

Leave about 1 inch (6 picas) of space before chapter title.

Chapter title; 12-pt. Times New Roman bold

Normal paragraph text; 10-pt. Times New Roman; indent new paragraphs 1 pica or 1/4 in. from left margin

First-level heading; Times New Roman 10-pt. bold; allow 2 spaces above, 1 below

Second-level heading; 10-pt. Times New Roman small caps; 1 space above, 1 below

Third-level (run-in) heading; Times New Roman italic

## Sample Formatting for Chapters in APS Camera-Ready Books

Your camera-ready pages will not be edited or proofread by the APS Press staff; therefore, it is essential that the final copy be accurate and free of typographical errors. Because contributors have access to a variety of word processing software and equipment, please use this sample as a formatting model and replicate its appearance as best you can. You may wish to have an APS Press technical editor view preliminary sample pages; some variations are allowed, but there should be consistency among chapters. Print your pages with a laser printer. Except on the first page of each chapter, where a numeral does not appear, the page number should be centered about 1/2 inch below the 5" × 8-1/8" image area (see next page).

### General Specifications

#### PAPER

Use smooth, white, nonrag, standard-size (preferably 8-1/2 × 11-inch or 216 × 279-mm) paper free of blemishes. Good-quality xerography paper is acceptable. Do not use line-numbered, watermarked, or colored paper for the final laser printing.

#### PAGE SIZE

*Image area.* The image area (without margins) measures 5 × 8 1/8 inches. Type must fill this area as nearly as possible but must not extend beyond it. The image area can be located anywhere on a standard sheet of 8-1/2 × 11-inch typing paper or computer paper; it does not have to be centered.

*Right margins.* Chapters should be typed with a ragged right margin.

*Pagination.* Do not begin a new page until the previous page is full, except to avoid placing a heading or subheading at the end of a page without at least two lines of text following it. (The following heading was moved to the next page so it would not stand alone.)

8 1/8"

Second page starts at top of image area

#### TYPE STYLE AND SIZE

The preferred font is 10-point Times New Roman, in which these instructions appear. If this font is not available, select and use the closest match. However, sometimes 11-point is used, depending upon the anticipated length of the book.

#### SPACING

The text should be single-spaced. New paragraphs should be indented 1 pica or 1/4 inch from the left-hand margin, with no extra space between paragraphs.

Spacing around headings, equations, tables, and figures should follow as specified in these sample pages.

#### HYPHENATION

If you choose to hyphenate, use a dictionary or word division guide to check all word breaks at the ends of lines. Hyphenate as little as possible and not more than two lines in a row.

#### EQUATIONS

Center equations on the page. Leave a blank line above and below. Equations that are referred to later in the text may be numbered consecutively with arabic numerals in parentheses at the right-hand margin. Symbols that cannot be generated from word processing software should be written in neatly with black ink or produced from dry-transfer (press-on) lettering.

#### TABLES

Tables should appear in the text close to where they are first mentioned, and they should be positioned either at the *top* or at the *bottom* of the page. Leave two blank lines between a table and the text. If a table is more than 5 inches wide, position it lengthwise and centered on the page (landscape orientation) by itself. Tables may not exceed the 8-1/4 inches width; either use a smaller type size to fit, or type it separately, reduce it photographically to the appropriate size, and affix it neatly to the page. It may be easiest to format tables separately and affix them to the page.

#### FIGURES

Illustrations (photographs, drawings, graphs) must be submitted at the exact size at which they will appear in the finished book. Submit only original glossy black and white photographs and non-glossy line art (no photocopies or scans). Position illustrations where they should appear in the text, close to where they are first mentioned, and either at the *top* or at the *bottom* of the page

Center page number at bottom, about 1/2 inch below image area (whether text ends there or not). Use smaller pt. size in same font as text. No page numbers appear on blank pages or first pages of chapters, but they are counted in the sequence. (Number pages in preface, contents, etc. separately in lowercase Roman numerals.)

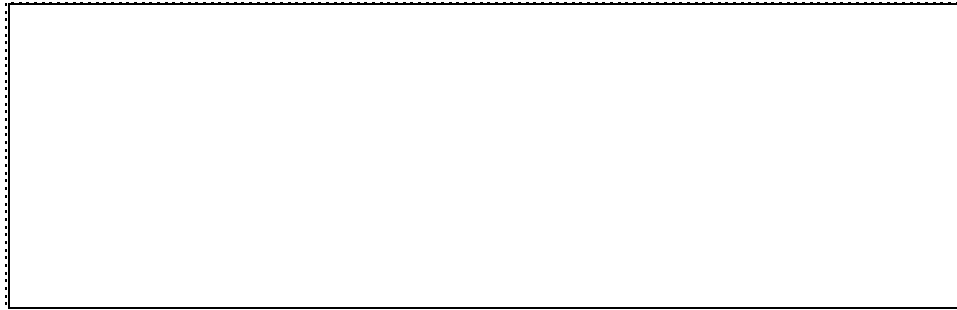


Fig. 1. The figure caption should be placed one line below the figure.

The figure captions should be typed beneath the figures, beginning at the left margin. Leave one blank line between a figure and its caption and two blank lines between the figure and the text.

See the example above for spacing around figures. Leave two spaces between a figure and the text, but only one between the figure and its caption.

Figures should be affixed to the page in the exact position desired with a fixative such as a glue stick, spray adhesive, or rubber cement. Attach figures neatly. Be sure all edges adhere to the paper. Please provide one additional, loose copy of the figure exactly the same size as that fixed to the manuscript.

If labeling is required, use dry-transfer (press-on) lettering neatly. Pages with figures can be protected by attaching a lightweight cover sheet over them with a tape hinge at the top.

#### PAGE NUMBERS

Center page number at bottom, about ½ inch below image area (whether text ends there or not). Use a smaller point size in the same font as the text. No page numbers appear on blank pages or first pages of chapters, but they are counted in the sequence. (Number pages in preface, contents, etc. separately in lowercase Roman numerals.)

#### COPYRIGHT TRANSFER

This book will be published under the copyright of The American Phytopathological Society. Be sure that at least one author of each chapter signs the copyright transfer form (entitled “Authorization to Publish”), which accompanies these guidelines, and return it with your manuscript.

Anyone who contributes any original portion of the book (chapter, slide, photo, etc.) must sign the form and check the appropriate items. Therefore, if original material has been contributed by someone else, that person must sign an Authorization to Publish form, which must be included with the manuscript.

#### PUBLIC DOMAIN NOTICE

If the chapter is in the public domain, and not copyrightable—that is, if it has been created by an employee of the U.S. government as part of his or her job—the bottom section of the “Authorization to Publish form” should be signed. Place the following statement in the last three lines on the first page (within the image area and typed the full width of the page):

This chapter is in the public domain and not copyrightable. It may be freely reprinted with customary crediting of the source. The American Phytopathological Society, 20XX.

#### PERMISSIONS TO REPRINT

If previously published material (illustrations, tables, or quotations of 50 words or more) is used, the author is responsible for securing permission to do so in writing from both the copyright holder (usually the publisher) and the author of the material.

A sample form for requesting permission accompanies these instructions. The form is designed to be used for obtaining permission from both the author and the original publisher of the material. It may be helpful to write to the author first, because many publishers grant permission to reprint material only if the permission of the author has been obtained. If this form is used, the author should fill in the appropriate items, and send an extra copy for the original author's or publisher's files. Note also that some publishers require specific wording for acknowledgment in credit lines.

Submit all permission letters to APS Press with the manuscript. The manuscript is not complete until all necessary permissions have been obtained. Faxed copies are acceptable.

Because it can take weeks or months to obtain the required letters of permission, request permission as early as possible in the preparation of your manuscript.

No permission from the publisher is required for reproducing material that is protected by a copyright held by The American Phytopathological Society or is in the public domain. As a courtesy, however, request permission from the authors of materials published by APS or in the public domain, and give full credit to all sources.