Michigan State University

Transformations in Higher Education: The Scholarship of Engagement
Book Series
Publisher: Michigan State University Press

The *Transformations in Higher Education* 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 and/or community-engaged teaching and learning (which is anchored in scholarship), public scholarship, program evaluation, intervention research, applied developmental science, translational science, science communication, broader impacts, 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 Board of Editors. Volume Authors and 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. For proposed 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. For proposed 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. How this volume will contribute to advancing knowledge about engaged scholarship and/or the scholarship of engagement

6. Target audience and brief projection of the potential market for this book

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 (6th 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. Submit a required 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 at least 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 senior scholar reviewer for content and cohesion) by Series Editors. 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 Series Editors for final review

10. Series Editors send the book manuscript to the MSU Press for production (depending on the comments of the external reviewer and decisions of the Series Editors).

11. Book is now fully under the control of the MSU Press.

FACE PAGE

Book Title

Editors or Authors Names

FRONT MATTER

PUBLISHED VOLUMES

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.

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.

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. (2014). *Learning in the plural: Essays on the humanities and public life*. East Lansing, MI: Michigan State University Press.

Reiter, B., & Oslander, U. (Eds.). (2014). *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.

Stoecker, R., Holton, N., & Ganzert, C. (Eds.). (2016). *The landscape of rural service learning, and what it teaches us all.* East Lansing, MI: Michigan State University Press.

Hoyt, L. (Ed.). (2017). *Regional perspectives on learning by doing: Stories from engaged universities around the world.* East Lansing, MI: Michigan State University Press.

Shaffer, T. J., Longo, N. V., Manosevitch, I., & Thomas, M. S. (2017). *Deliberative pedagogy: Teaching and learning for democratic engagement.* East Lansing, MI: Michigan State University Press.

Hok-ka, C. M., Cheung-ming, A. C., Cheng, A. L., & Mui-fong, F. M. (Eds.). (2018). *Service-learning as a new paradigm in higher education of China.* East Lansing, MI: Michigan State University Press.

Crawford, P., & Berquist, B. (Eds.). (2020). *Community engagement abroad: Perspectives and practices on service, engagement, and learning overseas.* East Lansing, MI: Michigan State University Press.

Schmitt-Olabisi, L., McNall, M., Porter, W., & Zhao, J. (Eds.). (2020). *Innovations in Collaborative Modeling.* East Lansing, MI: Michigan State University Press.

Fields, N. I., & Shaffer, T. J. (Eds.). (2022). *Grassroots Engagement and Social Justice through Cooperative Extension.* East Lansing, MI: Michigan State University Press.

PROPOSED TABLE OF CONTENTS

Preface

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.

Appendices

About the Contributors

Author/Editor Biosketches:
- Brief (200-word maximum) biosketches
- Organize these alphabetically by last name

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

Appendix: Michigan State University Press Requirements

Manuscript Submission Checklist (revised June 2021)

Manuscript Preparation Guidelines for Editors (short form)

Art Submission Guidelines (revised 2021)

Permissions Log Instructions (revised 2021)

Permissions Log (revised 2022)

Sample Permission Request for Text/Photo/Image/Diagram

MICHIGAN STATE UNIVERSITY PRESS MANUSCRIPT SUBMISSION CHECKLIST

The following materials are required by the MSU Press to consider a manuscript complete and ready for production.

1. Signed contract

2. Completed New Title Information questionnaire

3. Competed W-9 IRS form

4. A complete *final* manuscript, following submission guidelines, which consists of

   - Title page (current working title; author's name exactly as it should be in the final book)
   - Table of Contents
   - Foreword (optional, but required if wanted in the book)
   - Preface (optional, but required if wanted in the book)
   - Acknowledgments (if not part of the preface)
   - All text
   - All notes
   - Bibliography/reference list

5. All artwork including photos, maps, charts, etc., saved as high-resolution files (at least 300 dpi and at least six inches wide—1,800 dpi) and assembled as per our art submission guidelines (https://msupress.org/author-information/prospective-authors/art-submission-guidelines/)

6. All permissions documentation for images used and a completed permissions log (provided by your acquiring editor)

7. Cover ideas or concepts (see the New Title Information questionnaire for further details)

If the work is a **collection of essays** the following information is also required.

1. Signed contributor publishing agreements

2. Biographical notes about each contributor (affiliations and publications)

3. Contact information, including phone numbers and email and mailing addresses, and biographies for all contributors

MICHIGAN STATE UNIVERSITY PRESS MANUSCRIPT PREPARATION GUIDELINES FOR EDITORS

Preparing Text Files

- Submit all of the text files in a word processing file format (such as Microsoft Word). Do not submit PDFs of text.

- If you or any of your contributors used EndNote, BibTeX, Zotero, Mendeley, or another program to automatically format or generate citations, reference lists, your table of contents, or other material, use the same program to unlink this content before submitting the final manuscript.

- Have each contributing author provide a brief biographical note that lists their credentials and affiliations. Ask them to confirm their chapter title(s) and name (in both the byline and biographical note) are rendered exactly as they would like them presented in the final book. Have them provide 5–10 keywords for their chapter.

Making a Cohesive Whole That Can Stand Alone

- Provide the contributing authors specific guidance regarding text treatment and citation style. There are several established styles that you can choose from (for example, Chicago Manual of Style, MLA, AP, etc.) or you can edit the chapters to suit a custom style of your making.

- Ideally chapter titles and subheadings are made similar in tone and construction (for example, all should be either title-only or have a subtitle). Straightforward, informational titles help browsers understand the content and organization of a book, and they help readers navigate to their areas of interest.

- Do not add cross-referencing between chapters. Each chapter should be self-contained, so it can be read independently from the whole book.

Style

- Assure that the contributing authors use a consistent treatment in the presentation of dates (American or European style), hyphenation, capitalization, variant spellings, the formatting of text elements such as lists and subheadings, and citations.

- Use US spellings, except in quoted materials. Use the serial (Oxford) comma.

- Epigraphs pose unique permissions problems (they are illustrations, not quotations), so we strongly recommend not using them at all. Omit all epigraphs used following subheadings in the text; if the passage in the epigraph is essential to the text that follows the subheading, revise the text to incorporate it there. If authors use epigraphs at chapter openings, use no more than one per chapter. An epigraph source should be identified in a byline (only—do not compose an endnote to provide source information or context). If context is necessary to explain an epigraph or if an epigraph is essential to text content, it is best to convert the epigraph to a quotation in the text.

Art

- Cut every illustration (table, graph, line art, photograph) that shows something that can be easily described or summarized in the text and that is not explicitly discussed in the text. Do not include any illustrations that are not absolutely necessary to support the surrounding text.

- Change references to location such as "in the figure above" to specific identification such as "in figure 1." Restart the table and figure numbering at 1 in every chapter.

Art, cont.

- Place callouts <the figure identification angled brackets> to indicate the general placement of all art and tables. (See our Art Submission Guidelines for detailed information about art preparation). Always set these between paragraphs—never between sentences in a paragraph or following descriptive text and a colon.

Citations

- Have all the authors use the same citation format—from the structure (in-text citations or endnotes) to the content (Chicago, MLA, or another style format). The press editors will not revise citations to make these features consistent.

- Change references to location such as "in note 6" to repeat the citation. Avoid cross-referencing your own notes (and text)—repeat relevant information or trust that readers retained it.

- Place (linked) 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.

- 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 you can provide full citation information (author/title and publisher information for books; author/title and journal title, volume/issue [or year], and page number, for journals; etc.), do not include the URL, even if you viewed the material online. If you need to include a URL and the site includes a good search function, provide the core web address (for example, "nytimes.com") in lieu of a full URL that is likely to become obsolete within a few years. If you include a DOI, only list it in the reference list (not the notes).

- Eliminate the state in the place of publication (in the notes and reference list) where it is obvious from the publisher's name or where the city is well known, and include only the US city where more than one city is listed.

- Avoid using nonspecific references and cross-references such as "ff.," "passim," "op. cit.," and "cf."

- ***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).
  Sample bibliography entry, to support notes:
  Ross, David. *Barrier Reefs in the Caribbean: A Users' Guide.* New York: Praeger, 1994.
  Sample full citation—notes:
  David Ross, *Barrier Reefs in the Caribbean: A Users' Guide* (New York: Praeger, 1994), 114.
  Sample shortened citation:
  Ross, *Barrier Reefs*, 114.

Final Checklist

- If anyone used a specialized program to automatically format or generate citations, reference lists, the table of contents, or other material, use the same program to unlink this content before you submit it to the press.

- Confirm that your manuscript is complete. If you are planning on including something like a foreword that is not available, include it in the table of contents, and include a note regarding when you expect to provide it to the press in place of the text below the title in the manuscript. Do not plan to compose acknowledgments after your book goes into production; provide as much finished content as possible, and plan to make minor changes when you review the editing or the page proofs.

- Confirm that the table of contents lists all the text elements you want included in the final book.

Final Checklist, cont.

- Confirm your name on the title page is presented exactly as you would like to have it rendered in the final book. Cross-check the bylines and titles in the table of contents against the bylines and titles in the chapter files and the names in the contributors' biographical notes.

- Confirm you have a signed contract from every contributor, and provide an alphabetized list of contributors for reference.

- Confirm that the Permissions Log lists every illustration you want included in the book (also see our Art Submission Guidelines).

- Confirm that all the art is called out in the text and the art files are included in your submission, and check to see that the art numbers are correctly rendered in all items and mentions.

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

*See our **Art Submission Guidelines** for information about preparing art content.*

*If you are supposed to prepare an index, plan to do so when you review typeset page proofs (after you complete your review of the copyediting). See our **Indexing Guidelines** for information about preparing an index.*

MICHIGAN STATE UNIVERSITY PRESS ART SUBMISSION GUIDELINES

Definitions

- *Art*: This term refers to any illustrations, including photographs, maps, graphs, tables, drawings, or other images.
- *Callout*: This is an instruction in the text telling the designer where to place a piece of art. It is placed in angle brackets, like this: <figure 1 around here>. Callouts do not appear in the published book.
- *Figure reference*: This is a parenthetical note that tells a reader that the text is referring to an illustration, like this: (see figure 1). Figure references do appear in the published book.
- *Gallery*: A gallery (or signature) is a gathered selection of art inserted near the middle of the book. Galleries are necessarily made up of multiples of eight pages (8, 16, 24, 32, etc.) because of the way books are put together.
- *Placed art*: This art is scattered in specific locations in the text.
- *Caption*: A description that is to be placed adjacent to the art in the finished book
- *Source credit*: The source of the art, to be included in the caption or placed elsewhere in the book.

Approval

If you want to include art in your book, you need to have it approved by the acquiring editor *prior* to final manuscript submission. **Do not** pay for permission to use an image until after the art has been approved by the acquiring editor, but *do* collect the paperwork you will need to submit for permission (and payment, if applicable) right away.

After you and the acquiring editor finalize your art selection, use the press's Permissions Log to identify the art in your book and key it to required (or desired) captions and source credits.

All art must

- Be named according to the type of art it is (figure_1.jpg, figure_2.tif; map_1.ai, map_2.ai; table_1.docx, table_2.docx, etc.).
- Be numbered in the order in which it will appear in the pages of the book (figure 1, figure 2, figure 3).
- Be placed in the text using callouts (not the art itself) between paragraphs; callouts are not necessary if the art will be collected in a gallery; callouts should fall between, not within, paragraphs.
- Be accompanied by a caption and a source credit, which should be keyed to figure numbers and provided in a separate Word file (except in the case of tables; table titles and source credits should be included with the tables); if the permission terms specify exact wording, highlight the language in yellow so we know not to alter them in copyediting.
- Be accompanied by written permission from the rights holder to reproduce the art.

Digital images

- Do not paste art files into other program files for submission, such as Microsoft Word or PowerPoint. These illustrations are not usable and will be rejected.
- Digital images must be saved as high-resolution TIFs or JPEGs. PNG files should be converted into TIFs or JPEGs if possible. Some PNG files are not convertible; these will be rejected.
- All images to be reproduced in the interior of your book (except line art; see below) must have a resolution of at least 300 ppi (pixels per inch) and be a minimum of 6 inches (or 1800 pixels) wide. Most images taken with phone cameras, posted to the web, or captured as screenshots have a resolution of only 72 ppi and are therefore unusable.
- Cover art should be at least 6 inches (or 3600 pixels) wide at a resolution of 600 ppi.
- Line art (B&W images without gray tones) must have a resolution of at least 1200 ppi.
- **Do not** artificially increase a digital image's ppi. This does not improve image's reproducibility and will lead to the image being rejected.

MICHIGAN STATE UNIVERSITY PRESS

Digital images, cont.

- Maps, charts, and graphs created for the book must be submitted as Adobe Illustrator (.ai) files or as high resolution TIFs, JPEGs, or PDFs; do not submit charts and graphs generated in Microsoft Excel or Corel Draw. If you can't provide art in these formats, provide all labels (all of the text in the illustration) and data sets in a Microsoft Word or Excel file, and provide a description or rendering of what each illustration should look like.

Tables

- Tables should be saved in a Word file separate from the chapter text. Provide callouts for tables in the main text using angle brackets (e.g., <table 1>).

Please understand that failure to comply with these requirements may delay production of your book or result in the omission of the images.

MICHIGAN STATE UNIVERSITY PRESS PERMISSIONS LOG INSTRUCTIONS

<u>The permissions log must be filled out and returned with your final manuscript, along with copies of all permissions</u>. In the case of due diligence, attach a PDF or printout of all correspondence, or a separate sheet describing all actions taken. If these forms are not received, your manuscript is not complete and therefore cannot be put on the production schedule.

ART PERMISSIONS

- *File Name*: Number figures in the order that they will appear in the text. Name each one according to the type of art it is (figure 1, figure 2; map 1, map 2; table 1, table 2, etc.) and list all art to be included in the manuscript in the permissions log.
- *Description:* Provide a brief description of the art. You can use the first 10 words of the caption, but remember full captions should be submitted as a separate Word document.
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- *Source:* Identify where the figure comes from (e.g., name of archive or museum, another publication, created by the author for this work).
- *Rights Status:* There are four options here: Fair Use, Public domain, Under Copyright, or Due diligence. See the guide to copyright provided to you by your acquisitions editor and "Copyright Basics" on the MSU Press website for more information.
    - *Fair use:* If you are claiming fair use, enter "Fair Use" and state your reasons for making the claim.
    - *Public domain:* If this item is in the public domain, enter "Public Domain" and explain why the item is in the public domain (e.g., federal government document, published before 1924).
    - *Under copyright:* If this item is under copyright, enter "Under Copyright" and indicate whether you have received permission to publish it (e.g., permission granted, permission requested, permission not granted).
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- *Language*: Grants of permission may be limited to one or more languages. Indicate here if all languages are allowed. If this right is limited, name the permitted languages. If there is no reference to languages, put n/s (not stated).
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- *E-rights:* This refers to the right to publish an electronic edition as well as a print edition. The response in this field should be yes, no, or n/s (not stated).
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- ***Territory restrictions:*** Grants of permission may be worldwide or limited to certain geographic areas (e.g., North America, UK and Europe, China). Indicate the geographic range of the permission here; if no territory is given in the grant of permission, put n/s (not stated).
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- ***E-rights:*** This refers to the right to publish an electronic edition as well as a print edition. The response in this field should be yes, no, or n/s (not stated).
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- ***Other restrictions***: Copy any other limits on publication (e.g., no editing, citation must appear with reprinted text) into this field.
- ***Fees paid:*** Please confirm that any fees requested by the rights holder have been paid. A grant of permission is not official until all fees have been paid.

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See the Copyright Basics on the MSU Press website for an overview.

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