

Michigan State University  
National Collaborative for the Study of University Engagement (NCSUE)

Transformations in Higher Education: The Scholarship of Engagement  
Book/Monograph Series

Publisher: Michigan State University Press

The NCSUE book/monograph series is a peer-reviewed outlet for authors whose work best suits a publication venue that is not available through peer-reviewed journals. Proposed volumes must reflect an integrative approach to core aspects of the scholarship of engagement and/or engaged scholarship. The term “engaged scholarship” is inclusive of all facets of work linked to university-community partnerships that are local, regional or global with respect to space, place, and discipline. This includes scholarship that would fit such terms as civic engagement, community-based research, participatory action research, tribal participatory research, service learning (which is anchored in scholarship), program evaluation, intervention research, applied developmental science, translational science, and all other forms of applied research and creative scholarship. Scholars from all disciplines and professional programs are welcome to submit manuscripts for consideration. All proposals are first screened by the Series Editors, who determine whether they meet eligibility requirements. Proposals are then reviewed by at least two members of the Editorial Board. Authors (Editors) whose manuscripts are recommended for publication through this peer review process are then recommended to the Michigan State University Press for issuance of a contingency contract. Upon receipt of the final volume, an additional peer review is obtained in order to provide constructive feedback designed to strengthen the volume.

All proposals submitted for publication consideration **must** include the following in the outlined format:

**Book Prospectus**

1. Title of Volume:
2. Volume Author(s) or Editor(s): Provide complete contact information (i.e., name, institutional affiliation, email, phone, FAX, and mailing address)
3. Authored Books: Include:
  - 3.1 Book overview: Title, description covering content of the book, and how it advances knowledge in appropriate field(s)
  - 3.2 Detailed table of contents and letter from senior author indicating in writing a commitment to write the book, and a commitment to meet the proposed deadlines
  - 3.3 Chapters 1 and 2 of the volume (other chapters can be submitted, but the first two are required)

- 3.4 A 150-word biosketch for each author and Curriculum Vita of senior/corresponding author
4. Edited Books: Include:
  - 4.1 Book overview: Title, description covering content of the book, and how it advances knowledge in appropriate field(s)
  - 4.2 Detailed table of contents and letter from senior author of every proposed chapter indicating in writing a commitment to write the chapter, its title and co-authors, and a commitment to meet the proposed deadlines
  - 4.3 A 150-word biosketch for each editor and/or each author, and Curriculum Vita of senior/corresponding editor
5. Indicate how this volume contributes to advancing knowledge about engaged scholarship and/or the scholarship of engagement:
6. Target audience and brief projection of potential market:
7. Estimated length: (all manuscripts must be submitted double-spaced, 12-point Arial font, 1-inch margins, following the style guide of the American Psychological Association (6<sup>th</sup> edition))
8. Timeline for completion of the manuscript:

Submit proposals to:

Burton A. Bargerstock  
ATTN: Scholarship of Engagement Book Series  
University Outreach and Engagement  
Michigan State University  
219 South Harrison Road, Room 93  
East Lansing, MI 48824

## OUTLINE OF PUBLICATION PROCESS

1. Contact Series Editors for preliminary approval for a book concept. Required: A letter describing the proposed book project in sufficient detail for the Series Editors to assess: proposed content, innovation, and audience/market.
2. Series Editors review the letter and decide whether to invite a formal proposal.
3. If invited, a formal proposal (using the preceding Book Prospectus guidelines) is prepared and submitted.
4. Proposal is reviewed by two members of the Board of Editors.
5. Proposal is Accepted, Accepted Pending Revisions, or Rejected.
6. If Accepted, the MSU Press is contacted to issue a publication contract.
7. Book manuscript is completed and submitted.
8. Book manuscript is sent for external peer review (one reviewer for content and cohesion). This is not a copy edited review; that will occur once the book is sent to the MSU Press.
9. Book manuscript is revised or sent to the MSU Press for production (depending on the comments of the external reviewer and decisions of the Series Editors).
10. Book is now fully under the control of the MSU Press.

## FACE PAGE

Book Title

Editors or Authors Names

## FRONT MATTER

### Published Volumes:

Fitzgerald, H. E., Burack, C., & Seifer, S. D. (Eds.) (2010). *Handbook of Engaged Scholarship: Contemporary landscapes, future directions. Vol. 1. Institutional Change*. East Lansing, MI: Michigan State University Press.

Fitzgerald, H. E., Burack, C., & Seifer, S. D. (Eds.) (2010). *Handbook of Engaged Scholarship: Contemporary landscapes, future directions. Vol. 2. Community-Campus Partnerships*. East Lansing, MI: Michigan State University Press.

Peters, S. J. with Alter, T. R. (2010). *Democracy and higher education: Transitions and stories of civic engagement*. East Lansing, MI: Michigan State University Press.

Hodges, R. A., & Dubb, S. (2012). *The road half traveled: University engagement at a crossroads*. East Lansing, MI: Michigan State University Press.

Fitzgerald, H. E., & Primavera, J. (Eds.) (2013). *Going Public: Civic and community engagement*. East Lansing, MI: Michigan State University Press.

Cooper, D. D. (2013). *Learning in the plural: Essays on the humanities and public life*. East Lansing, MI: Michigan State University Press.

Reiter, B., & Oslander, U. (Eds.) (2015). *Bridging scholarship and activism: Reflections from the frontlines of collaborative research*. East Lansing, MI: Michigan State University Press.

Docking, J. R. (2015). *Crisis in higher education: A plan to save small liberal arts colleges in America*. East Lansing, MI: Michigan State University Press.

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Series Preface (Fixed: Supplied by Series Editors)

Volume Preface (Supplied by Volume Authors/Editors)

### Proposed Table of Contents

#### Chapters

1. Title  
Author name (Institution), Author name, (Institution), etc.
2. Repeat as 1.

Repeat for all chapters in the proposed volume.

If chapters are separated into Parts or Sections, insert prior to the appropriate section titles.

Author/Editor brief biosketches:

200 word maximum brief biosketches

Organize these alphabetically by last name

Subject or Author indexes are the responsibility of the editors/authors unless otherwise arranged by contract.

**Michigan State University Press**  
**Manuscript Preparation Guidelines**  
(October, 20, 2015)

## Michigan State University Press

### Manuscript Preparation Guidelines for Authors

**Software** We generally use Microsoft programs and PCs; please let us know if your manuscript was prepared using another software or platform. If you used EndNote, BibTexX, Zotero, Mendeley, or another program to automatically format or generate citations or reference lists, you will need to replace that linked content with keyboarded text before submitting the final manuscript. (Text generated in such programs can become distorted or disappear when it is uploaded into typesetting software.)

**Files** Break up the manuscript into multiple files—one per chapter, and one per table or figure.

**Reference Materials** The Press generally follows the *Chicago Manual of Style*, 16th edition, and *Merriam Webster's Collegiate Dictionary*, 11th ed.

**Style** Impose consistent style treatment to elements such as the presentation of dates (American or European style), hyphenation, capitalization, variant spellings, and the formatting of text elements such as lists and subheadings, citations, and bibliographies.

**Front and Back Matter** See to it that your name on the title page is presented exactly as you would like to have it presented in the final book. Cross check the contents page against the chapter titles.

**Titles** Chapter titles and subheadings should be similar in tone and construction (for example, all should be either title-only or title-subtitle construction). Straightforward, informational titles help browsers discern the content of a book, and they help readers navigate to their areas of interest.

**Epigraphs** If epigraphs are used, they should be used on all chapters or subheadings, with no more than one epigraph paired with a given chapter title or subheading. The source should be identified in a by-line at the end of the epigraph, not in a note. Though chapter epigraphs are sometimes used in scholarly texts, they are a literary device, and the press recommends that authors of scholarly texts seriously consider their value before including them in a final manuscript.

**Cross references** Change references to location such as “in the figure above” to specific identification such as “in figure 1.” Avoid cross-referencing your own text or notes.

**Extracts** Generally, six or more lines of prose and two or more lines of verse within the text should be set as extract, and shorter quotations should be run into the text. Do not set off prose quotations in the notes as extracts, regardless of length.

#### **Punctuation**

- Use the serial comma.
- Remove ellipses from the beginnings and endings of quotations.
- In most cases, “silent” (changed without braces [ ]) changes in capitalization are preferable; not making any changes is always acceptable.

**Spelling** Use U.S. spelling, except in quoted materials.

**Diacritics** List all special characters (any characters that do not appear on your keyboard, such as accented characters—á, é, ö, etc.) used in the manuscript on the first page of the manuscript.

**Possessives** We prefer apostrophe plus *s* for the possessive of names ending in sibilants.

**General Chapter Notes** Acknowledgments and information about earlier versions or publications of a chapter should appear in the acknowledgments or preface. Mentions of dissertations and dissertation advisors and committee should be avoided. All material referring to the assembly of a text (the inspiration, the process, decisions made about content) belongs in the preface. If that material is combined with the introduction to the text, the chapter will be titled “Preface” rather than “Introduction,” and it will be numbered as front matter. The press strongly discourages including chapter summaries in front matter and at the beginnings and ends of chapters.

**Note Callouts** Place note callouts/markers/numbers at the ends of sentences where possible (at the end of a phrase otherwise). Do not call out more than one note per sentence; when combining notes, make sure you do not lose any content. Feel free to use your word processing software to generate linked footnotes or endnotes. If you do not use linked notes, check to confirm that the number of note callouts matches the number of notes. The standard for annotating a monograph is very different than that for annotating a dissertation; generally, if a text contains a high number of notes, it is better to aim to pare the note content down from exhaustive to complete.

**Citation Form** *In-text citations* The press strongly discourages the use of in-text citations. If you would like to use them, clear this with your acquisitions editor before submitting the final manuscript. If you get approval to use in-text citations, include a comprehensive, alphabetized reference list to support the citations provided in parentheses in the text. In-text citations should contain only the author's surname, publication year, and the page number where relevant; if any of this information is clearly established in the surrounding text, it can be omitted.

*Full and short citations in notes* The first time a work is mentioned in a chapter, provide full bibliographic information. Subsequent notes in that same chapter should use a shortened form that offers only the author's surname, a shortened title, and the page number where relevant. If the manuscript contains only a partial bibliography, a bibliography in essay form, or no bibliography at all, a work's first mention in each chapter should.

*Place of publication* Eliminate the state where it is obvious from the publisher's name or where the city is well known, and include only the U.S. city where more than one is listed.

*Publisher* Publishers' names should be included in the bibliographical information and should reflect the title of the firm at the date of the citation's publication.

*Latin abbreviations* Avoid using "ff.," "passim," and "cf."

*Electronic sources* Internet postings are inherently unstable; even long-established resources regularly move and remove materials. If there is a hard copy form of a cited material, the hard copy form should be cited, even if you actually viewed the material electronically. If you are not familiar with a hard copy form of the material, provide a general web address (for example, "available on NationalGeographic.com," in lieu of a more detailed address that could become obsolete before your book is published).

**Sample reference list entry, to support in-text citation:**

Ross, David. 1994. *Barrier Reefs in the Caribbean: A Users' Guide*. New York: Praeger.

**Sample in-text citation:**

. . . buried in the silted depths (Ross 1994, 114).

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**Front and Back Matter** See to it that your name on the title page is presented exactly as you would like to have it presented in the final book. See to it that the contributors' names in their chapter by-lines are presented exactly as they would like to have them presented in the final book. Provide brief biographical notes for each volume editor and contributor. Cross check the contents page and any mentions in introductory and other text and biographical notes against the chapter titles and by-lines.

**Subheadings** Subheadings should be similar in tone and construction (for example, all should be either title-only or title-subtitle construction). Straightforward, informational titles help readers navigate a text.

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**In-text citations** If the chapters contain comprehensive, alphabetized reference lists, citations can be provided in parentheses in the text, rather than in notes. In-text citations should contain only the author's surname, publication year, and the page number where relevant; if any of this information is clearly established in the surrounding text, it can be omitted.

**Full and short citations in notes** If the chapters contain both notes and a comprehensive, alphabetized bibliography, the notes need contain only the author's surname, a shortened title, and the page number where relevant. If the manuscript contains only a partial bibliography, a bibliography in essay form, or no bibliography at all, a work's first mention in each chapter should provide full bibliographic information; successive citations should use the shortened form.

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### Gallery v. Placed Art

- A gallery (or signature) is a gathered selection of art inserted near the middle of the book
- Placed art is scattered in specific locations in the text

If you would like to have art included in your book, you need to have it approved by the acquiring editor prior to final manuscript submission

### All art must:

- be assigned a unique identifier (usually the type of art and a number that reflects the order in which it will appear in the manuscript, so map 1, map 2, etc. and figure 1, figure 2, etc.) to clearly identify it in the file name and the captions list (as well as in the callout in the text if the art is placed)
- be accompanied by a caption and credit, provided in a separate Word file (though table titles and credit lines should be included with the table rather than in this separate file)
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- All electronic photos must be saved as a high-resolution tiff or jpeg
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**Please understand that failure to comply with these requirements may delay production of your book or result in the omission of the images.**

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