

# Guide to Manuscript Preparation and Submission

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Each manuscript accepted for publication should be compiled in a single Word file containing full text, figure legends and tables (.docx format is strongly recommended). Submit figure files separately.

Prior to submission, review the file to confirm that the contents are complete and, if Allen Press does not perform the copy editing, that authors have followed journal style closely.

## Manuscript Organization

Required file components vary by journal and article type. Arrange applicable items in the following order:

- **Title page:** DOI, manuscript number, article type, running heads (e.g., author names, short title), title, authors, affiliations, correspondence information, received/accepted dates, any other first page footnotes.
- **Abstract**
- **Keywords**
- **Abbreviation list**
- **Body text**
- **Acknowledgments**
- **References**
- **Appendices**
- **Figure legends**
- **Tables**

## Text Preparation

Allen Press' typesetting systems will apply document formatting (e.g., justification, font and font size, spacing and pagination), so the manuscript file does not need to approximate the look of a published paper. In fact, the less formatting included the better!

Character formatting in the manuscript file will be retained, so bold, italic, underlining, superscript, subscript and small caps must be included where appropriate.

In addition, observe the following best practices when preparing a manuscript for submission:

- Use Times/Times New Roman, Courier/Courier New or Helvetica/Arial **fonts**.
- Delete **hidden text** and **comments**.
- Accept/reject **tracked changes**.

- Add **footnotes** with Word’s footnote function (Exception: first page footnotes and table footnotes).
- Insert **special characters** using Word’s symbol palette.
- Include **display equations** in an editable format. See the *Guide to Math Preparation* section for specific instructions.
- Format **references** in plain text. Avoid using hang indents and hard returns within individual reference entries.
- Number **tables** in the order in which they are cited in the text. Ensure the number of tables provided corresponds to the number of tables cited. Follow the *Table Preparation* section when formatting table text.
- Remove any **graphics** from the manuscript file. Follow the *Guide to Figure Preparation* section when submitting artwork.
- Label **figure parts** consistently (e.g., A vs. a) within figure legends, figure panels and body text. Ensure the number of figures provided corresponds to the number of figures cited in the text.

## “Receipt of Copy” Acknowledgment

Allen Press will review manuscript submissions to confirm that the materials adhere to the guidelines above. In the event that files are missing key components or instructions, the manuscript will be placed on hold while we work with you to resolve the issue.

A “Receipt of Copy” will be sent via e-mail to the editor or designated recipient once a manuscript has been moved into production. If any of the manuscript details are inconsistent with the information in your records, notify your Allen Press Client Services Manager to request a correction.

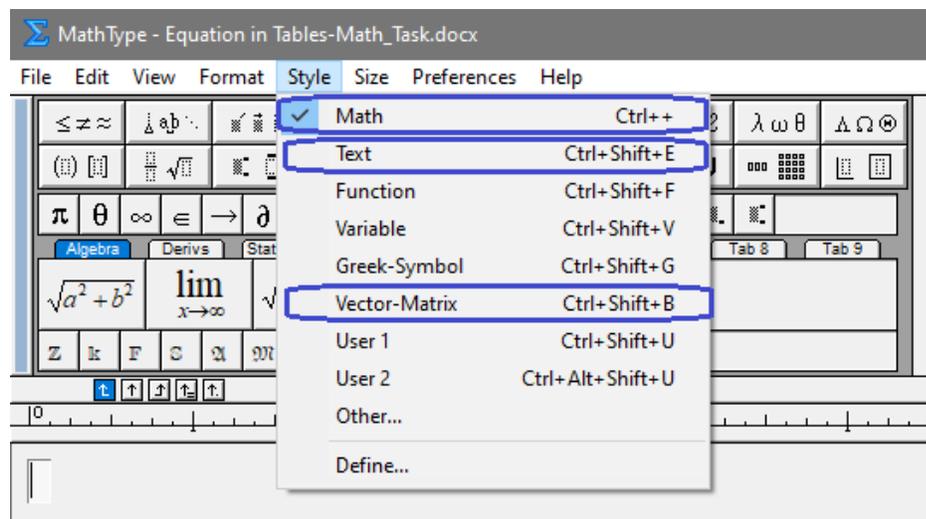
For additional questions regarding the submission process, please contact your Allen Press Client Services Manager.

# Guide to Math Preparation

## Math Guidelines

- Provide all math in an **editable format** (MathType, OMML or regular Microsoft Word text).
- Set each display equation in a **single math environment** (MathType is strongly preferred).
- Insert **in-line equations** as regular text (preferred) or within an in-line math environment (MathType is strongly preferred).
- Supply **numbered display equations** as body text instead of footnotes.
- Set **equation numbers** outside of the math environment and separate them from the equation using a tab or keyboard space.
- Format equations as continuous text (i.e., do not insert breaks in **extended equations** so that they fit within the manuscript page).
- Use the provided templates or Texvc entry into MathType for **alignment**. Limit manual spacing.
- Use MathType styles to apply font formatting:
  - By default in MathType elements will be in Math style. Numbers will be roman, and Latin and Greek alphabet characters will be italic except for common mathematical functions (e.g., cos, tan, sin).
  - Use Vector-Matrix style to create **bold elements** in MathType.
  - Use Text style to create **roman elements** in MathType. Use this only for letters (including Greek), not numbers or symbols.
  - Do not use any other MathType styles. If both bold and italic are wanted, please indicate this in special instructions when submitting the manuscript.

## MathType styles



Math style (default)	Vector-Matrix style	Text style
$(1+2)(abc) = \beta^2$	$(\mathbf{1+2})(\mathbf{abc}) = \beta^2$	$(1+2)(abc) = \beta^2$

## Math Formatting

The following equations demonstrate correctly formatted math. To provide greater clarity, they were created in MathType with "Show Nesting" enabled and with manually inserted spaces set to appear gray.

### Example 1

$$f(x) = \begin{cases} -1 & \text{if } x < 0 \\ 0 & \text{if } x = 0 \\ -1 & \text{if } x > 0 \end{cases}$$

#### How Is This Example Correctly Formatted?

- MathType templates provide fences and alignment.
- Manually inserted spaces are input only where automated spacing is not applied.
- "If" is not italicized (i.e., styled as Text).

### Example 2

$$\det(\mathbf{A}) = \det \begin{pmatrix} a_{1,1} & a_{1,2} \\ a_{2,1} & a_{2,2} \end{pmatrix} = \sum_{\sigma \in \mathcal{S}_2} \left( \text{sgn}(\sigma) \prod_{i=1}^2 a_{i,\sigma_i} \right)$$

#### How Is This Example Correctly Formatted?

- MathType templates provide fences and alignment.
- Common mathematical functions are not italicized.
- Bold characters are set as "Vector-Matrix" style.

### Example 3

$$\bar{x} = \frac{1}{n} \sum_{i=1}^n x_i$$

#### How Is This Example Correctly Formatted?

- The fraction and accented character are formatted with the use of MathType templates.

# Guide to Art Preparation

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Preparing graphic files prior to submission will assist with the accurate processing and timely publishing of your manuscript and may reduce overall cost. Click [here](#) to use our complimentary figure verification tool, veriFig, to measure figure quality. Your Allen Press Client Services Manager can provide login information.

## Accepted File Formats

- pdf (Portable Document Format)
- jpg (JPEG)
- tif (TIFF)
- eps (Encapsulated Postscript)
- psd (Photoshop)
- ai (Illustrator)

## Graphs, Charts or Figures with Text

Embed fonts when creating a PDF and outline text in Illustrator files. Fonts that are not embedded or outlined will be replaced during processing, which may impact the appearance of the figure.

## Image Quality

Resolution is set in the application used to create a figure and may decrease if the image has been converted or requires enlargement. Set the image at the size intended for publication in order to maintain its quality.

- **No text:** 300-600 dpi
- **With text:** 600-1200 dpi

**Note:** Figures in proof and online PDFs are reduced to 300 dpi to manage the speed of file transfer. The quality of the original figure will be retained in print and full-text articles.

## Rules and Lines

Minimum thickness for lines is 0.25 points.

## Multipart

Combine panels into one image file. If caption contains panel identifiers such as “a”, “b”, “c”, include them in the image panels.

# Guide to Table Preparation

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## Table Guidelines

The following elements are applied by Typesetting to meet the style specifications outlined by each journal:

- Table **label** (e.g., small cap, boldface, italic) and **label spacing/symbols** format (e.g., em space, line break, em dash)
- Table **rule placement**
- Table **legend format** (e.g., small cap, boldface, italic, centered, flush left, justified)
- Stub and **column head alignment**
- Column **data alignment**
- **Vertical spacing** between rows (Do not add blank rows or line breaks.)
- **Spacing** between columns (Do not add blank columns.)
- **Horizontal/vertical alignment**
- **Page breaks** will be determined during page layout.
- Table **text orientation** (content will be set to read horizontally)

The original formatting of these items will not be preserved, so please contact the Allen Press Client Services Manager for assistance if a table contains a style exception or requires special processing. Examples include:

- Tables that contain rules, either vertical or horizontal, within the body of the table (unless journal style uses gridlines).
- Tables that contain graphics.
- Tables containing symbols that span columns or rows.
- Tables that contain shading, color or rules that convey additional meaning.

**Note:** Inserting an em space (available from Word's symbol palette) is the recommended way to maintain levels of indent in a structured stub column. Keyboard spaces, indents and tab characters are not recognized by the typesetting software.

## Table Formatting

The following examples demonstrate correct table formatting.

**Note:** Some tables display Word formatting marks and gridlines to highlight specific design elements.

### Correctly Formatted Word Table

Table 1. TextTextTextTextTextTextTextTextTextTextTextTextTextTextText.<sup>1</sup>

Stub Column Heading	Column head spanning three columns		
	One	Two	Three
A			
° 1 <sup>2</sup>	1.01	2.01	3.01
° 2	10.02	20.02	30.02
° 3	100.03	200.03	300.03
B			
° 1	1.01	2.01	3.01
° 2	10.02	20.02	30.02
° 3	100.03	200.03	300.03
C			
° 1	1.01	2.01	3.01
° 2	10.02	20.02	30.02
° 3	100.03	200.03	300.03

<sup>1</sup>TextTextTextTextTextTextTextTextTextTextTextTextTextTextText

<sup>2</sup>TextTextTextTextTextTextText

#### How Is This Example Correctly Formatted?

- Table data are all in individual cells.
- Table title and footnotes are NOT in cells.
- No extra rows or columns are present.
- Data are not aligned using tabs or spaces.
- The column head spanning multiple columns is formatted using Word's Merge Cell function.
- The stub column head spans the full width of the stub column.
- Table is an editable Word table, created using MS Word's table function.

# Incorrectly Formatted Word Tables

## Example 1

Table 2. TextTextTextTextTextTextTextTextTextText<sup>1</sup>

<b>Stub</b>	<b>One</b>	<b>Two</b>	<b>Three</b>
A <sup>2</sup>			
...a	.....1.01 <sup>2,3</sup>	.....2.01 <sup>2,3</sup>	.....3.01 <sup>2,3</sup>
...b	...10.02	...20.02	...30.02
...c	·100.03	·200.03	·300.03
B			
...d	.....1.01	.....2.01	.....3.01
...e	...10.02	...20.02	...30.02
...f	·100.03	·200.03	·300.03
C			
...g	.....1.01	.....2.01	.....3.01
...h	...10.02	...20.02	...30.02
...i	100.03	200.03	300.03

<sup>1</sup> Text

<sup>2</sup> Text

<sup>3</sup> Text

### How Is This Table Incorrectly Formatted?

*Unnecessary, but does not delay processing*

- Formatting the column heads (e.g., “bold”)

*Delays processing*

- Table column data should be entered in individual row/column table cells using Word’s table function rather than using "batched" columns.
- Table column data have been pseudo-decimal-aligned with keyboard spaces, which have to be removed.
- Extra blank lines of space have been inserted using hard returns.
- The structured stub column has been created using multiple keyboard spaces rather than an em space.





## Example 4 (Not a Word Table)

Table 4. TextTextTextTextTextTextTextText.<sup>1,2</sup>

→→→Spanner head set with tabs

Stub →	One →	Two →	Three
→A →	1.01 →	2.01 →	3.01
→B →	10.02 →	20.02 →	30.02
→C →	100.03 →	200.03 →	300.03

<sup>1</sup> TextTextTextTextTextTextTextText.

<sup>2</sup> TextTextTextTextTextTextTextText.

### How Is This Table Incorrectly Formatted?

- Table was aligned using the tab key, not the Word table function, and must be reformatted before being typeset.
- The horizontal lines were inserted as images using Word’s line drawing feature.
- It is unclear which columns the spanner head should span.

## Example 5 (Not a Word Table)

Table 5. This table is not in a usable format.

Stub	One	Two	Three
A	1.01	2.01	3.01
B	10.02	20.02	30.02
C	100.03	200.03	300.03

Notes: This table was inserted as an object in this Word document (it would have been much better to have submitted the Excel file from which it came). In order to process this table, it will have to be rekeyed, incurring delay and increasing the possibility that errors may be introduced.

### How Is This Table Incorrectly Formatted?

- This table was submitted as an image embedded in the document and must be rekeyed or processed as a figure.