

Preparation Checklist for Books and Monographs

Contact [RTI Press](#) to discuss a book or monograph well in advance of submission.

Section	Description
Title	<input type="checkbox"/> Short, informative title; subtitles (following a colon) are acceptable.
Running head	<input type="checkbox"/> Abbreviated version of the whole title (around 50 characters).
Keywords/phrases	<input type="checkbox"/> Provide 5–10 keywords or phrases for indexing and for search optimization.
Authors' information	<input type="checkbox"/> Provide the names, academic degrees, affiliations, and titles/positions of all authors. <input type="checkbox"/> Authors include only those who have made contributions to written material. Other contributors should be identified in the acknowledgments. For further information, see our Authorship Policy.
Abstract	<input type="checkbox"/> No more than 200 words. <input type="checkbox"/> Should be unstructured but describe purpose, methods, and results of publication.
Structure	<input type="checkbox"/> Each chapter should be complete before submission. <input type="checkbox"/> The manuscript must be edited before submission. <input type="checkbox"/> All elements of the manuscript—including text, references, tables, and figures—should comply with the RTI Style Guide .
References	<input type="checkbox"/> Should be formatted consistently in a standard reference style. Uniform Requirements (numbered) and APA (author, date) styles are preferred. Everything cited must appear in the reference list.
Tables and figures	<input type="checkbox"/> Embed tables and figures in the Word file at their initial callouts. (If your manuscript is accepted, you will need to furnish original application files.) <input type="checkbox"/> Tables/figures must contain enough information to be interpreted independent of text. <input type="checkbox"/> Provide full information on the source of the data.
Acknowledgments	<input type="checkbox"/> Can include people who contributed but were not authors. Consult our Authorship Policy for guidance. <input type="checkbox"/> If appropriate and required by contract, acknowledge funder support. Please also include relevant funding information such as grant numbers and funding agencies. Authors are responsible for determining whether recognition of funder (or other specific text) is contractually required. <input type="checkbox"/> Acknowledgments for books and monographs may be presented in a longer narrative form.
Index	<input type="checkbox"/> If warranted, RTI Press publications can include an index. Costs may be shouldered by the author.