Minerva Academic – Author Guidelines for Book Submissions

1. Language of Submission
- Manuscripts should be submitted in English. However, Minerva Academic also accepts book submissions in Spanish, French, Chinese, and Turkish to encourage global scholarly participation.

- If a manuscript is submitted in a non-English language, it will be translated into English upon acceptance, either by a translator appointed by Minerva Academic or by a qualified translator proposed by the author.

- All translations must be approved prior to production.

2. Submission Procedure
- All proposals and manuscripts must be submitted electronically using the submission form available on the Minerva Academic website.

- Minerva Academic accepts original works that have not been previously published, as well as translated works that are not yet available in English.

- For edited volumes, each chapter must be submitted to the editor individually by contributing authors. Editors of multi-author volumes are responsible for soliciting, collecting, and managing all chapters from contributors, ensuring consistency of tone, style, and APA 7th referencing across chapters, coordinating all revisions requested by reviewers and the Publisher, securing contributor agreements and necessary permissions where required, and delivering the complete, fully formatted manuscript (all chapters, front/back matter, figures, tables, and permissions) to the Publisher by the agreed deadline.

3. Manuscript Preparation Requirements
- Each chapter—including the introduction, conclusion and index—must be submitted as an individual Word document (.doc or .docx).

- Do not submit the full manuscript as a single combined file.

4. Formatting Requirements
- Font: Times New Roman, size 12.

- Line Spacing: Double-spacing throughout the document, including block quotations and references.

- Margins: 1-inch margins on all sides.

- Headings: Use clear and consistent headings and subheadings. APA-style heading levels are recommended.

- File format: Microsoft Word (.doc or .docx).

5. Figures, Tables, and Illustrations

- Figures, tables, photographs, and diagrams must be submitted as separate supplementary files.

- Insert placeholders in the text indicating placement (e.g., 'Figure 1 here', 'Table 2 here').

- Each figure or table must include a title, caption/legend, and source information where applicable.

- Authors are responsible for obtaining permissions for copyrighted materials.

6. Style and References

- Authors may use APA, Chicago, Harvard, or another recognized academic citation style, provided that it is used consistently throughout the manuscript.

- For edited volumes, the volume editor is responsible for ensuring stylistic consistency across chapters.

7. Quality and Language Standards

- Manuscripts containing excessive grammatical errors, unclear expression, or inconsistent formatting will be returned to the author for correction before entering review.

- Non-English submissions must be well structured to allow accurate translation.

8. Review and Revision Process

- All submissions undergo editorial evaluation and may be sent for external peer review.

- Upon acceptance, authors must complete all revisions requested by reviewers or the editorial team in a timely manner.

- Final acceptance is contingent upon satisfactory completion of revisions.

9. Policy on Generative AI Use

Authors may use Generative AI tools for limited supporting tasks, including:

- Brainstorming, concept development, and idea exploration
- Improving clarity, grammar, and academic language

Such usage is permitted as long as the author retains full responsibility for the accuracy, originality, and scholarly integrity of the manuscript.

Generative AI tools must not be used for:

- Fabricating, altering, or manipulating research data
- Citation generation
- Creating, modifying, or enhancing images, graphs, tables, or figures.

10. Indexing Requirements

For monographs, indexing is optional. Authors who wish to include an index may prepare a complete and accurate index after receiving the final page proofs. If the author prefers not to prepare the index, the Publisher can deduct the cost from future royalties. Detailed indexing guidelines will be provided during the production stage.

11. Final Submission Checklist
- Each chapter is submitted in a separate Word file.

- Formatting follows the required guidelines (including compliance with APA 7th edition).

- Figures and tables are submitted as separate files.

- Placeholders are inserted in the text where needed.

- References are complete and consistently formatted.

- Permissions for any copyrighted materials are included.