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WELCOME TO CRC PRESS

This *Author's Guide to Publishing* was designed to answer your questions about manuscript preparation, software requirements, permissions, and other such issues involved in transforming your manuscript into a finished book. We suggest you read it completely to get an overview of the production process, and then refer to it as needed as you write and organize your material. If you have questions not covered on these pages, help is only a telephone call away (see the information given below). In order to make the process of manuscript preparation easier for you, CRC assigns a personal Project Coordinator to each project upon arrival of your signed contract. This Project Coordinator will contact you within 2 weeks of receiving your contract to introduce himself/herself and establish a dialogue. You may feel free to contact your Project Coordinator as often as you deem necessary during your manuscript preparation. Please note, however, that questions regarding marketing, content, promoting you book, etc., should still continue to be directed to your Acquiring Editor.

CONTACTING CRC

All CRC departments can be reached easily by telephone, voice mail, or E-mail. The telephone number of our main office is (561) 994-0555 and the address is 2000 N.W. Corporate Blvd., Boca Raton, FL 33431. Our Production department works from offices at the Florida Atlantic University campus; the telephone number of that on-campus office is (561) 361-6000. However, mail or deliveries to that office should be directed to the Corporate Blvd. address.

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MANUSCRIPT PREPARATION

MANUSCRIPT SIZE

The length of your manuscript was determined before you signed your contract and is specified in your contract. CRC's management approved the manuscript length and based all cost and revenue projections on it; therefore it is essential that you adhere to the agreed-upon length. If you determine that the number of pages of your manuscript will be 10% more or fewer than the number cited in your contract, contact your Acquiring Editor **immediately** so the best course of action can be determined. As a rough guideline for estimating the size of your finished book, two manuscript pages normally equal one printed page.

GENERAL GUIDELINES

Any book formatted by the author should be provided as a fully composed, paginated electronic file of the manuscript *with crop marks in position*, and all text, running heads, equations, tables, and artwork properly placed, ready for printing without further formatting or manipulation required. When your book is complete, please provide the final pages electronically (equipped with all equations, tables, and/or figures) as both application files and as **PostScript (.ps)** or **PDF (.pdf)** files accompanied by a printout at 100% made from the *final* .ps or .pdf file. *It is essential that your electronic files include the fonts and the proper links to the original art files.* Moreover, unless your book is going to have a color insert, all color must be removed from both text and figures before PostScripting and PDFing your files. **Note: The original electronic art files must be submitted in a separate folder.**

Manuscripts must be submitted electronically on 100-MB Zip disks, 250-MB Zip disks, or compact disks (CDs) **AND** as hard copy printed at 100% from the submitted disks. These guidelines are intended to help you prepare your disks and manuscript, but should not be considered definitive because of continuing advances in publishing software. Please contact your Project Coordinator or Acquiring Editor with any software questions.

Here are some helpful "Do's" and "Don'ts" when preparing your manuscript.

DO'S

- Save each chapter as a clearly labeled separate file (i.e., Chapter 1.doc). However, should your manuscript contain numerous equations, tables, and/or figures, please save your files (both application and PostScript or PDF) in increments of no more than 20 pages.
- Save each figure in its own separate and original electronic art file, equipped with correct file extension. All figure files must be clearly labeled and numbered consecutively (i.e., Figure 01x01, Figure 01x02, etc.).
- Justify both your left and right margins.
- Provide each page, other than front matter, chapter openers and blank pages with a running head:
    - Odd pages: Title of the chapter
      Page number on the far-right side
    - Even pages: Title of the book

Page number on the far-left side

- Center figures, tables, and equations.
- Follow each figure with its relevant figure caption, making the caption 1-point size smaller than the font for the rest of the text.
- Embed your fonts within your text and figures.
- Include completed permission verification forms (to be discussed later in this *Guide)* and signed contributor agreements (for contributed works) for every chapter.

DON'TS

- Don't number your front matter (i.e., title page, table of contents, preface, etc.) However, if your application automatically numbers pages, please use Roman not Arabic numerals for front matter pages. Your Chapter 1 page opener, should be Page '1' of your manuscript.
- Don't make your text any wider or longer than the allotted live area. For books featuring a 6 1/8 x 9 1/4 trim size, that live area is 28 x 45 picas. For books featuring a 7 x 10 trim size, that live area is 33 x 51 picas. Note: If you are not familiar with measuring with picas and would like a template to use for the formatting of the live area of your manuscript, please contact your Project Coordinator.
- Don't include any color in either the text or the figures in your manuscript unless your book is featuring a color insert. If that is the case, please consult your Project Coordinator or Acquiring Editor as to how to proceed with the submission of the color insert.
- Don't compress or zip your files. Use more than one disk if necessary.

REVISIONS

Your manuscript should be correct and complete when submitted. Revisions must be made **before** the manuscript is copy edited. If revisions are necessary, you must secure the approval of your Acquiring Editor before submitting them. The revised page or pages must be reprinted and sent to CRC with a disk or CD that includes the corrections**.** *Your printout must exactly match your electronic files.*

MANUSCRIPT PROCESSING STEPS

1. Author/editor submits complete manuscript, artwork, disk(s) or CD(s), and necessary permission information to Acquiring Editor or Project Coordinator by deadline specified in contract.
2. Manuscript, artwork, and electronic files are reviewed by the Acquiring Editor and Project Coordinator and, if correct and complete, are transmitted to the Production department.
3. Once in Production, the manuscript is assigned to a Project Editor who handles all publication details and ultimately transmits the material to the printer. He or she will be the author/editor's primary contact for issues related to content, format, and appearance of the finished book.
4. A Project Editor or outside professional freelancer proofreads the manuscript for grammatical errors, spelling errors, and consistencies in both text and appearance.

5. The corrected pages are sent to the author/editor so that he/she may make the corrections indicated by the proofreader (usually about 2 months after a manuscript has been submitted).
6. Author/editor returns the corrected page proofs so that the Project Editor may review them to see that all the corrections have been made as well as oversee the layout check and other pre-printing tasks.
7. The Project Editor will then return the pages to the author for final corrections and creation of postscript and pdf files with the distillers provided by CRC.
8. Final version of manuscript is sent to printer.

SOFTWARE GUIDELINES

Manuscripts must be submitted electronically on 100-MB Zip disks, 250-MB Zip disks, or compact disks (CDs) **AND** as hard copy printed at 100% from the submitted disks. These guidelines are intended to help you prepare your disks and manuscript, but should not be considered definitive because of continuing advances in publishing software. Please contact your Project Coordinator or Acquiring Editor with any software questions.

All disks or CDs containing text or graphics should be labeled with the author's name, book title, chapter numbers, software used to create the file (including the version number), date of creation, and file format (PC or Mac). *It is essential that figures contained in graphics files be numbered consecutively with chapter number and figure number (i.e., Figure 01x01, Figure 01x02, etc.).* A content directory of each disk or CD must also be submitted.

ACCEPTABLE SOFTWARE FOR AUTHOR-PRODUCED BOOKS

Please use a software version created within 2 years of the submission of your manuscript.

Mac	Windows (PC)
FrameMaker	**FrameMaker**
QuarkXpress	**QuarkXpress**
InDesign	**InDesign**
	LaTEX (discuss in advance with your Acquiring Editor)

Note: CRC has style files available for FrameMaker (version 5.5.6), QuarkXpress, and LaTEX (version 2e). Please consult your Project Coordinator or Acquiring Editor if you are interested in obtaining these. No Microsoft products or WordPerfect versions may be used to prepare author-produced books.

ELECTRONIC ART GUIDELINES

In order to produce high-quality graphics for reproduction, original electronic line-art files should be created in **Adobe Illustrator** or **Macromedia Freehand** (vector graphic programs). Original electronic art files containing grayscales or photographs should be created in **Adobe PhotoShop**. ***Note:*** Vector graphic files provide the best results and are preferable to bit-mapped graphics (see below).

If art consists of computer-screen captures, please create them in **CapturEze Pro** or another screen capture software program capable of saving screen images in the proper resolution for printing.

Vector Graphics Formats

A vector file creates an image as a collection of lines rather than as a pattern of individual pixels (bit-mapped graphics). Vector files are much easier to edit than bit-mapped graphics (objects can be individually selected, sized, moved, and otherwise manipulated) and are preferred for professional illustration purposes. Because they are scale and resolution independent, vector

images can be enlarged without loss of sharpness. Acceptable vector file formats are listed below in order of preference:

Adobe Illustrator (.ai) is the vector graphics program best suited for creating high-quality professional graphics.

PDF (portable document file) is a file format that allows a document to be transferred to another type of computer system without losing the original formatting. In order to print or view a .pdf file, the user should use **Adobe Acrobat Reader**, which is freeware.

EPS (encapsulated PostScript file) format is a high-resolution graphic image stored in the PostScript language. The .eps format allows users to transfer high-resolution graphics images between applications. The images can also be sized without sacrificing quality.

Two important things to note concerning the preparation of vector graphics:

- Every object must be grayscale. RGB or CMYK color objects will fail at the printer and result in delays and increased costs in Production.
- The thickness of every stroked line must be at least 0.5 points. This ensures that the lines do not appear broken or jagged. **Note:** If you are scaling your images when you bring them into your layout program, you must account for the difference when you check your line weights. For example, if your .eps file is 40 picas wide and your thinnest line is 0.75 points and you place the art as 20 picas wide, your thinnest line is now 0.38 points.

Bit-mapped Graphics Formats

A bit-mapped file forms an image as a pattern of pixels (square dots) and is limited in resolution (sharpness) to the maximum resolution of the screen on which it is displayed. Bit-mapped images are inferior to vector graphics for most applications because they tend to have aliasing (also called jaggies and stairstepping) which causes a staircase distortion due to the square shapes of the pixels. Enlarging bit-mapped images accentuates the distortion and jagged edges.

A bit-mapped graphic is stored as a group of bits that represent an image to be displayed on a computer screen. The image on the screen is composed of pixels (dots), similar to the dots in a photograph in a newspaper. Each bit in an image corresponds to one pixel in the screen, so the number of pixels that composes a monitor image determines the quality of the image. Because monitor screen resolution is only 72 dpi (dots per inch), and the resolution needed for printing is 300 dpi, a bit-mapped image limited to 72 dpi cannot be used to produce a quality image for printing.

Although their use is discouraged, the following bit-mapped graphics formats are listed in order of preference:

GIF (graphics interchange format) is a bit-mapped format that was developed to exchange graphics files over the Internet. Although .gif files are widely used, the .jpg format reduces graphics files to about one-third the size of a .gif file, leading to faster Internet transmission. GIF files are more efficient than JPEG files if an image contains many solid areas.

JPEG (Joint Photographics Expert Group) is a graphics format specifically designed for photographic images and other complex pictures such as realistic artwork. It is not well suited to line drawings, text, or simple cartoon illustrations.

TIFF (tagged image file format) is a bit-mapped graphics format commonly used for the scanning, storage, and interchange of grayscale graphic images. (**TIFF** may be the only format available for older programs, but most current programs can save images in other formats such as .jpg**,** .gif, .pdf, etc.)

If you must use bit-mapped graphics, here are two important things to note:

- Images must be in the grayscale mode (color space). RGB or CMYK color spaces will fail at the printer and will result in delays and increased costs in Production. **Note**: Files that appear gray on screen and print gray may still be described in a 3-color mode (RGB) or 4-color mode (CMYK). This is unacceptable and must be fixed.
- Images should also have a resolution of at least 300 dpi at the size they will appear on the page.

PhotoShop Instructions

PhotoShop (.ps) is a powerful tool if used correctly. It can scan photographs (continuous tones) and original art. PhotoShop files of photocopies, photos, or illustrations scanned from previously printed material are not acceptable.

- Do not add text to a PhotoShop file.
- All scans must be at 300 dpi resolution, saved as .tif or .jpg files.
- Line art and type cannot be scanned in PhotoShop. If an original illustration is not available and cannot be redrawn, it must be scanned at 8 times the continuous tone resolution ($8 \times 300 = 2400$ dpi). The process is very slow and generates huge files. The time required to scan such material will add to production time and could delay printing. For that reason, we discourage the use of material that must be scanned.
- Do not scan any illustration in bit-map mode, and do not convert it to .tif or any other format. The file must be created in a format we accept.
- Scanned black and white images should have a minimum highlight dot of 8% and a maximum shadow dot of 90%.
- Converting color illustrations to black and white is not as simple as converting color images to grayscales. Certain colors have similar values after conversion to black and white. The colors will be indistinguishable and will require adjustment of brightness and contrast to reproduce properly.

Postscript

PostScript is a page description language (PDL) that is capable of describing the entire appearance of a formatted page, including layout, fonts, graphics, and scanned images. Because a PostScript file is device independent, it can be printed on an imagesetter or any PostScript-compatible printer and will retain the original formatting. It does not provide compression, so files are quite large when stored in PostScript format. However, because there is no compression, PostScript is a high-

quality, lossless format. Although used primarily for vector graphics, it contains a mechanism for storing bit-mapped images.

Halftones

A halftone is a printed reproduction of a photograph (or an illustration other than line art). It uses evenly spaced dots of varying sizes to simulate shades of gray. Dense patterns of larger dots produce dark shades, and less dense patterns of smaller dots create lighter shades.

Resolution

Resolution is the fineness of detail attained by a printer in producing an image. Resolution quality for printing is expressed in dpi (dots per inch), so the higher the resolution is, the higher the quality of the image will be. Artwork (electronic, original, or scanned) must have a resolution of 300 dpi at *final output size*. Although an image may look good when viewed on a computer screen (at resolution of only 72 dpi), it cannot be reproduced effectively for printing at such a low resolution.

COMMON PROBLEMS WITH AUTHOR-PRODUCED FILES

1. Your art file may appear to be black and white but may actually be in color.

If you have scanned your art, you should be aware that all scanners will automatically create a file in the color mode (RGB—red/green/blue). Even black and white figures will scan as color. The art will still appear to be black and white on your screen and will print black and white on any b/w printer, but it is in color. The easiest way around this is to convert to grayscale before you scan . The way to convert is as follows:

Go to your Scanner Mode dialog box and choose "grayscale tiff."

2. All print fonts must be embedded in your file before the book can be printed.

The embedding of fonts is an essential step when you are creating a PostScript file or a PDF. If this step is missed or not done correctly, the file cannot be printed. The way to embed fonts is as follows:

When creating the PostScript file, in the print dialog box, select "Embed all fonts" or "Unlimited downloadable fonts." *(**Do not** use "substitute fonts.")*

When creating the PDF, use Adobe Acrobat Distiller. In Distiller, go to job options, fonts, and select "Embed all fonts" and "Embed subsets 100%."

3. There are two different types of PDF files: one that can be used to print your book and one that is not usable.

Do not use Adobe PDF Writer. PDF Writer was designed for creating pages that can be read on a computer screen (72 dots per inch) but that do not have the resolution to be used to create a book. (2,400 dots per inch).

To correctly create a PDF for your book, you must use the Adobe Acrobat Distiller program. Note that Adobe Acrobat Distiller is a folder within the full Adobe Acrobat program. (Note: CRC will provide a specific distiller setting for your manuscript. Please consult your Project Editor regarding this matter.)

4. When you create Postscript and/or PDF documents, do not make them longer than 50 pages.

Please do *not* send your entire book in a single document. We need to receive documents that are no longer than 50 pages. In most cases, it would make sense to split your book into single chapters for each document. If your book has extensive equations, it is preferable to make your files 20 pages or less.

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WHAT NEEDS PERMISSION?

- A passage from a play, poem, or song
- A quote of 50 or more words from a periodical or journal
- A quote (or series of shorter quotes) totaling 400 words or more from a book
- Any table, diagram, figure, or illustration (line drawing or halftone)

DO I NEED PERMISSIONS FOR MY OWN MATERIAL?

If you are the author of material copyrighted by another party, you must get permission from that party to use the material in your current publication. We have included a sample permission letter (Page 12) to aid you in requesting permissions.

DO I NEED PERMISSION IF I ALTER A FIGURE?

The important issue in determining whether permission is needed for an altered figure is the amount of alteration. The change must be substantial if you want to avoid the legal requirement to obtain permissions. What constitutes "substantial" change is a murky legal area. Changing straight lines to arrows, relabeling a figure with letters instead of numbers, or reordering columns in a table does **not** constitute substantial change and can distort the meaning of the original material. The best approach for avoiding permission issues is to use original materials wherever possible.

FORM VS. CONTENT

Data cannot be copyrighted. Only the format in which it is published can be copyrighted. No permission is needed if data that appear in another text are converted to tabular form. If you are the first author to create a table comparing studies by four other scientists, you do not need permissions, but you should cite the studies as references.

PUBLIC DOMAIN NATURE OF GOVERNMENT MATERIAL

Most printed materials of the U.S., Canadian, and British governments do not require permissions because they are in the public domain and not protected by copyright. However, many government-sponsored agencies copyright their materials and their use requires permission. The best approach is to request permission unless you are certain it is not required.

DENIAL OF PERMISSION REQUEST

Permission requests are rarely denied, but they are frequently ignored, despite repeated attempts to secure them. Some follow-up may be necessary. If a permission cannot be obtained despite your best efforts, you can:

1. Delete the copyrighted material.
2. Find a substitute for the copyrighted material.
3. Substantially alter the material so permission is no longer required. CRC strongly discourages this option.

SOURCE LINE ATTRIBUTING MATERIAL TO COPYRIGHT HOLDER

A source line attributing material to a copyright holder who grants you permission to use it should be included with the table, figure, photograph, or other material covered by the permission. CRC honors copyright holders' requests for special wording. The style guide section of this booklet provides guidelines for inserting source lines in tables, figures, etc. Figures and tables that do not have source lines are assumed to be original work and must be verified as such. Original permissions signed by copyright holders should be submitted with your manuscript. Remember to keep a copy for your files.

SAMPLE PERMISSION LETTER

Page 13 is a self-explanatory permission request letter that covers use of copyrighted material in all future revisions and all media. If a copyright holder grants permission for one-time use only, additional permissions will be required for future editions of your work. Inclusion of clear information about your planned use of the material and accurate publication data will help the copyright holder respond promptly. You should retain copies of all permission request correspondence in your files.

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(Please sign and date)

(Chapter number/Chapter title)

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INDEXING

Authors of author-produced books are required to provide the index for their manuscripts, unless otherwise specified in the contract. Authors are encouraged to read CRC's *Indexing Instructions for Authors,* a booklet that explains the procedure of producing an index and discusses format, cross-referencing, capitalization, punctuation, and other issues involved. The instructions given in this booklet will measure up to the scientific community's exacting standards and enable your readers to quickly locate needed information. This booklet can be obtained from your Acquiring Editor or Project Coordinator.

CRC'S STYLE GUIDE FOR AUTHORS

TABLE OF CONTENTS HEADINGS

All subject heads used in your text should appear in outline form in the table of contents in one of the two styles below. Use the one that applies to your publication.

Roman Numeral Outline Format

I. MAJOR HEADING
A. FIRST LEVEL SUBHEAD
1. Second level subhead
2. Next second level subhead
a. Third level subhead
B. FIRST LEVEL SUBHEAD

Decimal Outline Format

1. MAJOR HEADING
1.1 FIRST LEVEL SUBHEAD
1.1.1 Second level subhead
1.1.2 Next second level subhead
1.1.2.1 Third level subhead
1.2 FIRST LEVEL SUBHEAD

IN-TEXT HEADINGS

In-text headings should follow the number/letter or decimal system you have chosen. Major headings should be input in all caps, centered. Leave one blank line above and below a major heading.

I. RECENT EPIDEMICS

First subheads should be input in all caps, flush left, with one blank line above the subhead.

A. BACTERIAL EPIDEMICS

Second subheads should be upper case/lower case (capitalize first word and any proper names), flush left, with one blank line above the subhead.

1. Tuberculosis

Third subheads should be italicized or underscored and treated the same way as second subheads.

a. Effectiveness of Preventative Measures

ABBREVIATIONS/ACRONYMS

Abbreviation/acronyms are acceptable in text if they are used universally in your discipline and your readers will easily understand them. They represent a quick way to convey statistical information and should be used consistently throughout a book (or chapter of a contributed book). A list of suggested abbreviations/acronyms is located on Page 22. Do not use the ampersand (&) as a substitute for "and" in text or tables. Please note that acronyms should be explained when first mentioned:

> The American Society for Testing and Materials (ASTM) issued specifications for the material in 1991, after its St. Louis conference. ASTM later revised the specifications…

TRADEMARKS

Trademarks must be acknowledged in text in one of two ways:

- Include the registered trademark symbol (®) and an asterisk in the text: The wide range of consumer uses of Teflon®* resulted indirectly from its use in the space program. Add a footnote (*Registered trademark of E.I. du Pont de Nemours & Company, Inc., Wilmington, Delaware).

- Place the registration information in parentheses in the text: The wide range of consumer uses of Teflon® (E.I. Du Pont de Nemours & Company, Inc., Wilmington, Delaware) resulted indirectly from its use in the space program.

Capitalize subsequent mentions of a trademarked name. You do not have to add the registration symbol to subsequent mentions. If you use a great number of trademarked names throughout your text, the best option may be including a listing at the end of the chapter or book.

EQUATIONS

Equations should be numbered consecutively in Arabic numbers within each chapter for all books. For example, the fourth equation in Chapter 3 should be numbered 3.4.

Review mathematical symbols (+, −, ≤, ≠, ≡, for example) to be sure they are correct. If a lengthy equation must be "wrapped" onto the next line, break it in a logical place. Do ***not*** extend an equation outside the live area and into the margin. Make sure superscript symbols appear above the line and subscript symbols appear below the line. All parentheses and brackets should be closed.

LISTINGS

Listings may be numbered, unnumbered, or bulleted. Punctuation should be consistent throughout a listing and follow grammar principles. The first word of each item should be capitalized. If a listing item is not a complete sentence, no punctuation is used. All items should be consistent.

Typical equilibrium parameters include:

1. Organic flow rate, ml/min
2. Aqueous flow rate, ml/min
3. Mixer peripheral velocity, fps

The following developments produced the greatest impacts on modern society:

- Henry Ford devised a method for mass producing automobiles.
- The Wright Brothers invented the airplane.
- Radio, television, and the computer allowed instant communication worldwide.

TABLES AND FIGURES

Every table and figure should be mentioned or described in text (Table 6.6 shows results of parking lot reconnaissance; Figure 2.3 illustrates a police line-up.). Tables and figures should be numbered consecutively within each chapter (like equations) for all books (Table 6.6, Figure 2.3). The table number and caption should appear above each table, without punctuation; the figure number and caption should appear below each figure, with punctuation.

Table 6.6 Number of cars in parking lot

	9 a.m.	**11 a.m.**	**1 p.m.**	**3 p.m.**	**5 p.m.**
Red	10	2	7	9	N/A
Blue	12	12	10	11	N/A
Green	6	7	4	6	N/A
Silver	4	3	4	3	4
White	14	14	13	14	11

Tables:

Include a heading for each column of data and align decimal points. A zero should precede the decimal point in a number less than one (0.25). Do not use ditto marks (″). Use N/A or an en-dash (–) to indicate data that are not available. Footnotes in table data should appear as superscript lower-case letters (11.4^{b}) if only a few items need footnotes.

If a reference citation in a table could be confused with data, enclose the reference in parentheses and insert it on the line with table data, as in 10×12^{7} (15). If you plan to include more than three references in a table, it may be advisable to devote a column to references. That will enhance clarity and eliminate the need for superscript numbers and parentheses.

Figures:

Clear, sharp electronic line art and original photographs can be reproduced well and will enhance the quality of your book. *No production process can improve unclear, smudged, bit-mapped, or*

poorly labeled figures. Please examine each illustration critically to ensure that it meets CRC's standards and readers' expectations.

SOURCE LINES FOR TABLES, PHOTOGRAPHS, AND FIGURES

Two of the most common source lines used for illustrations are shown below. A figure source line is enclosed in parentheses and included after the caption. Table source lines should not be enclosed in parentheses and should appear below the table body. Some copyright holders request specific wording of source lines as a condition to granting permission and their requests should be accommodated. Source lines can be included even if material is not subject to copyright (U.S. government publications, for example). For more detail, see the Permissions section.

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Source: Bath, D.L., Dickinson, F.N., Tucker, H.A., and Appleman, R.D., *Dairy Cattle: Principles, Practices, Problems, Profits*, 3rd ed., Lea & Febiger, Philadelphia, 1985. With permission.

Add "Adapted from" or "Modified from" to your source line if you adapt or modify copyrighted material. Contact your Project Coordinator if you have questions about source lines.

REFERENCES

References should be indicated in text by superscript numbers *after* punctuation (The same results were confirmed by Goodman et al.[9]). You may also use square brackets and regular numbers (Bennett's results were uniformly positive [9,11] and were replicated by the authors.). Three or more consecutively numbered references should be shown as a range (The low level of beta-carotene was a consistent finding.[6–11]).

References are usually listed numerically at the end of a chapter in the sequence in which they appear in the text. Be sure reference numbers cited in your text correspond to numbers on the list. CRC's practice is to abbreviate and italicize journal titles in reference lists according to the American Chemical Society's *Bibliographic Guide for Editors and Authors.* Page 20 features a list of common journal abbreviations.

Authors' Names

Include all authors' and editors' names on your reference lists. Use "et al." on a reference list only if material cited has more than three authors. Do not insert a space between author initials. Names should not be bolded.

Single Author: Smith, L.B.

Two Authors: Smith, L.B. and Jones, J. W. [No comma is necessary between the two names.]

Three Authors: Smith, L.B., Jones, J.W., and Lee, J.P. [Insert commas after all names except the last; do not use ampersands (&).]

Four Authors or more: Martin, H.A. et al. [Authors are Martin, Bennett, Wallace, and Evans.]

Journal Article

Cite author (last name, initials); article title (capitalize only first word and any proper names); journal title (in italics); volume number; number of first page of article; year:

LeBouvier, G.L., The modification of poliovirus antigens by heat and ultraviolet light*, J. Infect. Dis*., 82, 1013, 1955.

Book

Cite author (last name, initials); book title (in italics, initial caps); volume number or edition; publisher; city of publication; year; page or chapter number:

Winthrobe, M.M., *Clinical Hematology*, 4th ed., Lea & Febiger, Philadelphia, 1978, 32 [or chap. 2].

Chapter of a Book

Cite author (last name, initials); title of article or chapter (capitalize only first word and any proper nouns); title of book (in italics, with normal capitalization), edition or volume number; editor (last name, initials); publisher; city of publication; year; page or chapter number:

Crosson, F.J., Information theory and phenomenology, in *Philosophy and Cybernetics*, Crosson, F.J. and Sayre, K.M., Eds., Simon & Schuster, New York, 1967, chap. 2.

Published Proceedings

List information in the same order as shown above for a book chapter:

Soonpaa, H.H., Energy band studies from thin films, in *Proc. Int. Symp. Basic Problems in Thin Film Physics*, Clausthal-Gottingen, T. W., Niedermayer, R., and Mayer, H., Eds., Blackwell Scientific, Edinburgh, 1966, 289.

Unpublished and Miscellaneous Works

The following examples cover unpublished or miscellaneous works:

Holdgate, M.W., Need for environmental monitoring, presented at Int. Symp. Identification and Measurement of Pollutants, Paris, March 1-3, 1971, 9.

Spiers, F.W. et al., Application of thermoluminescence methods to bare dosimetry, Paper 1AEA/SM-160/53, in Proc. Symp. Dosimetry Techniques Applied to Agriculture, Industry, Biology, and Medicine, Vienna, 1972.

Wilson, C.R., DeWerd, L.A., and Cameron, J.R., Stability of the Increased Sensitivity of LifF (TL1)-100 as a Function of Temperature, Report COO-1105-116, U.S. Atomic Energy Commission, Washington, D.C., 1966.
Barkley, H., Behavioral problems of children, Ph.D. thesis, Oregon State University, Corvallis, 1935.

Lipmann., S.P., unpublished data, 1989.

Lemnutz, H., personal communication, 1969.

Bengen, M.F., German Patent Appl. OZ 123,438, 1940; German Patent 869,070, 1953, *Tech. Oil Ind*. 143, 135, 1946.

CROSS REFERENCING OF CHAPTERS IN CONTRIBUTED BOOKS

Authors of chapters in contributed books frequently refer to other authors' chapters in the same book. It is not necessary to include a source line or include the chapter on your reference list if you do so. Simply refer to the chapter number and include a short description:

Chapter 15 discusses calcium metabolism in greater detail.

SUGGESTED REFERENCE BOOKS

Use of reliable reference manuals can facilitate your writing and enable you to produce a manuscript that requires minimal editing. The *Chicago Manual of Style*, the *ACS Style Guide* published by the American Chemical Society, and the *APA Publication Manual* published by the American Psychological Association are good references for grammar, usage, and style issues.

Webster's 3rd New International Dictionary and *Merriam Webster's Collegiate Dictionary* are primary sources for spelling non-medical words. *Dorland's Medical Dictionary* and *Stedman's Medical Dictionary* are the standard sources for medical data.

Other reliable reference manuals include the *IEEE Style Guide*, *Mathematics into Type*, *Style Guide of the Council of Biology Editors*, *Style Book of the American Medical Association*, and *United States GPO Manual of Style*. Every discipline has its own preferred reference materials. We encourage you to use them to verify spellings of technical terms and hyphenate compound words correctly.

SUGGESTED ABBREVIATIONS

alternating current	AC
American Chemical Society	ACS
ampere	A
approximately, about	ca
barrel per day	bbl/day
barrel	bbl
baud	Bd
bit per second	b/sec
blood urea nitrogen	BUN
British thermal unit	Btu
catalytic rate constant	k_{cat}
Centers for Disease Control	CDC
centimeter	cm
coulomb	C
cubic centimeter (medical use)	cc
cubic centimeter (space volume)	cm^3
cubic feet per minute	ft^3
curie	Ci
cycle	c
decibel	d
degree Celsius	°C
degree Fahrenheit	°F
Department of Energy	DOE
direct current	DC
dyne	dyn
Electric Power Research Institute	EPRI
electromagnetic unit	EMU
Environmental Protection Agency	EPA
et alii (and others)	et al.
farad	F
feet/foot	ft
feet per minute	ft/min
freezing point	fp
gallon	gal
gastrointestinal	GI
gigacycle per second	GHz
grain	gr
gram	g
hertz	Hz
hour	h
inch	in.
infrared	IR
international unit	IU
intramuscular	i.m.
intraperitoneal	i.p.
intravenous	i.v.
ionization constant	K
Jet Propulsion Laboratory	JPL
joule	J
kilo	k
kilogram	kg
kilometer	km
kilowatt	kW
lethal dose/fifty	LD_{50}
liter	l
logarithm	log
lumen	lm
lumen per watt	lm/W
measure of hydrogen activity	pH
mega	M
megahertz	MHz
melting point	mp
meter	m
micro	µ
micron	µm
mile (statute)	mi
millibar	mbar
milliliter	ml
millimeter	mm
millimicron	nm
millivolt	mV
minute (time)	min
molal	*m*
molar concentration	*M*
nano	n
nanosecond	ns
National Institutes of Health	NIH
National Research Council	NRC
newton	N
ounce	oz
parts per billion	ppb
parts per million	ppm
pascal	Pa
per os (orally)	p.o.
pint	pt
pound	lb
quart	qt
revolution per second	r/sec
roentgen	R
specific gravity	sp gr
square foot	ft^2
standard deviation	SD
ultraviolet	UV
United Kingdom	U.K.
United States	U.S.
United States Pharmacopeia	USP
volt	V
watt	W
weight per volume	w/v
weight percent	wt%
World Health Organization	WHO
yard	yd

COMMON JOURNAL TITLE ABBREVIATIONS

Acta Math.
Adv. Agron.
Adv. Pharmacol. Chemother.
Adv. Protein Chem.
Adv. Quantum Electron.
Aeronautic. Eng. Rev.
Aerosp. Med.
Agri. Eng. J.
Ann. Intern. Med.
Ann. Med.
Ann. Phys.
Annu. Rev. Immunol.
Arch. Biochem. Biophys.
Arch. Biol. Sci.
Arch. Dermatol.
Arch. Mitrobiol.
Arch. Neurol.
Arch. Ophthalmol.
Arch. Pathol.
Arch. Surg.
Biochem. J.
Biochim. Biophys. Acta
Biol. Psychol.
Br. J. Stat. Psychol.
Br. Med. J.
Bull. Am. Phys. Soc.
Cardiovasc. Res.
Cardiovasc. Rev.
Chem. Eng. Progress
Chem. Eng. Sci.
Clin. Endocrinol.
Colloid Sci.
Comm. Pure Appl. Math.
Commun. Soil Sci. Plant Anal.
Crit. Rev. Anal. Chem.
Electr. Eng. Rev.
Eng. Geol.
Eng. Med.
Eng. News
Eng. Sci.
Environ. Pollution Manage.
Environ. Qual. Saf.
Enzyme Technol. Dig.
Excerpta Med.
Exp. Cell Res.
Exp. Med. Surg.
Fluid Dyn. Trans.
Geophys. Abstr.
Home Health Q.
IEEE Trans.
Ind. Med. Surg.
Inorg. Chem.
J. Am. Chem. Soc.
J. Appl. Bacteriol.
J. Appl. Phys.
J. AWWA
J. Biol. Chem.
J. Clin. Invest.
J. Differential Geometry
J. Electrochem. Soc.
J. Entomology
J. Environ. Health
J. Environ. Qual.
J. Exp. Med.
J. Fluid Mech.
J. Hazardous Materials
J. Infec. Dis.
J. Math. Mech.
J. Metall.
J. Natl. Cancer Inst.
J. Soil Sci.
J. Toxicol.
JAMA
Materials Sci. Res.
Matrix Tensor Q.
Methods Biochem. Anal.
Methods Exp. Phys.
Methods Forensic Sci.
Microbial Genet. Bull.
Microwave J.
Miner. Sci. Eng.
Monthly Labor Rev.
Nat. Phys. Sci.
Natl. Environ. J.
Ophthalmic Surg.
Opt. Laser Technol.
Opt. Spectra
Org. Mass Spectrom.
Org. Photochem.
Pollution Eng.
Polymer Rev.
Power Fuel Bull.
Power Plant Eng.
Power Plant. Technol.
Proc. IEEE
Proc. Soc. Exp. Biol. Med.
Soil Biol. Biochem.
Soil Sci. Am. Proc.
Solid State Electron.
Surf. Colloid Sci.
Surg. Gynecol. Obstet.
Trends Cell Biol.
Water Resour. Res.
Water Waste Treat.