

# FREQUENTLY ASKED QUESTIONS

Throughout the development process, you will more than likely have several questions, as well as be faced with several queries from your contributing authors. For your assistance, we have included in this guide a list of several frequently asked questions. If you have a question that is not included in this list, please contact the individual from the Development Department with whom you have been collaborating, and he/she will be more than happy to answer your questions. As mentioned previously, we greatly welcome your queries! The more you ask, the more you will be informed, and the easier it will be for you to produce a book of the highest quality.

**1. What happens if I submit for publication a chapter(s) that does not conform to APA style?**

Please note that, should you submit material that does not conform to APA style, it will be returned to you for correction before IGI Global will proceed with publication. Thus, it is exceptionally important, for both the quality and the efficiency of the production process, that all materials submitted conform to APA style.

**2. What if I find that, due to some unforeseen circumstance, I'm unable to meet my final deadline?**

Please know that your signature on your legal, binding contract with IGI Global guarantees that you will deliver a completed manuscript by the final deadline indicated. As you may know, this date of delivery is very important because IGI Global puts your book on its production and printing schedule months in advance of the due date. Your deadline is also shared with all printing partners, as well as various subcontractors. Delays can result in additional costs being incurred, as well as a delay in the timely release of your book. That being said, however, if you should find that a delay is absolutely inevitable, please contact the individual from the Development Department with whom you have been collaborating and let him/her know IMMEDIATELY.

**3. Why must I measure the length of my book by the number of words it contains? Why can't I measure the length by the number of pages?**

The reason you must measure the length of your book in terms of the number of words it contains rather than the number of pages is that measuring by page

count can be quite relative and inaccurate. Depending on the margins, font size, font type, line spacing, page size, image size, and so forth, one chapter alone could be measured as having a variety of lengths. On the other hand, if you calculate your book length by word count, you will come up with an objective and accurate measure of length.

**4. What if a contributing author is an employee of the U.S. government and cannot, therefore, sign IGI Global's "Author's Warranty and Transfer of Copyright Agreement"?**

If a contributing author is an employee of the U.S. government, the work which he/she created will not have a copyright, since anything created by the government is in the public domain. Should this be the case for one or more of your contributing authors, please notify the individual of the Development Department with whom you have been collaborating. He/she will then issue you a copy of IGI Global's "Author's Warranty," which is a document that, when signed, warrants that the government employee's work is original and has not been published or submitted for publication elsewhere.

**5. What if some of the contributing authors submitted their chapters in American English while others submitted their chapters in British English?**

Please know that, as long as the type of language used in the chapters is consistent WITHIN EACH chapter, the authors may use either American or British English.

**6. Does IGI Global provide translation services?**

While IGI Global may choose to produce a translation of your book at a later date, please note that all manuscripts must be submitted in correct English. Please note that it is **crucial** that complete copy editing of all chapters in your book be conducted **prior to submission** to ensure proper use of the English language, proper grammatical structure, and correct spelling and punctuation. Attention to these details is imperative.

**7. Do images count toward the final word count?**

While images, of course, will take up a certain amount of space in your book, please note that IGI Global does not consider those images to count toward your

total word count. You are contractually obligated to provide IGI Global with the number of words specified on your signed agreement.

**8. Does IGI Global provide chapter templates?**

While IGI Global does have a link to a chapter template available for you to send to your contributing authors, it is very important that contributing authors carefully adhere to the *Chapter Organizational Guidelines* found in *Appendix A*, which addresses how chapters should be organized, as well as what should be covered in each section of a chapter. The chapter template may be found at [http://www.igi-global.com/development/author\\_info/index.asp](http://www.igi-global.com/development/author_info/index.asp).

**9. Does IGI Global distribute calls for chapters on listservs or to lists of contacts?**

According to your contract, you are responsible for distributing your call for chapters among your peers, as well as to various listservs. However, if your book begins to slip into what we consider as being in danger of cancellation or extended delay due to your title not being able to attract a sufficient number of quality proposals, we will take measures to contact additional potential contributors on your behalf and/or send a list of potential contacts for your direct contact and collaboration. Please note that due to what is seen as higher success rates with direct editor-to-potential-author calls, it is better if you, rather than IGI Global, contact potential authors directly.

**10. What kind of compensation do contributing authors get for their contribution?**

Please note that contributing authors do not receive monetary compensation for their chapter contributions to your book. The only individual that will receive royalties from the sales of your book is you, the editor. However, that being said, IGI Global will furnish 1 copy of your book to the lead author of each chapter without charge. The co-author(s) of each chapter will receive a print copy of the chapter along with a copy of the title page of your book. Copies of the book for the authors' use shall be supplied at a 50% discount from the list price.