

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

***Transformations in Higher Education: The Scholarship of Engagement***  
Book 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. 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 (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. 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 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) 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 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

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.

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(Fixed: Supplied by Series Editors)

**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.

**VOLUME PREFACE**  
(Supplied by Volume Authors/Editors)

## **Appendix: Michigan State University Press Requirements**

Manuscript Preparation Guidelines for Authors (revised September 2018)

Art Submission Guidelines (revised September 2018)

Rights and Permissions Overview

- Sample Permission Request for Photo or Text
- Permissions Log



**Michigan State University Press**  
**Manuscript Preparation Guidelines for Authors**

### Software

- Please let us know if your manuscript was prepared using a word processing program other than MS Word.
- If you used Citation Machine, BibMe, EasyBib, or another program to automatically format or generate your references, you will need to replace that linked content with keyboarded text before submitting the final manuscript. Text generated in such programs can become corrupted or disappear when it is uploaded into typesetting software.
- Do not use styles or advanced formatting functions in Word for text formatting; instead use toolbar buttons, F keys, and keystroke commands. For example, to italicize words, use the *I* button on the Home toolbar, F7, or ctrl + i. Do not use Emphasis in the Styles menu.

### Manuscript organization and formatting

- Files: Break the manuscript into multiple files, one per chapter and one per table or figure.
- Figures: Do not include figures or tables in the chapter text. Instead, indicate where figures or tables should be placed by inserting a callout like this: <figure 1 about here>. Provide each figure and table in a separate file in an appropriate file format. See the art guidelines to ensure figures are acceptable for publication.
- Consistent styling: Treat consistently elements such as dates (American or European style), hyphenation, capitalization, variant spellings, and the formatting of text elements such as lists and subheadings, citations, and bibliographies.
- Author's name: Make sure that your name on the title page is presented exactly as you want it presented in the final book.
- Table of contents: Cross check the contents page against the chapter titles. Do not include page numbers in the table of contents.
- Chapter titles and subheads: These 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: The press discourages the use of epigraphs in scholarly books. However, if you include epigraphs, use them on all chapters, with no more than one epigraph per chapter. No epigraphs should appear after subheads.
- Cross-references in the text: Change references to manuscript locations such as "in the figure above" to specific identification such as "in figure 1." Avoid cross-referencing your own text or notes, as contents tend to shift during copyediting and typesetting.
- Extracts: Generally, six or more lines of prose and two or more lines of verse within the text should be set as an extract (also known as a block quotation), whereas shorter quotations should be run into the text. Do not set off prose quotations in the notes as extracts, regardless of length.
- 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.

### References

- The press uses *The Chicago Manual of Style*. If you are following a different style guide, check with your acquisitions editor ahead of time.
- 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

in-text citations.

- If you used Citation Machine, BibMe, EasyBib, or a similar program to generate your citations, you will need to rekey them or otherwise strip the coding behind them out. Text generated in such programs can become corrupted or disappear when it is uploaded into typesetting software.
- Quantity of citations: Avoid excessive citation. Particularly if you are revising a dissertation, pare the notes down from exhaustive to complete.
- Note numbers: Place note numbers at the ends of sentences where possible (at the end of a phrase otherwise). Do not attach more than one note to a sentence; when combining notes, make sure you do not lose any content.
- 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, cite it, even if you actually viewed the material electronically. If citing an electronic-only work, provide a DOI or other stable identifier whenever possible.
- Websites: If citing a piece posted to a publically available website (as opposed to an electronic journal), provide a general web address (for example, “available on NationalGeographic.com”) in lieu of a more detailed URL.

### **Illustrations and tables**

- Separate files: Do not include illustrations (including all visual representations) and tables in the chapter text. Submit each figure and table as a separate file.
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- Check the art guidelines to determine whether your illustrations are suitable for publication.

### **General**

- With the exception of the index, everything that you want included in the printed book must be submitted with the final manuscript. This includes items such as dedications and acknowledgments.
- 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.
- Preface vs. introduction vs. foreword: All material referring to the assembly of a text (the inspiration, the process, decisions made about content) belongs in the preface. The introduction focuses on the subject matter of the book. A foreword is written by someone other than the author, such as a series editor.
- The press strongly discourages including chapter summaries in front matter and at the beginnings and ends of chapters.

## MSU PRESS ART SUBMISSION GUIDELINES

### Definitions

- Art: 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 about here>. Callouts do not appear in the published book.
- Figure reference: this is the parenthetical reference to a figure in the text, like this (see figure 1); it does appear in the published book.
- Gallery: A gallery (or signature) is a gathered selection of art inserted near the middle of the book. Galleries come in groups of eight pages because of the way books are put together.
- Placed art: This art is scattered in specific locations in the text.

### Pre-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.

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- be called out in the text using carets (<figure 1 about here>, <map 2 about here>) if art is going to be scattered; callouts are not necessary if the art will be gathered in a gallery
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- Cover art should be 600dpi at 6 to 8 inches wide, depending on the size of the book.
- Line art (or images without shading) must be 2400dpi at a minimum of 6 inches wide.
- Digital images must be saved as high-resolution tiffs or jpegs.
- Maps, charts, and graphs created for the book must be submitted as Adobe Illustrator (.ai) files; do not submit charts and graphs generated in Microsoft Excel or Corel Draw. If you submit charts and graphs as high resolution tiffs, jpegs, or pdfs, do not include any text (such as titles, captions, sources, or notes) in the image and be prepared to revise and submit a new image file at the request of editing during production.
- Tables should be called out in the main text using carets (e.g., <table 1>), and each one should be saved in an individual Word file.
- If you and your acquiring editor determine that a graphic needs to be redrawn, you will need to submit the complete data set along with a hardcopy or scan of how you would like the graphic to appear.

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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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Complete photocopies of all grants of permission must accompany the final manuscript when you submit it to the press. The press will not begin copyediting the manuscript until you have submitted all of the permission forms.

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Permission is required for the use of two kinds of copyrighted materials: your own previously published work (when you no longer hold the copyright) and other authors' copyrighted materials that do not come under the principle of fair use or that are not in the public domain.

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The use is probably fair if:

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- only a small part of the copyrighted work (relative to its length or size—a single sentence from a book or essay, a small detail of a painting, a screen shot or film still) was reproduced;
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In the United States, copyright exists for a term set by law. After that term expires, everyone may freely use the material—it has entered the public domain.

However, the law changed in important ways in the twentieth century, so figuring out what is in the public domain and what remains protected by copyright can be confusing. Works published in the United States before 1923 are in the public domain. You do not need anyone's permission to use them.

For more recent works, see the AUP's [Permissions FAQs](#).

The AUP also offers online resources for determining a work's copyright status.

Some documents are in the public domain from the start, such as those created by the US federal government.

## When You Must Get the Copyright Holder's Permission

In general, you need to obtain written permission for the following items:

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- Quotations from unpublished documents not your own, e.g., unpublished letters, speeches, or papers, that exceed fair use and are not in the public domain. You may need to get permission from both the archive in which the documents are held and the writer (and recipient, in the case of letters). "Fair use" is defined more narrowly in the case of unpublished documents.
- Illustrations such as photographs, tables, charts, maps, and graphs that were produced by someone else and are not in the public domain. You may need permission from both the owner of the physical object (a museum, archive, or individual) and the creator (the artist, photographer, cartographer, etc.). For photographs, if private individuals are pictured in private settings, you may need permission from them also.
- Quotations from interviews that include the interviewee's name, exceed fair use, or are not in the public domain. Copyright is jointly held by interviewer and interviewee. If you have conducted the interview, you still need written permission from the interviewee, and that form must include permission to publish.
- Quotations from certain government documents and materials. Although US federal government documents cannot be copyrighted, government agencies may hold copyrighted materials (e.g., items donated to a government archive but still protected by copyright). The archive or other agency should be able to tell you if you will need special permission to use materials in their collections. If not, this information can often be found in the agencies' wording about restrictions on photocopying.

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- Your own previously published materials, unless you retained copyright. If you hold the copyright, please send us a copy of the agreement or a statement from the publisher. Also specify the relevant chapters or portions of your book that were previously published and, for each one, the title under which it was published, the title of the journal or book, and full publishing information (volume number, season or month, year, and page numbers for periodicals; place of publication, publisher, year, and page numbers for books).
- Song lyrics. Songs often have considerable commercial value and so “fair use” is defined very narrowly.
- An epigraph or other quotation that is not analyzed in the text.

### **Preparing permission requests**

Please use MSU Press’s sample letter as the basis for your requests. When you prepare your permission requests, be sure to ask for:

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Also include in the letter:

- the working title of your manuscript;
- the statement that the publisher is Michigan State University Press, a nonprofit scholarly publisher (many organizations set lower fees for nonprofits);
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### **What to send to Michigan State University Press**

Please send us copies of both your request and the response. We need to see complete copies of the permissions forms—including front and back sides and lists of terms and conditions that may be attached—so we can be sure to follow all the conditions of use, including adding correct credit lines and following any cropping instructions.

Clearly mark all permissions forms with the number(s) of the figures the forms apply to.

## Resources

- [Association of University Presses](#)
- Patricia Aufderheide and Peter Jaszi, *Reclaiming Fair Use: How to Put Balance Back in Copyright* (Chicago: The University of Chicago Press, 2011)
- Susan M. Bielstein, *Permissions, A Survival Guide: Blunt Talk about Art as Intellectual Property* (Chicago: University of Chicago, 2006)
- *Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2010)
- [Code of Best Practices in Fair Use for Poetry](#)
- [Copyright Term and Public Domain in the United States](#)
- [Stanford University Libraries Copyright and Fair Use](#)
- [Columbia University Fair Use Checklist](#)
- [Ohio State University Fair Use Checklist](#)
- William S. Strong, *The Copyright Book: A Practical Guide*, 5th ed. (Cambridge, MA: MIT Press, 1999)
- [United States Copyright Office](#)
- [University of Texas WATCH \(Writers, Artists, and Their Copyright Holders\) File](#)
- [ASCAP ACE Database](#) (music)
- [International Standard Musical Work Code](#)

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