



**Author Guidelines
and
Manuscript Preparation Notes**

We hope that you find these guidelines useful. By adhering to them as closely as possible, it will make for a smoother and simpler production process for all. *In particular, please follow the guidelines about illustrations, diagrams and tables.* If there are any queries, please contact either Sally North (sally.north@goodfellowpublishers.com) or Mac Bride (mac@macbride.org.uk) who manages our production.

Typing the manuscript and formatting

Many of the fancy effects that can be added to a Word document do not survive the transition into the typesetting software, and it's not just formatting which is lost. Text may also be lost in transit.

Do not write text in text boxes – it may be lost when the Word doc is imported into InDesign (typesetting package). If you want to emphasise a block of text, mark it like this:

<<Start boxed text here>> at the top

<<End of boxed text>> at the bottom

Use **bold** and *italics* where it is required, but please use with restraint:

- *Italics* for foreign words, special emphasis and book and journal titles in the references
- **Bold** for volume numbers in references, and for low-level subheadings

Capital letters are to be used only for proper nouns and at the start of sentences, and in a book's title. Subheadings should have normal use of case. NEVER use capitals, like this, for emphasis.

Styles and headings

Use Word Styles or formatting to mark headings and subheadings. Keep the heading structure simple. Heading 1 marks the main sections and will normally be included in the Contents list; Heading 2 marks sub-sections. You may occasionally need to use Headings 3 and 4.

Like most publishers, Goodfellows does not use numbered A (top level) and B headings, e.g. 3.1. Ecology; 3.2. Social issues; etc. If cross referencing is required, using page numbers is preferable, in the form (*see page XX*, or *see Ecology on page XX*). The numbers will be added during setting.

Use Word's own bullets and numbered lists – with the default settings – if you need lists. Lists running to more than 30 – 40 lines should be avoided if possible – use subheadings instead.

Diagrams and tables

Diagrams should be suitable for use without change, and supplied as a high resolution image or PDF - *not as a Word drawing*. The print area on a book page is approx. 130 × 200 mm. The diagram must be able to fit within this, portrait or landscape, without reducing any text below 8pt. If the diagram will fit on an A4 page, using text no smaller than 11pt, then it will fit on the page.

Coloured diagrams will be converted to greyscale for the printed version.

Please supply all diagrams separately, and mark the place for insertion:

<<Figure 1.4 here>>

Tables must be suitable for use without modification. If the table can fit portrait or landscape on an A4 page using fonts no smaller than 11pt, it should fit onto the book page. If you have to use smaller fonts to get the text into the table, *rethink and reduce the text*. A table may not be the best way to present data. If the data is simply a summary, use lists or bullet points.

Illustrations and photos

Photographs and screenshots should be supplied as separate files – *not embedded in the Word doc* – with their position in the text indicated thus:

<<gizmophoto.jpg here>>

If you are taking screenshots, please save them in JPG or PNG format, without compression.

For sharp printed images, you need 300 dpi (dots per inch). If a photograph or screenshot is to fill the width of a page, it should be at least 1200 pixels wide.

Books will be printed in greyscale, though the online PDFs can be in colour. Please note that some colour images do not convert well to greyscale. You should check them before sending.

Dates, numbers and capitalisation

Numbers

Spell out one to ten, numerals for 11 upwards, except for: ages, percentages and amounts with units, e.g. km, m, etc when numerals should be used throughout.

‘%’ is preferable to ‘per cent’ in text

Dates

In the form: 1 February 2023 – spell out months in full unless they are *consistently* abbreviated.

Avoid dates in numerical form because of confusion between UK and US ways of writing them.

Use 1990s, etc., i.e. no apostrophe, and 1995-1998 or 1995-98, not 1995-8.

Time sensitivity

As a general rule, avoid terms like ‘recently’ or ‘in the last five years’ – it goes out of date so quickly and can irritate a reader who has to try and work out when the author means (especially as many will be aware that something may well have been written long before the copyright date!).

Capital initials

As few as possible – in general, only for proper names.

Avoid stops if at all possible; only have ‘U.S.’ if part of a title. Never have apostrophes for plurals so MOTs, etc.

People’s initials, etc. – always close up to avoid one getting marooned on its own at the end of a line, e.g. J.K.Rowling, not J. K. Rowling

Indexing

If you mark up your index entries, as you write, in the Word document, these will normally be carried through into InDesign and used to generate the index.

Citations and referencing

Please use Harvard system, e.g. (Bloggs, 1990) not footnotes. Place references at the end of each chapter, not in one list at the end of the book. We sell also individual chapters, and they need their references.

Details of the Harvard Referencing system, if required, can be readily found online. The Open University has an excellent summary [here](#).

Quotations and extracts

Please use single quotes throughout, with double within. Short quotes should normally be embedded in the text. Only use separate paragraphs for quotes of about 40 words or more (or roughly three lines).

Footnotes

Footnotes should only be used where all else fails, as they break up the flow of the text for the reader and can create ungainly layouts.

Preparing the manuscript for delivery

Spell check, grammar check – and then read it again! Your book will be copy-edited, but the copy-editor is also checking references and citations, styles and structure, and reading the text for sense. Mis-spellings, grammatical errors and mis-used words can be real distractions.

US and UK spelling are both acceptable. In a contributed book, it is acceptable for some chapters to use US spellings, and others to use UK spellings. We see this as part of the author's voice. What is important is that the spelling is consistent within the material of each author.

Please save all chapters and all associated figures and illustrations as separate files.

Please send your material to us via email or use Dropbox, WeTransfer or other file transfer system.

Permissions

As per your contract, permissions (and any associated fees) are the responsibility of the author and we advise that you begin this process as early as possible during writing. We require that all permissions have been sought and granted prior to manuscript delivery.

Below are accepted rules regarding permission:

- Permission is not required for quotes from text of up to around 400 words, unless it is arguably the 'crux' of the content/message. The issue is whether your use of the text reduces the market value of the original text. Having read yours, will they need to buy the original? If in doubt, seek permission.
- Permission is not required for up to 40 lines from a poem, providing this does not exceed more than a quarter of the total.
- Permission is not usually required for screenshots or quotes from websites, if the material is freely available. If it is only available on a paid-for part of the site, permission is required.
- Permission is not usually required after 70 years from when the author died or from the date of publication for posthumously published work.
- Re-use of your own work will still usually require permission from the original publisher.
- Redrawn artwork that differs from the original should acknowledge the source, with the caption 'adapted from'. We'd advise you to seek permission in such instances to be 'safe'.
- Even if permission is not required, always acknowledge your source.

The Society of Authors (<http://www.societyofauthors.org/>) provides guidance in instances where you are unsure. You can also contact us directly for advice.

When requesting permission we advise that you use the wording provided in our template letter below. If you do not have a personal contact name as addressee (n.b. it may be worth doing some investigating to find this out as it can speed up the process and gives you a name to chase if needs be), then simply address your letter to 'The Permissions Coordinator' at the publishers.

PERMISSIONS LETTER TEMPLATE

Your address etc.

Dear _____,

I should like to include the following material in the work provisionally entitled *Title* to be published by Goodfellow Publishers, in *month/year*.

Original details (complete as applicable)

Fig./Table no:Author(s):

Publication (book name, edn; journal name, vol. no.):

Date of publication; page no:

Publisher:

I hereby request permission to reproduce this material in this work, in all subsequent editions, revisions and translations of it in print and in all other forms of media, now or hereafter known (including books, journals, CD-ROMs, online and internet), derivative works based on this book, and other publications published by Goodfellow Publishers.

Acknowledgment will be given to the author and publisher. Please advise wording for acknowledgment of source. Please indicate your agreement by signing and returning the enclosed copy of this letter.

If you do not control the rights to this material, please let me know whom I should contact.

I would be grateful if you would deal with this request at your earliest convenience. With thanks in advance for your time and consideration.

Yours faithfully,

.....
We grant permission for the use of the aforementioned material on the terms stated in this letter.

Signed _____

for (Copyright owner) _____

Date _____

Please return the signed letter to me at the above address.