

PROFESSIONAL BOOK REVIEW

When creating your manuscript, Familiarize yourself with the *Echo* by reading several back issues. **SUBMIT A QUERY:** Send a brief, half-page query letter or e-mail outlining your review idea to an issue coordinator (see a recent copy of the *Echo*.) Be aware that issues are in production as much as a year in advance. Include a short biography, 75 words, about your experience in your profession. Once the coordinator has accepted your idea, write your manuscript. When you are ready to submit your manuscript, format in Word 97 or later: 1” margins, 12-point Times Roman type, and double-spaced. Reviews and columns are 850 words. Manuscripts cannot be returned. Review the APA style guide and match your style to it - www.apastyle.org/. Send your preliminary manuscript to your coordinator. You and the coordinator will refine the content, if necessary. Obtain written permissions for copyrighted material or extensive quotes. Copyright “fair use” includes the right to quote briefly, for scholarly use, complete musical examples. Figures, tables, complete musical examples, or longer quotations require written permission from the author or publisher to reprint that material. Contact the editor for permission forms. Submit all permissions with your final manuscript to the coordinator. The coordinator will submit your manuscript to the editor, who will contact you with questions and comments before publication, and request an author’s contract.

Checklist: Creating Your Manuscript

- Familiarize yourself with the *Echo* by reading several back issues.
- SUBMIT A QUERY:** Send a brief, half-page query letter or e-mail outlining your review idea to an issue coordinator (see a recent copy of the *Echo*).
 - Remember, issues are in production as much as a year in advance.
 - Include a short biography (75 words) about your experience in your profession.

Once the coordinator has accepted your idea, write your manuscript, working with your coordinator. When you are ready to submit your manuscript, follow these guidelines:

- Format in Word 97 or later: 1” margins, 12-point Times Roman type, and double-spaced.**
 - If possible, use the Manuscript Template provided by your coordinator.
 - Reviews and columns: 850 words.

- Manuscripts cannot be returned.

Review the APA style guide and match your style to it.

- The *Publication Manual of the American Psychological Association* (APA style guide) uses in-text references rather than endnotes.
- Note formatting of references in the style guide.
- A quick summary of the guidelines is available at www.apastyle.org/.

Send your preliminary manuscript to your coordinator.

- You and the coordinator will refine the content, if necessary.

You may complete the following while you and the coordinator refine your manuscript. If you have trouble with any of these steps, please contact the editor.

Obtain written permissions for copyrighted material or extensive quotes.

- Copyright “fair use” includes the right to quote *briefly*, for scholarly use, complete musical examples.
- Figures, tables, complete musical examples, or longer quotations require written permission from the author or publisher to reprint that material. Contact the editor for permission forms.
- Submit all permissions with your final manuscript to the coordinator.

The coordinator will submit your manuscript to the editor, who will contact you with questions and comments before publication, and request an author’s contract.