



## General Style Guide

Below are some guidelines for the development of your manuscript. In addition, some directions are provided for referencing other sources and guidelines for obtaining permission to use published or copyrighted materials.

### Manuscript Guidelines

**Length, Parts 1, 2, 3, and 5:** Maximum 7500 words. At 250 words per page, this is 30 pages and includes tables and figures, but **not** references.

**Length, Part 4:** Maximum 2500 words. At 250 words per page this is 10 pages and includes tables and figures, but **not** references.

**Spacing:** Double-space your entire manuscript.

**Font:** Use Times New Roman font for your entire manuscript, 12-point. Submit your manuscript as a Word document.

**Margins:** Set all margins to 1 inch.

**Justification:** Set to left justification.

**Spaces:** Use only one space between sentences.

**Page numbers:** Number every page of your completed manuscript. Use Arabic numerals. Number the entire manuscript consecutively. Page numbers should be in the footer, centered, in 12-point Times New Roman.

**Paragraph Breaks:** Use the tab key to indent (0.5") the first line of each paragraph. Use hard returns only to end a paragraph or section. At all other times, allow Word to break lines automatically, according to your margin setting.

**Section Breaks:** Do not use section breaks in your manuscript.

**Notes:** Do not use Word's automatic footnote or endnote function. If notes are necessary, place them at the end of the chapter. Add note numbers manually in the text, using superscript numbers.

**Identification:** Remove name, affiliation, and any other personal identifying information from the title, abstract, and manuscript.

**Tables and Figures:** Tables should be in Word format and imbedded in the manuscript where they are discussed. Similarly, figures should be imbedded in the manuscript where they are discussed, and should be editable (not a picture). Figure labels should be in the text of the manuscript, and not in the figure itself. If necessary, provide original figures in a separate document and note the appropriate location within the manuscript.

**Abstract:** Describe your manuscript in five to six sentences (about 100 words), including general purpose/questions that are addressed, population of interest, and primary outcome(s). See abstracts for existing chapters to use as models by clicking Review on the *Sourcebook* homepage (<https://csrde.ou.edu/sourcebook/>) and selecting individual chapters.

**References:** References should be cited using APA Style Manual, Edition 6 guidelines.

## Using Material from Other Sources

As author you are responsible for:

Obtaining written consent for any copyrighted material you include in your manuscript from the copyright holder for all world regions and languages and all media formats, including electronic, preferably for the current edition and all future editions of the *Sourcebook*.

Paying any fees involved in obtaining permission.

Requesting permissions can be a lengthy process. Some publishers will take three months or longer to reply to requests. Therefore, please initiate requests to reprint permissible items as you incorporate those into your manuscript. If you wait until you are compiling your complete and final manuscript to begin the request process, not all requests may be granted by the time of publication and the material may need to be removed from the manuscript. Keep in mind that the signed originals of all permissions granted must be in the Editor's hands before your manuscript can be sent for composition. Faxes and emails can also constitute valid permission grants.

## What Requires Copyright Permission

The following list presents some common examples of the different types of material for which permission generally is required. These examples are not to be considered determinative or to be a statement of what does or does not constitute "fair use" in every case:

1. Tables, figures, exhibits (including charts and graphs), and other representations taken in their entirety or adapted, substantially from another work, since the form of presentation of the data constitutes the copyrighted expression. Note that if you present the data in a different way, permission is not needed, but the source should be credited. For example: "source: Data from Jones, 1992, pp. 25-67."
2. Itemized lists or checklists from another work (for example: "The 14 Principles of Management" or "Teaching Guru's 7 Steps"), whether used verbatim or picked up from headings throughout a section of text.
3. Photographs (the photographer owns copyright to the picture, but may not own all rights), illustrations, cartoons, maps, advertisements, and other "art work."
4. Quotations in excess of approximately 300 words that are taken from a book-length nonfiction work, with more leeway from a lengthy work and less for a short one such as a journal article.

5. Quotes of as few as approximately 100 words from a book-length work or narrative fiction, with less leeway the more artful or literary the expression.
6. Quotations of as few as approximately 50 words from newspaper or magazine articles and even fewer words from short newspaper editorials or opinion pieces, and even less than that from plays, scripts, movies, and television productions.
7. Quotations from informal writings such as speeches, interviews, position papers, corporate in-house documents, annual reports, mission statements, questionnaires, training or teaching materials; from conferences, seminars, or meetings; from instructional presentations, classroom discussion, or student work and dissertations. Sometimes the nature of the material and the way in which it is distributed indicate that the author intends to allow quotation, but this should not generally be assumed, especially if the work is short, literary, and/or unpublished.
8. Quotations from government agencies other than those of the U.S. government. This includes quotations from publications of many state, city, and local governing boards, such as school districts, but as in 7 above, sometimes the nature of the dissemination is to convey the right to use it. Some states have declared that material produced by their agencies is for use, but no good list of which states have done so exists, so you must check in each individual situation.
9. Letters, diaries, and other correspondence, including email (the recipient owns the physical letter, but copyright is retained by the author; in the case of correspondence written for work the owner is the employer).
10. Computer representations, such as the depiction of results of research on computerized databases and the on-screen output of software, reproduction of web pages and the capture of Internet or other online screen shots.
11. Your own previously published works for which rights have been granted to the publisher, from whom you should, therefore, get permission.

Be aware that you cannot assume that permission has been granted for any third-party material (such as artwork and/or quotations) embedded in the text you receive permission to use. You are responsible for seeking permission for those items separately. In general, you must always provide a citation for and, if necessary, seek permission from the original source of any third-party material.