

FORM AND STYLE FOR MANUSCRIPTS

© Nova Science Publishers, Inc.

LAYOUT

1. MS Word or Latex are the preferred input programs. If Latex, Nova requests use of the macro that is available on our website. Please try to use outside justified page headers. If you would like to add any packages to this macro beyond those already specified, it is mandatory that the corresponding .sty files be submitted with the chapter. Nova currently uses the Windows Operating System.

2. Please begin the chapter with a descriptive abstract (100-400 words) summarizing the content of the article and indicate the abstract with the heading ABSTRACT. Other essential headings include: INTRODUCTION, CONCLUSION (not Conclusions; Discussion; or Concluding Remarks); REFERENCES and any other headings you find necessary within the chapter to reflect the important subsections or divisions.

3. If the program being used is MS Word, use Times New Roman font 10-12 point depending on what is the most convenient for you. Do not follow the end of sentences with two spaces only utilize a single space. You do not need to be concerned about line spacing we will be performing the page layout.

4. If MS Word is not being used, your font program should be submitted with the manuscript. If possible, please do not utilize Word Perfect fonts.

5. Figures can be placed inside or at the end of the manuscript. If scanned images are used, please retain the original hard copy of the figure for your reference or possible transmission to Nova Science Publishers. If previously published figures are used, written permission from the copyright holder(s) must be submitted along with the text. This information should also indicate the copyright holder's citation instructions.

6. All diagrams, photographs, illustrations and charts (not tables) are to be referred to in the text as Figures and should be numbered consecutively with Arabic numerals. These figures must be supplied as separate electronic files named in the format in which they were created and must be in one of the following formats: tiff, bitmap, jpeg, gif, ppt, psd, png or eps. The required resolution of these figures must be 350-750 dpi. The higher the resolution, the clearer the printed image.

7. Please keep vertical (*portrait*) tables a maximum of 5.5 inches wide if possible. If width is a problem, use the landscape layout with section breaks on both sides if MS Word is being used.

TEXT

8. Either American or British spelling is acceptable. International, American and British punctuation are all acceptable.

9. If you wish Nova to review any chapters for English, please be sure that English Requested is clearly marked on the first page of all such chapters. English editing is chargeable after evaluation.

10. Please use the words THIS CHAPTER (not this article; this study or my work) in the text. Please also consider for purposes of presentation that the word 'research' and 'evidence' are collective nouns, thus 'research/evidence shows/presents' or 'research/evidence has shown, is presented' (do not use researches; or evidences). Within this context, please keep in mind that the word 'data' is plural, i.e. data are...

11. If you have variations from the chapter titles, which you would like Nova to use as the Running Head, please mark this at the beginning of all such chapters.

12. For any explanatory notes, please use Footnotes.

MANUSCRIPT SUBMISSION

13. The entire manuscript including the completed Table of Contents and all other relevant material is to be submitted to the FTP site or via courier addressed to the Department of Acquisitions. We request that you do not submit individual chapters separately by email as this lends to lost files and delay in the publication process.

14. Please confirm to: manuscripts@novapublishers.com, cc: m.columbus@novapublishers.com that your work was sent to Nova via courier or to the FTP site.

15. If you do not receive confirmation of your manuscript receipt from Nova, please contact us as soon as possible to: main@novapublishers.com for verification. Receipt of your manuscript will be confirmed via email.

16. Personalized chapter offprints may be purchased following the submission.

COLOR

17. Color graphics are permitted and are billed following evaluation.

18. We will be sending electronic page proofs with regard to the use of color or lack thereof.

PERMISSIONS

19. Please send all permissions at the time of manuscript submission. Manuscripts submitted without the required permissions, including digital rights, for all previously published figures and tables are considered as incomplete and will not be published.

20. Copyright is transferred to Nova via email or fax. A form will be sent via email at the time of contract receipt which is to be submitted with your final manuscript.

21. If there are any figures or other material which the publisher is unable to utilize, the submission is also considered to be incomplete.

22. Book proposals from Authors, Editors and Contributors are given priority consideration.