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## PREPARATION OF THE MANUSCRIPT

### 1 General

- The manuscript should be complete when sent to your commissioning editor. Changes at page proof stage are very expensive, so please ensure that you are happy with all aspects of the text before submitting it.
- Please supply the manuscript by email in a word-processing programme, preferably Word (if you are writing on a Mac or using OpenOffice, please ensure the file is saved in .doc format). Do keep the final manuscript on your hard drive for several months after submission, in the event that your files are corrupted or there's a major disaster in-house.
- Please follow the **House Style Guide** when preparing your text. If any problems or queries arise, please contact the editorial manager.
- If you intend to include diagrams or illustrations, please discuss before submission with your commissioning editor, as copyright and costs may be affected. Please create separate files of diagrams and indicate where they should appear in the text. Do not embed illustrations in the text.
- If you wish to include copyright text, you will need to apply for permission from the copyright administrator. Our **Guide to Copyright** explains the procedures (see also below).

### 2 Text elements

Please keep formatting to a minimum (that is, no fancy fonts, no solid lines between paragraphs or coloured text). It is best to keep the text presentation as simple and straightforward as possible, rather than attempt to produce a beautifully styled manuscript. Design decisions will be made by an in-house designer and any additional formatting you introduce will be lost when the file is converted for use by the typesetter.

### 3 Referencing and further reading lists

- Please follow our **House Style Guide** closely when compiling references and a further reading list. This will make the process of editing and proofreading quicker and smoother for both us and you.
- It is essential that (if used) footnotes and endnotes are double-line spaced and in final form when you submit your manuscript.

#### **4 Copyright material**

- Please advise your commissioning editor if you think permission may be needed to use copyright text or illustrations. It is your responsibility to request permission in the first instance, usually from the publisher of the source book, and you will be responsible for any fees. Please see our **Guide to Copyright** for more details.
- Your commissioning editor can provide you with the necessary publication details for your book (e.g. print run, price, format).
- Quotations should be kept to a minimum, except where length is determined by close analysis. Quotations count toward the word limit.
- Please note that finding poetry and song lyrics ‘freely available’ online does not mean that they count as ‘fair use/dealing’ in a commercial context.

#### **5 Author information form**

Your commissioning editor will email this form to you at least six months before publication. It is designed for marketing and publicity purposes, and helps us to collate as much information about you and your book at an early stage. Please return this to us when you send in your manuscript.

#### **6 Useful reference books**

*Oxford Dictionary for Writers and Editors*, 2000, 2nd edn, Oxford University Press.

Anderson, M. D., *Book Indexing*, Cambridge Authors’ and Publishers’ Guides, Cambridge University Press, 1971; revised 1985.

## **PRODUCTION PROCEDURE**

### **1 Copy editing**

A copy editor will be assigned to your manuscript by the editorial manager. The copy editor will read the text closely for sense and consistency in both presentation and content. They may raise questions ranging from grammatical points to aspects of your argument. However, nothing of substance will be changed in your text without your knowledge. The copy-editing stage is usually completed in approximately four weeks.

### **2 Typesetting and cover design**

- The editorial manager will approve the copy-edited manuscript before passing it to our production and design department. The production manager will finalize such things as type format, layout and general appearance of the printed book before passing it for typesetting.
- Your commissioning editor will now plan the book cover design.

### **3 Page proofs and proof reading**

- The page proofs will arrive about four weeks later. The editorial manager will inform you of the date to expect them, and how long you have to check them. You will usually have three to four weeks to check your proofs and complete your index.
- Owing to the high costs of proof correction, it is vital that the manuscript sent for typesetting is final. This makes the proof reading straightforward and minimizes cost.
- For the same reasons, please limit corrections to matters of fact or to typesetting mistakes.
- Our proof reader will also check the proofs and liaise directly with you on any final queries. The editorial manager will ask you to send your corrections to the proof reader for collation on to the master set of corrected proofs.
- If you have any queries at this stage, please email the editorial manager.

### **4 Indexing**

- Your contract may mention that you are due to prepare an index. If you are unable to do so, please let us know and we will arrange for a professional indexer to compile it. The indexer's fee would then be charged to your royalty

account. The editorial manager can advise on this.

- If you are supplying your own index, please follow our **Guide to Indexing**.
- It will save time at proof stage if you begin to prepare a list of key terms when you complete the manuscript. When you receive the proofs, you can expand the index and insert page numbers.
- Email the completed index to your editor.

## **5 Final editorial stages**

Once you have sent your corrected proofs to the proof reader, and emailed the index, the editorial process is complete. The final checking of proof corrections will be done in-house.

## **6 Book cover and author's contractual copies**

- The book cover design and copy is arranged by your commissioning editor, who will be in touch as necessary.
- Your commissioning editor will also arrange catalogue copy and website material.
- On publication you will receive your final advance payment (if agreed) and contractual copies of the book. Publication in the UK is usually as soon as stock has arrived in our warehouse, usually at the end of the month, at which point, review and other promotional copies are also sent out.

## **7 Sales and marketing**

Our sales and marketing team will be your main points of contact for arranging all publicity material such as flyers, arranging a book launch if one is planned, and sending review and other promotional copies of the book. They will be in touch directly to make any necessary arrangements.