible: The URL should take you to the actual webpage on which the material appears, not just the home or landing page of a website. Because the complete URL is often long and very complex, we recommend copying and pasting the link into the document. Following are several types of Internet sources:

Printed Resource Found on the Internet

Lezotte, L. (1991). *Correlates of effective schools: The first and second generation*. Okemos, MI.: Effective Schools Products. Accessed at www.effectiveschools.com/freestuff.asp on October 31, 2009.

Internet-Only Resource

National Education Association. (2003). *NEA's Keys Initiative*. Accessed at www.nea.org/schoolquality/index.html on November 2, 2009.

ERIC Document

Achilles, C. M., & Hoover, S. P. (1996). *Exploring problem-based learning (PBL) in grades 6–12*. Paper presented at the annual meeting of the Mid-South Educational Research Association, Tuscaloosa, AL. (ERIC Document Reproduction Service No. ED406406)

Web Page With No Date

California Department of Education. (n.d.). *Grade six mathematics*. Accessed at www.dce.ca.gov/ci/ma/im/documents/mathstandmap5.doc on November 9, 2009.

Should I Include Other Resources in the Reference List?

Resources that you have not cited in the text but want to mention in your book must also be referenced completely and accurately per APA style. Include them either in a separate section called “Resources” or simply retitle your combined reference page “References and Resources.”

What Else Should I Include With My Submission?

In addition to your completed manuscript, please submit the following:

Title Page

Include a title page with the full working title and subtitle of the resource and complete author names as you wish them to appear on the front cover of the resource. If you want to use a middle initial, or a shortened form of your name, make sure that is reflected here (Robert K. Jones versus Rob Jones).

Bio(s)

Include biographies of approximately 200 words or less for each author. These will appear in the About the Author(s) section at the front of the book. Mention degrees, education, and current position. Also, include information about past positions and experience, publications, consulting work, and speaking engagements, if applicable.

Photographs

Submit a current photo for each author. It should be a professional headshot in .jpg or .tif format, 300 dpi resolution or higher, approximately 3”x5”, color, and taken against a plain background. If you have a release form from the photographer, please send a copy.

Dedication

A dedication, if included, should be approximately 50 words or less per author. If there are dedications by several authors, each should be under that length.

Acknowledgments

Acknowledgments vary widely in length depending on the complexity and size of the resource but are typically two pages or less.

Table of Contents

The entries in the table of contents you submit should exactly match the headings and subheadings in the book, down to three levels. The number of heading levels in the final table of contents will be determined during editing.

Introduction

Include an introductory chapter that discusses the topic, the goals of the book, why it is needed, who the audience is, and what readers will learn. Include a short description of each chapter at the end of the intro chapter that includes the topic of each chapter and what the reader will learn in that chapter.

Conclusion

Wrap up the book with a concluding chapter that reflects on the book's topic while looking ahead to the future, including what readers have gained, what is still to learn, and how they can use the information they have learned in their work with students and schools.

How Should I Submit My Manuscript?

Submit your manuscript in Microsoft Word as one complete file (not broken down into separate chapters). The filename should consist of the lead author's last name and the date (for example, "Jones_10-10-06"). Send the electronic file via email or on a CD.

Where Do I Send It?

Please email the manuscript to Diana Brace: diana.brace@solution-tree.com

What Happens After My Manuscript Is Submitted?

Once a first draft of a contracted manuscript is submitted, it is reviewed by qualified peer reviewers. Following this review, you may be asked for revisions. Once you and your Acquisitions Editor have agreed upon a final draft, the Acquisitions Editor will send your manuscript to production. You will then be introduced to your editor, and a schedule for the project will be created. Most authors review the edited book twice—once after the initial editing

is complete, while the manuscript is still in Word, and a second time after it has been formatted and designed, when it is in PDF form. Proofreading is done by our editorial team after your final review. Sometimes additional reviews are necessary, for the whole book or for a chapter or two. Questions and comments from your editor will be embedded in the file, and we will work out the scheduled dates for your review ahead of time to ensure that you are available.

Whom Do I Contact if I Have More Questions?

For questions on your contract or submission timelines, contact your Acquisitions Editor or email Diana Brace: diana.brace@solution-tree.com

For questions about how to set up your file, contact Gretchen Knapp, Vice President of Production, at gretchen.knapp@solution-tree.com or call 800-733-6786 (extension 247).

* * * * *

Thank you for sending your manuscript to Solution Tree Press. We will make sure that your work is handled expertly and efficiently. We look forward to working with you.