

In the Name of God



University of Social Welfare and Rehabilitation Sciences

Office of the Vice Chancellor for Research and Technology

Book Preparation Guidelines

Introduction

In the age of information explosion, the compilation and preparation of scientific books serve as a cornerstone for the systematic transmission of knowledge. A scientific work can properly fulfil its educational and research mission only when it has a coherent framework, accepted standards of scholarly publishing, and a logical structure. Careful preparation of a scientific book not only facilitates reading and comprehension of the content, but also safeguards the scientific credibility of the work and its author.

Experience has shown that many researchers and authors, despite possessing deep specialized knowledge in their subject area, encounter technical challenges in preparing a book. These challenges may range from choosing an appropriate chapter structure to observing the principles of scientific writing, proper citation, and the design of extensive figures and tables. The absence of a comprehensive guide in this regard may lead to works with valuable content but ineffective presentation.

This guide is organized into two main parts: the first part addresses the criteria for authored, compiled, and translated books. The second part examines the principles and techniques for preparing the main content of the book.

Part One: Criteria for Authored, Compiled, and Translated Books (Article 4, Clause 1 of the Publication Bylaws)

Criteria for an Authored Book

1. An authored book must contain new ideas, analyses, interpretations, or syntheses that are the product of the author's own thinking and research. The owner of the work must register the relevant documentation for the work in [the book-authorship proposal form](#) uploaded in the Pajouhan system.
2. The mere collection of materials from different sources, even with citation, without presenting new analysis and a new structure, is considered compilation.
3. The author must create a logical and coherent structure for presenting the subject. The framework of the book, chapter organization, connection between topics, and conclusions must reflect the author's personal approach.
4. At least 20 percent of the book's content must relate to the author's own research and be relevant to the subject of authorship, demonstrating that the author has conducted local research and is an expert in the subject being authored. Otherwise, the book shall be considered a compiled work.

Criteria for a Translated Book

1. A book qualifies as a translation when the full text of the book has been rendered into Persian by the translator(s) with fidelity to the original. If only part of a book has been translated, the reason for not translating the full book must be stated by the owner of the work in the [book translation proposal form](#).
2. The latest edition or version of the original book must be selected for translation.
3. The mere rendering of a book into Persian is not sufficient; the translator(s) must adapt the translated text to Iranian language and culture.

Characteristics of a Compiled Book

1. A compiled book is a work in which the compiler selects pre-existing materials according to specific criteria and a defined plan and places them together. The primary objective is to present a coherent, purposeful, and accessible collection of texts or data, without necessarily creating an entirely new analysis or theoretical structure by the compiler.

Part Two: Standards for Preparing Book Content

This part addresses the structural and writing standards common to all types of books, as well as the specific requirements for each type: authored, translated, and compiled books.

A) Common Structural and Content Requirements

The following items are mandatory for all authored, translated, and compiled books:

1. Introduction/Preface: An introduction or preface, or both, must be provided at the beginning of the book to explain the necessity, objective, audience, and structure of the work.
2. Lists: The table of contents and lists of tables, figures, and appendices must be placed in the preliminary sections of the book before the main text begins. The table of contents must be hierarchical and include all main and subordinate headings.
3. Learning Objectives: At the beginning of each chapter, the learning objectives of that chapter must be written clearly and concisely.
4. Citation and Referencing:
 - One citation style, Harvard or APA (American Psychological Association), must be used fully and consistently throughout the book.
 - In-text citations and the final reference list must follow the principles of the same selected style.
 - Whether the reference list is placed at the end of each chapter or at the end of the book is at the discretion of the author/translator; however, the approach must be consistent throughout the book.
 - If figures, images, tables, and charts are not original and are taken from another source, the source must be cited accurately and correctly beside the title of the figure, table, or other item.
5. Reference to Non-Original Material: Any figure, image, chart, or table that is not the work of the author/translator must be cited to the original source or accompanied by written permission obtained from the publisher/owner of the work.
6. Titles for Figures and Tables: The description and title of tables must appear above the tables. The description and title of figures, images, and charts must appear below them. All such items must be numbered and must include a source.
7. Specialized Terms: For specialized terms for which Persian equivalents have been provided, the original term (Latin/foreign) must be stated in a footnote at first use. Persian equivalents must be consistent throughout the text.

8. Index and Glossary: A subject index and a bilingual glossary (Persian to English and English to Persian) must be provided at the end of the book.
9. Currency of References: At least 50 percent of the references used in the book must relate to the last five years.

B) Specific Requirements for Types of Books

Supplementary Characteristics of an Authored Book

- Compliance with all clauses in the section on common requirements.
- Emphasis on presenting new analysis, structure, and content by the author.

Supplementary Characteristics of a Translated Book

- Fidelity and Accuracy: The translation must fully preserve fidelity to the content, structure, and chapter organization of the original work.
- Translation of All Elements: The tables, charts, introduction, preface, and table of contents of the original book must also be translated.
- Documentation and Matching: The original book or translated chapters must be uploaded in the Pajouhan system for final matching and for submission to the National Library.
- Explanatory Footnotes: It is recommended that the translator enrich the work by adding necessary explanations in footnotes and marking them with “Translator’s note” or “Translator.”

Part Three: Technical Standards for Typesetting and Page Layout

Proper preparation of a book requires compliance with technical standards that ensure readability, visual quality, and effective transmission of content.

A) Book Trim Size and Margin Specifications

The book must be prepared in one of the following standard formats:

Specification	Vaziri Format	Rahli Format
Text width	12.5 cm	17 cm
Text height, including header	19.8 cm	25.2 cm
Top margin	2.2 cm	2 cm
Bottom margin	2 cm	2.5 cm
Right margin	Odd page: 2 cm; even page: 2.5 cm	2 cm
Left margin	Odd page: 2.5 cm; even page: 2 cm	2 cm
Header margin	1 cm	1.5 cm

B) Font Specifications Used in the Book Text

Text Element	Required Font / Setting
Main text	B Nazanin 13 Regular
Latin text within the main text	Times New Roman 11 Regular
Chapter number and title	A EntezareZohoor B4 20
Title	B Zar 13 Bold or B Nazanin 13 Bold
Main heading	B Titir 12
Subheading	B Nazanin 12 Bold
Persian footnote	B Nazanin 10 Regular
Latin footnote	Times New Roman 9 Regular
Titles of tables and figures	B Nazanin 11 Bold
Persian text inside tables	B Nazanin 11 Regular
Latin text inside tables	Times New Roman 9 Regular
Emphasized words in the text	B Nazanin 12 Bold
Persian references and bibliography	B Nazanin 12 Regular
Latin references and bibliography	Times New Roman 11 Regular
Page number and header text	B Nazanin 9 Bold
Line spacing	Single (1 cm)

Paragraph indentation (the first paragraph after a heading must not be indented)	First line (0.5 cm)
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- All of these fonts must be configured as Heading styles in the Styles section.
- There must be one blank line (Enter) before each title or main heading.

C) Typesetting and Page Layout

10. The first page is the book title page. At the top of this page, the phrase “In the Name of God, the Creator of the Tablet and the Pen” must first appear; then the book title, the name(s) of the author(s), the name(s) of the translator(s), or the name(s) of the compiler(s) must be stated.
11. The second page must be blank for the book’s bibliographic/copyright information page.
12. The third and fourth pages should be allocated to the preface and introduction.
13. The fifth page must contain the table of contents, which must include all main, subordinate, and further subordinate headings in a hierarchical format.
14. Page numbers on even pages must be right-aligned, and page numbers on odd pages must be left-aligned.
15. Chapters must begin on an odd-numbered page. The chapter title and number must be separated from the text by three lines from the top and three lines from the bottom.
16. Scanning formulas and tables must be avoided, and formulas must be typeset using Type Math software.
17. Photographs and images must be in JPG format and have a quality of more than 300 dpi.
18. Page numbers must be inserted consecutively from the beginning of Chapter One to the end of the book.
19. All figures, tables, and images must be numbered, and their titles and sources must be stated.
20. The table title must be written above the table, and the title of a figure or map must be written below it.
21. When quotation marks are used, Persian quotation marks must be used for Persian text, and Latin quotation marks must be used for Latin text.
22. In the Persian text of the book, all periods, commas, semicolons, parentheses, quotation marks, and other punctuation marks must be Persian and typed from right to left.

D) Footnotes

If the author or translator considers it necessary to provide information about the text for the reader, but including that information in the main text would interrupt the flow of the main subject, the information must be placed in a footnote. Footnotes may include explanatory material, equivalents of words and terms, Latin forms and proper names, and references.

The following points must be observed in writing footnotes:

23. Footnote settings must be configured as “Restart Each Page.”
24. Latin footnotes must be left-aligned and use Latin numerals; Persian footnotes must be right-aligned and use Persian numerals. Mixed footnotes, even if they begin with a Latin word, must be right-aligned.
25. Footnote numbers must not be formatted as subscript; a period (.) must be inserted between the number and the explanation.
26. It is recommended that the translator(s), in order to enrich the content of the book, add explanations in the necessary sections as footnotes and mark them with “Translator’s note” or “Translator.”

E) Referencing Names and Terms

The Persian or common equivalent of specialized terms must be written in the text, and the Latin equivalent or original form must be written in the footnote. A glossary based on these terms must be prepared and organized at the end of the book.

When referring to names (names of persons and places), their original pronunciation must be written in Persian in the text, and the Latin form or original form must be provided in the footnote.

It should be noted that, at the first use of specialized terms and proper names, their original form must be stated in the footnote. If those terms and names are used again in the text, it is not necessary to mention them again in the footnote.

F) Writing Formulas and Numbers

The following points must be observed when writing formulas and equations:

27. Formulas and equations must be typeset using Type Math software.
28. All numbers in formulas and equations must be in Persian numerals.

29. The slash sign (/) must be used to indicate decimals, and using a period (.) instead of a decimal sign must be avoided.
30. Formulas and equations must be numbered, with the number right-aligned and without parentheses.
31. Single-line formulas and equations must be centered; if they are more than one line, they must be left-aligned.
32. Units of measurement must be in Persian and written to the left of the number, except in books where the number of units is very high, such as chemistry and mathematics: for example, 100 kilometers and 20 centimeters instead of 100 km and 20 cm.
33. Numbers, whether in the text or in a title, are written from right to left. This rule also applies to writing years: 1375-1360.
34. For example: the third heading of Chapter Two: 3.2; the fourth equation of Chapter Three: 4.3.
35. Examples: 20-12 Ordibehesht; pages 10-3; 12 to 20 Ordibehesht; pages 3 to 10.
36. Units of measurement must be consistent throughout the text, and as far as possible, all units must be converted into units commonly used in Persian: centigrade or Celsius.
37. Numbers of figures, tables, and similar items must not be placed in parentheses when they are part of a sentence and are read within the sentence: "In Figure 3-2, certain characteristics are shown."
38. In the following cases, numbers are written in words:
 - In non-mathematical texts; ordinal numbers; fractions when not accompanied by a whole number; all cardinal and non-cardinal numbers if they appear at the beginning of a line; street and house numbers.
 - In non-mathematical texts, fractional numbers are written above and below the fraction line, and not as decimals (3/2).
 - In non-mathematical texts, the % symbol must not be used; instead, the word "percent" must be written.

G) Direct and Indirect Quotation

39. A direct quotation must be accurate and must not alter the sentences or even the written form of the original text; not even a single word or punctuation mark may be changed. A direct quotation must be placed within quotation marks, and the source of the quotation must be cited immediately after it. Great care must be taken when quoting verses of the Quran and hadiths.
40. In an indirect quotation, the author expresses the main concept and meaning of another person's statement in the author's own style and language. In indirect quotation, the original source must also be cited, and the source must definitely be mentioned so that the author is not accused of plagiarism.

H) Observing Spaces and Half-Spaces in the Book Text

The following points must be observed when writing the book text:

41. All half-spaces used in the book text must be consistent and must use a single method.
42. Except in Latin text, when writing any word, sign, space, half-space, or similar item, the cursor must never be set from left to right.
43. There must be one space before and after parentheses and quotation marks.
44. There must be no space before a period, comma, colon, semicolon, question mark, or exclamation mark; there must be a space after them.
45. For numbering, a hyphen or period must be placed after the number, and the method must be consistent throughout the text.
46. All verbs that begin with the Persian prefixes equivalent to “mi” or “nemi” must be written with a half-space.
47. Suffixes such as the Persian equivalents of “ha,” “haye,” “hayi,” “tar,” “tari,” “tarin,” “gozar,” “giri,” “bandi,” “sazi,” and similar suffixes that form compound words must be written with a half-space.
48. There must be a half-space between the Persian preposition “be” and the following word in forms such as “be-surat,” “be-kar,” and “be-vojud.”
49. When writing a Latin word among Persian words, there must be a Persian space, from right to left, before and after the Latin word.
50. The tanvin mark must be included for words ending in tanvin, such as the Persian equivalents of “hatman,” “kamelan,” and “taqriban.”
51. Words that contain the Persian/Arabic letters “أ”, “إ”, “و”, “ي” and “ـ” must include the hamza mark and must be written correctly, such as the Persian equivalents of “ta’sir,” “ta’min,” “mo’asser,” and “mas’oul.”
52. Some compound verbs such as the Persian equivalents of “has become,” “is done,” “we will give,” and similar constructions consist of two separate words and do not require a half-space.

With thanks,

Department of Medical Information and Scientific Resources