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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 our [chapter author guide](#) with your authors. When you have finalized your manuscript, complete the Center's [Submission Checklist](#) and submit it with your manuscript.

The Center's managing editor (cel-publishing@elon.edu) 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 the CEL publishing inbox via email. We look forward to working with you!

CEL Publishing

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IMPORTANT: SUBMITTING YOUR MANUSCRIPT PACKAGE

Your submission is a complete manuscript package, not just the main Word document. Please ensure you include all required components listed in the [Submission Checklist](#), including:

- The full manuscript (Word document)
- All figures and images (submitted as separate files; see guidance below)
- Any required permissions documentation (see guidance below)
- Supplemental materials (if applicable)

Incomplete submissions may delay the production process. If your files are too large to send by email, please upload all materials in a single folder to Dropbox and share with cel-publishing@elon.edu.

MANUSCRIPT FILE

Please submit your final manuscript to cel-publishing@elon.edu as a Microsoft Word document (.docx) as part of the larger manuscript package. The main text of the manuscript must be **combined into a single document** (do not submit separate files for each chapter).

Name your manuscript file as follows:

authorlastname_brieftitle_text.docx

Your manuscript should include the following sections:

	REQUIRED	OPTIONAL
FRONT MATTER	<p>Title page</p> <p>Table of contents</p>	<p>Dedication / Acknowledgments</p> <p>Foreword</p> <p>Preface</p>
BODY	<p>Main text <i>(For edited works, references should be included at the end of each chapter.)</i></p>	<p>Introduction</p> <p>Figures & images <i>(Each submitted in a separate file. See this document's section on figures for more info.)</i></p>
BACK MATTER	<p>References <i>(for authored works only)</i></p> <p>Index <i>(CEL will work with authors to create)</i></p>	<p>Appendix(es)</p>

GENERAL STYLE

Please prepare your manuscript using minimal formatting to facilitate editing and production. Unless otherwise specified, follow the *Chicago Manual of Style, 18th edition (author–date)* for grammar, punctuation, and citation practices.

MANUSCRIPT FORMATTING

Manuscripts should follow standard formatting conventions:

- Use **12-point font** (Times New Roman preferred)
- **Double-space** all text, including references and block quotations
- Set **1-inch margins** on all sides
- **Left-align** text (do not justify)
- Use **one space after periods**
- Apply the serial (Oxford) comma

HEADERS AND FOOTERS

For accurate document tracking during review and production, include a **shortened book title** and **page numbers** in a header or footer on every page.

HEADINGS

Use headings to clearly organize your chapter. Apply headline-style capitalization (capitalize all major words) and maintain consistency throughout.

Example

First-Level Headings Bold 16pt Size Font [H1 Style]

Second-Level Headings Bold 14 pt Size Font [H2 Style]

Third-Level Headings Italic 12 Size Font [H3 Style]

Avoid placing multiple headings consecutively without introductory text. The following is an example of what we're looking for:

Example

This is the Chapter Title

This paragraph introduces chapter themes.

Section 1

This paragraph begins section 1...

PARAGRAPHS

For consistency and readability:

- Indent the first line of each paragraph
- Do not insert extra spacing between paragraphs

BLOCK QUOTATIONS

Block quotations should be used for extended quoted material:

- Indent the entire quotation
- Maintain double spacing
- Include a citation with page number

HYPERLINKS AND DIGITAL REFERENCES

To support consistent formatting in production, do not embed hyperlinks in the text. Instead:

- Provide full URLs in brackets
- Refer to supplemental resources descriptively rather than numerically

Example

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.

As discussed in the [Outcomes of Pedagogical Partnership Work resource]...

SPECIAL CONTENT (BOXES AND NOTES)

If you wish to include material that should be set apart from the main text, do not use text boxes. Instead, indicate such content using descriptive tags. These will be styled during production.

Example

`<note>Students mentioned that it can be hard to remember...</note>`

`<box>`

Student Partner Orientation Schedule

This orientation introduces student partners to the goals, expectations, and practices of pedagogical partnership work. The schedule can be adapted based on institutional context and time available...

`</box>`

INCLUSIVE LANGUAGE

Authors are expected to use inclusive, bias-free language that reflects respect for diverse audiences. Gender-neutral and bias-free language makes our audiences feel respected and included, reduces any distraction for the reader, and maintains our credibility. Please also write with an international readership in mind and clarify region-specific terminology where necessary.

See additional resources on this guidance:

- UNC Writing Center’s [Gender Inclusive Language Tip Sheet](#)
- *Chicago Manual of Style, 18th edition, 5.251-5.260*
- NCTE [Statement on Gender and Language](#)

CITATIONS AND REFERENCES

All citations and references should follow Chicago author–date style. A convenient [quick guide](#) is available on their website. Confirm that all sources cited in the text appear in the reference list and vice versa.

In-Text Citations

Use in-text citations to indicate the source of any borrowed ideas, quotations, or data.

- Include author and year: (Author Year)
- For direct quotations, include page numbers: (Author Year, Page)
- For 1–3 authors, list all names in both in-text and references list citations

Reference List

The reference list includes only sources cited in the text; “suggested reading” should not be included in the references list.

- Use headline-style capitalization for titles
- List author names as they appear in the original source, including first names
- For 1–3 authors, list all names in both in-text and references list citations
- For 4 or more authors, use “et al.” in-text and **list all authors** in the reference list
- Note that a place of publication is no longer required in book citations ([CMOS 14.30](#))

Examples

	In-text citations	Reference list
1-3 authors	(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> . Stylus Publishing.
4-10 authors	(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> . Jossey-Bass.

FIGURES AND IMAGES

Figures and images can strengthen your chapter by communicating ideas visually. Because they require special handling in production, please follow the guidelines below carefully.

Using Figures and Images with Permission

If you are including figures and images that you did not create, you must obtain permission for all copyrighted material. Authors are responsible for obtaining all permissions. 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.

All figures and images not created by the authors should **include a credit line as part of the caption**. For more information, consult CMOS 3.29-3.37.

- **Permission Granted:** Credit lines for copyrighted material for which you have obtained permission should include the author, title, publication details, and page number (or URL):
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"Fall All Over" (<https://www.flickr.com/photos/depalo/8176818887>) by Brian DiPalo is licensed under CC BY-NC-ND 2.0.
- **Public Domain:** Credit lines for material in the public domain are not required, but we require it for readers' information:
Image from the Durwood Barbour Collection of North Carolina Postcards (P077), North Carolina Collection Photographic Archives, Wilson Library, UNC-Chapel Hill.

Submitting Figures and Images

Please submit each figure or image **as a separate file**. We ask that you **do not embed figures** in your manuscript. Use this file naming convention: authorlastname_brieftitle_figureX.X

Signaling Figures in Manuscript

In the text, indicate where the figure should appear by inserting a placeholder in angle brackets, followed by the caption. **Each figure must include a caption** that clearly describes its content and, where necessary, provides source information. Captions should be included in the manuscript at the point where the figure is referenced. Sequentially label each figure within each chapter. For example, the first figure in chapter 5 would be Figure 5.1.

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.>

File Formats

Acceptable file formats include .jpg, .tiff, .png, .eps, .ai, .doc/.docx, .ppt/.pptx, .xls/.xlsx. Whenever possible, submit figures in the format in which they were originally created.

For example:

- Charts created in Excel should be submitted as .xlsx files
- Diagrams created in PowerPoint should be submitted as .pptx files
- Illustrator graphics should be submitted as .ai files

Image Quality

Images must be of sufficient quality for publication. Submitting files in their original formats (see above) helps ensure the best results.

- Images should be **at least 300 dpi**
- Files should not appear blurry, pixelated, or compressed
- Text within images should be clearly legible
- Avoid using screenshots of charts or images copied from websites, as these are typically too low in quality for print reproduction and may also raise copyright concerns.

Size and Legibility

Images must be large enough to reproduce clearly in print. While resolution (300 dpi) is important, image dimensions also affect this.

Example

If an image is intended to fill a full page (approximately 6" × 9"), it should be at least 1800 × 2700 pixels (300 dpi × print size in inches)

Figures should be designed with the printed page in mind. Very detailed or densely labeled figures may become difficult to read when resized. If you're creating your own figures, we recommend following these "[Four Steps to Better Data Visualizations](#)" (2021).

Color and Graycale

Figures may appear in color in digital formats but may also be printed in grayscale. Ensure that all visual elements remain clear without color.

- Do not rely on color alone to distinguish information
- Use labels, patterns, or line styles to differentiate elements
- Ensure sufficient contrast between components

If you are unsure whether an image meets any of the requirements above, please contact the editorial team before submission at **cel-publishing@elon.edu**.

TABLES

Tables **should not be embedded** in the main text. Instead, each table must be **submitted as a separate Microsoft Word file**. In the manuscript, indicate where each table should appear by inserting the **table number and title** in angle brackets.

Example

<table 3.1>

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

Tables should be numbered sequentially within each chapter. For example, the first table in Chapter 3 would be Table 3.1, the second Table 3.2, and so on. When referring to tables in the text, always use the table number (e.g., “see Table 3.1”). Note that tables may not appear immediately at the point of reference in the final layout.

Keep tables as clear and simple as possible. The physical size of the book may limit how large tables can be reproduced in print. As a general guideline, tables wider than 4–5 columns may be difficult to format effectively and may require revision.

AUTHOR BIOS AND PHOTOS

After your collection editors submit the manuscript, we will be contacting them to ask for author bios and photos. Please watch for updates from your editor and reply promptly. When these materials are requested, you should be prepared to submit:

- A brief biography (maximum 200 words)
- A high-resolution photograph (minimum 600 pixels wide) for use on the Center’s website and related marketing materials. *Please note that author photos are displayed in a circular format on our website. For best results, choose an image that is not tightly cropped and includes some background space around you, rather than a close-up portrait.*

Please contact the Center for Engaged Learning’s Managing Editor if you have questions about formatting your chapter at cel-publishing@elon.edu.