

Collins Foundation Press Instructions to Authors (Title)
Presented as a Template for Formatting and Style (Subtitle)
Cheryl L. Genet (Author-papers only)

General Information (This is an example of a first-level sub-heading – see “subtitles” below.)

Manuscripts and papers for edited volumes will be typeset in InDesign. To make the translation from your manuscript to InDesign as smooth as possible your manuscript or paper needs to be done in the simplest Microsoft Word formatting. You may use these instructions as a template or example. As much as possible, do not add spaces between lines, and do only the minimum necessary to show the layout you intend for your chapter(s). InDesign will do all the work, consistently formatting all chapters in the same manner.

Formatting (another first-level sub-heading example)

Below are some specifics regarding formatting (and the list serves as an example of how to make a list in your paper—no special formatting—just type the list against the left margin—bullet points are fine).

1. lines single spaced
2. one space between sentences
3. standard margins (1.5” left, 1” right, top, and bottom)
4. .5” tab for paragraphs

Type

1. Times New Roman 12
 2. You may use *italics*, underlining, and **bold** for emphasis.
 3. Em dashes—of the kind that set off parts of a sentence—should be made with two dashes that Word auto formats to an em dash (setting is under Tools/Auto Correct Options/ Auto Formatting Tab).
- Hyphens that connect two related-words, should be short.
Avoid using contractions such as don’t, can’t, etc.
Punctuation goes inside of “quote marks.”

Subtitles (use bold for first level) Do not indent **any** subtitles

Subtitles (use italics for second level)

Subtitles (use underlining for third level, but avoid if possible)

Graphics

General

Label each graphic file with a short version of the title of the chapter, and a number that denotes the order in which they appear in the chapter. Mark the place you would like them to appear in the document with the same designation, center in the line. Here is an example for a chapter entitled “Fire and Civilization.” You could also use author’s last name and first initial, or chapter number for a book.

Fire-Civil Fig 1.jpg

or for a table for instance:

Genet C. Table 1.doc

The most important thing is to be consistent and connect the graphic with its locator in the text.

Pictures (example of 2nd level topic)

While graphics can be accommodated, we encourage you to use only what is necessary for your paper. The final book will be 6” x 9” which means that graphics can be no larger than 4”x 6.” Ideally, pictures and other such graphics should be submitted as jpps, gifs, or bit maps, in a separate file with notations in your document as to where you would like them located. They should be at least 150-300 dpi (72-150 dpi will work but quality will be lower).

If this is a problem we are happy to work with you to achieve satisfactory results. Also, remember that if your graphics are not original they must be accompanied by copyright permissions.

Charts, graphs, and tables

It is VERY important that you make graphs and charts as simple as possible using standard table formatting wherever possible. Charts, graphs, and tables are often difficult to import into InDesign and may require repair after the import. They should be no wider than 4 inches and no larger than 4 x 6 inches at the most. Simplicity helps! Minimizing number of tables and graphs also helps. (This is an example of leaving page breaks wherever they occur, even if it is a stray subtitle.)

Footnotes

You may use footnotes for special comments—use Word’s footnote program¹

Conclusion

It will seem strange to submit a document that looks like the one above, but please be confident that your work will be fully and uniformly formatted when it is published. You will receive a proof copy of your work before the book goes to press.

Author’s Note (Optional for chapters in edited volumes)

Here you may put any personal note, contact information, promotional material or acknowledgements. You may also include some minimum biographical information where appropriate. The author’s note should not exceed 100 words and counts, along with the references, in the specified word count.

References (see instructions below)

Reference List Guidelines and Examples

This reference style is designed to provide consistency, clarity, and succinctness. It is a hybrid style based on Turabian, Chicago, and APA styles, to be used for all Collins Foundation Press publications. The purpose of succinctness is to conserve space in our book format.

In-text reference

In text reference should appear in parenthesis at the end of the sentence where the referenced material appears. It should include the author’s last name, year of publication, and page # where applicable (Genet 2007, 54). No comma between name and year. Period after the parenthesis.

Block quotes should be indented .5, single spaced, and period should come before parenthetical reference. Do not use quotation marks. Do not change font style or size. Use block quotes for quotations longer than 2 or 3 sentences. Do not space between text and quotation. Punctuation comes before the reference. (Genet 2007, 54)

Make sure to give credit to those for whose material you may borrow. If you cite lengthy quotations or a large amount of material from another source, please make sure you do not have to obtain reprint permissions from the copyright holder. We encourage you not to use lengthy quotations or lots of material from other sources.

If you want to use your previously published work for more than what is fair, be sure to obtain permission from the original publisher. Your references will be listed at the end of each chapter in an edited volume, or at the end of your publication if a book.

You are personally responsible for the proper crediting of all borrowed material.

General Guidelines

- Arrange items alphabetically by last name of the first author. If no author is given, then the title is the first element and year published is second.
- Use hanging indent: First line is not indented; all other lines are indented 0.5 inch from the left margin. Do not double-space between reference entries in your Word document (spaces will be placed between entries during the layout process).

¹ These translate quite nicely into InDesign

- Titles of books, journals and other periodicals, and films: Capitalize the first letter of all words, with these exceptions: Do not capitalize prepositions or conjunctions that are four letters or shorter (such as *for, in, of, on, out, than, with, etc.*). Do not capitalize *a, an, and the*. Do capitalize prepositions or conjunctions of four letters or longer (such as *After, Because, Between*).
- Titles of journal/periodical articles, chapters of books, paper presentations, and unpublished papers: Do not capitalize, except the first letter of the first word of the title, the first letter of the first word after a colon, and the first letter in proper nouns.
- Put titles of books, journals and other periodicals, and films in italics. All other titles are non-italicized. Periodical volumes are also italicized, but issue number is not.
- For books only, include the place of publication. For cities outside the USA, put city and country. If inside the USA, put city and state. Use two-letter abbreviations for states (see list: http://www.usps.com/ncsc/lookups/usps_abbreviations.html).
- Websites: include the date the page was created (or updated) after the author's name. Include the date you looked at it after citing the web address (see example).
- Issue number vs. month: If a journal or magazine uses both issue numbers and months, cite only the issue number.

We include a list of examples of formatting for references shown in two formats:

1. Sample List # 1: Arranged Alphabetically (page 2)
2. Sample List # 2: Arranged by Type of Reference; Elements Color-Coded (begins on page 3)

We hope you find these helpful. If your particular reference is not represented in the examples below, then adapt to the example that is most like yours. We will make corrections if needed. When in doubt, give more information than less and/or write us an explanatory note.

Sample List # 1: Arranged Alphabetically

- Abrams, E. M. 1989. Architecture and energy: An evolutionary perspective. In *Archaeological Method and Theory*, vol. 1, ed. M. B. Schiffer, 47-87. Tucson, AZ: University of Arizona Press.
- Alcorta, C. and Sosis, R. 2005. Ritual, emotion, and sacred symbols: The evolution of religion as an adaptive complex. *Human Nature*, 16 (4), 323-359.
- Biggs, J. T. and Huang, L. N., eds. 1991. *Children of Color: Psychological Interventions with Minority Youth*. San Francisco, CA: Jossey-Bass.
- Boehm, C. 2002. Variance reduction and the evolution of social control. Paper presented at Annual Workshop on the Co-Evolution of Behaviors and Institutions, Santa Fe, NM.
- Clayton, P. 2002. Emergence or us from it. *Metanexus: The Online Forum on Religion and Science*. Internet <<http://www.metanexus.net>> accessed 3 May 2002.
- Di Rado, A. 1995. Trekking through college: Classes explore modern society using the world of Star Trek. *Los Angeles Times* (15 March), A3.
- Hansen, I. and Norenzayan, A.. 2007. Does religious belief promote religious scapegoating? Manuscript in preparation.
- Hassin, R., Uleman, J., and Bargh, J.. 2005. *The New Unconscious*. Oxford, UK: Oxford University Press.
- Marx, K. 1905. *Capital: A Critique of Political Economy*. New York, NY: Modern Library. Original work published in 1867.
- McIntosh, D. N. 1993. Religion as schema, with implications for the relation between religion and coping. Manuscript submitted for publication.
- Laplace, P. S. 1951. *A Philosophical Essay on Probabilities*. F. W. Truscott and F. L. Emory, trans. New York, NY: Dover. Original work published in 1814.

- Mead, J. V. 1992. Looking at old photographs: Investigating the teacher tales that novice teachers bring with them. East Lansing, MI: National Center for Research on Teacher Learning. ERIC, ED 346082.
- Rivers, A. In press. Evolutionary theory: The answer to all our problems? *Earth Today*.
- Staune, J., ed. 2006. *Science and the Search for Meaning: Perspectives from International Scientists*. Philadelphia, PA: Templeton Foundation Press.
- Steadman, L. B., Palmer, C. T., and Tilley, C. F. 1996. The universality of ancestor worship. *Ethnology*, 35 (1), 63-76.
- Stein, R. 2006. The action of God in the world: A synthesis of process thought in science and theology. *Theology and Science*, 4 (1), 1.
- Weiss, R. P. 2001. The mind-body connection in learning. *T+D*, 55 (9), 60-67.
- Welker, M. 1987. Alfred North Whitehead's basic philosophical problem: The development of a relativistic cosmology. E. von der Luft and F. Eberhardt, trans. *Process Studies*, 16 (1), 56-75.
- Wittgenstein, L. 1953. *Philosophical Investigations*. Oxford, UK: Blackwell.
- Wright, S. 1964. Biology and the philosophy of science. In *Process and Divinity*, eds. W. L. Reese and E. Freeman, 5-21. LaSalle, IL: Open Court.
- Zahavi, A. and Zahavi, A. 1997. *The Handicap Principle*. New York, NY: Oxford University Press.

Color coded reference examples below

Sample List # 2: Arranged by Type of Reference; Elements Color-Coded

Use these color codes to interpret the following examples:					
Author(s) and Editors	Year Published or Presented	Month Published or Presented, or Issue Number	Title of Book	Title of Article, Chapter, Paper, Report, Etc.	Title of Periodical or Website Forum
Magazine or Journal Volume	Book Volume	Page Numbers	Place of Publication or Presentation	Publisher	Other Essential Information

Books

Hassin, R., Uleman, R. J., and Bargh, J. 2005. *The New Unconscious*. Oxford, UK: Oxford University Press.

Wittgenstein, L. 1953. *Philosophical Investigations*. Oxford, UK: Blackwell.

Zahavi, A. and Zahavi, A. 1997. *The Handicap Principle*. New York, NY: Oxford University Press.

Books, Edited

Biggs, J. T. and Huang, L. N., eds. 1991. *Children of Color: Psychological Interventions with Minority Youth*. San Francisco, CA: Jossey-Bass.

Staune, J., ed. 2006. *Science and the Search for Meaning: Perspectives from International Scientists*. Philadelphia, PA: Templeton Foundation Press.

Books, Original Work Published Earlier

Marx, K. 1905. *Capital: A Critique of Political Economy*. New York, NY: Modern Library. Original work published in 1867.

Books, Translated

Laplace, P. S. 1951. *A Philosophical Essay on Probabilities*. F. W. Truscott and F. L. Emory, trans. New York, NY: Dover. Original work published in 1814.

Chapters in an Edited Book

Wright, S. 1964. Biology and the philosophy of science. In *Process and Divinity*, eds. W. L. Reese and E. Freeman, 5-21. LaSalle, IL: Open Court.

Chapters in an Edited Book of More Than One Volume

Abrams, E. M. 1989. Architecture and energy: An evolutionary perspective. In *Archaeological Method and Theory*, vol. 1, ed. M. B. Schiffer, 47-87. Tucson, AZ: University of Arizona Press.

Journal Articles

Alcorta, C. and Sosis, R. 2005. Ritual, emotion, and sacred symbols: The evolution of religion as an adaptive complex. *Human Nature*, 16 (4), 323-359.

Steadman, L. B., Palmer, C. T., and Tilley, C. F. 1996. The universality of ancestor worship. *Ethnology*, 35 (1), 63-76.

Stein, R. 2006. The action of God in the world: A synthesis of process thought in science and theology. *Theology and Science*, 4 (1), 1.

Journal Articles With Translator

Welker, M. 1987. Alfred North Whitehead's basic philosophical problem: The development of a relativistic cosmology. E. von der Luft and F. Eberhardt, trans. *Process Studies*, 16 (1), 56-75.

Manuscripts Not Yet Published

Hansen, I. and Norenzayan, A. 2007. Does religions belief promote religious scapegoating? Manuscript in preparation.

McIntosh, D. N. 1993. Religion as schema, with implications for the relation between religion and coping. Manuscript submitted for publication.

Rivers, A. In press. Evolutionary theory: The answer to all our problems? *Earth Today*.

Newspaper or Magazine Articles

Di Rado, A. 1995. Trekking through college: Classes explore modern society using the world of Star Trek. *Los Angeles Times* (15 March), A3.

Weiss, R. P. 2001. The mind-body connection in learning. *T+D*, 55 (9), 60-67.

Paper Presentations

Boehm, C. 2002. Variance reduction and the evolution of social control. Paper presented at the Annual Workshop on the Co-Evolution of Behaviors and Institutions, Santa Fe, NM.

Reference Books, Well-Known Sources (Encyclopedias, Dictionaries, etc.)

Well-known reference books used as sources are not included in the Reference List but are cited in the text, either as part of the text or in parentheses:

(Theodore Sturgeon, "Science fiction," in *Encyclopedia Americana*, 1995)

Reports Retrieved from Electronic Databases and Not Published Elsewhere

Mead, J. V. 1992. Looking at old photographs: Investigating the teacher tales that novice teachers bring with them. East Lansing, MI: National Center for Research on Teacher Learning. ERIC, ED 346082.

Website

Clayton, P. 2002. Emergence or us from it. *Metanexus: The Online Forum on Religion and Science*. Internet <<http://www.metanexus.net>> accessed 3 May 2002.