



## SPE Books - Author Guidelines

### Process Timeline

Potential authors submit a book proposal and outline, along with writing samples, author resumes, and a proposed writing schedule. This proposal will be reviewed by SPE's Books Development Committee. This group will decide which proposals to accept, based on factors such as the potential market for the proposed book and qualifications of the authors. Authors of accepted proposals will enter into a contract with SPE that spells out the responsibilities and expectations of both parties.

Once your book proposal has been approved by SPE, a project manager will be appointed by the Books Development Committee to work with you throughout the process. You will have 2 years to complete the writing phase of the project. Once you have finished writing your book, it will undergo technical peer review (which takes 90 days to complete) and possible revision of the manuscript.

After your completed manuscript is submitted to SPE, there are still a few steps that must be taken before the book is published; these steps should take 6 to 8 months to complete.

1. During the production phase, manuscripts will be edited for grammar and punctuation, adherence to the SPE Style Guide, and overall readability.
2. After editing the manuscript, SPE will send you galley proofs of each chapter for correction. Make only the requested editorial corrections; no significant additions of text, figures, or tables can be added to or deleted from the manuscript that was approved by the Books Development Committee.
3. After your corrections are incorporated, the manuscript is reviewed by SPE proofreaders; you may need to answer some follow-up queries at that time.
4. Proofread manuscripts next are sent to a typesetter, who places the figures, tables, and photos into the text, providing you an idea of how the book will look when published.
5. Once typesetting is complete, you will receive a set of page proofs for review. This is your final opportunity to make corrections, and, at this stage, only significant errors can be corrected. [Note: Steps 1 through 4 will take approximately 3 months.]
6. You must review and return galley proofs and page proofs as quickly as possible to ensure the timely publication of your book. There is a 3- to 4-month interval from the time you return the page-proof corrections until the book is published.
7. Once page-proof corrections are received, the book is indexed, printed, and bound.

# Formatting Guidelines for Book Manuscripts

As an author, you play an important role in the timely completion of your book. Please keep the following guidelines in mind when writing; failure to do so will result in the manuscript being returned to you for revision, which will create additional delays in the publication process.

## General Chapter/Book Elements

- Microsoft Word is preferred for the text and figure captions.
- **Text** should be 10-pt Times New Roman, with 1-inch margins.
- **Figure captions** should be 8-pt Arial/Helvetica, bold.
- **Equations** should be typed in MS Word's MathType/Equation Editor program; they should not be inserted as images. Number equations sequentially as they appear, starting over with each new chapter. Enclose the equation number in parentheses preceded by a line of dots.
- All **references** should be cited in the text using the (author, date) format; a complete alphabetical list of references cited should then be included at the end of the book (or chapter, if the book is a multi-author volume). Please see Section 8.8 of the SPE Style Guide for the correct format for references.
- All symbols should be defined in a **nomenclature** at the end of the book (or chapter, if the book is a multi-author volume); each definition must include units and dimensions as needed.
- If dual units are not used throughout the book, metric conversion factors for all units used must appear at the end of the book.
- For other guidelines regarding spelling, punctuation, use of abbreviations, and other common issues, please consult the [SPE Style Guide](#).

## Headings

Heading styles used in SPE books are listed below. Only Headings 1 and 2 should be numbered (e.g., 4.1 for Heading 1; 4.1.1 for Heading 2).

- Heading Level 1: Arial/Helvetica, 10 pt, boldface, no run-in text following the heading, no period
- Heading Level 2: Times New Roman, 10 pt, boldface, flush left, period at end of heading, run in with the following paragraph
- Heading Level 3: Times New Roman, 10 pt, boldface, italic, period at end of heading, indented and run in with the following paragraph
- Heading Level 4: Times New Roman, 10 pt, italic, period at end of heading, indented and run in with the following paragraph
- Heading Level 5: Times New Roman, 10 pt, no bold/italic, period at end of heading, indented and run in with the following paragraph

## Figures/Tables

- SPE can support figures in Word, Excel, or PowerPoint format, as well as .jpg, .gif and other image formats. Images and photos should be scanned at 300 dpi and saved as .eps or .tif files. Figures taken from a website are unlikely to be of sufficient quality for book printing.
- When creating tables, use the Table menu in Word (tables must not be submitted as images).
- If you are using figures from older publications (which may be of poor quality), consider redrawing

them to improve readability. If you require assistance with the redrawing of any figures, please contact SPE; depending on the amount of work required, associated costs may be considered as an advance against author royalties.

- Number tables and figures sequentially in the order they are cited in the text, starting over with each chapter (e.g., Fig. 1.1, Fig. 2.1, etc.).
- Please submit tables and figures in a separate file, not embedded in the text.

## Figure & Table Copyright Permission Requirements

As you select figures, photos, and similar materials for your book, note the citation (including figure number and/or page number) of the original source for that material. SPE will need to have this information for requesting permission for use of any non-SPE material and confirming copyright of material from SPE documents. If you are redrawing a figure based on another source, please note that information also. Collecting and documenting this information as you are writing will simplify the process and time frame for preparing your book to be printed.

- Please provide a Figure/Table References list at the end of each chapter with complete reference information for **every** figure/table (**including those taken from SPE publications**). This list will be distinct from the text References section and entries should be listed in numeric order. *Complete reference information* includes
  - Name of author(s)
  - Title of work, edition number
  - Page numbers and original figure or table numbers
  - Year of publication
  - Publisher (name, city, state, country)
  - For photographs, please provide copyright owner (company, photographer, or individual) and contact information. Please try to avoid using images captured from websites.
  - For brochures and marketing materials, please provide company name, address, and document ID number
  - For original figures and tables please identify them as “original” in the Figure/Table References list.
- Whenever possible, please provide figures/tables that are original, or use figures from SPE sources. When using figures/tables from SPE sources, be certain that the figure/table is not credited to another source. This relieves you and SPE of the responsibility to obtain copyright permission.
- A figure or table may be referenced as “original” **only** if it has never been published before, **or** if, when it was previously published, you retained copyright ownership of the image. Otherwise, you must provide complete reference information for the publication in which your figure or table has been published **most recently**.
- Simply redrawing a figure does not relieve you and SPE of copyright permission requirements. The redrawn figure/table must be substantially different. This means that it does not resemble the original work. SPE staff will make final determination as to whether or not a redrawn figure/table is substantially different.
- We strongly discourage the use of Internet images (website captures) as figures in your manuscript. Web pages change frequently and often change while a book is in the production process. Website images are typically low resolution; they are not of sufficient quality for a printed book.

- If you wish to use a photograph, please provide the copyright owner (company, photographer, or individual) of the photograph, and contact information. Just because a photograph is in a publisher's book or on a company's website does not mean that the publisher or company is the copyright owner of that photograph. The use of photographs requires research to discover the copyright holder. Please try your own company library (if applicable) when searching for photographs for your manuscript.