

## Research & Publications Committee

Guidelines for

### **Publishing Books With Fiji National University ePress**

The Fiji National University Publishing Committee is extending an invitation to authors who would like to publish a book. Publishing a book will be a close collaboration between the author and the Fiji National University Press. Give below is a guide for the author when submitting a book to be processed. You may submit your book to the address:

Research Officer, Office of Vice Chancellor, Fiji National University, Box 7222, Nasinu, Fiji Islands.

### **Guide for Submitting a Book**

To submit a book you need to submit both the soft copy and 2 hard copies. You also need to submit a disc which contains the illustrations to be included in the text. When saving your book, save each chapters and different parts of the front matter and back matter in different folders.

Books Submitted should have the following:

- 1) Front Matter: Title page, Dedication (optional), Preface (optional), Table of Contents, List of abbreviations (optional).
- 2) Text Body: Chapters containing the content of the book i.e. text, figures, tables and reference. Chapters can be grouped together in parts.
- 3) Back Matter: Appendix, Glossary, Index (All are optional)

### **Front Matter**

#### Title page

This should contain the final title and subtitle of the book. It should include the names of all the authors and their credentials arranged in proper order. It should also include all the authors email address and in the case where there is more than one author, the one that will handle the correspondences should be clearly indicated.

#### Fore-word (Optional)

A foreword is written as a recommendation on the book by some authority whose name is written at the bottom.

### Preface (Optional)

The preface is written about the book, why it was written, who it is for, its organization, or the selection of contributors. The acknowledgement may also be included as the last paragraph but if it is too long then it should start on a separate page under the title 'Acknowledgement'.

### Table of Content

This should contain the list of all parts, chapters, and back matter material in their proper sequence. Chapters to be numbered using Arabic numerals (Chapter 1, Chapter 2) and parts using Roman numerals (Part I, Part II).

### List of Abbreviations (optional)

This contains a list of abbreviations and symbols, yet it would be helpful to define these when you come across it in the text.

### Text Body

#### Chapters

This contains the abstract and the main content of the book including text, figures and references. Chapters can be grouped thus it is important that the numbering system is clear and consistent throughout the book. The abstract should be between 80 and 200 words. It should be precise, self-contained and complete on its own to appear in the abstract publications.

#### Language and miscellaneous

Books are published in English, Fijian or Hindi language. Roman scripts are used for English and Fijian language books and Devnagri script is used for Hindi language books.

**Commented [NVS1]:** Comment from one of the staff, other vernacular

Use British and 'z' spelling (colour, organization). Per cent should be spelt out in the text and symbol (%) can be used in tables, graphs and diagrams. Dates to be written in the form 19 July 2003 (not 19th July 2003 or 19.7.03). Do not use expressions like 'fifties' (use 1950s not 1950's). Use 'from 1962 to 1968' rather than 'from 1962-8). Spell out the name of the centuries ('the eighteenth century' not 'the 18th century').

#### Chapter Title and Authors

If there are contributed volumes, then author's names, credentials, e-mail addresses and telephone numbers should be included after the chapter title.

#### Headings and Numbering

The decimal system should be used numbering headings with the number of the chapter as the whole number. It is important that the numbering is consistent throughout all the chapters.

#### Terminology, units and abbreviation

Abbreviations and acronym should be defined when used for the first time. There should be no point separating the abbreviations. Use international standard or SI units.

#### Formal Style and Text Formatting

The manuscript will be checked by a copy editor to follow a standard style.

#### Footnotes

Use footnotes instead of endnotes.

#### Quotations

Use single quotes for ordinary quotations and double quotes within single quotes for a quotation inside a quotation. A quotation longer than three lines should be set out in a separate block indent from the left margin. Be consistent with the indent.

#### Equation and Symbols

Use Microsoft word Math function (or equation editor). All equations to be numbered on the right range and long equations can be divided at =, + or -. Figures should have symbols and there should be a space between them. (e.g. 10 mm, 10 mm = 1 cm). For ratio there should be no space on either side of the colon (e.g. 1:4).

#### Tables, Graphs and Figures

Tables, graphs, flow chart, diagrams, maps and photographs are examples of illustrations that can be part of the article. These should be given a title and a number consecutively using the chapter number (Table 2.3 for the third table in chapter 2, Figure 1.2 second figure in chapter 1). Add a reference citation to the source at the end of the caption, if necessary. The source information to be present at the bottom. This must be submitted in soft copy and authors must ensure that the copy is reproducible. This should be separate from the text. In the text indicate the position for the appropriate illustration in square bracket. Do not introduce illustrations with the word "above" or "below" etc. as the current position may be unsuitable when book is finalized.

#### Photographs

Do not send soft copy of photographs. Instead send the original and using a soft pencil lightly mark the back with its appropriate figure.

## Reference

Use the Harvard system. Reference to be cited in the text with authors name and year of publications in parentheses.

One author: (Johnson 2008) or Johnson(2008)

Two authors: (Johnson and Kumar 1997) or Johnson and Camillo (1997)

Three authors or more: (Johnson et al. 2001) or Johnson et al. (2001)

Use letters to differentiate different works by the same author in the same year: Gupta(1988a,1988b)

## Reference List

All the work cited in the text (including tables graphs and illustrations) should be listed in alphabetical order under the title 'Reference' at the end of each chapter, starting on a new page. If the author has more than one work sighted then inverts the name of the second author and for arrangement use the rule below.

First all works by the author alone, ordered chronologically by year of publication

Next, all works by the author with coauthor, ordered alphabetically by coauthor.

Finally all works by the author with several coauthors, ordered chronologically by year of publication.

Reference to be arranged in the style below with appropriate punctuations:

**Journal article:** Fonolahi, A. (2011) 'Optimization in Stratification'. Journal of Statistical Studies 4(2): 129-133

**Books:** Singh, N. (2008) The Assessment of the Coup in Fiji: Fiji Institute of Applied Studies. Prasad, R. and A. Chand (eds) (1982): Assessment of use of Kava in Different Pacific Islands: university of the South Pacific.

**Contributions to Books:** Singh, N (2003) 'The Traditional Practice', in Prasad, R and A. Chand (eds): assessment of The Use of Kava in Different Pacific Islands: University of The South Pacific; pp. 35-67.

**Conference Paper:** Jackson, S.H. (2009) 'Assessment of the Rate of Visitors Arrival from 2005-2010'. Paper presents at the 3rd Annual Pacific Statistics Conference, Suva, Fiji (29 July- 5August).

**Unpublished Work:** Camillo, J. B (2001) 'Policy Review in Big Organizations: A Study focusing on Human Resource Policy'. Unpublished Master's Thesis, Fiji: Department of Development Studies, Fiji National University.

**Chapter in book:** Peterson, A.C and Rouse, A,F (2003). Title of chapter. In Title of book ( A.V. Fonolahi, ed.) pp.175-178, ABC Publishing Company.

**Agency Publication:** Department of Social Welfare (1992). Publication Title. HMSO

**Government report:** Name of the report (Peterson report, 2010). HMSO.

**Newspaper article**

Chand, D.C. (2007). Title of article. Newspaper title, 5 July, p.3.

**Back Matter**

**Appendix:** This will contain important original content which may be too large to go into text such as tables, answers to questions and illustration. It should not include the reference list.

**Glossary:** This includes a list important words in the text and there definitions.

**Index:** This is a list of important terms used in the text and the page numbers where they can be found .

**Copyright Compliance**

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**What Does Not Need Permission**

- Data itself cannot be copyrighted, but only the form of the data. For example, if you convert data from text to tabular form, no permission is needed. However, the source of the data must be referenced. E.g. data are from reference 235.
- Facts like chemical structures do not need to be referenced.
- Material published by the governments etc. that are in the public domain and are not copyrighted otherwise.

### **Typing Your Book**

Use Microsoft Word, font 'Times New Roman'. Be consistent with the typesetting e.g. all main headings should look the same. Be consistent with the presentation, punctuation and style. Centre all headings. Use standard tab indent not space bar for materials such as quotations. Do not save your book at once but save the each chapter in different files, likewise for tables, graphs and illustrations.

### **What happens after the book is submitted.**

First the Editor will send you an email of acknowledgement of receiving your book. He will then check the book for clarity and completeness. Next is the peer review process and notification whether your book has been accepted or not. The manuscript is then copy-edited into the standard style. Then the author has to do final check before it is finally published. The whole process may take up to six months.

### **Book Publishing Checklist**

1	Title page	Title and subtitle
2	Authors/Editors	All author/editor names and affiliations e-mail address of corresponding author
3	Front matter	Complete with the following elements: Dedication, Foreword, Preface, Acknowledgments etc. Table of contents List of contributors List of abbreviations
4	Table of contents	Headings correspond to those in the text Contributed books: chapter titles and author names included Monographs: first 2 levels of headings appearing in chapters are included
5	Book structure	Number of parts: Number of chapters: Chapter sequence and numbering (or not numbered)
6	Abstract	Included for each chapter
7	Text	Heading levels and special text elements consistently styled No heading levels skipped
8	References	Reference list included at the end of each chapter Citations in text agree with reference list References styled as per guidelines
9	Figures	All figures mentioned in text (enclosed as separate files) Figures consecutively numbered within chapter Figures consecutively cited in text Figure captions included at the end of the text file
10	Tables	Consecutively numbered within chapter Consecutively cited in text
11	Electronic manuscript	File folder/zip archive Each chapter saved as a separate file Graphics/tables saved as separate files in tif, xls, xlsx format

		PDF file with all fonts embedded Hard copies of photographs  For contributed book Email addresses and affiliation for the corresponding author of each chapter Consent to publish for each chapter
12	Permissions	Completed Copyright Confirmation Form Permissions for all material from other works

**Costs and Revenue Sharing**

Book publishing by FNU ePress is a standalone commercial activity. University provides for the secretarial, web support and selling of the book only through its research office. Therefore authors are required to bear the cost of peer review process. FNU ePress shall pay 50% of the net revenue earned in the sale of electronic publications as honorarium to the authors. However, in case of hard copy publishing FNU ePress requires 25% of printing cost to be borne by the authors and try to recover the balance from the sale of the books. Once the initial costs are fully recovered FNU ePress shall pay 70% of the net revenue earned (after adjusting postage etc.) as honorarium to the authors.

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