Using APH Styles and the APH Template

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This document is intended to walk you through the standard style and formatting options available in an APH Press manuscript template. Throughout, the guide has had the appropriate Word document style applied, which automatically formats the document’s font, spacing, etc. For example, this paragraph is using the “APH Normal First Paragraph” style, and the title and my name have “APH Chapter Title” and “APH Chapter Author” applied, respectively. This document is accompanied by our Guidelines for Authors document as well as a blank template you can use to write your chapter that has all of the APH styles pre-loaded into the document.

Styles are typically found on the Home tab in Word; if you click on the downward-right facing arrow at the bottom of the Styles pane, you can pop out a window with a list of all styles. Every other body paragraph in this section is going to use “APH Normal Text Indented,” and I used the style list to change the style. “APH Normal Text Indented” is what you should use whenever you are writing body text in your chapter. You can still use bold case or italicization as needed.

Keeping styles consistent is incredibly helpful for the following reasons:

* **It ensures consistency across the book’s chapters.** If every author switches to “APH Bulleted List” when they start a bulleted list, for example, the chapters will look the same when your editors are reviewing it, allowing them to focus on the text itself.
* Similarly, switching to “APH Bulleted List Level 2” or “APH Numbered List Level 2” when you have a subordinate list will ensure that there’s no confusion when nested lists appear in your manuscript. If you don’t switch to the “Level 2” style—for example, by tabbing over instead of changing the style—it will all appear as the same hierarchy level when it’s imported into InDesign.
* **It makes typesetting easy.** If styles are consistently applied, they can be imported into InDesign in a fraction of the time.
* **Navigation is easy.** Using APH styles will automatically create a hierarchy for you in the Navigation Pane in Word (which can be found under the View tab), allowing you or an editor to quickly jump to the desired section of a chapter. This is particularlyuseful for long chapters.
* **It’s a clear communication tool.** Chapter manuscripts pass through a number of hands, including the book’s editors, APH’s Managing Editor and Copyeditor, and peer reviewers. There are many opportunities for miscommunication. But if styles are applied consistently, there’s no ambiguity in the intended organizational structure of the chapter.

Headings

APH books can have up to five levels of subheadings in a chapter, and it is a good idea to consistently apply at least 2-3 levels of subheadings for organizational purposes. Headings serve as signposts for your reader and create inbuilt clarity in *what* you’re writing about for your reader. A good rule of thumb is that whenever possible, you shouldn’t go more than 750-1000 words without a heading or subheading to guide your reader. Some subjects will require much more granularity in the organizational hierarchy, and others may require less.

Examples of all five heading styles are below:

APH Heading 1

APH Heading 2

APH Heading 3

APH Heading 4

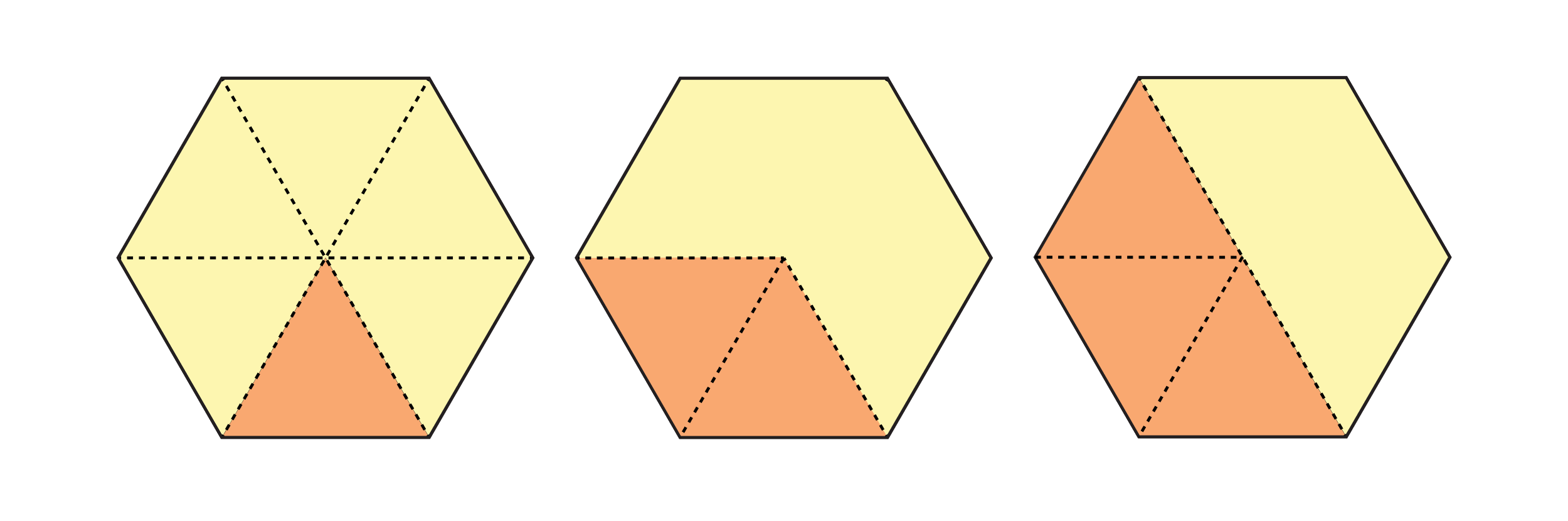
APH Heading 5

Figures

The Guidelines for Authors document has more information on when to use figures and how to secure permission from photographers, rights holders, or people depicted in a figure. When putting a figure in your chapter manuscript, you may insert it or provide instructions for where it should be inserted. Even if you insert your image into the chapter manuscript itself, you *MUST* submit the original, high-quality file (at least 300dpi in .jpg, .tif, .ai, .eps, or similar format; when in doubt, give us what you have). Inserting images into Word compresses them beyond print quality, so we need the original file.

In the chapter manuscript, figures need to have a short, descriptive title, a caption, and source information (even if you are the source, as this is important for copyright purposes). *Note:* The caption is not the same as alt-text, which APH will typically write during copyediting. A good caption ties the figure back to the body text clearly. Below is an example of both ways you can insert a figure into your chapter manuscript using the “APH Insert” style. For the purposes of demonstration, we’ll pretend this is Chapter 5 of a manuscript.

<Begin Figure 5.1 – Demonstrating the Relationship Between Wholes and Parts>



Caption: A hexagon can be divided into simpler shapes in several ways.

Source: Zach VandeZande (this can be a person or an APA-style citation as necessary)

<End figure>

Note the use of <> and clear indications of where the figure information begins and ends. Using those any time you insert materials that aren’t the main body text makes it very easy for a copyeditor or typesetter to know where content begins and ends.

If you don’t want to insert the image or if it is too large to insert in the Word document, you can simply mark where you would like it to appear and provide the information, including the name of the file:

<Insert Figure 5.1 – Demonstrating the Relationship Between Wholes and Parts>

5.1\_WholesAndParts.jpg

Caption: A hexagon can be divided into simpler shapes in several ways.

Source: Zach VandeZande

<End figure>

Sidebars

Sidebars are for content that is corollary to the main information in the body text or information that is exemplary or explanatory. They are also sometimes used to reprint or refer to additional resources that are relevant to the text (make sure to secure permission to reprint as laid out in our Guidelines for Authors). When you include a sidebar in your chapter manuscript, you will usually include it in the document itself. If it has unique formatting or is otherwise unwieldy to include, you may submit it as a separate document. All sidebars should be marked off with clear beginning and ending points using the “APH Insert” style. Examples of including sidebars in the document and referring to a separate document are below:

<Begin Sidebar 5.1>

Sidebar 5.1: Example Sidebar

Use the “APH Sidebar Heading” style, then use “APH Normal Text Indented” for the body of the sidebar. You can also use “APH Sidebar Heading 2” to create subheads within a sidebar.

Additional Formatting Considerations for Sidebars

If specific formatting needs to be adhered to (particularly for reprinted material), please provide a document that clearly indicates the necessary formatting. A PDF of the page of a textbook is better than a Word document in these cases, for example.

If more subheading levels are needed in a sidebar, do your best using APH Heading styles.

Always end a sidebar with a closing tag to prevent any ambiguity about when the body text begins again.

Source: You can include an APA-style source here if appropriate.

<End sidebar>

If you need to keep a sidebar as a separate document, you can simply mark where it goes in the body text using the “APH Insert” style:

<Insert Sidebar 5.1.docx here>

Tables

Tables can be handled in the same way as sidebars: use start and end tags with the “APH Insert” style and either insert it into the Word document or include it as a separate document. When using tables in an APH Press manuscript, please be aware of print and accessibility concerns that can make tables difficult.

<Table 5.1>

Table 5.1: Formatting Considerations for Tables

|  |  |
| --- | --- |
| **Issue** | **Considerations** |
| Screen reader accessibility | Split or merged cells that create uneven numbers of columns or rows in a table can create issues for people who use screen readers. Keeping a table as simple as possible will limit our need to make changes during accessibility review. |
| Length | Once tables become larger than 1-2 pages of a Word document, they will take up multiple pages of the final book. Be aware of this and consider how your table’s information will be received by a reader. If they need to remember something from the first rows 8 pages later, for example, we may need to consider an alternate way of giving the information to a reader. |
| Number of columns | A print book will typically have between 6-8.5 inches of usable space on a page. Tables that have more than 3 columns can create serious issues with print legibility, as our only options are to use smaller type or have columns that are excessively long. |

Source: You can include an APA-style source here if appropriate.

<End table>

References

Every chapter manuscript should have a reference section at the end using the “APH Reference Title” and “APH Reference Text” styles. All references should be in APA 7th format.

Other Formatting Considerations

* “APH Normal Vignette” should be used if your chapter has an introductory vignette or example narrative vignettes within the chapter.
* “APH Block Quote” is for quotes from other sources that will take more than 4 lines of text.
* Word may add default styles to the list available. Please always use a style that begins with “APH” whenever possible.
* If you have a formatting situation that isn’t covered by one of our styles, do what you can to make the formatting clear. If necessary, leave a comment in your manuscript for the editors to review.
* If you need to change how a style looks for accessibility purposes, that’s okay! As long as you keep the name of the style the same, everything will port over correctly.
* If you have a list of additional resources at the end of a chapter, which is appropriate in some cases, format them as APA references and use the APH Reference Text style.
* If you have an Appendix for your chapter, include it as a separate document and apply APH styles to the content as appropriate.