



Guidelines for Book Authors/Editors

General

Style Manual for AOCS Press Books: latest edition of *The ACS Style Guide: Effective Communication of Scientific Information*.

Chapter/Book Text

- Font: Use 12-point Arial font, double-spaced, formatted for 8.5 x 11 paper.
- Use <ENTER> only at the end of a paragraph, NOT after a period or full stop between sentences.

Organization, Titles, and Subtitles

- Introduction/Purpose of Chapter Topic – Use “Introduction” or “Overview” subtitle.
- Chapter Main Topics – Use Subtitles.
 - Code each subtitle to show the level of heading importance, for example:
 - <H1>=1st most important level
 - <H2>=2nd most important level

Symbols, Greek Letters, Formulas, and Use of Italics and Email/Web Addresses

- Identify anything different from ordinary type, like formulas, equations, special symbols ®, §, >, and Greek letters: (Greek Mu: μ ; Greek Delta: Δ ; Greek Beta: β ; Greek alpha: α). Exceptions per AOCS Style: for omega-3 and omega-6 fatty acids, use “n-3” and “n-6”, etc., not the Greek letter, omega.
- Tell us when a number needs to be above the line of type (superscript) [10^5] or below the line of type (subscript) [CO_2].
- If the non-English language terms are in *Webster’s Dictionary*, do not italicize. Exceptions per AOCS style: do italicize other non-English language terms, including *Trans*, *cis*, *P value*, etc.
- Type in email and web addresses. These items when copied and pasted “disappear” when the document is typeset.

Figures

Whether you are submitting photographs, line drawings, and/or charts:

- Files should be black and white and 300 dpi (dots per inch) resolution.
- Figures downloaded from the Internet less than 300 dpi cannot be used.
- Submit all figures as separate TIFF files.
- Double-number figures with the chapter number as the first number and the order that the figure appears in the chapter as the second number, abbreviating “Figure” as “Fig.” (Examples: Fig. 5.1, Fig. 7.2).
- All figures need to be cited in the text where they should appear and in numerical order. (Example: See Fig. 6.4.)

- Provide a typed figure legend with the figure double-number, caption, and original source if copied.

Tables

- Type each table using either MS Excel or MS Word.
- Double-number tables with the chapter number as the first number and uppercase alphabet letter, to show the order that the table appears in the chapter. (Examples: Table 5-A, Table 7-C).
- All tables need to be cited in the text where they should appear and in numerical order. (Example: See Table 6-F.)
- Provide a typed table legend with the table double-number, title, and original source if copied.
- Use symbols to show footnotes to the table (*, **, +, etc.).

References

AOCS uses the **Author/Year system** for references, listing up to the first 10 author surnames and initials in the reference list; and when citing each reference in the text, use the author surname and year of publication (Jones et al, 2011).

NOTE: Each of the references listed needs to be cited in the chapter text in the following style shown:

- One author...lengthy research (Jones, 1998).
- Two authors.... lengthy research (Jones & Altman, 1998).
- Three or more authors....lengthy research (Jones et al., 1998).
- Internet/Web (Author, Year) where “Author” = organization or owner of the website if no author is clear and “Year” = year information was accessed.

The bibliography or reference list at the end of your chapter or book is organized alphabetically by first author’s surname as shown in the following examples.

Books

Barenholz, Y.; Gatt, S. Phospholipids. Phospholipids; Hawthorne, J.N., Ansell, G.B., Eds.; Elsevier Biomedical Press: Amsterdam, The Netherlands, 1982; chapter 4.

Sasiela, R.J. In *Frying Technology and Practices*; Gupta, M.K., Warner, K., and White, P.J., Eds.; AOCS Press: Champaign, Illinois, 2004; pp. 125–155.

Journals

Tanaka, N.; Kimura, H.; Tokuda, D.; Hosoya, K.; Ikegami, T.; Ishizuka, N.; Minakuchi, H.; Nakanishi, K.; Shintani, Y.; Furuno, M.; Cabrera, K. Simple and comprehensive two-dimensional reversed-phase HPLC using monolithic silica columns. *Anal. Chem.* 2004, 76, 1273–1281.

Vesper, H.; Schmelz, E-M.; Nikolova-Karakashian, M.N.; Dillehay, D.L.; Lynch, D.V.; Merrill Jr., A.H. Sphingolipids in food and the emerging importance of sphingolipids to nutrition. *Am. Soc. Nut. Sci.* 1999, 129, 1239–1250.

Internet/Web

Sigma-Aldrich. <http://www.sigmaaldrich.com/catalog/search/ProductDetail/SIGMA/P7633>. (accessed 12/20/2010).

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- Any questions should be directed to either your book editor(s) or AOCS Press Production Editor.

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