

APS Publications – Instructions for Authors

The APS Publications Department and the Committee on Publications accept manuscripts from all scholarly disciplines. Authors whose works are accepted have completed postdoctoral work, and their submitted manuscripts are the results of primary research. Philosophical treatises are not accepted.

Manuscript Length and Size

Proceedings articles are under 100 pages; they average 30 double-spaced pages.

Transactions monographs (7 x 10, paper cover) run from 100 to 250 pages in manuscript form. Exceptions can be made.

Memoirs vary in size (from 5 x 8 to 9 x 12 or larger). The size of each volume is decided at the time of production. Manuscripts for *Memoirs* may run from 150 to 500 pages or more.

Lightning Rod Press volumes are part of our print-on-demand series. The print size for each volume is decided at the time of production. Manuscript lengths may vary from 150 to 500 pages or more.

Review Process

Manuscripts may be sent to the Publications Department for review and discussion by the Committee on Publications, which meets three times a year (February, June, and October). All manuscripts are reviewed by at least two qualified scholars. The review process can take as long as one year or more. No manuscript that is being considered by another press will be reviewed by the Society.

Manuscript Formatting, Submission, and Production

Manuscripts should be sent in Word format as an email attachment, or submitted on a CD or flash drive formatted on a PC. Mac high density files may be used, but these will have to be converted, and usually some formatting is lost, especially diacritical marks. CDs and/or flash drives will be returned at the end of the project at the author's request. We prefer electronic submissions, but authors may submit a hard copy as well. Because manuscripts may need to be copied for review, 8 1/2 x 11-inch paper is preferred.

Manuscript text must be double spaced, lines should be unjustified, and footnotes should not be formatted into the text but placed at the end of the work for easier editing. Titles should be italicized. Pages should be numbered consecutively from beginning to end.

Illustrations must be high resolution and may include black and white glossy photographs, line drawings, and maps. Few four-color illustrations are permitted because of cost; the number permitted is negotiable.

Copy-edited manuscripts are returned to authors so that final corrections can be made before typesetting costs are incurred.

Authors are responsible for corrections made at a later stage in production (i.e., page proof, if they cost more than 5 percent of the total typesetting charge).

Copyrighted Materials

If any material in the submitted manuscript (e.g., text, illustrations, graphs, charts) is copyrighted by another party, authors are responsible for obtaining permission for use and sending the Publications Department a copy of such permission. Authors are also responsible for obtaining and paying for copies of illustrations.

Indexing

Authors must produce an index for their book or monograph. A useful guide to indexing is provided in the *Chicago Manual of Style*, 16th edition. The preferred style is:

- Letter by letter alphabetizing
- Caps for proper names, lowercase for other words
- Sub-entries indented one space underneath the main entry

Advertising

For copies of books published in the *Transactions*, *Memoirs*, and Lightning Rod Press series, appropriate mailing lists are rented to advertise new publications. Authors are asked to supply names and the most recent addresses of review journals and professional associations from which to rent mailing lists.

Royalties

The American Philosophical Society is a non-profit institution and does not pay royalties to authors.

Gratis Copies

Each author of a book or monograph receives 10 gratis copies of their work and a 40 percent discount on other copies ordered. If a book has multiple authors, the 10 copies will be distributed evenly among the authors. Authors of *Proceedings* articles receive 25 gratis offprints, 1 gratis PDF offprint, and 1 gratis hard copy of the issue if requested and can order more at the rate charged by the typesetter.

Stylistics Considerations

Authors are encouraged to review the *Chicago Manual of Style* and read Strunk and White's *The Elements of Style* before submitting manuscripts. Some stylistic considerations are:

- Percent is written as one word.
- A.D. precedes the year; B.C. follows it.
- Write decades without the apostrophe (e.g., 1890s).
- Use “point of view” instead of “viewpoint.”
- Avoid use of “the fact that” and “as to whether.”
- Correct style for punctuation with quotation marks is: , " / . " / " ;
- Ibid, idem, op.cit. , et al., and ca. are roman. We prefer short titles instead of op.cit.
- Acronyms of well-known agencies, societies, associations, and journals may be used in the text, but the names should be written out the first time they are used.
- Quotations longer than five lines or 50 words should be set off as block quotes, and quotations within them should be set off with double quotation marks.

- Single quotation marks are used for definitions following words in linguistics and phonetics.
- American spellings are preferred to British; exceptions are made, of course, when the author of the work is British.
- Footnotes are preferred to endnotes, and footnote numbers should be consecutive; duplicate numbers with “a” and “b” are not allowed. An exception is made for scientific treatises in which full citation is placed at the end of an article.
 - If an author uses both footnotes and a bibliography, the notes should follow the shortened form described in the *Chicago Manual of Style*.
- Foreign words and phrases used frequently should be italicized the first time they appear but not thereafter.
- Subjunctive mood is rarely used. Use it when a construction is contrary to fact (e.g., "She wished that her brother were there to help her.") Do not use it to express condition or contingency.

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