

Guidelines for Book Draft or Proposal

Please contact EFA Editor with questions or concerns while preparing your manuscript.

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Manuscript Submission Guidelines

1. Note that EFA's preference is that manuscripts be prepared using the Publication Manual of the American Psychological Association, 6th Edition. If another reference style is more common to your academic discipline or is preferred, please discuss with the EFA editor in advance.
2. Submit your manuscript electronically via email.
3. All files (except figures) should be in Microsoft Word.

Author Checklist

- 1) An electronic version (MS Word) of the manuscript – all text, references, tables, figure captions with source lines, figures, etc. –clearly labeled with chapter number and title.
- 2) Front matter for the book, including the (1) title of book (with subtitle if any), author/editor names, credentials and affiliations, (2) complete Table of Contents (listing chapter titles, chapter authors, and all headings).
- 3) Complete data for each author, editor, and chapter contributor: full name, credentials, title, and affiliation; full mailing address including street address, city, state, zip code; email address; and phone and fax numbers.
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