

## Chapter 9. Books and Other Publications

In addition to journals, ASA, CSSA, and SSSA publish Agronomy Monographs, the SSSA Book Series, the ASA, CSSA, and SSSA Special Publication Series, other books, educational materials, multimedia, glossaries, and miscellaneous publications. Development of new publications is handled by the ASA, CSSA, SSSA Book and Multimedia Publishing Committee.

### SERIES

#### Agronomy Monographs

A monograph is a detailed, scholarly treatise written by experts on a single topic.

#### SSSA Book Series

A book in the SSSA Book Series is a detailed, scholarly treatise written by experts on a single topic.

#### *Methods of Soil Analysis*

The *Methods of Soil Analysis* books, published by SSSA, are a staple in labs and soil science departments. As new methods are written, they are initially published as individual articles on the *Methods of Soil Analysis* web page, as part of the *Soil Science Society of America Journal*. These method articles may be eventually included in a future volume of the *Methods of Soil Analysis* book series.

#### Special Publication Series

Special Publications often result from symposia on timely topics but may also be developed from an idea for a specific topic not associated with a symposium.

### OTHER BOOKS

The subject matter of other books published by the Societies includes any topic within the publishing goals of the Societies. Generally, topics cover a broader aspect of a particular subject than a Special Publication. Appropriate book projects also include audience-specific publications such as textbooks and professional guides.

### MULTIMEDIA

The Societies encourage proposals for books that include complementary multimedia materials. The Societies also publish stand-alone multimedia publications, the subject matter of which includes any topic within the publishing goals of the Societies

### DUTIES OF CHAPTER AUTHORS

Authors are responsible for preparing and submitting (a) detailed chapter outlines, (b) a first draft of the manuscript, and (c) a final draft of the manuscript incorporating all changes requested by the editor. Authors are also responsible for correcting proofs.

Authors must secure and submit to the editor written permission from the owners to use any copyrighted material, including figures published elsewhere (see Chapter 10). Correspondence from publishers granting permission should be forwarded to the book editor.

Manuscripts should be submitted via the online submission system according to deadlines agreed upon with the editor. The editor may replace authors who do not meet deadlines or who provide unsatisfactory manuscripts.

Authors should prepare complete, up-to-date, definitive chapters covering the assigned subject matter. They are responsible for the interpretation they place on the published literature and should make critical analyses of reported research results. Authors should obtain in-house institutional or agency reviews of their chapters and institutional clearance before submitting manuscripts. Chapters are peer reviewed.

Authors are responsible for the costs involved in preparation of their manuscripts, including illustrations. They must agree that material in the manuscript will be published first by the Society(ies) and that the Society(ies), as publisher(s), will control its subsequent distribution via transfer of copyright (see Chapter 10).

Authors should use this manual as the official guide for preparing the manuscripts. The editor should inform authors of any special procedures to ensure uniformity in style of writing for text, units of measurements, scientific names, literature references, illustrations, and other details.

## STYLE

The standard journal article format outlined in Chapter 1 is usually not used in other publications, but certain sections, such as references, follow the same format as for journal articles. Book editors may determine their own preferences, but manuscripts generally follow the same scientific and editorial requirements as journal articles, as should tables and figures.

When a project is nearing completion, authors should contact the books manager for assistance in submitting the final materials for production. The following is a checklist for submission:

- Indicate a corresponding author for each chapter, and provide a complete list of contact information.
- Submit chapter text and tables in Microsoft Word.
- Include all figure captions and tables after the text of each chapter.
- Supply all figures when submitting each chapter. Whenever possible, authors should supply figures as individual files. Make all type and line thicknesses large enough to withstand reduction to a final figure size of about 11 by 17 cm (~4 1/4 by 6 1/2 inches). Resolution should be 300 dpi for photos and 600 dpi for line art. Check the final files to verify the quality and legibility. Contact Headquarters staff for the latest file preferences.
- Provide scientific names, with authorities, for all crops and other organisms mentioned; identify soils; provide chemical names for all pesticides (see Chapter 3); and supply a list of preferred abbreviations if desired.