Style Guide and Submission Guidelines

Dear Author or Editor,

Thank you for taking the time to read through this Style Guide, investing 10 minutes now on this document could save many hours of pain later on.

These guidelines are flexible – the most important factor is to be consistent in style and formatting throughout the book. If you would like to format your book differently from the method described in this guide, please discuss it with your editor at Pelagic. This guide is largely aimed at academic books; if your book is more narrative in style, or uses a great many images, such as a field guide or atlas, we will discuss an appropriate design and associated styles with you.

Problems with figure resolution or formatting and missing permissions cause the vast majority of delays in book production.

If you are the volume editor of a book, please inform your contributors of the style you are following and ask that they make their chapters consistent therewith.

We commit to producing your book to the very highest standards and to working as hard as possible to make the process run efficiently. We look forward to seeing your book in print.

Best wishes,

Nigel Massen
Publisher

A quick summary of essential points:

- It is important to supply all figures and photographs in high resolution; they might look ok on screen, but this may not be the case in print.
- Include DOIs for references wherever possible – see section 6.3.1.
- Follow the styling for references.

1   DOCUMENT STRUCTURE

1.1   Front matter

The front matter, or preliminary material, precedes the main text and should include any or all of the following in this order:

- *Title pages* – the title page should carry the exact final wording of the title (and subtitle, if any) and the author(s) name in the form you wish it to be used.
- *Frontispiece* – a key illustration, such as a map, can be placed here.
- *Dedication* – an optional personal sentiment from the book's author(s).
- *Contents* – this should list the book's front matter, chapter titles and end matter. Check that it agrees in wording and capitalization with the chapter headings in the text. You can provide this as a simple list; we will add page numbers later on.
- *List of contributors* – edited volumes should have a list of contributors with their full name and full institutional address, including country.
- *Foreword* – a recommendation of the book written (by invitation) by someone other than the author or editor. If you know someone who may like to write a foreword for your book, please talk to your editor – you will need to approach them in good time so that we have the text ready well before publication.
- *Preface* – a brief personal piece written by the author or editor outlining the book's aims, scope and content.
- *Acknowledgements* – these may include thanks to professional bodies, colleagues, friends and anyone who helped with the manuscript preparation. Permissions for photographs and credits to the sources of any copyright material should also be listed here.
- *List of illustrations, figures, maps or tables* – these should only be listed in the front matter if you think the reader is likely to consult them independently of the text. List each type under a separate heading by number and include the caption.
- *List of abbreviations* – this is usually placed at the end of the front matter for the reader to refer back to easily. This is only necessary where there are a significant number of abbreviations used in the manuscript that are not in common usage.

1.2   Main text

The main text for the book should be well organized, with a consistent structure and style throughout.

- *Introduction* – if the book includes an introduction, this will be set as the first part of the main text and appear before the numbered chapters in the book.
- *Parts* – longer works can be divided into parts. Use roman numerals for part numbers (Part I, Part II) and give part titles if appropriate.
- *Chapters* – use Arabic numbering for chapters (Chapter 1, Chapter 2).

1.2.1   Paragraphs

Do not add multiple spaces between paragraphs – each new paragraph can simply be placed on a new line (created with a Enter or Return on your keyboard). There is also no need to indent the first line of a new paragraph – we will apply styles to the paragraphs during typesetting.

1.2.2   Headings and subheadings

Each chapter is subdivided with headings and then subheadings. For clarity, use the following format when drafting and editing: chapter titles should include the word chapter and chapter

number; level one subheadings should be in **bold** type and slightly larger than your paragraph text; level two subheadings in **bold** type; level three subheadings in *italics*, for example:

Chapter 4 Surveying and Monitoring (chapter title)

4.1 Example of a level one subheading

4.1.1 Example of a level two subheading

Example of a level three subheading

All headings should have only the first letter capitalized. Try to use descriptive headings that will make it easier for the reader to rapidly navigate your book. Numbered headings can make technical and academic books easier to navigate.

1.2.3 Lists

Use a consistent list style through the book, for example a capitalized first letter and a full stop at the end of each item:

1. An example list item.
2. An example list item.

Bulleted lists can be useful for breaking down short lists of unordered items:

- An example list item.
- An example list item.

1.3 End matter

The end matter is supplementary material that follows the main text.

- *Appendix* – supplementary material can be included at the end of the book in an Appendix. If including more than one appendix, set each as a numbered subheading under the chapter title Appendices, for example, 1. Documents, 2. Chronology, etc.
- *Glossary* – if you are including a glossary, you may want to make sure the terms are in **bold** the first time they are mentioned in the book. Make sure the terms in the Glossary are in alphabetical order, and check they are all indeed cited in the book.
- *References or Bibliography* – the References section is a list that only contains works cited in the book. If the list also includes extra works of interest to the reader, it should be called a Bibliography. These should include DOIs wherever available (see below).
- *Index* – a professional indexer will be commissioned to compile the index, unless you have undertaken this task before and would like to compile it yourself (if so, we will provide guidelines). As you write the book, you may wish to make a list of keywords that you would like to be included in the index.

2 TABLES

2.1 Table design

If you have large tables that require a full page in landscape or spread over multiple pages it is a good idea to discuss the design of these with your editor. Your tables have to fit on a printed page

in width (either as portrait or less preferably, landscape) and it may be necessary to use symbols or other abbreviations to reduce the size of large amounts of information across multiple columns.

2.2   Table formatting

Tables should be created directly in the text document along with their caption and number.

Tables should be numbered by chapter and within the chapter; for instance, the fourth table in chapter two would be 'Table 2.4'.

Each table should have a short descriptive caption (starting with the table number, for example Table 1.1). Place sources and notes immediately below it.

When referring to tables in the main text, name them by number, for example 'Table 1.1 includes…', but avoid referring to them by their position, i.e. 'the following table', 'the table below'.

Prepare tables with the minimum of horizontal rules; usually three are sufficient (one at top, one below column headings, one at foot). Try not to use vertical rules.

Check that totals add up correctly and that numerals align.

An example table:

Table 1.1 Summary statistics from microsatellite loci screened in *Salmo salar.*

Locus	Primer sequence (5'-3')$^\Delta$	Allele size	Na	T_aºC	H_0	Repeat motif¶
Ssa85	AGG TGG GTC CTC CAA GCT AC ACC CGC TCC TCA CTT AAT C	110–138	12	58	0.3–0.8	$(GT)_{14}$
Ssa171	TTA TTA TCC AAA GGG GTC AAA A GAG GTC GCT GGG GTT TAC TAT	233–267	29	58	0.6–0.9	$(TGTA)_{14}(TG)_7$
Ssosl311	TAG ATA ATG GAG CTG CAT TCT CAT GCT TCA TAA GAA AAA GAT TGT	166–	23	55	0.7–0.9	$(TG)_{38}$

$^\Delta$ forward and reverse primers respectively. ¶ of the original clone.

3   FIGURES

Graphs, diagrams and photographs are all included as figures and should be named sequentially by chapter, so Figure 2.4 would be the fourth figure in Chapter 2.

Lettering in figures (labelling of axes, maps and so on) should be in lower-case type, with the first letter capitalized and no full stop.

3.1   Graphs

Graphs should be submitted as .PDF (1st choice) or .tif (2nd choice), or Excel files if all else fails (with each chart in a single file using the 'create chart in a new sheet' option). Graphs usually look better in print with a white background and no grid lines behind the data points or bars. Try to create your graphs in black and white – colour, if essential, should be discussed with your editor.

3.1.1   PDF is our preferred option

PDFs are the best choice for sending us your graphs and diagrams (e.g. PowerPoint files). They are a vector-based file format, so will print perfectly at any size (unless they have an embedded image) and they have a small file size.

On Mac (MS Office for Mac 2011 onwards)
Control click on your chart and choose **Save as picture...** then select **PDF** as the format and **Save**. You now have a high-resolution vector file perfect for printing.

On PC (MS Office 2007 onwards)
Select your chart by clicking anywhere on it, then go to the main office menu and choose **Print**. In the **Print** dialogue box change the printer name to **Adobe PDF**. Ensure that you have chosen **Selected Chart** in the **Print what** setting.
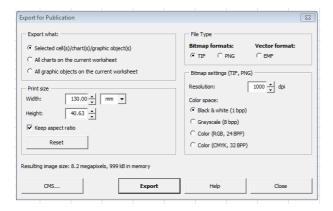
3.1.2   .tif is another option – a raster file with a large file size

If you cannot produce graphs in PDF then you will need to create a file with a very large resolution for print: 1,200 dpi (dots per inch). This cannot be done directly in MS Excel and you will need to follow the steps below to get an output that is sufficiently high resolution. Print is very unforgiving of blurry lines and text, so 1,200 dpi is best to make sure your figures look good and sharp.
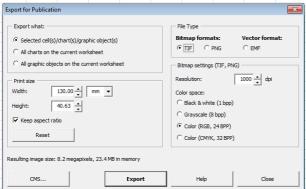
On PC
To get a 1,200 dpi .tif format file download the free plug-in for Excel which allows exporting of charts to .tif format images (http://sourceforge.net/projects/xltoolbox/). Choose the width of your graph as 130 mm and let the exporter choose the height. Select .tif as your file type and set the resolution to 1,200 dpi.

Black and white graphs:

Colour graphs:

3.1.3   Line art and digital drawings

Line art can be created in e.g. PowerPoint and saved as PDF or .eps files (only if originally prepared in PowerPoint). You can also submit Adobe Illustrator (.ai) files, .tif or Adobe Photoshop (.psd) files. Line art that is .tif or .psd should be saved at minimum 1,200 dpi.

3.1.4   Colour figures

Supply colour figures in RGB. We convert to CMYK before sending files to the printer, but we prefer all graphics to be supplied in RGB (eBook images are in RGB and so we use RGB through most of our workflow).

3.2   Photographs

Photographs can be submitted digitally as .tif, .psd or high-quality .jpg files.

3.2.1   Resolution

Photography and artwork needs to be at least 300 dpi at the size at which it will be reproduced, so that it is of high enough quality to reproduce in print. Images taken from websites are rarely more than 72 or 96 dpi and are unsuitable for print – they may look ok on screen, but do not be convinced.

3.2.2   Sharpness

Photographs should be sharp in the main focal point of the image. Any photos taken in low light conditions should be taken using flash and/or tripod to avoid camera shake.

3.2.3   Scanning from prints or transparencies

Printed photographs can be scanned, but this doesn't always result in high-quality images. It is better, if possible, to have original slides or negatives scanned in a photo lab.

3.3   Scans

If you are scanning photographs or line art for print these need to be scanned at a minimum of 600 dpi and preferably 1,200 dpi if line art.

3.4   Figure captions

Place captions on their own line in the manuscript to illustrate placement of figures in relation to the text. Also, add each figure to the Figure Checker spreadsheet (see below). Do not place or embed your figures into your Word document – figures must be provided separately in a folder, as high-res files.

Figure captions should fully explain the figure without reference to the main text. All abbreviations or acronyms used in the legend must be defined.

Source or copyright information should be included in brackets at the end of the caption (there is no need to include the word 'copyright' or 'source'). Photographs or other artwork not taken by the authors should include the photographer's name or source of the figure in the caption. Sources of artwork and photographs used can also be credited in the acknowledgements.

Permission for use in the book will need to be granted if necessary (see Section 7 below on Permissions for more information).

Examples:

Figure 1.3 Differences in the colour and shape of the adipose fin allow easy differentiation of salmon (*Salmo salar*) and trout (*Salmo trutta*) parr. (Environment Agency)

Figure 6.2 Map of the River Eden (Cumbria, UK) showing the geographical location of 34 sites from which Atlantic salmon fry were sampled by electro-fishing in 2000 and 2001. The sites are distributed in four defined river regions: Lower Eden, Upper Eden, Eamont and Caldew. (Natural England)

3.5   Figure Checker spreadsheet

Your production editor will give you a Figure Checker spreadsheet to fill in. This includes all of the information on each figure: the figure number, name, caption, plus credit information. It's an easy way to keep track of all of your figures as well as any permissions you may need to seek.

The spreadsheet also contains columns for orientation and desired size on page. If you want a figure to be a certain size on the page, make a note of this here – for example if you want it to be half-page and landscape. You can use this size guide to check the resolution of your figure – for example, a line drawing that you want to be 50% landscape needs to be 130 mm wide at 1,200 dpi (ideally).

Please make sure you fill out this spreadsheet carefully and send it when you submit the manuscript. We will then check that all of the figures and captions match up to the spreadsheet and get back to you on any discrepancies.

4   BOXES

Boxes are a convenient way to separate material from the main flow of the book. They are particularly useful for case studies, summarizing a topic, checklists and introductions to basic material or more detailed information.

Boxes, if used at all, should be employed sparingly, with no more than two or three per chapter. They should be concise, ideally only filling one page in the completed book.

Each box should be given a short descriptive title and should be numbered by chapter, i.e. 'Box 4.1 Dartmoor National Park Case Study' would be the first box in Chapter 4.

5   SPELLING, GRAMMAR AND STYLE

It is important in any publication to have a consistent style throughout. Style refers to decisions made by the author in key areas such as spelling, punctuation and grammar.

5.1   Abbreviations

5.1.1   e.g., i.e., etc.

Use abbreviations e.g. and i.e. only in parentheses and notes. In running text 'for example', 'such as' or 'that is' are preferred. Be careful you do not confuse e.g., which means 'for example', with i.e., which means 'that is'. If using 'cf.' in notes, please remember that it means 'compare with' rather than 'see'.

5.1.2 Acronyms

Introduce an acronym in the text by giving the full name in the first instance followed by the acronym in parentheses, for example Royal Society for the Protection of Birds (RSPB). Thereafter, use RSPB. Acronyms in figure captions should be expanded in first use.

If your book contains a large number of acronyms, you may wish to provide a list in the front matter for the reader to refer to.

Use BCE (Before the Common Era) and CE (Common Era) instead of BC (Before Christ) and AD (Anno Domini).

5.1.3 Contractions

Use a full stop after abbreviations (words shortened by omitting the end) such as ed. or vol. There should be no full stop after contractions (words shortened by omitting the middle of the word) such as Mrs, edn, St, Dr etc.

5.2 Spelling

You may use either British or US spelling but it is important that whichever form you adopt is employed consistently throughout the text.

Please note that use of -yze, for example analyze, is US style. British English uses -yse, as in analyse.

Spelling in quotations should be left as originally written.

We recommend consulting the Concise Oxford English Dictionary or the Oxford Dictionary of English for British spelling. For US spelling, refer to Merriam-Webster's Collegiate Dictionary.

5.3 Capitalization

Capital letters can have a variety of functions in the text, but it is important to adopt a consistent system. Excessive use capitalization for emphasis should be avoided as it can be obtrusive for the reader.

5.3.1 Proper names

Use capital initials to distinguish between specific usage of a proper name and a general descriptive usage. For example:

'the city of London is the UK's capital' but 'the City' (when referring to London's financial district)
the Baptist Church (denomination) vs. a Baptist church (building)
the Church and the State (in an abstract/legal sense)
New York State but 'the second largest US state' (states in general take a lower-case initial).

5.3.2 Formal and informal references

When you refer back to a capitalized proper name, for instance Oxford University, use lower case: the university. If you wish to make specific formal reference to a person, organization or institution you have already mentioned in full, you can use a capitalized short form – for example 'the Ministry', 'the Navy's policy' – but this should be strictly consistent. It is clearer and simpler to make the distinction between full formal titles with initial capitals and informal references in lower case.

5.3.3 Species names, nomenclature and taxonomy

The genus and species of the binomial must be italicized, for example, *Salmo salar*. Introduce species names in full and then abbreviate, for example *S. salar*.

The formal name of a genus should be capitalized and italicized, for example *Oncorhynchus* spp.

Pelagic now leans towards capitalising vernacular (common) names of species if an individual species is being referred to, so: Common Blue butterfly, Large Red Damselfly, various damselfly species, Silver Birch and Downy Birch, willows and birches. We still accept lower-case common names, but this is something to discuss with your editor at the outset.

A proper name, class, order or family should have initial capitals – Atlantic salmon, for example – but it should not be italicized.

Particular care is needed where a common name is in regular usage for a diverse taxonomic group, such as longhorn beetles. This should never be Longhorn Beetles as there many thousands of types of longhorn beetle (including more than 60 in the UK).

5.3.4   Geographical locations

For regions, use 'north' as in 'north Wales' (also 'south, 'east', 'west' Wales/England etc.) since this is not a specific political, administrative or geographical region. South America or South Carolina take upper case since the term refers to the name of a continent or political entity, respectively.

5.4   Gender-neutral language

5.4.1   Pronouns

Please neutralise gender wherever possible. Use they/them rather than he/him or she/her when the gender of the subject is not specified. Countries and ships and so forth should be gender neutral in modern parlance.

5.4.2   'Man'/'man-made'

Always say 'human-made' or 'artificial' rather than 'man-made'. Similarly, use 'humans/humanity' rather than 'man'.

5.5   Punctuation

5.5.1   Quotation marks

Use single quotation marks – for instance, Schlossberg (1977) said: 'The skill of writing is to create a context in which other people can think' – except for a quotation within a quotation, in which case: 'Single quotation marks are used with inner "double" quotation marks.'

Quotations longer than 60 words should be set-out from the main body text in a separate indented paragraph, with a space above and below. They do not need to be set within quotation marks.

Punctuation is enclosed within the inverted commas when the quoted sentence is complete. If the quotation is not a complete sentence then the punctuation is placed outside the inverted commas – for example, Schlossberg (1977) wrote on the 'skill of writing'.

5.5.2   Oxford or serial commas

We prefer not to use a comma before 'and' in a list of items, for example 'red, white and black', except where this resolves ambiguity. For instance, in a list where the last two items need to be

separated so as to help the reader, a comma can be inserted: cider, real ales, meat and vegetable pies, and sandwiches.

5.5.3 Hyphens

Try to be consistent in the use of hyphens – make sure you do not alternate between 'decision making' and 'decision-making', for example.

5.6 Dates

Dates should be written consistently in the form 25 December 2014, without commas. If it is necessary to abbreviate dates use the format 25/12/2014.

Centuries should be written in words, for example, nineteenth century or mid-eighteenth century (note: when used adjectivally centuries should be hyphenated, as in nineteenth-century sources). Decades should not have an apostrophe: 1930s.

5.7 Units and numbers

Numbers with units require a space before the unit, for example, 3 kg (not 3kg); 42 mm (not 42mm).

Always use numerals for units before abbreviations: 10 kg, not ten kg.

Numbers up to ten should be written out, except where there is a mix of numbers within a sentence and some are above ten, for example: 'There were 14 survey sites, with a total of 6 observations over 10 days.'

A sentence should not start with a numeral – if the sentence cannot be reworded to avoid this the number should be written out: 'Fourteen survey sites were observed, with a total of six observations over ten days.'

When spelt out in full, units start with a lower-case letter – for example, joules; seconds.

Units of measurement should be spelt out when they are compounded to form hyphenated adjectives before other nouns: a six-foot wall; a four-day week; a six-month period.

In the main text flow, percentages should be quoted either as % (preferred) or 'per cent' (and should always be written as a numeral, e.g. 5% or 5 per cent). Use either 'per cent' or % consistently. However, if there are a large number of percentages in a section, the percentage symbol should always be used, closed up to the numeral, as in 1%, 2.5%. The % symbol should be used in tables or figures.

Figures in number spans should be elided, for example, 105–8 (not 105–108 or 105–08) and 115–17 (not 115–117).

Insert a comma for thousands or larger numbers: 1,000 and 10,000. Place a zero before any decimal: 0.5 m not .5 m.

5.8 Cross references

Use cross-references sparingly and, when doing so, refer to the section number of the paragraph rather than the page number in your manuscript, as this will change once the book is typeset.

Capitalize cross-references to chapters, sections, figures and tables but not page numbers – for example, see Figure 4.1; Table 2.6; Section 4.3; as discussed in Chapter 4.

5.9   Code and software extracts

Extracts from code should be written in `Courier New` font, to indicate that they are separate from the main text. Instructions should be in a numbered list, with the > symbol used to indicate paths. Only commands or instructions should be in Courier New; file or programme names should be italicized:

1. Go to *File > Open* and click on the *Example* worksheet .
2. In cell C7 type the following formula: `=((C7+C5)/B24)+((C8-B25))`
3. Now go to *File > Save As* and rename the worksheet *Example1*.

6   REFERENCES

The 'Harvard' (author-date) system is the preferred method of referencing in scientific publications.

6.1   In-text citations – standard scientific

6.1.1   Citing journal articles

List the author's surname and the date of publication – no comma is needed between author and date, for example (Wilson 1997). Include up to three authors with an 'and', not an ampersand (&). Use et al. for more than three authors.

Several citations together should be listed in date order separated by semi-colons, for example (Conrad et al. 2006; Sutherland 2006; Marshall and Meijaard 2009). When more than work cited shares the same publication year, order alphabetically.

Where there is more than one paper by an author in a single year use a, b, etc.

(Sutherland 2006; Thomas 2008)
(Conrad et al. 2006)
(Sutherland 2007a; 2007b)

6.1.2   Citing books and chapters within edited volumes

Cite the author, date and page following a colon and space, for example (Wright and Bentzen 1995: 118).

6.1.3   Citing personal communication

Cite in full in the text but do not include in the references, for example (A. Blair, pers. comm. 2003).

6.1.4   Citing a PhD Thesis

Cite as you would a journal article or book and include in the references, for example (Burfield 2002).

6.1.5   Citing forthcoming works

These can only be listed in the references section if they have been accepted for publication – they should be listed as *in press*. If they have not yet been accepted for publication they cannot be included in the reference section and should be cited in full in the text as unpublished data or personal communication.

6.1.6   Citing reports

If citing reports, use the government department or organization name when there is no named author, for example (DEFRA 2009).

6.1.7   Web citations

Web citations should be treated with care as they are not permanent (but see below 6.3.1 on DOIs) – consider the likelihood of a page disappearing before publication before you cite it. Online articles should be cited the same way as journal articles in the text, for example (Vidal 2009).

6.2   In-text citations – numbered

In popular monographs you may wish to use numbered citations – please discuss this with your editor. If so, we favour grouping all citations as endnotes at the end of the book (arranged by chapter). This format also allows you to add additional information and context to the endnote should that be required.

6.3   References section

References should be listed in one reference section at the end of the book – unless you are editing a volume, in which case they can be listed at the end of each chapter.

The references section must include all references cited in the text, but no other references. If you wish to include general indications of other useful material, this section must be called a Bibliography.

Before submitting your final manuscript, please double check that all the references cited in the text are given in the references section and that they are all in a consistent style.

Book and journal titles should have all significant words capitalized (starting with an upper-case letter) and italicized. The publisher, place of publication and the page numbers of a chapter in a book must be included. Journals should be listed in full and volume and page numbers included. In all cases, please include a DOI wherever possible (see below Section 6.3.1).

Article and chapter titles should have only the first letter of the first word capitalized (starting with an upper-case letter).

More than two author names should be separated by an 'and' rather than '&'.

Web citations should follow the format: author (posting date) Article title. *Online journal title.* Available at: URL (accessed date). Do not underline the URL address. BUT always use a DOI instead if possible.

Examples:

Buckland, S.T., Anderson, D.R., Burnham, K.P. and Laake, J.L. (1993) *Distance Sampling: Estimating the abundance of biological populations*. London: Chapman and Hall. https://doi.org/10.1007/978-94-011-1572-8

Harris, S. and Yalden, D.W. (eds) (2008) *Mammals of the British Isles*, 4th edn. Southampton: The Mammal Society.

Wright, J.M. and Bentzen, P. (1995) Microsatellites: genetic markers for the future. In G.R. Carvalho and T.J. Pitcher (eds) *Molecular Genetics in Fisheries*, pp. 182–210. London: Chapman and Hall. https://doi.org/10.1007/978-94-011-1218-5_7

Conrad, K.F., Warren, M.S., Fox, R., Parsons, M.S. and Woiwood, I.P. (2006) Rapid declines of common, widespread British moths provide evidence of an insect biodiversity crisis. *Biological Conservation* 132 (3): 279–291. https://doi.org/10.1016/j.biocon.2006.04.020

Marshall, A.J. and Meijaard, E. (2009) Orangutan nest surveys: the devil is in the details. *Oryx* 43 (2): 416–418. https://doi.org/10.1017/S0030605309001513

Burfield, I.J. (2002) The breeding ecology and conservation of the Ring Ouzel *Turdus torquatus* in Britain. Unpublished PhD thesis, University of Cambridge.

Vidal, J. (2009, 21 December) New Copenhagen negotiation text fails to win over developing countries. *The Guardian*. Accessed at:
http://www.guardian.co.uk/environment/2009/dec/11/copenhagen-negotiating-text (13 December 2009).

6.3.1 DOIs

All new books will be assigned a DOI (digital object identifier), this is like a web link but is unique to each book/article and is therefore persistent (so it doesn't matter if the material moves, which would cause a standard link to expire). A helpful and concise explanation of the system can be found here: https://www.crossref.org/services/reference-linking/

In accordance with this, bibliographies, lists of references and further reading should always include DOIs where possible. This simple tool finds them for you:
https://apps.crossref.org/SimpleTextQuery

Lists of references can be copied into the tool wholesale (please note: it can have a tendency to time out when searching long lists, so it may be advisable to break up into chunks).

7   PERMISSIONS

You will need to gain permission from the copyright owner to reproduce any third-party materials, including quotations from works in copyright, photographs, drawings, maps etc. **Securing permissions can be time consuming, so please start the process early on** – as soon as you decide that you wish to quote the material – rather than on submission of the manuscript. Removing content once production of the book has begun due to a missing permission can lead to a delay in publication.

Forward copies of all permissions granted to your editor. Make sure that you fill in the credit information and the 'permission form completed' column on the Figure Checker spreadsheet (see Section 3.5). Let your editor know of any pending permissions when you submit your manuscript.

It is your responsibility to obtain permission by contacting the publisher of the material in which the quoted text appears. It is the publisher, not the author, who is usually empowered to grant permission on behalf of the copyright-holder. This also applies to reusing your own published work – you still usually require permission from your original publisher.

When seeking permission, give details of the use (i.e. cover image, inside illustration, etc.), the purpose and authors of the book and an estimate of the publication date. Make clear that you will credit their work and identify them as the copyright-holder.

All sources should be acknowledged, even if permission is not required.

For more information on permissions, please see the Publishers' Association guidelines: https://www.publishers.org.uk/publications/permissions-guidelines-for-uk-publishers/

7.1   Artwork and photography

The artist or photographer will need to be sought for artwork found from online sources. Where art is in a publication it is necessary to contact the publisher to seek permission.

7.2   Text

7.2.1   From other publications

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We recommend that you send your whole manuscript, or a selection of chapters, to peers for review and feedback on the technical nature of what you've written. Manuscripts benefit hugely from such feedback at an early stage when comments on structure and style are more easily factored into the evolving book.

9   USEFUL RESOURCES

We recommend the *New Oxford Style Manual* as a guide for authors and editors when preparing your manuscript.

New Oxford Style Manual (2012) Oxford: Oxford University Press.

BBC Style Guide: http://www.bbc.co.uk/academy/journalism/news-style-guide

Strunk's *The Elements of Style*: http://www.bartleby.com/141/

Almost Everything You Wanted to Know About Making Tables and Figures: http://abacus.bates.edu/~ganderso/biology/resources/writing/HTWtablefigs.html