

# GUIDELINES FOR BOOK

Consortium e - Learning Network Private Limited

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## **Role of Series Editor**

Series editor will edit 4 books of the series. This person should be a specialist in the area and is doing the most interesting and influential work.

The series editor is the expert on the particular distinguishing series of ebook, so a series editor would be well advised to ensure that every chapter of ebook has good briefing. Series editor need to sign an agreement with publisher.

### **Duties of Series Editor are as follows**

- 📁 Series Editor will edit the ebooks.
- 📁 Edit the chapters/ebooks in a given timely frame
- 📁 Series Editor should decides the sequence of the chapters
- 📁 Series Editor can reject the chapter if the chapter does not Fit well/ get along inside the particular book
- 📁 Series Editor should ensure that assigned series should cover all topics of graduation, post-graduation, as per the scope of book decided.
- 📁 Series Editor should maintain a balance between different perspectives like maintaining link between the Chapters by adding Introductory, Closing Chapters.
- 📁 Series Editor is entirely responsible for all the content of the Book.
- 📁 Series Editor can guide the author to improve their chapter.
- 📁 Series Editor is should provide Footnotes, Points to ponder, Appendix, Mutiple Choice Questions, Index
- 📁 Series Editor should also ensure that the Content should be latest and free from plagiarism.
- 📁 Series should also check the timely delivery of the book/Publication/Content.







## **Role of Author**

Author is entirely responsible for the submitted Content. Manuscript should be written with a view to brevity, clarity, and accuracy. Sentences should be short and simple. There should be no plagiarism in the chapter.

Author need to fill in and sign the **Copy Right Transfer Form/ Agreement** before the manuscript can go to production.

Author should follow the Author Guidelines which contains the advice on the stylistic matters. Author guidelines help author to prepare manuscript for final submission, order of presentation of material in the chapter, use the Harvard referencing System, and presentation of illustrative material.

## **The received Manuscripts should be as per the requirements of the Author Guidelines.**

-  Article should have short unnumbered headings and subheadings
-  Author should provide abstract for the chapter
-  Figures should have sufficient quality, in the correct file format, clearly labelled and captioned, and should be cited in the text
-  Any special characters (e.g. for equations) presented in the correct way
-  Author should use the Harvard reference system properly
-  Author should submit their work according to the given Format. That is:
  1. Title page (Title of chapter, Author(s), Affiliations of author)
  2. Abstract
  3. Main Text (under Heading and Subheadings)
  4. Acknowledgements
  5. Appendix
  6. References
  7. Figure legends
  8. Tables
  9. Author should provide specific separate Copyright permissions obtained from other publishers for use of images/graphs Illustrations etc in his work.

## **Additional Information**

**Books should have following additional Content with each Chapters to make them more interactive and user friendly.**

1. Points to ponder.
2. List of Abbreviations used
3. Keywords
4. Illustrative Examples
5. Various types of Questions

Example:

- ❖ Match the Following
- ❖ Fill in the blanks
- ❖ Multiple Choice
- ❖ True/ False
- ❖ Subjective type Questions

6. Some Information about these that should cover the Chapters/ Subject

- ❖ Famous Personalities
- ❖ Companies
- ❖ Institutions
- ❖ Government Policies

## Outline of Chapter

Chapters contain the actual content of the ebook, i.e., text, figures, tables, MCQ and references. Essential should be as follows:

- ✎ Each chapter should have **Title** and **Outline of the Chapter** precede the actual content of the Book.
- ✎ Each chapter should have a list of abbreviations, keywords and Multiple Choice Question.
- ✎ Chapter should have interactive Tables and Figures to help the reader to understand the concept
- ✎ Length of chapter should be between 20 and 25 pages and may vary according to the content of the book.
- ✎ Abbreviations should be properly defined.
- ✎ References should be properly cited.
- ✎ Figures and Tables must be correctly labelled

## Language

- ✎ Authors should use either British or American English, but be consistent within your chapter or ebook. In contributed ebooks chapter-wise consistency should be maintained throughout the chapters/book.
- ✎ Authors should properly check the consistent spelling of names, terms, and abbreviations, including in tables and figure captions.

## Copyright and Permission Guidelines

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere.

### ***Material Requiring Permission***

- Quotations of over 300 words from a book or over 50 words from a journal, newspaper, or magazine
- Reproduction of certain works of art, photographs, charts, tables, or graphs.
- Reproduction of web pages or screenshots
- Certain photographs containing recognizable people.

### ***Material not requiring permission***

- In 'fair dealing' cases (sufficient acknowledgement should be given to the copyright owner)
- Direct quotes from interviews (conducted by the author)
- Facts or ideas
- Public domain information
- Substantially modified material (just credit the source)

A copy of the granted permission to use copyrighted figures and tables must be included with the submitted manuscript.

A signed copy of the transfer of copyright must be submitted online as part of the manuscript submission process.

## Artwork Guidelines

Illustrations, pictures and graphs, should be Clear and of high quality. Following guidelines enable us to prepare your artwork for the printed issue as well as the online version.

### Format

- TIFF (Tagged Image File Format), and JPEG are common format for images (photographs, micrographs, etc.).
- EPS (Encapsulated PostScript) is preferred format for graphs and line art (retains quality when enlarging/zooming in).

### Placement

- Figures/charts and tables created in MS Word should be included in the main text.
- Figures and other files created outside Word (i.e. Excel, PowerPoint, JPG, TIFF, EPS, and PDF) should be submitted separately. Please add a callout in the running text (i.e. insert Figure 1)

### Resolution

- Rasterized based files (i.e. with .tiff or .jpeg extension) require a resolution of at least 300 dpi (dots per inch). Line art should be supplied with a minimum resolution of 800 dpi.

### Colour

- Please note that images supplied in colour will be published in colour online and black and white in print (unless otherwise arranged). Therefore, it is important that you supply images that are comprehensible in black and white as well (i.e. by using colour with a distinctive pattern or dotted lines).

### Dimension

- Check that the artworks supplied match and not exceed the dimensions of the journal.

### Fonts

- The text used in the artwork should not vary too much in size and type (usually Arial or Helvetica, Courier, Symbol, Times or Times New Roman font as a default).

Number of authors (for convenience) submit their artwork in MS Office formats. Although we prefer artwork files in EPS, PDF, TIFF or JPEG format, we will continue to support these submission types.

## Level of Headings

The ebook has four levels of headings.

### Level 1

Boldface, Uppercase (All Caps), Times New Roman

*Example*

**HARDWARE DESIGN AND VERIFICATION LANGUAGE**

### Level 2

Boldface, Uppercase and Lowercase (Title Case), Times New Roman

*Example*

**Hardware Design and Verification Language**

### Level 3

Boldface, Uppercase and Lowercase (Title Case), Italicized, Times New Roman

*Example*

***Hardware Design and Verification Language***

### Level 4

Uppercase and Lowercase (Title Case), Italicized, Times New Roman. Begin body text after the colon.

*Example*

***Hardware Design and Verification Language:***

## Tables and Figures

Authors should submit tables as editable text and not as images. Tables should be numbered (with Roman numerals) and should be cited in the text. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. The captions for the Tables should be provided separated from the text.

For all Tables, use the following symbols in order as footnotes: \* (asterisk), † (dagger), ‡ (double dagger), ¶ (paragraph mark), § (section mark), || (parallels), \*\*, ††, ‡‡, etc.

Authors should submit Figures as per “**Artwork Guidelines**”. Figures are to be numbered in one consecutive series of Arabic numerals in the order in which they are cited in the text. The captions for illustrations and figures should be separated from the text and collated in a separate section called “Legend to Figures.”

Tables and Figures should be self-explanatory.



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## **Units of Measurement**

Authors should follow internationally accepted rules and conventions. Units should be expressed in the International System of units (SI). If other units are mentioned, please give their equivalent in SI.

## **Abbreviations**

Except for units of measurement, abbreviations when it appears for the first time should be spelled out for the first time.

## **Math Formulae**

Math equations should be presented as editable text and not as images. Simple formulae should be in line with normal text where possible. Use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. Equations should be numbered consecutively if referred explicitly in the text.

## **Declaration of Interest**

Authors reveal any possible conflict of interest in their submitted manuscripts. A competing interest exists when professional judgment concerning the validity of work is influenced by a secondary interest, such as financial gain. The author(s) declare(s) that there is no conflict of interest regarding the publication of this manuscript.

## Citation and Referencing

The ebook citation style is author–date system also known as Harvard reference style.

Cite references in the text with author name/s and year of publication in parentheses.

One author: (Miller 1991) or Miller (1991)

Two authors: (Miller and Smith 1994) or Miller and Smith (1994)

Three authors or more: (Miller et al. 1995) or Miller et al. (1995)

A reference list should be included at the end of each chapter so that readers of single chapters of the eBook can make full use of the citations. References at the end of the book cannot be linked to citations in the chapters.

*References should be listed, as follows, in one alphabetical sequence at the end of the text:*

### Journals

Thornthwaite CW and Marther JR. (1995). The Water Balance. *Climatology* 8, 1-104.

### Books (Author)

Zeleny M. (1982). *Multiple Criteria Decision Making*. New York: McGraw-Hill.

### Books (Editor)

Jalilvand A (ed.). (2012). *Risk Management and Corporate Governance*. New York: Routledge.

### Chapter in a Book

Byrne J. (1995). Disabilities in tertiary education. In: Rowan L and McNamee J. (ed.). *Voices of a Margin*. Rockhampton: CQU Press.

### Thesis

Gartside S. (1994). Helplessness and depression. Unpublished doctoral dissertation, McGill University, Montreal.

### Conference Proceedings, Chapters from Book, etc.

Smith IJK. (1977). Liberal theories of the state. In P. Shed (Ed.), *Alternative Perspectives of the State* (pp. 170-82). Boston MA: Back Bay Press.

### Websites

Beard M. 2006, The fall of the Roman Republic, viewed 30 January 2011, [http://www.bbc.co.uk/history/ancient/romans/fallofromanrepublic\\_article\\_01.shtml](http://www.bbc.co.uk/history/ancient/romans/fallofromanrepublic_article_01.shtml)>.

## Manuscript Submission Checklist

The final checking of the chapter prior to sending it to the publisher. Please consult the Author Guidelines for further details of any item.

### Final Submission Checklist:-

S.No	Content	Status [Yes/No]
1.	Title of the Chapter	
2.	Authors' affiliation addresses (including department/school, university/institution/college, country, etc.),	
3.	E-mail addresses and Telephone number	
4.	All necessary files have been uploaded	
4. a	Original source files, i.e. chapter (.doc, .docx, .rtf) files	
4 b	Abstract included for each chapter	
5.	Keywords (if applicable) included for each chapter	
6.	References should be cited & listed at the end of each chapter	
7	Include Points to ponder	
8	Also Include Additional Information after each Chapter: <ul style="list-style-type: none"> <li>❖ Match the Following</li> <li>❖ Fill in the blanks</li> <li>❖ Multiple Choice</li> <li>❖ True/ False</li> <li>❖ Subjective type Questions</li> </ul>	
10.	Enclosed all figures as separate files	
11.	Figure captions included at the end of the text file	
12.	Table should be properly cited (including title, description, footnotes)	
14.	Permissions Obtained for all material from other works	
15.	Include duly signed & filled Consent to Publish forms/ Copyright Form	
16.	Exclusive Signed & Notarized Agreement (For Full Book)	