AVENSCI
PUBLISHING

AUTHOR MANUSCRIPT PREPARATION GUIDELINES

Books, monographs, edited-book chapters, theses, proceedings and other scholarly publications

VERSION 1.0 - September 2026

Purpose of this guide

This document defines AvenSci Publishing's house requirements for preparing scholarly manuscripts before editorial review and production. It is designed to reduce avoidable reformatting, improve accessibility and support reliable conversion to PDF, EPUB 3 and HTML.

1. Scope and publishing principle

These guidelines apply to authored books and monographs, edited-book chapters, theses and dissertations prepared for publication, conference proceedings, abstract books and other research-led publications accepted or being prepared for AvenSci Publishing.

Core principle: content should be scientifically complete, structurally clear, technically editable and suitable for multiformat production. Authors should not attempt to reproduce the final book design in the manuscript file.

2. Preferred source formats

Microsoft Word (.docx): Preferred for most books and chapters. Use Word styles, real tables and the built-in equation tools.

LaTeX (.tex): Accepted for mathematics-, physics- or equation-intensive works. Provide the complete source package, bibliography files and all figure assets.

Supporting files: Figures, supplementary files and permissions should be supplied separately using the file naming rules in this guide.

Do not submit the manuscript as a flattened PDF only. A PDF may be supplied for reference, but AvenSci requires an editable source file for production.

3. AvenSci manuscript page setup

Element	AvenSci house requirement
Page size	A4 (210 x 297 mm)
Margins	2.5 cm on all sides (acceptable range 2.0-2.5 cm)
Body font	Times New Roman, 12 pt
Line spacing	1.5 lines
Paragraph alignment	Left aligned; do not fully justify
Paragraph spacing	6 pt after paragraphs; avoid manual blank lines
First-line indent	None unless specifically agreed for the project
Page numbers	Bottom centre or bottom right
Language	Consistent UK English or US English throughout the complete book

4. Heading hierarchy and typography

Level	Recommended appearance	Rule
Book / chapter title	18 pt bold	Sentence case; keep concise and informative
Heading 1	16 pt bold	Major section
Heading 2	14 pt bold	Subsection
Heading 3	12 pt bold	Lower-level subsection
Heading 4	12 pt italic or run-in	Use sparingly
Body text	12 pt regular	Times New Roman
Figure/table text	8-12 pt	Must remain legible at final publication size
Footnotes	10 pt	Use only where necessary

Use Word's built-in Heading styles or an equivalent structured LaTeX hierarchy. Do not create headings by manually enlarging text only. Do not number headings manually if automatic numbering is being used.

5. Book and chapter structure

Front matter. Title page; author/editor names; affiliations; ORCID identifiers where available; table of contents; optional foreword, preface, acknowledgements, contributor list, abbreviations, list of figures/tables.

Chapter opening. Chapter number/title, author names for edited volumes, affiliations, corresponding author where relevant, abstract where required and keywords.

Main text. Use a logical heading hierarchy. Cite every table and figure in numerical order. Define abbreviations at first use.

Chapter end. Acknowledgements, funding information, conflict-of-interest statement, data availability or ethics statements where applicable, references, figure legends if not placed near figures.

Back matter. Appendices, glossary and index material as agreed with the commissioning/editorial team.

6. Abstracts, keywords and discoverability

For scholarly chapters, AvenSci recommends an abstract of approximately 150-250 words unless a project-specific instruction states otherwise. The abstract should stand alone, avoid unexplained abbreviations and clearly state the topic, scope and main contribution.

Provide 4-8 specific keywords or key phrases. Avoid simply repeating words already present in the title. Keywords support metadata creation, indexing, search-engine discovery and chapter-level visibility.

7. Text conventions

- Use SI units and internationally accepted scientific symbols where applicable.
- Define abbreviations at first use and use them consistently.
- Use italics for genus/species names and mathematical variables where conventional.
- Use bold sparingly; do not use bold or colour to simulate the final typeset design.
- Do not use spaces or tabs to create columns, align data or imitate tables.
- Do not insert repeated manual line breaks to control pagination.
- Use non-breaking spaces only where technically necessary (for example between a value and unit).
- Avoid relying on colour alone to communicate meaning in figures or tables.

8. Equations and mathematical content

Create equations using Word's built-in Equation tool, MathType or native LaTeX mathematics. Do not submit equations as screenshots or raster images. Number only equations that are referenced later in the text. Define symbols at first use and maintain consistent notation throughout the chapter or book.

9. Tables

Tables must remain editable and should contain data that are easier to understand in rows and columns than in running text.

- Create tables with the Word table function or native LaTeX table environments.
- Do not submit tables as screenshots or image files unless the content is genuinely graphical.
- Do not use tabs, spaces or manual line breaks to construct columns.
- Number tables consecutively within each chapter (recommended: Table 1.1, Table 1.2, etc.).
- Cite every table in the text in numerical order.
- Provide a concise title above the table and explanatory notes below it.
- Define abbreviations and statistical symbols in table notes.
- Avoid excessive shading, coloured cells, decorative borders and merged cells.
- Use a simple header row and ensure the table can be interpreted in black and white.
- If third-party data are reproduced or adapted, provide the source and permission information where required.

10. Figures, illustrations and artwork

Submit production-quality figures as separate files in addition to any low-resolution placement copy used in the manuscript. Every figure must be cited in the text and have a caption.

Artwork type	Preferred format	Minimum quality
Photographs / continuous-tone images	TIFF or PNG preferred	Minimum 300 dpi at intended final size
Combination artwork (photo + labels/lines)	TIFF or high-quality PDF	Minimum 600 dpi
Line art / diagrams / scanned line drawings	Vector PDF/EPS/SVG where possible; TIFF if raster	Minimum 1200 dpi when raster
Graphs / charts	Vector PDF/EPS/SVG or original Office file	Embed fonts; avoid rasterisation
Figure lettering	Arial/Helvetica-like sans serif	8-12 pt at final size
Colour mode	RGB for digital-first workflow unless specifically instructed otherwise	Ensure grayscale readability where possible

11. Figure numbering and captions

- Number figures consecutively within the chapter (recommended: Figure 1.1, Figure 1.2, etc.).
- Use the word 'Figure' in manuscript citations rather than vague wording such as 'the figure below'.
- Captions should explain what the figure shows and define symbols, abbreviations and panels.
- Do not place the complete caption inside the artwork file.
- For reproduced or adapted figures, add the source/credit line and provide permission documentation where necessary.
- Ensure multi-panel figures use consistent panel labels (A, B, C...) and readable typography.

12. Accessibility and alternative text

AvenSci's production workflow targets accessible PDF, EPUB 3 and HTML where applicable. Authors should therefore provide concise alternative text for meaningful figures, diagrams and other non-text content.

Recommended alt text: describe the purpose and essential information of the figure, not every decorative detail. Do not begin with 'image of' unless that information is meaningful.

13. References and citations

Use the reference style agreed for the project and apply it consistently. AvenSci may standardise references during production, but authors remain responsible for accuracy and completeness.

- Every in-text citation must have a corresponding reference and vice versa.
- Include DOI identifiers where readily available.
- Do not add citations solely to influence citation metrics.
- Avoid excessive self-citation or irrelevant citation requests.
- For edited books, use one reference convention consistently across chapters unless AvenSci explicitly approves chapter-specific styles.
- Where chapter-level discoverability is important, a reference list at the end of each chapter is preferred.

14. Authorship, affiliations and ORCID

Provide the full publication name of each author, institutional affiliation, country and ORCID identifier where available. For edited books, provide complete chapter-level authorship information for every contribution. Changes in authorship after submission must be explained and may require written agreement from affected contributors.

15. Permissions and third-party material

Authors are responsible for identifying copyrighted third-party material and securing the permissions required for the agreed print, digital and international publication formats before final production.

- Previously published figures, tables, substantial text extracts, maps, photographs and other protected material may require permission.
- Material created by the author can still require permission if rights were transferred to a previous publisher.
- Keep written permission records and submit them with the manuscript package.
- Open Access publication may require permissions broad enough for the selected Creative Commons licence; confirm this before reusing third-party material.
- When permission cannot be obtained, replace or remove the material before production.

16. Research integrity and ethics

Authors are responsible for the accuracy, originality and ethical compliance of submitted work. Appropriate statements should be included where relevant for human participants, identifiable personal information, animal research, regulated materials, funding, conflicts of interest, data availability and materially relevant use of automated or generative tools.

17. Supplementary material

Supplementary datasets, appendices, video/audio, code or extended tables should be clearly identified and referenced from the manuscript. Supply each item as a separate file with a descriptive filename and a short title or legend. Supplementary material may be published with limited editing or typesetting, so authors should check it carefully before submission.

18. Edited-book chapter requirements

Each chapter in an edited book should be deliverable as an independent scholarly object while remaining consistent with the volume.

- Use the chapter title and chapter number assigned by the book editor.
- Provide all chapter authors, affiliations and ORCID identifiers.
- Use the agreed chapter abstract and keyword format.
- Follow the volume's terminology, spelling convention and citation style.

- Deliver figures and tables using chapter-based numbering and filenames.
- Respond to chapter-level peer review and revision requests through the AvenSci editorial workflow.

19. File naming and delivery package

File type	Example filename
Main manuscript	AS_BookShortTitle_Manuscript_v01.docx
Chapter manuscript	Ch03_Smith_CellSignalling_v01.docx
Figure	Fig03-02.tif
Table (if separate)	Table03-01.docx
Supplementary item	Suppl_Ch03_Data01.xlsx
Permission	Permission_Fig03-02_SourceName.pdf

Avoid filenames such as final.docx, newfinal2.docx, image1.jpg or corrected_latest.docx. Use stable, descriptive names and version numbers.

20. Proof correction

Proofs are supplied to identify production errors and essential corrections before publication. They are not a new manuscript-development stage.

- Check names, affiliations, headings, equations, tables, figures, captions and references carefully.
- Consolidate corrections into the designated proof-correction workflow.
- Do not rewrite large sections or introduce substantial new content unless specifically approved.
- Answer all production queries.
- Return corrections within the stated deadline to avoid delaying publication.

21. Final submission checklist

■ Editable manuscript source supplied (.docx or complete LaTeX package).

■ Title, author/editor names and affiliations are final and correctly ordered.

■ ORCID identifiers included where available.

■ Heading hierarchy is consistent and uses real styles.

■ Abstracts and keywords are supplied where required.

■ All figures and tables are cited in numerical order.

■ Tables are editable, not screenshots.

■ Figure files meet the appropriate resolution and format requirements.

■ Figure captions and alt text are supplied.

■ Permissions and source credits are complete.

■ References are complete, accurate and consistently styled.

■ Funding, conflicts, ethics and data statements are included where relevant.

■ Supplementary files are clearly named and referenced.

■ The complete file package uses stable filenames and version numbers.

Appendix A. Quick technical specification

Item	AvenSci specification
Manuscript	DOCX preferred; LaTeX accepted
Body text	Times New Roman 12 pt
Headings	16 / 14 / 12 pt hierarchy
Line spacing	1.5
Page	A4, approximately 2.5 cm margins
Tables	Editable, simple formatting, sequentially cited
Photos	300 dpi minimum
Combination artwork	600 dpi minimum
Line art	1200 dpi minimum if raster
Figure text	8-12 pt at final size
Captions	Separate editable text; concise and complete
Alt text	Required/recommended for meaningful figures
Equations	Word Equation / MathType / native LaTeX; never screenshots
Permissions	Author responsibility; supply written records

Appendix B. Industry practices consulted

AvenSci's house requirements were developed independently while benchmarking common scholarly-publishing practices from major academic publishers. The following official resources were consulted in September 2026:

- **Springer Nature - Manuscript Guidelines for Books**

  https://www.springernature.com/us/authors/publish-a-book/manuscript-guidelines

- **Springer Nature - Manuscript Guidelines for English Books (PDF, April 2024)**

  https://dam.springernature.com/

- **Wiley - Manuscript Preparation Guidelines**

  https://authors.wiley.com/author-resources/Journal-Authors/Prepare/manuscript-preparation-guidelines.html

- **Wiley - Guidelines for Preparing Figures**

  https://authors.wiley.com/author-resources/Journal-Authors/Prepare/manuscript-preparation-guidelines.html/figure-preparation.html

- **Oxford University Press - Tables and Boxes**

  https://academic.oup.com/pages/for-authors/books/the-book-publishing-process/writing-and-content-preparation/tables-and-boxes

- **Oxford University Press - Rights and Permissions**

  https://academic.oup.com/pages/for-authors/journals/preparing-and-submitting-your-manuscript/rights-and-permissions-for-authors

- **Routledge / Taylor & Francis - Manuscripts FAQ**

  https://www.routledge.com/faqs/author-faqs/manuscripts

AvenSci Publishing

Advancing Science. Sharing Knowledge.

Document version 1.0 - September 2026. This guide may be updated as AvenSci's production standards and publication formats evolve.