GUIDELINES FOR CONTRIBUTORS

These notes are intended to help you prepare a typescript that will harmonize with other contributions and minimize additional work. A neat, well-prepared text will enable the copyeditor, typesetter, and proofreader to do their work efficiently. Careful preparation of the typescript will also reduce the amount of correction required at proof stage. Please remember that proof corrections are both costly and time-consuming.

Where possible our typesetters will use your electronic files to ensure the accuracy of the text and minimize the number of errors introduced during typesetting. Always ensure that the version of your contribution on disk is the final revised version and that it matches the final text exactly.

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Authors should request permission for print (hardback and paperback) and electronic editions of the book, as well as world language rights. Below please find a draft permissions letter, which can be amended as necessary:

******************************************************************************
Dear Permissions Coordinator,

I have been invited by Edward Elgar Publishing to contribute a paper in the edited book, ......., which is being edited by ........

I am writing for permission to use the following figures:

I hope that you will allow us to use the figures in both print (hardback and paperback) and electronic formats, as well as grant world language rights. I will of course include the normal form of acknowledgement to the original source of publication.

I would be very grateful if you would sign and return this letter as soon as possible for confirmation of your permission to reprint.

With many thanks for your assistance,

Yours sincerely,

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SIGNED
Libel
Please ensure that you do not make any defamatory or injurious statement about living persons, institutions or other organizations which could result in libel claims.

Chapter Length
The typescript should not exceed the length specified unless by prior agreement with the editor. Figures and tables should be included in the word count with each figure counting as 500 words and each table as 300 words. Ensure that the correct presentation of your name is included below your chapter title.

When you are ready to submit your final chapter print out one hard (i.e. paper) copy of the chapter in double line spacing and with wide margins of 1.25 inches or 3 cm. Notes and references should also be double-spaced. Send this copy plus one good photocopy and the electronic files to your editor. You should, of course, retain one hard copy of the text for safekeeping. The hard copy you send will be edited and used by the typesetter; one photocopy is needed for estimating the costs of production. Please ensure that what is on the disk exactly matches the hardcopy.

Please look over the hardcopy to ensure that text, tables, figures, etc. appear correctly. This will minimize potential delays.

Advise your editor of your current affiliation for the list of contributors and of your complete and current shipping and email addresses so that your complimentary copy of the book can be sent to you.

Production
Your editor is responsible for dealing with copyeditor’s queries and returning answers to the desk editor within the schedule. Revisions to your text will delay publication and may increase the price of the book. Do not amend your files or submit revisions after the final manuscript has been sent for production.

Similarly your editor is responsible for collating your corrections at proof stage and returning them to the desk editor within the schedule. Proofs should not be regarded as more than an opportunity to check that the typesetter has followed the manuscript accurately. Proofs should be checked against the copyedited manuscript to ensure that no text has been omitted and only typographical errors can be corrected at this point.

It is the responsibility of the author to insert page numbers in the text where there is a cross-reference in place of ‘see pp.000–000’.
Manuscript Preparation
We hope that the following guide will be useful as you write. It is not intended as a comprehensive document but as a set of guidelines to enable us to produce your book as quickly as possible. If you would like more information on any of the points mentioned do not hesitate to contact your Commissioning Editor.

A: Electronic Files
Text should be saved as .doc files. A current version of Microsoft Word is recommended because it is so widely used. If you are not able to use Word we ask that you save files in rich text format. Please ensure that you save the most recent version of each file, using the ‘Save As …’. Please also ensure that what is on the disk exactly matches the hard copy.

Do not embed figures in the text. Figures should be saved in separate files. (See also Figures and Tables in Section B)

B: The Manuscript
Present your chapter as simply as possible. Do not do any designing or formatting. Any complex formatting will have to be stripped out. It will take up more of your time and will also complicate and delay the production process.

As mentioned above, your chapter should be set out double-spaced (including quotations, references and notes), with wide margins (1.25 in. or 3 cm wide) and printed on one side only of good quality paper. Please use the same typeface throughout. Omit abstracts and addresses as these will not be included in the final book.

Avoid stapling or adding bits of paper to the manuscript and avoid adding amendments to the text by hand – if you want to add further words or paragraphs either retype the relevant section or print new sections onto the same size pages and indicate where they should be inserted. All text should be ranged left, unjustified and without hyphenation for word division at the ends of lines.

Use hard carriage returns only to end headings and paragraphs and to signify indents. Use tabs to identify new paragraphs.

Be careful not to key in unnecessary spaces: only one space is necessary at the end of a sentence after a full point. One space must be keyed after a comma or other punctuation and before an opening parenthesis. There is no space following full points after initials (Mr J.B. Smith) or between acronyms (USA).

Your chapter should contain a logical sequence of main sections, preceded by a heading and each of these headings can be divided into further sub-sections.

Leave additional spacing above and below section headings and above and below indented quotes (see section on Quotations).

Number all pages consecutively in the top right hand corner.

Headings
Please type all headings – chapter titles, main and sub-headings – with initial capital for the first word only. Please try to avoid more than three levels of sub-headings. Do not use underlining or
capitals (except for proper nouns): these will be added by the copyeditor according to the setting style of the book.

Figures and Tables

Figures, tables, maps etc. should be in black and white. If artwork is scanned use 300 dpi for grayscale and 1200 dpi for line drawings.

Tables, figures, maps and other artwork reproduced from previously published material will require permission and it is the responsibility of the author or contributor to clear this prior to the manuscript submission, and to advise us what form of acknowledgement is required by the copyright holder. (See page 1 for more on permissions.)

You should supply all illustrations, figures, maps etc. at the same time as the final manuscript. They should be saved separately and not embedded in the text. (See Section A above.)

Tables should be set out clearly using only horizontal rules. They may need to be re-keyed by the typesetter.

Figure and table captions should be included in the manuscript with an appropriate note indicating clearly where each figure or table is to appear. All figures and tables should be numbered consecutively within each chapter, for example Figure 1.1, Figure 1.2, Table 1.1, Table 1.2, etc. with A.1, A.2 being used in appendices. In the text refer to Table 2.1, Figure 3.2, etc.

C: House Style and Spelling

The main points of style to which we prefer our books to conform are outlined here but we are happy to accept any reasonable consistent style. We would stress the three 'c's as criteria in all cases of doubt: common usage, consistency and, above all, clarity. Remember that direct quotations should not be changed to conform to our house style but should appear as in the original.

ABBREVIATIONS are usually expressed without full stops.

ACCENTS are retained in foreign words, except in French upper case.

CITATIONS – The style used for citations should be consistent. Chicago, MLA, APA or similar styles are all acceptable. Your editor will advise you which style is preferred.

COMMAS should be omitted before the final ‘and’ or ‘or’ in lists unless the concepts in the list are complicated and the comma aids clarity. Commas are usually unnecessary after adverbial phrases or conjunctions, especially when they begin a sentence – for example: yesterday, however, at last, during the summer.

DATES should be written 18 August 2007 and decades should be the 2000s without an apostrophe.

FULL POINTS are not needed after headings (including table headings), sub-headings or figure captions or after names and addresses printed in, for example, specimen letters.

HYPHENATION - Avoid using hyphens wherever possible, unless doing so makes the text confusing.
NOTES – It is our house style to use endnotes for ease of copyediting and typesetting as well as for ease of reading. Insert superior figures in the text at the appropriate point, with each chapter starting a new sequence of numbers.

PARENTHESES (round brackets) should be used for simple interpolations, with square brackets used for editorial notes or interpolations in quotations.

QUOTATIONS/EXTRACTS must be an exact reproduction of the original in both spelling and punctuation even if this conflicts with the style in the rest of the book. Use single quotes for extracts in the text of less than 50 words in length and double quotes for quotes within quotes. For extracts exceeding 50 words in length material should be indented from the left margin, with space above and below and quotation marks omitted. Mark as ‘extract’ in the margin. Any notes or editorial comment within the extracts should appear in square brackets and any omissions should be indicated by 3 dots followed by a full point if it occurs at the end of a sentence. Ensure that opening quotation marks are distinguished from closing quotation marks.

SPELLING should be standardized. It is helpful if you can supply a separate list of decisions made about spellings. Where a dictionary gives alternative spellings for some words please use the -ize suffix where possible. Your editor may give you a list of preferred spellings for words which are likely to occur in different contributions.

Omit apostrophes in plurals, for example 1950s, MPs.

Avoid too much emphasis. Italics should be used sparingly for emphasis.

Replace parochialisms such as ‘in this country’ or ‘this year’ with the country name or specific year.

In lists use 1,2,3, and so on for major lists and a,b,c for lists within major lists.
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