

Frequently Asked Questions for Book Chapter Authors

Publishing Process

How long does the entire publishing process take?

In total, expect about two years from the time you begin writing until the book is published. This can be longer or shorter based on author and editor adherence to deadlines, length of manuscript, and completeness of final submission. If you have questions regarding the status of the project during the publishing process, please contact Dave Burns (dburns@ons.org; 412-859-6306).

Contracts, Paperwork, and Credentials

Why do I need to complete W-9 and Conflict of Interest forms?

The W-9 form is necessary to process payment for your work. The Conflict of Interest form enables us to compile relevant information that needs to be disclosed to readers in the book's front matter.

Can I add a coauthor to my chapter after I've signed my contract?

If you have already signed your contract and wish to add an author, **please contact your editor**. They will evaluate the addition and communicate any authorship changes to ONS; if the coauthor is approved, ONS has the right to assign a coauthor to the chapter and will develop a revised contract. Please note that once the deadline to submit the chapter to your editor has passed, authors cannot be added.

ONS does not limit the number of authors listed on a chapter; however, each author should have participated sufficiently in manuscript preparation. Contributors, such as those who provide technical help or general support, should be listed in an acknowledgment.

Where do I send my chapter?

Send your completed chapter and any graphics and required permissions directly to your editor. If your book has multiple editors and you're unsure which one should get your chapter, please contact Dave Burns.

How should I present my credentials?

ONS recommends following the preferred order of the American Nurses Association/American Nurses Credentialing Center (ANA/ANCC) for listing credentials:

- Highest earned degree (e.g., PhD, MSN, BS)
- Licensure (e.g., RN, LPN)

- State designations or requirements (e.g., APRN, CNS)
- National certifications (e.g., ANCC, RN-BC)
- Awards and honors (e.g., FAAN)
- Other recognitions (e.g., EMT-Basic/EMT)

More information on displaying credentials in the proper order can be found [here](#). Credentials may be subject to editing for style and length in ONS publications.

Permissions

Do I have to get permission to reprint or modify tables or figures from other sources I want to use in my chapter?

As your contract outlines, authors are responsible for obtaining permission to reprint or modify (adapt) tables or figures published elsewhere, whether in print or online. Permission *must* include print and e-book use.

If my chapter is a revision, do I still need permission to use tables or figures from other sources published in the previous edition?

Yes, even if you had permission for a previous edition, you need to get permission for a new edition.

How do I obtain permission to use material from other sources?

- For print materials, check the publisher's website, which often will include information about requesting permission. You may be redirected to RightsLink, a website where you can quickly and easily submit permission requests directly to publishers. See the *Requesting Permission to Reprint* document for more detailed information.
- For online materials, check the site for information regarding copyright and how to obtain permission. Contact Dave Burns (dburns@ons.org) if you have questions.
- Authors are responsible for any fees associated with a permission request.

Where do I send copyright permissions?

Permission documents should be sent to **your editor with your chapter**. Please do not send them to ONS.

A table or figure in my manuscript is original, but I was asked to provide permission when my manuscript entered production. What do I do?

If we cannot definitively determine whether a table or figure is original, we will ask for copyright permission as a precaution. If the content is original, notify the acquisitions editor or copy editor who has contacted you regarding this matter.

Production/Copyediting Process

I won't be available when my manuscript is in production. What if I am late responding to queries?

At the start of production, the Staff Editor assigned to copyediting your work will introduce themselves, detail a timeline for production, and ask about scheduling conflicts. Please provide us with the dates of your anticipated scheduling conflicts. We may be able to adjust the production schedule to accommodate you.

Postproduction and Book Release

Can I share my chapter on ResearchGate or similar platforms once it is published?

Authors are not permitted to share the full text of their chapter on any social media or third-party website but may provide links to their online publications. Additionally, a publications promotion packet will be provided to authors by ONS' Integrated Marketing Team.