



**Author Guidelines
and
Manuscript Preparation Notes**

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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. If there are any queries, please do not hesitate to contact either Sally North (sally.north@goodfellowpublishers.com) or Tim Goodfellow (tim.goodfellow@goodfellowpublishers.com).

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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

The only exception to this is where text boxes are used for labels in diagrams. See below for more on diagrams.

Use **bold** and *italics* where it is required. The formatting is retained, and it saves the typesetter a job, but please use with restraint:

- *Italics* for foreign words, special emphasis and book and journal titles in the references – not for quotes within the text

- **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. If the book design uses capitals for a heading at one level, the capitalisation will be part of the formatting. NEVER use capitals, like this, for emphasis.

These rules on the use of bold, italics and capitals are followed by all publishing houses.

Styles and headings

Only use numbered A (top level) and B headings if there are many internal cross-references and this would make life easier for the reader. Cross referencing to page numbers is normally preferable.

Indicate headings and subheadings with styles, not formatting. Heading styles don't just make text look different, they give the Word document structure.

Keep the heading structure simple. Heading 1 marks the main sections of a chapter and will be included in the Contents list; Heading 2 marks its sub-sections. You may occasionally need to use Headings 3 and 4.

Use Word's own bullets and numbered lists – with the default settings – if you need lists.

If you do not know how to use styles, or are writing in other than Word, mark headings thus:

<<Heading 1>>.....

<<Heading 2>>

Figures, tables and lists

Figures

Diagrams and figures will normally need to be redrawn, to fit the page and to match the book's line and font styles. How you produce the diagram – whether with Word's drawing facilities, or with a graphics package or hand-made on paper – is irrelevant. What matters is that it is clear.

If notes are required, they should follow immediately under, in the form:

Note: figures may not total to 100% due to rounding.

Notes

- a. Text text text...
- b. Text text text ...

The source, if given, follows notes in similar form.

The caption follows the source.

Tables

There are two key questions to be asked about any table:

1. **Does this data need to be in a table?** Tables are good for comparing sets of numbers, or limited items of text. If the data is simply a summary, use lists or bullet points.
2. **Will it fit on the book page?** A Word document will typically have a page width of around 175mm. The text area of a book is typically no more than 120mm across. A table which just fits comfortably in your Word document is going to be either squeezed, or turned sideways to fit the page. Neither will be a satisfactory solution.

Units should appear in the column headings in brackets, e.g. (%) or (\$), *not* alongside figures. (Unless there are a variety of units.)

If there is any likelihood of confusion, make clear what the units are, e.g. US\$ or A\$, etc.

Avoid landscape tables if possible – they are difficult for the reader to use when reading electronic publications.

If table totals are affected by rounding there should be a note to that fact. The word ‘Total’ should only be used if it is the total of the figures given – if there are unspecified amounts not included, the wording must take this into account.

The caption appears at the top of the table.

Lists

For numbered lists, follow the pattern:

1. Text text text
2. Text text text
 - a. Text text
 - b. Text text

Lists running to more than about a page to be avoided if possible – use subheadings instead.

Illustrations and photos

Photographs and screenshots should be embedded in the Word document without compression, or supplied as separate files 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. If you have coloured images, please convert them to greyscale first to check that the image is still clear enough.

Dates, numbers and capitalisation

Equations/algebra

Please use brackets in the sequence ($\{ \}$).

Greek: either ordinary or italic, but not normally a mixture.

Vectors normally in bold and constants in roman

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

Thousands: 1000 and 10,000 in text but 1,000 in tables if needed to maintain alignment.

Never begin a sentence with numerals, either rearrange or spell out.

Decimal points are normally preceded by a zero, except for probabilities and some statistical functions.

Dates/Times

In the form: 1 February 2008 –spell out months in full unless they are *consistently* abbreviated.

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

Use 1990s, etc., i.e. no apostrophe, and 1995-98, not 1995-8 (years in full, 1995-1998, acceptable if author is consistent).

Use 18th, 19th century – but *not* superscript, 19th.

AD, BC, BCE, etc. go in small caps, and AD *precedes* the year.

Always use the 24-hr clock, and specify if not GMT.

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. (And always have 's' lower case in an all-caps heading.)

In general, use USA for the country and US as an adjective – for consistency if nothing else.

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

Brackets

Square brackets are only used in text for interpolations within quotations or dates of earlier editions in citations (see *Citations and references*) – where the mathematical sequence does not apply!

Indexing

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

Copyediting

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, therefore, mis-spellings, grammatical errors and mis-used words can be real 'distraction' from this more detailed edit.

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.

Citations and referencing

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

(Bloggs, 1999: 123) – i.e. comma between name and date and colon to indicate page numbers – using a colon instead of 'p.' avoids the problem of inconsistent spacing (p.123 or p. 123) or the p. getting marooned at the end of a line.

Three or more authors appear in the text in the form Bloggs *et al.*, 1990.

Personal communications appear in the text only (in the form 'Bloggs, personal communication').

Other chapters in a contributed volume which are cited also appear only in the text (Bloggs, Chapter 7); they are not listed in the references.

Format

Books

Bloggs, J. and Smith, A. (1990) *Book Title*, 2nd edn, Cambridge: Cambridge University Press.

Chapter

Bloggs, J. and Smith, A. (1990) 'Chapter title', in J. Brown (ed.), *Book Title*, Cambridge: Cambridge University Press, pp. 10-22.

Journal article

Bloggs, J. (1990) 'Article title', *Journal of Epidemiology*, **12** (2), 23-27.

The word *The* is omitted from *all* journal titles except those with one-word titles, e.g. *The Economist*, *The Australian*. Otherwise titles are never abbreviated.

Reports, etc.

Bloggs, J. (1990) 'The state of Britain's roads', report prepared for the Ministry of Transport.

The same sort of arrangement can be used for working papers, mimeos, etc. as long as it says *what* the publication is, and gives enough information for a reader to follow up.

Conference papers

Bloggs, J. (1990) 'The state of Britain's roads', paper presented at the conference Britain's Roads for the Twenty-First Century, 12-14 August, London.

URLs

Similar information is needed for Web material and also the date the site was accessed.

Place of publication

Anglicized versions of foreign city names should be used, e.g. Milan, not Milano.

For places likely to be unfamiliar to readers the country should be added and so should the American state for all except obvious cities like Chicago, San Francisco – in the form MA, MD, etc.

Publishers

The word ‘The’ is never included, nor are terms like Ltd, Inc, etc. An ampersand is acceptable in a company name.

Citations within text are generally in date order. Dates of different works by the same author are separated by commas, different authors by semicolons.

List authors/organizations in the references in the form they appear in the text so: UN, 1990 in text is UN (1990) not United Nations (1990).

Avoid op. cit., ibid., etc.

Earlier editions: with something like Adam Smith’s *Wealth of Nations* it is best cited in the text as (Smith, [1776] 1980: 123), i.e. giving the original date and the edition that the author is using. Details of the original are not essential, especially something as old as this – but do not delete if provided. In the refs the details of the reprint/new edition are given, with enough information to allow the reader to track it down easily, e.g.:

Smith, Adam ([1776] 1980) *The Wealth of Nations*, edited by J. Bloggs, Cambridge, MA: Harvard University Press.

References/bibliography

All names of cited authors are inverted, i.e. Bloggs, J., to bring the surname to the front for alphabetical listing. If the reference is to a chapter in a book, its editors’/authors’ names are given in normal order, ... edited by J. Bloggs...

Mc is placed *after* Mac – being the line of least resistance, as so many automatic systems do that.

Where entries appear in the text as Bloggs *et al.* they are arranged in *date* order irrespective of the names of the subsequent authors. (The reader won’t have any idea from the citation what the subsequent authors’ names are so they can’t be expected to look in the ‘right’ place!) Where there is more than one entry for a year, a, b, etc. should be added – remembering to make sure that the text matches!

Quotations and extracts

Please use single quotes throughout, with double within. Displayed quotations do not have opening and closing quotes and any within are single (then double, but if there are that many levels, it may be necessary to query!).

Shorter quotes should normally be embedded in the text. Only separate paragraphs of about 40 words or more (or roughly three lines).

Rules/laws/propositions, etc. are treated similarly, but the word ‘Proposition’ or whatever is in bold, on first line.

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

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

Please prepare your text using Microsoft Word and supply to us via email or use Dropbox, WeTransfer or other Web-based file transfer system.

Permissions

As per your author/editor contract, permissions (and any associated fees) are the responsibility of the author and we therefore 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.

Whilst there are rules and regulations regarding copyright we would always advise 'if in doubt' then seek permission'. The Society of Authors provides guidance in instances where you are unsure, and aside from contacting us directly for advice, please do also visit their website (<http://www.societyofauthors.org/>).

Below are accepted 'rules and regulations' 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 other? If in doubt, seek permission to be 'safe'.
- 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.
- For prose, permission is not required usually after 70 years from when the author died or from the date of publication for posthumously published work, in the UK; for journals usually 70 years after original publication.
- Re-use of your own work will still usually require permission from the original publisher.
- Redrawn artwork that is different from the original should always acknowledge the source, with the caption 'adapted from'. Again, we'd advise you to seek permission in such instances to be 'safe'.
- Even if permission is not required, always acknowledge your source.

When requesting permission we advise that you use the wording provided in our template letter overleaf. If you have not got 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'.

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:

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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.