Table of Contents

[APH Press Guidelines for Authors 2](#_Toc104381667)

[Submitting a Manuscript for Publication Consideration 3](#_Toc104381668)

[Preparing and Submitting a Manuscript 3](#_Toc104381669)

[Document and Text Formatting 4](#_Toc104381670)

[Cross References 5](#_Toc104381671)

[Lists 5](#_Toc104381672)

[Headings 6](#_Toc104381673)

[Organization 6](#_Toc104381674)

[Submission 6](#_Toc104381675)

[Style 7](#_Toc104381676)

[General 7](#_Toc104381677)

[Terminology 8](#_Toc104381678)

[Appropriate Language 8](#_Toc104381679)

[Preferred Spelling 9](#_Toc104381680)

[Abbreviations and Acronyms 14](#_Toc104381681)

[Numbers 15](#_Toc104381682)

[Reference Material 16](#_Toc104381683)

[References 16](#_Toc104381684)

[Quotations 17](#_Toc104381685)

[Visual Supplements 18](#_Toc104381686)

[Tables 18](#_Toc104381687)

[Sidebars 19](#_Toc104381688)

[Artwork 19](#_Toc104381689)

[Photographs 20](#_Toc104381690)

[Format 20](#_Toc104381691)

[Permissions 20](#_Toc104381692)

[Titles, Captions, and Credits 21](#_Toc104381693)

[Composition 21](#_Toc104381694)

[Figures 21](#_Toc104381695)

[General 21](#_Toc104381696)

[Titles, Captions, and Credits 22](#_Toc104381697)

[Permissions 22](#_Toc104381698)

[Electronic Art 22](#_Toc104381699)

[Hard-Copy Art, Figures, and Photographs 23](#_Toc104381700)

[Line Drawings 24](#_Toc104381701)

[Photographic Prints 24](#_Toc104381702)

[Appendix A 25](#_Toc104381703)

[Manuscript Submission Checklist 25](#_Toc104381704)

[Appendix B 26](#_Toc104381705)

[Sample Permission Letter to Reprint a Quotation, Table, or Form 26](#_Toc104381706)

[Appendix C 28](#_Toc104381707)

[Sample Permission Letter to Reprint an Illustration or Photograph 28](#_Toc104381708)

[Appendix D 30](#_Toc104381709)

[Helpful Links 30](#_Toc104381710)

APH Press Guidelines for Authors

APH Press is a scholarly press that supports the mission of the American Printing House for the Blind: “Empowering people who are blind or visually impaired by providing accessible and innovative products, materials, and services for lifelong success.”

For its part, the Press publishes educational content, including textbooks for teacher preparatory programs, in the field of blindness and visual impairment, to support teachers, families, and other professionals.

Submitting a Manuscript for Publication Consideration

If you are interested in publishing with us, please submit a proposal through our website at: <https://www.aph.org/aph-press/for-authors/>. The proposal is a letter that describes your idea as well as the expertise you bring to the subject. It should include the following:

* the purpose and identified need for your manuscript
* contents’ summary
* length estimate
* intended audience
* information about similar or related publications currently on the market
* your credentials as a subject-matter expert and prospective author

Along with your letter, please include the following:

* complete table of contents for your book
* sample chapter

Please do*not* send a complete draft manuscript with your proposal.

Preparing and Submitting a Manuscript

A carefully prepared manuscript helps to ensure a more accurate and attractive publication. The cleaner the manuscript, the more precise the editing and the fewer the number of corrections required to the electronic typesetting files before page proofs are generated.

Do *not*“design” your document. Submit work with the minimum amount of formatting necessary. Use this document as a guideline and feel free to adapt the styles used within, as they will be applied to submitted manuscripts. Excessive formatting often introduces errors within documents.

Preparation and submission guidelines are indicated with more detail in this document.

Document and Text Formatting

1. Set 1" margins on all four sides of the page.
2. Use 12-point type, preferably using font Georgia, for all elements of the text.
3. Use 1.5 spacing for all elements, including references and tables.
4. In Microsoft Word, use the generic word-processing features for the following: bold, italic, flush left, tabs, bulleted or numbered lists, superscripts, subscripts, and diacritical marks. Alternatively, and ideally, you can choose to use the “APH Style Template” provided in the Author Guidelines packet found on APH Press’s website: <https://www.aph.org/aph-press/for-authors/aph-press-guidelines-for-authors/> (following this link will initiate a download of the “Guidelines of Authors” packet, which includes these guidelines and other relevant forms, such as permissions letters and photograph guidelines).
5. Number pages in your submission consecutively in each chapter in the lower right-hand corner, including sidebars, tables, and other elements. If you are the author of an entire book, number consecutively from the title page through the final page of the text (including appendices).
6. Do not include running heads or footers, such as those including the author’s name, as the documents will be submitted for double-blind reviews to peer reviewers.
7. Do not justify line endings or insert returns at the end of lines within paragraphs. Allow the computer to determine line endings.
8. Do not hyphenate words at the end of a line; allow the computer to put the entire hyphenated term on the next line. Only hyphenate words when hyphens are required as part of the spelling of the word (as in "merry-go-round").
9. Use your word processor's automatic return at the end of one paragraph and a tab to start the next.
10. Do not indent or "hang indent" text, except to indicate an extract quotation or when using the bulleted list function.
11. Never use the tab key or space bar to align elements or to create indented lines, except at the beginning of a paragraph.
12. Use the word processor's bulleted or numbered list feature or an asterisk followed by a space to indicate a bulleted list.
13. To represent a dash (which indicates a break in thought), as distinguished from a hyphen (which represents a break in a word), you can use Word's Insert Symbol feature to insert an em-dash or two dashes with no spaces before or after.
14. Run all files through spell check, and proofread the manuscript before submitting.
15. Always make a backup copy of your files on your hard drive or an alternative backup disk.

Cross References

When a manuscript is typeset, the page numbers will change. Therefore, avoid cross-references to specific pages. Instead, refer to a specific section or by using statements such as "see the following discussion," "see Chapter 6," or "see the section on Needs of Preschool Students." If you are editing a work with multiple contributors, use chapter numbers when referring to other chapters in the volume.

Lists

APH Press utilizes APA style to determine how and when to use the lists (6.49-6.52 List Guidelines, APA 7th Edition).

* Use lettered lists *only* within a sentence or narrative to identity elements in a series with lowercase letters and parentheses, (e.g., We tested three groups: (a) low scorers, (b) moderate scorers, and (c) high scorers.).
* User numbered lists to display *complete* sentences or paragraphs in a series. The numbered list should also only be utilized when the order is of importance in some way, (e.g., steps in a procedure, to connote order of importance).
* Use a lettered or bulleted list rather than a numbered list if the list of items are phrases.
* Bulleted lists are the most flexible and can be used in many ways: (a) complete sentences that do not require an order; (b) phrases (numbered lists can only be used for complete sentences); (c) items that contain both phrases and complete sentences.

Headings

The manuscript should be divided with headings and subheadings that function as an outline to reveal the organization of a manuscript. (However, headings should not substitute for text that introduces a new section or concept.) Three levels of headings and subheadings are sufficient for most manuscripts; occasionally, four or five levels are required.

All topics of equal importance should have the same level of heading or subheading throughout. All headings should be short, clear, and parallel in grammatical structure throughout the manuscript. A chapter or main section should not have only one heading of a particular level. Under a level 1 heading, there must be at least two level 2 headings, or none at all; under a level 2 heading, there must be at least two level 3 headingss, or none at all.

Keep the headings the same size as the text and keep them flush left. Do not center. Distinguish among the different levels of heads as follows:

**Heading 1: Helvetica, font size 18, roman and bold**

Heading 2: Helvetica, font size 16, roman

Heading 3: Helvetica, font size 14, roman, underlined

*Heading 4: Helvetica, font size 12, italics*

Heading 5: Helvetica, font size 11, roman

Organization

* Each chapter should open with a brief introductory paragraph that is a capsule statement of the chapter's main idea and end with a concluding sentence that summarizes the overall theme.
* As you write, keep in mind your primary audience.
* Provide definitions for professional and technical terms the first time each is used. Italicize all definitional words, for which you wish to include in the glossary.

Submission

* All files should be submitted in Microsoft Word in .doc or .docx format.
* Files should be submitted in coordination with the managing editor and/or director via email or a file sharing service such as Dropbox or an FTP site.
* Create a separate file for the text of each chapter, and for each sidebar, table, or figure.
* Chapters should be sent with the naming scheme “Chapter x\_author last name,” for example, “Chapter 1\_Wild.”
* Elements such as sidebars, tables, images, or appendixes, should be in separate files, titled and numbered according to the order they appear in the chapter, such as “Sidebar 1.1” for the first sidebar in Chapter 1, and “Image 1.1” for the first image in Chapter 1, or “Table 3.4” for the fourth table in Chapter 3.
* Send the submission to:   
  APH Press   
  1839 Frankfort Avenue  
  Louisville, Kentucky 40206-0085

Attn: Managing Editor, APH Press 

or email to [press@aph.org](mailto:press@aph.org)  
If you have any questions, call 502-899-2246.

Style

General

* For spelling and hyphenation, APH Press follows the Merriam-Webster Unabridged Dictionary (<https://unabridged.merriam-webster.com/>). It is appropriate to use Merriam-Webster’s standard online dictionary (<https://www.merriam-webster.com/>) or the print Collegiate dictionary.
* For reference citations and basic style (not design), APH Press uses APA (American Psychological Association) style (see the latest edition of the Publication Manual of the American Psychological Association [Washington, DC: American Psychological Association, <https://apastyle.apa.org>]).
* For all other style concerns, follow the latest edition of The Chicago Manual of Style (Chicago: University of Chicago Press, <https://www.chicagomanualofstyle.org>).

Terminology

Terminology should be accurate, clearly defined, unemotional, and nonsexist. As in other areas of study, the fields of low vision and vision rehabilitation have terminology specific to them. However, different authors use these terms in different ways, and the meanings of various terms often overlap. To avoid confusion, authors are advised to define their terminology clearly in the manuscript. In volumes with multiple authors, there may be decisions to adapt author-defined terminology for consistency. For any work, peer review may affect author-defined terminology.

APH Press discourages the use of value-laden terms such as "normal" and "deficits," expressions such as "of course," and emotion-laden wording, such as "unfortunately," "tragically," "sadly," and "burden." Similarly, avoid such words as "victim," and "suffering," as in the phrases "he was the victim of macular degeneration" or "she suffered from blindness." Avoid appearing to lecture readers by using words such as "should." Finally, avoid absolutes, such as "everyone," "always," "the best," and "the worst."

Appropriate Language

* Since APH Press readers include people of all genders, sexual orientation, abilities, races, and ethnicities, avoid stereotypes, even if these stereotypes appear complimentary (e.g., “Like most Italian-Americans, food and cooking were at the center of the family’s life.”).
* When using a pronoun to refer to an individual, APH Press follows the usage prescribed by *Merriam-Webster*, *APA Publication Manual, 7th ed.,* and *Chicago Manual of Style*. If you know how a person identifies, use the person’s pronoun. Use forms of the pronoun “they” (they/them/their/theirs/themselves) as indefinite third person singular pronouns to be inclusive and avoid assumptions about gender. Use a plural verb form with the singular pronoun (“they are,” not “they is”).
* While there are terms to reflect a wider diversity of genders beyond “male” and “female,” (e.g., cisgender, nonbinary, genderqueer, etc.) none of these terms are standardized or universally understood; therefore, when using these terms, please provide a definition and how pronouns will be deployed.
* Example: Blake—who identifies as nonbinary and whose pronouns are “they”—said they would prefer instruction on public transportation during the next week. *Nonbinary* relates to or is a person who identifies with or expresses a gender identity that is neither entirely male nor entirely female.
* Avoid sexual stereotyping. As of 2013, two million U.S. men were single fathers, 9 percent of whom were raising three or more children younger than 18. In addition, as of 2017, 41 percent of mothers were the sole or primary earners for their families.
* Do not use terms that refer negatively to people with mental health conditions, such as “crazy,” or “insane,” even casually (e.g., “I am crazy about helping my learners succeed.”).
* Use person-first language whenever possible. Rather than a “blind man,” use “man who is blind” or “man who has low vision.” If using disability-first language is a key component of your text, or if you plan to use person-first and disability-first language interchangeably, explain this to the reader early within the text.
* Avoid labeling groups and individuals by disability or by a general characteristic. Do not use terms such as "the blind," "the deaf," “the gays,” or "the elderly."
* When first referring to a piece of legislation, call it by its full, official name on first mention. For example: “Section 508 of the Rehabilitation Act of 1973,” not “Section 508;” “Individuals with Disabilities Education Act, “not “IDEA.” Consult a government-hosted website (one with a domain name ending in “.gov”) for official usage. All subsequent mentions of the legislation may be shortened (“Section 508” or “IDEA.”).

Preferred Spelling

The following are the preferred spelling for some terms often found in APH Press publications:

A  
alt-tag

access technology (n, adj)

audiobooks

audio describe (v), audio-described (adj)

audio description

audiotape

Autism Spectrum Disorder (not Asperger’s syndrome)

B

braille (lower case unless referring to Louis Braille)

braille-access (adj)

braillewriter

busy box

C

caregiver

cloze procedure

common core

Common Core State Standards (CCSS)

contracted braille (formerly grade 2 braille)

cortical/cerebral visual impairment; cortical visual impairment; cerebral visual

impairment (CVI) (use what the cited research uses)

D

Database

deafblind

decision making (n); decision-making (adj)

disability-specific (adj)

disc (records, Talking Books)

disk (computers)

dorsal stream function (not dorsal stream vision)

Down syndrome

drop-off (n, adj)

E

e-book

electronic orientation aids (EOAs)

electronic travel aids (ETAs)

e-mail

English language learners

expanded core curriculum (ECC)

eye care (n, adj)

F

fine motor skills

fingerspelling

flash cards

G

gross motor skills

H

handheld (adj)

hands-on (adj)

headborn (adj)

health care (n, adj)

HTML (hypertext markup language)

I

Individualized Education Program (IEP)

Individualized Family Service Plan (IFSP)

Individualized Plan for Employment (IPE)

Individuals with Disabilities Education Act (IDEA)

Individuals without visual impairment (not fully sighted)

Internet

J, K

keyboarding

L

laptop

large-cell (adj)

large print (n); large-print (adj)

large type (n); large-type (adj)

least restrictive environment (when referring to legislation)

lifestyle

log in (v), log-in (adj)

low vision (n, adj)

M, N

Nemeth code

neurological visual impairment (NVI) (use what the cited research uses)

O

orientation and mobility (O&M) (spell out first reference, then use acronym)

online

P, Q

paraeducator

Peg Slate

Perkins Brailler

pillbox

printout (n); print out (v)

problem solving (n); problem-solving (adj)

R

raised-line (adj)

real-world (adj)

record keeping (n); record-keeping (adj)

role-play (v)

S

school-age (adj)

schoolwork

Scotch tape

screen magnification (n, adj)

screen reader (n); screen-reading (adj)

setup (n); set up (v)

slate writing (n); slate-writing (adj)

speech-access (adj)

speech-output (adj)

T

Talking Books

tape-record (v)

text-to-speech (adj)

thermoform paper

three-dimensional (adj)

U

uncontracted braille (formerly grade 1 braille)

URL

user-friendly

V

video describe, video description

video magnifier

W

wayfinding

website

Wikki Stix

word processing (n); word-processing (adj)

workforce

worksheets

World Wide Web (the web)

X, Y, Z

X-Y table (on a video magnifier or CCTV)

Abbreviations and Acronyms

The first time an abbreviation or acronym appears in a chapter, place it in parentheses after the full term is spelled out. For example, the first reference to APH should be "American Printing House for the Blind (APH)." Thereafter, the abbreviation or acronym can be used in the chapter.

The following is a list of frequently used acronyms in the field of blindness and visual impairment. Acronyms that are acceptable in speech are not necessarily suitable in formal writing, and using too many acronyms in a manuscript creates jargon that is difficult to read. This list was created after much consideration and with respect to the standard abbreviations used by accrediting agencies in the field. This list may be updated periodically as usage changes.

The following acronyms *can* be used in a chapter after the full term is defined and spelled out the first time:

* ADHD – attention deficit hyperactivity disorder
* CVI – cortical/cerebral, cortical, or cerebral visual impairment (use what research cited uses)
* ECC – expanded core curriculum
* FVA – Functional Vision Assessment
* FVLMA – Functional vision and Learning Media Assessment
* IDEA – Individuals with Disabilities Education Act
* IEP – individualized education program
* LMA – learning media assessment
* LVT – low vision therapist
* NVI – neurological visual impairment (to use if cited by research)
* O&M – orientation and mobility (specialist)
* VRT – vision rehabilitation therapist
* ELA – English Language Arts

The following acronyms *should not* be used and need to be fully spelled out each time:

* EI – early intervention
* FAPE – free appropriate public education
* LRE – least restrictive environment
* OT – occupational therapist
* PT – physical therapist
* SLP – speech-language pathologist
* VI – visual impairment

With the following acronyms, whether they are fully spelled out each time or not will vary depending on extent of use:

* TVI/TSVI – teacher of students with visual impairments

Numbers

1. Spell out the numbers one to nine; use numerals for numbers greater than nine. However, use the same style for the same categories of objects within a paragraph, as in:
   1. The two children traveled 50 miles to see their ten cousins
   2. One subject rated 15 traits on the four checklists and two subjects rated only 4 traits.
2. When numbers start a sentence, they should always be written out.
   1. One hundred people boarded the plane.
3. Use numerals before units of measurement:
   1. 6 miles, 2 percent
4. Use numerals for ages:
   1. The girl was 2 years old; a 5-year-old
5. Avoid fractions:
   1. 2.5 million (not 2½ million)
6. Treat ordinal numbers the same as cardinal numbers:
   1. the third child; the 21st trial
7. Avoid the use of an apostrophe with a date:
   1. 1970s (not 1970's)
8. Spell out the word "percent:"
   1. 23 percent (not 23%)
9. For dimensions, use numerals and spell out “inches” or “feet”
   1. 3-by-5-inch index cards
10. Spell out units of time: “minutes,” “seconds,” and “hours.”
    1. The timing should begin at 30 seconds, then 1 minute, gradually building up to 5 minutes.

Reference Material

References

* Reference citations (in APA style) should be used rather than superscripted or parenthetical footnotes.
* Verify all references before submitting your manuscript, paying particular attention to the spelling of proper names and to the completeness of the body of the entry (title, date, volume number, pages, etc.).
* Every citation in the text must be listed in the references and cited in the text.
* The reference list should not include "additional readings" or works that have been submitted (but not accepted) for publication.

Quotations

* In general, avoid lengthy direct quotations from sources protected by copyright. Such quotations should be used only when essential to a full understanding of an author's meaning. In presenting a theory or argument drawn from previously published work, paraphrase or summarize the author's meaning and cite the appropriate source.
* Quotations in the text should be enclosed in double quotation marks. Quotations of longer than eight lines should be set off from the text as block quotations or extracts and indented from the left margin. Citations must be provided for all quotations, regardless of length, including exact page numbers.
* A quotation consisting of a substantial amount of text from another source requires [written permission](#PermissionforQuotationTableForm) from the copyright owner before publication. Although there is no fixed number of words that can be cited as requiring permission, permission should generally be requested for a quotation of more than one or two paragraphs.
* An entire element that is quoted from another source, such as a sidebar, table, or figure, always requires permission (see the sections on [Tables](#Tables) and [Artwork](#Artwork))
* APH Press authors are required to obtain such permissions in writing and submit original signed releases with the manuscript. In addition, the author is required to provide a complete source line, including page numbers, in the text. A sample letter requesting permission to quote from original sources appears in [Appendix B](#PermissionforQuotationTableForm).

Visual Supplements

Tables

* Reserve tables to present crucial data directly related to the text of the manuscript and to simplify a discussion that would otherwise be dense with numbers or to show the relationships of different elements.
* Tables should supplement, not duplicate, the text.
* They should be numbered consecutively in each chapter and headed by a short title that describes the content.
* All table columns should also have concise headings.
* Adequate explanations of abbreviations, probability values, and similar features should be provided as lettered footnotes to the tables.
* All tables must be specifically mentioned in the text either in a sentence, such as "Table 1 presents the findings of the Smith study" or in parentheses, as in "The Smith study findings support this conclusion (see Table 1)."
* When preparing electronic files, place each table in a separate double-spaced file named according to the table number and the chapter it belongs to (Table 13.1, Table 15.2, etc.).
* Do not force the table columns to align by tabbing turnover lines. Use the word processor's table function so that each column within a table aligns within itself.
* Do not give the table a border or use vertical rules to set off columns or rows.
* The source for the data in the table must be acknowledged (unless the source is the author's own work) and the full reference provided (not just the author's name and date). The style for table source notes (as well as for the sources of sidebars and figures) is as follows:
* Source: Based on Samuels, S. J. (1979). The method of repeated reading. *The Reading Teacher, 33*, 26; and Tierney, R. J., Readence, J. E., & Dishneer, E. K. (1990). *Reading strategies and practices: A compendium* (3rd ed). Allyn & Bacon.
* Source: Reprinted with permission from Thurber, D. N. (1993). *D'Nealian handwriting* (3rd ed.). Scott, Foresman.
* Source: Adapted, by permission of the publisher, from Goldberg, S. (1991). *Clinical neuroanatomy made ridiculously simple* (p. 38). Medmaster.
* If a table has been acquired from another source and is reproduced in its original format, written permission must be obtained for its use and a permissions line must be given at the bottom of the table. Such permissions, in the form of original signed release forms, need to be included in the final submission of the manuscript.
* A sample letter requesting permission to use material from original sources appears in [Appendix B](#PermissionforQuotationTableForm) at the end of these guidelines and is linked herein.

Sidebars

Sidebars (or boxes) are elements separate from the text that expand on a particular point or include additional information that would distract from the main point in text or warrant special highlighting.

* Because they will be placed within the text of a chapter, sidebars should not be too long—generally not more than two or three double-spaced pages.
* Information that does not belong in the text but relates directly to the material of a chapter and is too long for a sidebar or table can also be presented as a chapter appendix at the very end of a chapter.
* Sidebars should be submitted in separate files, numbered consecutively as they appear in the chapter. In other words, Sidebar 1.4 is the fourth sidebar in Chapter 4.
* When sidebars include material from other sources, the complete source must be acknowledged ([see the section on tables for the style for source notes](#Source)).

Artwork

* If a manuscript contains photographs and figures (e.g., illustrations such as drawings, graphs, or diagrams), the author is required to submit final artwork for each piece (e.g., artwork that is ready to be printed without any altering necessary) with the final submission of the manuscript.
* The author is also required to obtain permissions for the reprinting of illustrations and photographs. A sample letter to request permission to reprint an illustration or photograph can be found in [Appendix C](#AppCPermissionIllustrationPhotograph).
* A complete numbered list of photographs and artwork should be submitted with the final manuscript, along with copies of the work numbered to correspond with the items on the list. These numbers should also be used to indicate placement in the text.
* Label items by chapter and item number; for example, Fig. 2.3 means the third figure in Chapter 2. Photographs related to the general theme of the chapter may not have numbers in the final publication, but authors should number them (Photo 1.1, Photo 5.2) on their list of photographs and should indicate the most appropriate placement in the text by inserting the following line where applicable: <Place Photo 5.2 here>
* General Questions should be directed to the managing editor (jbryant@aph.org)

Photographs

Format

* Photographs should be in color for use in e-book and online versions of the text.
* Images should be in JPEG (.jpg) or TIFF (.tif) formats with a minimum resolution of 300 dpi.
* Because resolution can be compressed when files are emailed, photographs should be shared via FTP or a file sharing platform, such as Dropbox.
* More extensive guidelines are found in the “Photograph Guidelines” document found in the [APH-Press-Guidelines-For-Authors.zip](https://www.aph.org/aph-press/for-authors/aph-press-guidelines-for-authors/) folder.
* If you are unable beyond all measure to obtain a photograph necessary for publication with the format requirements, contact the managing editor ([jbryant@aph.org](mailto:jbryant@aph.org)), who may have a conversation with the printer or suggest using APH’s in-house photographer.

Permissions

* If there are no subjects in a photograph, a permissions form is required for use of the photograph. The permissions form necessary can be found in [Appendix C](#AppCPermissionIllustrationPhotograph).
* Photographs with subjects must be accompanied by release forms signed by any person depicted in the photograph (or the person's parent or guardian). The form necessary is found in the [APH-Press-Guidelines-For-Authors.zip](https://www.aph.org/aph-press/for-authors/aph-press-guidelines-for-authors/) folder and titled “Model Release Form-accessible-UA.”
* Subjects should be aware that their images will also appear in the online and e-book versions of the publication.
* Authors working with APH Press may request release forms on APH Press letterhead for use with individuals and photographers from APH.

Titles, Captions, and Credits

* Captions for photographs can identify the subject ("A desktop video magnifier.") or make a general statement about the content ("Pocket video magnifiers can be used to read labels in a grocery store.").
* A list of titles and captions, including the number for each, should be included in the final submission.
* The list should be double spaced and provided in a separate file. When necessary, source lines or the name of the photographer should appear on a separate line at the end of a caption. Captions should not be included in the file with electronic art.

Composition

* Photographs should be uncluttered, with a strong central subject.
* There should be a range of tones and good contrast.
* Subjects should be in focus.
* The background of the photograph is important and should not distract from or interfere with the main content.
* Submit color photographs for use in e-book and online versions of the text.

Figures

General

* All figures must be specifically mentioned in the text either in a sentence such as “Figure 1 illustrates the parts of the eye,” or in parentheses, for example, “The student needs to learn the parts of the eye (see Figure 1).”

Titles, Captions, and Credits

* Figures should have brief titles that indicate the content of the illustration, for example: "Figure 5.4. Cross Section of the Eye.”
* If an additional explanation is necessary, figures may have an additional caption, which should be written as sentences and contain as much information as possible, for example, "The normal visual field is shown for the left eye with a center fixation point.”
* A list of titles and captions, including the number for each, should be included in the final submission.
* The list should be double spaced and provided in a separate file. When necessary, source lines should appear on a separate line at the end of a caption. Captions should not be included in the file with electronic art.

Permissions

* Figures obtained from other sources need to be accompanied by written permission from the original source for their use.
* A formal agreement also needs to be completed and signed by an illustrator whose work is used. A sample letter to obtain permission to use an illustration can be found in [Appendix C](#AppCPermissionIllustrationPhotograph).

Electronic Art

Although many methods are available for creating artwork electronically, some methods that are appropriate for preparing a report or displaying online may not allow for the highest quality reproduction in a professionally typeset publication. Sometimes authors spend time creating figures that cannot be used or need to be redrafted because they do not meet standards for print publications.

* Each digital image must be submitted in a separate file.
* Do not assume that a file that looks sharp on a computer screen is acceptable for print reproduction.
* Do not submit digital images embedded in a Word document or in a PowerPoint file.
* When in doubt, submit sample files to APH Press for review before proceeding with the preparation of the rest of the artwork for a book.
* Each figure should be submitted in a separate file. Label the figures by chapter and figure number; thus "Fig 1.2" means the second figure in Chapter 1.
* Figures consisting of line drawings are best created in a mainstream graphics software package, such as Adobe Illustrator, Free Hand, CorelDRAW, or Photoshop. They should be saved in TIFF (.tif) or EPS (.eps) formats at a minimum resolution of 600 dpi. None of the software's compression features should be used when saving art files. All art submitted in electronic format should also be supplied in the highest quality printout possible.
* Be sure to indicate the program (including version) used to create the art files.
* Above all else, do not embed art in text files. Professional typesetters can almost never use such embedded files.
* Captions should not be included as part of the figure. As noted previously, a list of captions should be submitted in a separate text file.
* Callouts, or labels, that are part of the figures, should be prepared in 12-point Arial or Helvetica typeface. With few exceptions (such as acronyms), all labels inside an illustration should be typed with an initial capital letter only. Labels within illustrations that are in all capital letters will look clumsy and heavy in the final books.
* The image area of the created graphic should include only the desired image. There should be no extra white space around the graphic, no rules boxing the graphic, and no extraneous labels, descriptions, captions, or other identifiers that are not part of the figure. The figure number should not be part of the file, as it may change during editing. If a figure contains a rule within the body of the graphic, the rule should be a minimum of 3 points; narrower rules or lines should be avoided, as they will not print smoothly.
* On charts or graphs, patterns should be used to distinguish different areas, as colors will not usually be available in a printed publication.

Hard-Copy Art, Figures, and Photographs

* All art should be submitted on pages separate from the manuscript; do not merge the art into the manuscript at the point where it is mentioned in the text.
* Number all art on the back of the illustration in pencil (marks from a pen can show through and lessen the quality of the reproduction).
* Include photocopies of the original with the chapters in which they belong; label the photocopies with the appropriate figure or photograph number and title, if any, and include the caption.

Line Drawings

* Line drawings are figures composed of type and solid lines or patterns.
* All line art should be rendered on an 8.5 x 11-inch page with labels printed in 12-point Helvetica.
* Line art is best prepared by a professional. Lines must be sharp and continuous, so they do not appear to break apart when they are printed.

Photographic Prints

When submitting photographic prints:

* Most prints are not submitted in the final size required for the text. Because the quality of photographs suffers most when a photo is enlarged, submit photographs in at least a 5" x 7" format.
* If you want to use only part of a photograph (i.e., to crop it), you can submit a marked photocopy of the photograph showing the area to be included. Or, you can put a piece of tracing paper over the photograph and indicate on the tracing paper what part of the photograph you wish to include. Do not put such marks directly on the photograph.
* Do not submit copies of photographs from other sources, as the quality will be unacceptable. Every attempt should be made to obtain an original photograph from the source when permission is requested for use of the material.

Appendix A

Manuscript Submission Checklist

1. Make sure all text appears in 12-point Georgia or Times New Roman, with all elements flush left. Do not center heads or use tabs or spaces to align elements. Do not justify the text, insert carriage returns at the ends of lines in paragraphs, or insert unnecessary hyphenation. Let the computer determine line endings, however awkward it may look.
2. All elements, including references, should be double spaced.
3. All pages of each chapter should be numbered in sequence, including additional elements such as sidebars, tables, and figures.
4. Make sure each element (chapters, sidebars, tables, figures, appendices, photographs) is in a separate file, clearly labeled by chapter number and order within the chapter.
5. Spell check each file and then proofread a printout.
6. Include a list of all the files you are submitting, including text, special features, tables, and art.
7. Send the submission to:   
     
   APH Press   
   1839 Frankfort Avenue  
   Louisville, Kentucky 40206-0085

Attn: Managing Editor, APH Press   
  
or email to [jbryant@aph.org](mailto:jbryant@aph.org)  
  
If you have any questions, call 502-899-2246.

Appendix B

Sample Permission Letter to Reprint a Quotation, Table, or Form

Date

First Name Last Name

Company

Street Address

Dear **[First Name Last Name]**,

This letter requests permission to reprint the attached material **[describe and provide a copy],** which appears on **[p. xxx]** of **[*Title of Original Publication****]*. This material is to be used in this and future revisions and editions of **[*Title of APH Press Publication in which material is to be used*]**, to be published by APH Press of the American Printing House for the Blind, including nonexclusive world rights in all languages and sublicensing, without charge, of publication or transcription in braille, large-type editions, or recordings for the blind; in any electronic format, including online or distributed e-books; and in other special editions for use by persons with disabilities by approved nonprofit organizations.

For your information, the initial print run for this book is estimated to be **[xxxx]** copies. We will be happy to provide full credit to your source. Please note that the American Printing House for the Blind is a nonprofit organization, as is APH Press.

To assist in the publication process, I would appreciate greatly a response to this request by **[date]**. To indicate your approval, please sign in the space provided below. If you have any questions, you may reach me at **[phone number]** or by e-mail at **[e-mail address].**

Thank you for your kind consideration.

Sincerely,

**[Name]**

**[Title]**

Permission is granted for use of the material specified above and permission fee is waived, provided appropriate credit is included.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix C

Sample Permission Letter to Reprint an Illustration or Photograph

Date

First Name Last Name

Company

Street Address

Dear **[First Name Last Name]**,

This letter requests permission to reprint the attached illustration/photograph of **[describe and include a copy]**, which appears on **[p. xxx]** of **[*Title of Publication*]**. This material is to be used in this and future revisions and editions of **[*Title of APH Press Publication in which material is to be used*]**, to be published by APH Press of the American Printing House for the Blind, including nonexclusive world rights in all languages and sublicensing, without charge, of publication or transcription in braille, large-type editions, or recordings for the blind; in any electronic format, including online or distributed e-books; and in other special editions for use by persons with disabilities by approved nonprofit organizations.

For your information, the initial print run for this book is estimated to be **[xxxx]** copies. We will be happy to provide full credit to your source. Please note that the American Printing House for the Blind is a nonprofit organization, as is APH Press.

I am also requesting a high-quality digital version of the illustration/photograph, if that is possible.

To assist in the publication process, I would greatly appreciate a response to this request by **[date]**. To indicate your approval, please sign in the space provided below. If you have any questions, you may reach me at **[phone number]** or by e-mail at **[e-mail address].**

Thank you for your kind consideration.

Sincerely,

**[Name]**

**[Title]**

Permission is granted for use of the material specified above and permission fee is waived, provided appropriate credit is included.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix D

Helpful Links

* Author Guidelines, Photograph Guidelines, and permissions forms and samples: <https://www.aph.org/aph-press/for-authors/aph-press-guidelines-for-authors/>
* Submit book proposal: <https://www.aph.org/aph-press/for-authors/>
* Merriam-Webster Unabridged Dictionary: <https://unabridged.merriam-webster.com/>
* Merriam-Webster’s standard online dictionary: <https://www.merriam-webster.com/>
* Publication Manual of the American Psychological Association: <https://apastyle.apa.org>
* The Chicago Manual of Style: <https://www.chicagomanualofstyle.org>