

*The Center for Engaged Learning*

# Open Access Book Series

## AUTHOR GUIDE

### Welcome, authors and editors!

We are so pleased that you have decided to publish your work in the Center for Engaged Learning's Open Access Book Series. With this publication, you join an international community of scholars and contribute to our growing collection of research-informed engaged learning resources. The open access format allows us to share your book with the widest possible audience, providing free access to high-quality research and scholarly analysis for faculty and faculty developers across the globe.

This document outlines how to format and submit your final manuscript. All the guidelines have been crafted so that the editing and production of your book is as streamlined as possible. If you are the editor of a multi-author volume, please share these guidelines with your authors. When you have finalized your manuscript, complete the Center's Submission Checklist and submit it with your manuscript.

Jennie Goforth, the Center's managing editor, will be your main point of contact for all questions regarding the formatting, submission, and production of your book. If this document does not answer your questions, please feel free to contact her via email or phone.

We look forward to working with you!

**Jennie Goforth**

*Managing Editor*

[jgoforth@elon.edu](mailto:jgoforth@elon.edu)

336.278.5788

**Jessie L. Moore**

*Director*

[jmoore28@elon.edu](mailto:jmoore28@elon.edu)

336.278.5649

**Peter Felten**

*Executive Director*

[pfelten@elon.edu](mailto:pfelten@elon.edu)

336.278.6609



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## Submitting Your Manuscript

Please send your manuscript to Jennie via email [jgoforth@elon.edu] as a Microsoft Word document. If you want to use another program, please consult with us before you submit. If your files are too large to email, please upload all your documents in one folder to Dropbox and share with jgoforth@elon.edu.

The main text of the manuscript should be combined into one document (rather than separate documents for each chapter). Your supplemental resources should all be in one separate document. Name each document as follows:

authorlastname\_brieftitle\_text.docx  
authorlastname\_brieftitle\_supplmat.docx

## Manuscript Sections

Your manuscript should include the following sections:

	REQUIRED	OPTIONAL
<b>FRONT MATTER</b>	<p><b>Title page</b></p> <p><b>Table of contents</b></p>	<p><b>Dedication / Acknowledgments</b></p> <p><b>List of figures</b></p> <p><b>Foreword</b></p> <p><b>Preface</b></p>
<b>BODY</b>	<p><b>Main text</b> <i>(For edited works, references should be included at the end of each chapter.)</i></p>	<p><b>Introduction</b></p> <p><b>Figures &amp; images</b> <i>(Each submitted in a separate file. See this document's section on figures for more info.)</i></p>
<b>BACK MATTER</b>	<p><b>References</b> <i>(for authored works only)</i></p> <p><b>Author/editor and contributor biographies</b></p>	<p><b>Appendix(es)</b></p>

## Formatting

Generally, please use as little special formatting as possible as this makes editing and production easier for our staff, and consult the *Chicago Manual of Style, 17th edition*, for style and grammar choices. Please also follow these specific formatting guidelines:

1. Text should be

- Left aligned
- Double-spaced with 1-inch margins
- In 12-point font (Calibri, Times New Roman, or some other commonly used font)

2. Type only one space after each period.

3. Use the serial comma.

| My favorite colors are blue, teal, and magenta.

4. In a header or footer, include the name of the book and page number on each page.

5. Headings should be in headline style (capitalize all major words). Style headings simply and consistently, for example:

| **First-Level Headings Bold and Large**  
| **Second-Level Headings Bold**  
| *Third-Level Headings Italic*

6. Indent block quotes.

7. Do not embed hyperlinks in text. Instead, paste the full URL into the text and surround it with brackets.

| The Center for Engaged Learning [<https://www.centerforengagedlearning.org/>] brings together international leaders in higher education to develop and to synthesize rigorous research on central questions about student learning.

If you want to include links to the supplemental resources for your book, please make a note within the text and surround it with brackets. Avoid numbers for the supplemental resources since new resources might be added, and resources reorganized, after production of the main text.

| As we discuss in greater detail in the ["Outcomes of Pedagogical Partnership Work" resource]...

8. Do not use text boxes in Microsoft Word. If you have content that you want styled as a box or in some way set off from the main text, surround the text with descriptive tags instead. For example:

| <note>Students mentioned that it can be hard to remember...</note>  
| <box>Student Partner Orientation Schedule ... </box>

## Inclusive Language

Gender-neutral and bias-free language makes our audiences feel respected and included, reduces any distraction for the reader, and maintains our credibility.

These resources give practical recommendations for using inclusive language:

- UNC Writing Center's Gender Inclusive Language (<https://writingcenter.unc.edu/tips-and-tools/gender-inclusive-language/>)
- *Chicago Manual of Style, 17th edition*, 5.251-5.260
- NCTE Statement on Gender and Language (<https://www2.ncte.org/statement/genderfairuseoflang/>)

Also remember that you are writing for an international audience and some terminology may be confusing for people from other countries. If you use a term that is specific to your region, consider including an explanation.

## References

Follow the *Chicago Manual of Style, 17th edition*, author-date style for all in-text citations and reference lists. A convenient quick guide is available on their website at [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html).

Author names should be listed as they appear in the source (on the title page or article header). Titles should use headline-style capitalization.

Felten, Peter, John N. Gardner, Charles C. Schroeder, Leo M. Lambert, and Betsy O. Barefoot. 2016. *The Undergraduate Experience: Focusing Institutions on What Matters Most*. San Francisco, CA: Jossey-Bass.

In-text citations should list author/editor and year of publication, with no intervening punctuation. For direct quotes, include the page number.

(Felten 2014)  
(Felten 2014, 223)

For sources with multiple authors/editors, only the first-listed name is inverted in the reference list.

	In-text citations	Reference list
<b>1-3 authors</b>	(Moore and Bass 2017)	Moore, Jessie L., and Randall Bass, eds. 2017. <i>Understanding Writing Transfer: Implications for Transformative Student Learning in Higher Education</i> . Sterling, VA: Stylus Publishing.
<b>4-10 authors</b>	(Felten et al. 2016)	Felten, Peter, John N. Gardner, Charles C. Schroeder, Leo M. Lambert, and Betsy O. Barefoot. 2016. <i>The Undergraduate Experience: Focusing Institutions on What Matters Most</i> . San Francisco, CA: Jossey-Bass.

For further details and more examples, refer to the complete print or online guide.

## Permissions

Authors/editors are responsible for obtaining all permissions needed. If you quote extensively from a published work, please contact the publisher to obtain permission to reprint that portion of the text.

If you are including figures and images that you did not create, you must obtain permission for all copyrighted material. Submit the Center for Engaged Learning's Permissions Form for each copyrighted item in your book. Detailed instructions for how to complete and submit the form are included in the Permissions Form document.

### CREDITING FIGURE AND IMAGE SOURCES

All figures and images not created by the authors should include a credit line as part of the caption.

Credit lines for **copyrighted material for which you have obtained permission** should include the author, title, publication details, and page number (or URL):

Reproduced by permission from Jessie L. Moore and Randall Bass, *Understanding Writing Transfer* (Sterling, VA: Stylus Publishing, 2017), 23.

Credit lines for **material with a Creative Commons license** should follow Creative Commons' recommended attribution guidelines:

"Fall All Over" (<https://www.flickr.com/photos/depalo/8176818887>) by Brian DiPalo is licensed under CC BY-NC-ND 2.0.

Credit lines for **material in the public domain** are not required, but are recommended for readers' information:

Image from the Durwood Barbour Collection of North Carolina Postcards (P077), North Carolina Collection Photographic Archives, Wilson Library, UNC-Chapel Hill.

For more information, consult the *Chicago Manual of Style, 17th edition, 3.29-3.37*.

## Figures and Images

We encourage you to consider whether including visuals would enrich your text. Data visualizations, diagrams of concepts, and other types of images can convey meaning quickly and effectively to your readers.

We are happy to consult with you on what types of figures and images might work well with your content, and we have a limited ability to create new graphics for your book, or work with you to improve existing visuals. Please contact Jennie if this sounds helpful to you!

## SUBMITTING FIGURES AND IMAGES

Submit each figure and image as a separate file, ideally in the file format from the program it was created in. For example, if you use Excel to create a chart, submit the Excel file; if you use PowerPoint to create a diagram, submit the PowerPoint file.

Acceptable file formats include .jpg, .tiff, .png, .eps, .ai, .doc/.docx, .ppt/.pptx, .xls/.xlsx. If you have a figure or image in another file format, contact Jennie before submission.

Sequentially label each figure within each chapter. For example, the first figure in chapter 5 would be “Figure 5.1”.

Name image files as follows:

| authorlastname\_brieftitle\_figure5.1

Do not embed your figures and images within your text. Instead, note where they should be placed by putting the figure number in angle brackets. If you would like a caption to be placed with the figure (for example, to describe the content or give source/permission information), include that within angle brackets. For example:

| <Figure 5.1>  
| <Postcard of Elon College, circa 1915. Image from the Durwood Barbour Collection of North Carolina Postcards (P077), North Carolina Collection Photographic Archives, Wilson Library, UNC-Chapel Hill.>

## IMAGE SIZE

Images must be large enough to be reproduced in print without pixilation or blurriness. Generally, we will convert all images to 300 dpi.

The size required will depend on the trim size of your book, as well as how large you want the image to be on the page. For example, if your book will be 6”x9” and you want the image to fill the page, then your image should be at least 1,800px by 2,700px (6 inches at 300dpi = 1,800px).

It’s always better to send a larger file, as it is easy to reduce the size, but difficult to increase the size. If your image’s resolution is below 300, please do not resize it yourself. If you are worried that your image is too small, contact Jennie, who will work with you to determine if the image can be used.

## COLOR AND GRAYSCALE

Color may be used in figures, as many of our readers will be accessing the book online. However, if a reader prints all or part of the book, or if the Center decides to publish the book in eBook or Print-on-Demand format, all figures will still need to be effective in grayscale. Especially for data visualizations, make sure that there is sufficient differentiation among the shades of gray for people to distinguish them.

## Tables

Tables should not be embedded in the text. Submit each table as a separate document. Note where tables should be placed in the main text by putting the table number in angle brackets. Also include a name for the table in angle brackets.

| <table 3.1>  
| <A range of institutions that have created post-bac fellow positions>

Sequentially label each table within each chapter. For example, the first table in chapter 3 would be “Table 3.1”. In the main text, refer to the table by its number; depending on the design of the table it may not appear immediately in the flow of text.

Keep tables as simple as possible. Remember that the trim size of your book may limit the size at which we can reproduce your table; tables over 4-5 inches wide may be problematic.

## Index

Center for Engaged Learning staff will work with authors and editors to create an index. Authors are encouraged to include a list of key terms that they would like to see included in the index.

## Supplemental Resources

The following supplemental resources for your book should be submitted with your final manuscript:

- Chapter descriptions for each chapter, each 100-200 words
- Five or more discussion questions for each chapter
- Author bios for all contributing authors, each a maximum of 100 words
- Author photos (see specifications below)
- Any other supplemental resources identified in your book contract

Submit photos of each author (to be used on the Center’s website and in marketing materials), each 600 pixels wide or larger. Name files as follows:

| authorlastname\_authorfirstname.jpg