



NAEA Author Production Guidelines & Tips

SIZE

- Manuscript size: Particularly in anthologies, a tendency or hesitation to edit may not produce the strongest, most concise product that will best serve the reader.
- Total word count for your book should be in the 75,000 to 130,000 range.
- A count over that may result in a longer production schedule or request to re-edit.

FORMATTING

- Format files in Microsoft Word:
 - 1" margins on all sides. 1.5 line or double spacing.
 - Times New Roman font 12 point.
 - Use bold and italic as needed.
 - Italicize titles of books and paintings but not names of exhibitions.
 - Titles of articles used within the manuscript should be placed in quotation marks.
 - **Do not use tabs or spaces** to indent paragraphs. Set a paragraph style in Word to format indents or space between paragraphs **OR** add one line space between paragraphs.
 - Format text as necessary for design instruction, i.e., bulleted lists or indented quotes.
 - **Do not use hyphens, tabs or extra spaces** as indents, or to force line breaks. Use *Word* formatting as necessary.
 - Place footnotes as endnotes at end of chapter/section.
 - References should be flush left, separated by a line space or formatted space. Do not use tabs or spaces to create indents or forced line endings.
 - **Use APA Style**, 6th Edition. Section or paragraph headings should follow the five level hierarchy indicated by APA. Do not begin with the heading 'Introduction.'
 - **Important—all text citations must be listed** in references and **must match references**. Be sure that spelling and dates of publication are consistent and correct within both.
- Please follow the NAEA Style Guide for use of words such as 'artworks' and 'preservice'.

IMAGES

- Include all images, figures, tables, and other graphics as **separate files**. Do not place final images into a Word file or save as pdfs.
- Use "Insert photo 1 here" or "table 1 here" to indicate placement within text, or place a low-res version of the image.
- Include captions in the text or in a separate Word file accompanying the images.
- Include permission/releases for **all** images, including any required wording for captions.
- Images, image permissions, and caption file should be in folders by author name.
- If images are not of high print quality, do not include them.
- Image size should equal approximately 5" x 7" at 300 DPI. **Minimum** size would be 500K to 1 MG.

- Line Art—such as graphs—can be ‘printed’ as a press quality Adobe Acrobat PDF.
- Tables and charts in Word will be reformatted once imported into *InDesign*.
- We accept JPEG, TIF, or EPS graphic files. Please do not send PowerPoint files.

SUBMISSION

- Proofread and spell check before submission
- Submit all text and image final files via Dropbox
 - Introduction/Front matter (Table of Contents, Dedication, etc.)
 - Chapters
 - Scanned permissions for articles
 - Image files: tables, charts, images, permissions, captions. Label by author or chapter number.
 - Digital list of author/contributors’ contact information mailing addresses, phone, email
- Submit front matter, chapters, end matter, etc. as separate files. Label files clearly.
- . Cover letter and non-scanned permissions can be mailed with CD.
- After in-house editing you will receive a final version of your entire manuscript with any editorial queries noted for response, and a copyright form to sign and return.
- Each chapter author will receive pdfs of their own chapter and form, to be returned to NAEA.
- You will also be involved in conversations regarding format, design, reviews, and marketing, and will receive a second proof of the book after layout is complete.

**Questions? Please don’t hesitate to
contact:**

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