

AUTHOR GUIDELINES FOR MANUSCRIPT PREPARATION

Please contact EFA Editor (educationforatoz@gmail.com) with questions or concerns while preparing your manuscript.

Manuscript Submission Guidelines

1. Note that EFA's preference is that manuscripts be prepared using the Publication Manual of the American Psychological Association, 6th Edition. If another reference style is more common to your academic discipline or is preferred, please discuss with the EFA editor in advance.
2. Submit your manuscript electronically via email or CD or flash drive. Create a separate folder for each chapter. Label this folder with the chapter number and brief chapter title.
3. All files (except figures) should be in Microsoft Word, double-spaced.
4. Place the following items in the chapter folder:
 - 1) Text manuscript: Add page numbers and be sure the manuscript includes all of the following elements: references or bibliography, chapter appendices, footnotes, tables, figure captions.
 - 2) For multi-contributed works: Include the following for each chapter author on the first page of the manuscript: chapter author name, degrees, full affiliation(s) including city and state, preferred mailing address, email, phone, and fax.
 - 3) Figures: Identify each figure with a double number (chapter number and figure number, e.g., Figure 1.1) and figure title (e.g., Figure 3.2 Nursing Procedures). Complete the figure list provided. Place all figures and the figure list related to the chapter in the chapter folder.
 - 4) Permissions information: Include all permission correspondence in the chapter folder (i.e., all permission request letters, all responses, etc.).

Author Checklist

- 1) One printed copy of the complete original manuscript (including all text, references, tables, figure captions with source lines, figures, etc.), double spaced.
- 2) An electronic version (MSWord) of the manuscript – all text, references, tables, figure captions with source lines, figures, etc. – organized by individual chapter folders clearly labeled with chapter number and title.
- 3) Front matter for the book, including the (1) Title page: title of book (with subtitle if any), author/editor names, credentials and affiliations, (2) complete Table of Contents (listing chapter titles, chapter authors, and all headings).
- 4) Complete data for each author, editor, and chapter contributor: full name, credentials, title, and affiliation; full mailing address including street address, city, state, zip code; email address; and phone and fax numbers.
- 5) EFA's Contributor Release Form for each contributed chapter, signed by the Chapter Contributor (if not already sent to EFA).
- 6) Figures (electronic or paper) clearly labeled with author's name, chapter title, figure number, and with "top" clearly indicated.
- 7) Copies or scans of permission forms granting permission to reproduce all copyrighted material.

Be sure to keep a complete back-up copy of your manuscript and art in hard and electronic formats!
Submit all material to EFA via a traceable method.