

# AUTHOR'S GUIDELINES

Writing a book is an ambitious task. Although many authors may need no instructions on how to go about organizing themselves for writing the book, most new authors welcome some suggestions. It is also in the interest of the publishers as well as authors that manuscripts or typescripts should be prepared in a manner which would speed up copy-editing and production processes. Towards this objective, we give below guidelines which we would like the authors to follow.

## I. PRESENTATION

Presentation, specially from the linguistic point of view, is an important aspect in a book. Unlike class or lecture notes, in a book, ideas should be properly connected with the necessary flow.

In this regard, following points are important:

- (a) It is essential that the manuscript be typed only on one side, with double space and enough margins on both sides.
- (b) All the pages, including figure pages, of the manuscript should be numbered.
- (c) Check the manuscript thoroughly. All errors (spelling, grammatical, stylistic, etc.) should be removed.
- (d) British spelling of words should be consistently followed throughout for books on all subjects except computer science and IT, where American English is preferred.
- (e) Check the mathematics calculation/expressions. The editor of the book may not be a subject expert.
- (f) Certain expressions may sound hackneyed or too common place. Please avoid them in the text.
- (g) For text and drawing figures, please use the following softwares:

*Text:* MS-Word/PageMaker/LaTex

*Figure:* AutoCAD/CorelDRAW

## 2. ABBREVIATIONS

- (a) Abbreviations used in the manuscript must conform to standards followed universally.

For example, the abbreviations for SI units: m (metre), cm (centimetre), kV (kilovolt), kg (kilogram), pF (picofarad), Hz (hertz), J (joule), A (ampere), N (newton).

- (b) Period is not used with abbreviations for units. Abbreviated unit should also not be written in plurals.

For example: *correct way:*

cm, centimetre

*Incorrect way:*

cm., cms.

## 3. HEADINGS

Different levels of headings may clearly be distinguished in the text. It is preferable not to give more than four levels of headings; otherwise it would be difficult to assign typography.

For example:

*Level A:* 10.1, 10.2, ...

*Level B:* 10.1.1, 10.1.2, ...

*Level C:* (a), (b), (c), ... or (i), (ii), (iii), ... or preferably unnumbered

*Level D:* Unnumbered.

## 4. ILLUSTRATIONS

Most textbooks are heavily illustrated with photographs, diagrams, maps, flowcharts, drawings, cartoons, and so on. Any illustrations supplied by the author, of course, be clear and sharp. Photographs should be high-contrast glossing prints or original films, not cutouts from newspapers, magazines or books.

We would also prefer that the diagram be drawn on the computer using the following softwares, if possible:

CorelDRAW, Microsoft Word, AutoCAD.

If these softwares are not available, then provide them in the .eps, .wmf, .jpg and .tiff format with higher resolution. Also, please give the hard-copy (printout).

In case the above is not possible, then kindly get the diagrams drawn on transparent paper using Indian Ink.

Following points may be kept in mind while drawing diagrams:

- (a) Draw figures to size.
- (b) Figures should be numbered after the chapters (Fig. 1.1, 1.2, ..., 2.1, 2.2, ..., 3.1, 3.2, ...).
- (c) All figures require separate captions. If there are more than one component of a figure, i.e. (a), (b), (c), and so on, sub-captions may be provided consistently.
- (d) All figures have to be cited or referenced in the text.
- (e) Curves and boxes should be thicker and smooth.
- (f) Arrows should be centred with boxes; arrow heads should, as far as possible, be of uniform size.
- (g) Notation (symbols) in the figures should match with that in the text.
- (h) Use of capitals and small letters in labels (not captions) should be same for all figures. Preferably, only the first letter of the first word should be capital. All capitals should be used only where absolutely essential.
- (i) Components (a), (b), (c) can be drawn side by side provided the width does not exceed the limit, with 1/3", 1/2" space between each component. When they are drawn one below the other, they should be centred to each other.

- (j) Lettering should be of reasonable size—neither too big nor too small, preferably 9 pt.
- (k) Where there is a lot of labelling to be done, the figure should be drawn in such a way as not to look too crowded or congested.
- (l) Labels/letters should not cut the lines or curves.
- (m) To reduce the size of the figures, some of the descriptions in figures (if this is possible) may be given in brackets after the figure caption.
- (n) It is preferable to attach photocopy of figures at appropriate places in the manuscript. All the original figures may be put together and not along with the manuscript.

If a figure is reproduced from another book/journal or any other source, permission should be obtained from the publishers of the work, and acknowledged below the figure after the captions. This is also valid for tables and case studies.

## 5. TABLES

Tables offer a useful means of presentation of large amount of detailed information in small space. They also increase the visibility and readability of data.

Following points may be kept in mind while preparing tables:

- (a) Every table should be given a number and be cited in the text by that number. Tables should be numbered after the chapters (e.g. Table 1.1, 1.2, ..., 2.1, ...).
- (b) Vertical rules are normally unnecessary. So, please avoid them.
- (c) As far as possible, a table should be placed on one page only.
- (d) All the data/facts must be recent. Old data should be updated.

## 6. MATHEMATICAL EXPRESSIONS

- (a) Mathematical equations have to be checked very carefully for their accuracy. Equations numbers should not be repeated; no equation number should be missing. (The same is true for figure numbers and table numbers.)
- (b) All displayed equations need to be centred or indented from left. If more than one equation is used in one line, they can be separated by commas with some space in between. It is not necessary to give different number to equations (especially when they are small) in different lines. Two, three or even four equations can be given in one line (if space permits), separating them with commas or semi-colons. This is because more matter can be accommodated in the printed format.
- (c) There are several ways of numbering the equations. The simplest and the most ideal system is to number equations after each chapter, for example, Eq. (1.1), (1.2), ..., (2.1), (2.2), ... . Equations numbers in examples should be numbered as (1), (2), (3), ... .
- (d) While referring to an earlier equation, it has to be checked to see that the reference is to the correct equation. It is preferable not to use 'above' equation(s), unless the reference is very clear.
- (e) All ambiguous symbols like  $\epsilon/\in$  (epsilon or belongs to),  $\nu/v$  (nu or small  $v$ ),  $\alpha/\infty/\infty$  (alpha, proportional to or infinity),  $x/\times$  (ex or multisign),  $1/\ell$  (one or ell) and  $0/o/O$  (zero, small ooh or capital ooh) have to be clearly shown so as to avoid confusion.
- (f) Space has to be given before unit symbols (e.g. 4 kg, 3 cm, 1.5 mm, etc.). Space has also to be given before and after all mathematical operators like =, +, -, <, > (e.g.  $F = ma$ ,  $5 < 7$ , etc.).

- (g) No space is required before and after subscripts or superscripts:

*Example:*

$$\cos^2x, \quad a_i^2l, \quad \sin^{-1}\left(\frac{a}{b}\right)$$

Thin space is required before and after functions set in roman type.

*Example:*

$$2 \cos x, \quad \exp x^n$$

- (h) In the running text (and not in displayed equations), equations (undisplayed) involving fractions may preferably be changed to oblique form so that the line space is not disturbed. For example:

$$\frac{xy}{uv} \quad \text{and} \quad \frac{a+b}{c+d}$$

may be changed to  $(xy)/(uv)$  and  $(a + b)/(c + d)$ .

Also, fractions need not be used in superscript and subscript, and these may be typed in oblique form (brackets to be used wherever necessary). However, numbered and displayed equations need not be shown in oblique form except when there is a division within the numerator or denominator. All equations that are rather complicated and involving fractions should be displayed, even if they are not numbered.

- (i) There is no need to show ... or \_ \_ \_ before the equation number.

*Example: correct way:*

$$Y = Ax^2 + Bx + C \quad (3)$$

*Incorrect way:*

$$Y = Ax^2 + Bx + C \quad \dots (3)$$

- (j) Avoid unnecessary brackets:

*Example: correct way:*

$$\frac{a+b}{c+d}, \quad \frac{a/b+c}{d+e}$$

*Incorrect way:*

$$\frac{(a+b)}{(c+d)}, \quad \frac{(a/b)+c}{(d+e)}$$

- (k) Use ‘ $e^a$ ’ if the expression of the power is short and does not contain built-up fractions or collective signs or has indices itself.

*Example:*

$$e^{2a}, \quad e^{a-b}, \quad e^{3a+b}$$

Use ‘exp  $a$ ’ if the expression of the power is long, has indices itself, or contains built-up fractions or collective signs.

*Example:*

$$\exp(2q_i), \quad \exp(3a^2 + 4), \quad \exp\left(\frac{a-b}{c^2+d}\right)$$

- (l) Distinguish between hyphen (e.g. self-regulated system, two-phase treatment), small dash or em-dash (or en-dash) to express range (i.e. 1–10, 15–20), minus (20 – 10 = 10), and full dash (for parenthetical statements).
- (m) The preferred order for enclosures is as follows:

$$\{[( )]\}$$

- (n) All Greek small letters:  $\alpha, \beta, \gamma, \delta, \dots$  should be italicized whereas capital letters: A, B,  $\Gamma, \Delta, \dots$  in roman.

## 7. ITALICIZATION

All variables having a value need to be italicized in the displayed equations, text and in the figures. This is the international convention, and is followed in all standard textbooks. Abbreviations such as in (for input), out (for output) max, min, log, ln, cos, sin, are not italicized. Also units, e.g. kg, cm, m (metre), N (newton), K (kelvin), are not italicized besides numbers 1, 2, 3, etc., mathematical software like LaTeX, MathType and Equation Editor have provisions for italicization. Italicization can be done by using the proper command.

## 8. BIBLIOGRAPHY/REFERENCES

All works which are cited in the text are called *references*. While referring to such works, only the surname of the author and the year of publication need to be given in the text, e.g. Sinha (1998). In advanced texts, sequential numbering 1, 2, 3 may be given against the work referred to. References should preferably be given at the end of each chapter, rather than at the end of the book.

Any additional book which is not cited in the text may be given under Suggested Further Reading at the end of each chapter or under Bibliography at the end of the book.

The bibliography/references require the following details for a book:

- (i) Name of the author(s), with surname first  
 (ii) title of the book, (iii) volume/part no.,  
 (iv) edition no., (v) publisher’s name, (vi) place of publication and (vii) year.

*Examples:*

- (a) Rajaraman, V., *Fundamentals of Computers*, 4th ed., Prentice-Hall of India, New Delhi, 2004.  
 (b) Bell, R.J.T., *Coordinate Geometry*, Macmillan India Limited, New Delhi, 1986.

The following details are needed for journals:

- (i) Name of the author(s), with surname first,  
 (ii) name of the article, (iii) name of the journal (italics), (iv) volume no. (bold), (v) issue no. (if needed), (vi) inclusive page nos. and (vii) year.

*Examples:*

Parnas, D., ‘On the criteria to be used in decomposing systems into modules’, *Communication of the ACM*, **15**(2), 1053–58, 1972.

## 9. AUTHOR-GENERATED CRC

It is becoming increasingly attractive to a generation of technically literate authors who want to have complete control over their material. Such authors like to submit a camera-ready copy (CRC), instead of a typescript, to the publishers.

Following points help an author prepare a CRC:

- (a) The author should ask for the guidelines and patterns from the publishers for preparing the CRC. The guidelines may contain the print area, trim area of the book, folio (recto and verso), fonts for labels and text, placing of figures and tables, setting mathematics, etc.
- (b) Author-generated CRC is thoroughly copy-edited and proofread. For this, the author should submit a draft CRC to the publishers. Edited CRC is sent to the author for making corrections.
- (c) The final CRC is to be submitted together with its electronic form to the publishers.

## 10. SOLUTIONS MANUAL

Many textbooks owe much of their success to helpful solutions manuals for the teachers.

In case of books on technical subjects such as mathematics, engineering, physics, chemistry and computer science, it is advisable to authors to supply answers to exercise problems in the textbook and detailed steps for solving them. These detailed answers and steps are supplied as a solutions manual.

Following points are important for authors while preparing the solutions manual.

- (a) The solutions manual should be submitted to the publishers at the time of cost estimation or reviewing of the main manuscript. It helps actual cost estimation of the manuscript. Also, publishers like to produce both of them simultaneously from marketing and promotional point of view.
- (b) Since the solutions manuals are distributed to the concerned faculty for promotional purpose, they are not priced. Therefore, royalty for the solutions manual cannot be claimed by the author.
- (c) Because the solutions manuals are not sold, publishers do not prefer it to typeset on the computer in-house. The author

can also submit a hand-written one subject to it is neatly written; but the typed one is preferable.

- (d) The author may also submit a CD or floppy containing the solutions manual, that will accompany the book.

### *Other instructional aids*

Many textbooks require student and teacher aids, such as transparencies, CDs, ideas for teaching the course and so on. The editor will be glad to hear about such instructional aids. The author should plan for these aids as early as possible and inform to the editor.

## 11. FRONT AND BACK MATTERS

A book is usually divided into three parts: front matter (or preliminaries), main text (or chapters) and back matter with index. The front matter contains some or all of the following items:

- Title page
- Dedications
- Table of contents
- List of illustrations (if any)
- List of tables (if any)
- Foreword
- Preface
- Acknowledgements
- Introduction (if any)
- List of abbreviation.

The back matter contains the following items:

- Appendix(es)
- Glossary
- Bibliography
- Index(es) (prepared at a later stage).

The author may also suggest cover design of the book, but it is not mandatory for the publisher to accept the suggestion.

The author should send the entire items to the publishers while sending the manuscript for cost estimation. If any or most of the items are not sent to the publishers at the time of cost estimation, actual costing of the book is not possible.

### **Blurb**

Blurb or back-cover matter contains further description of the book and the author(s). Text 'about the book' and 'about the author' are required by the editor when the final proofs are ready for printing. It is advisable to send the text for the blurb to the concerned editor at an earlier date so that the printing of the book is not delayed.

### **12. PROOF FOR APPROVAL**

Publishers normally send two sets of print pages to the author: one for making corrections and the other for preparing index.

Upon receiving proof, some authors suddenly decide to rewrite the book. Of course, if there are errors of fact or outdated materials, corrections must be made. But this is not the time to worry about the finer points of writing—polishing your writing at this stage can cost you money, and will undoubtedly delay publication of the book.

Author should therefore try to justify the corrections by adding the same number of letters that is deleted by striking out a word or words to make room for an addition.

Heavy resetting in page proof also leads to the risk of introducing new typographical errors, or requiring unexpected alteration in page make-up.

### **13. INDEX**

People often judge a book by its index. If the index directs the reader quickly to the item he is looking for, he pronounces the book useful. If it does not, the reader's attitude towards the text may be negative no matter how good the content is.

An index should contain all the important and only such terms, words, or topics, which are relevant to the subject. All the related entries have to be brought under the main entry. All the sub-entries need proper connectives such as 'in', 'for', 'to', 'with', 'between', 'on', as the case may be, so that they can be read with the main entry. The sub-entries can be indented with respect to the main entry. Sub-entries which can stand on their own (those which can be read without connectives) need not have connectives.

Both the entries and the sub-entries should be alphabetically arranged: prepositions and conjunctions are not considered. Page numbers of the entries (proof page nos.) have to be checked for their accuracy.

The main purpose of an index is to make a book more useful. The index has to be prepared in the final stages of publication. Please remember that the index is the author's responsibility.

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