

FORM AND STYLE FOR MANUSCRIPTS

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LAYOUT

1. MS Word or Latex are the preferred input programs. If Latex, Nova requests use of the macro that is available on our website. Please try to use outside justified page headers. If you would like to add any packages to this macro beyond those already specified, it is mandatory that the corresponding .sty files be submitted with the chapter. Nova currently uses the Windows Operating System.

2. Please begin the chapter with a descriptive abstract (100-400 words) summarizing the content of the article and indicate the abstract with the heading ABSTRACT. Other essential headings include: INTRODUCTION, CONCLUSION (not Conclusions; Discussion; or Concluding Remarks); REFERENCES and any other headings you find necessary within the chapter to reflect the important subsections or divisions.

3. If the program being used is MS Word, use Times New Roman font 10-12 point depending on what is the most convenient for you. Do not follow the end of sentences with two spaces only utilize a single space. You do not need to be concerned about line spacing we will be performing the page layout.

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6. All diagrams, photographs, illustrations and charts (*not tables*) are to be referred to in the text as Figures and should be numbered consecutively with Arabic numerals. These figures must be supplied as separate electronic files named in the format in which they were created and must be in one of the following formats: tiff, bitmap, jpeg, gif, ppt, psd, png or eps. The required resolution of these figures must be 350-750 dpi. The higher the resolution, the clearer the printed image.

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TEXT

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10. If you wish Nova to review any chapters for English, please be sure that English Requested is clearly marked on the first page of all such chapters. English editing is chargeable after evaluation.

11. Please use the words THIS CHAPTER (not this article; this study or my work) in the text. Please also consider for purposes of presentation that the word 'research' and 'evidence' are collective nouns, thus 'research/evidence shows/presents' or 'research/evidence has shown, is presented' (do not use researches; or evidences). Within this context, please keep in mind that the word 'data' is plural, i.e. data are...

12. If you have variations from the chapter titles, which you would like Nova to use as the Running Head, please mark this at the beginning of all such chapters.

13. For any explanatory notes, please use Footnotes.

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REFERENCES

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28. Please contact Nova for any exceptions to this list.

Biomedical Sciences

Articles in Journals

Author, AB; Author, CD. Title of journal article. *Title of journal*, date of publication volume number, first

page-last page.

Author, A. B. & Author, C. D. (Year of Publication). Title of journal article. *Title of journal, volume number*, first page-last page.

Books

Author, AB. *Title of the Book*. Edition. Place of publication: Publisher's name; Year of publication.

Author, A. A., & Author, B. B. (1996). *Title of book: Subtitle of book* (edition). City, ST: Publisher.

Articles in Edited Books

Author of chapter, AB. Title: sub-title of chapter. In: Editor EE, editor. *Title: sub-title of book*. Place of publication: Publisher; Year; page numbers.

Author, AB; Author, CD. Title: sub-title of chapter. In: Editor EE, Editor FF editors. *Title: sub-title of book*.

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Author, A. A., & Author, B. B. (1996). Title of chapter: Subtitle of chapter. In E. E. Editor, & F. F. Editor (Eds.), *Title of book: Subtitle of book* (edition, pp. first page-last page). City, ST: Publisher.

Electronic Media

Author/editor (surname initials). Title [online]. Year [cited year month day]. Available from: URL:

Author, A. A., & Author, B. B. (1996). Title of electronic journal article. Title of electronic journal [Online serial], Volume number (Issue number).

Social Sciences

Articles in Journals

Author, A. A. (Year of Publication). Title of journal article. *Title of journal, volume number*, first page-last page.

Author, A. A., & Author, B. B. (1996). Title of journal article: Subtitle of journal article. *Title of journal, volume number*, first page-last page.

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Author, A. A., Author, B. B., & Author, C. C. (1996). *Title of book: Vol. 1. Title of series*. City, Country: Publisher.

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Physical Sciences

Articles in Journals

Author, A. B.; Author, C. D. *J. Abbrev.* 19XX, *vol.* xx-yy. NOTE: No punctuation in journal abbreviations except periods. No conjunctions, articles, or prepositions in journal abbreviations. No comma or semicolon before or after journal titles.

Books

Author, A. B.; Author, C. D. *Book Title*; Series Name and number; Publisher: City, STATE (2 letters), year; Vol. 1, pp xx-yy.

Articles in Edited Books

Author, A. B. In *Book Title*; Editor, C. D.; Ed.; Series Name and number; Publisher: City, STATE (2 letters), year; Vol. 3, pp xx-yy.

Electronic Media

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Author, A. A., & Author, B. B. (1996). Title of electronic journal article. Title of electronic journal [Online serial], Volume number (Issue number).