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**Publishing guidelines**

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## Guidelines for authors

### Submission

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The text should be Times New Roman 12-point font, double spaced, and supplied in Word.

You should create a separate document for every major subdivision of the text:

- Prelims section – should include any of the following: title page, dedication, foreword, preface, acknowledgements, contents list, list of contributors, list of figures, list of abbreviations
- Individual chapters
- End matter sections (with individual items in individual files)
- Any illustrations, figures or tables, etc.

As UCL Press is a digital publisher, please note the following when preparing your manuscript:

- Text should follow a meaningful structure, i.e. B head should follow A head
- Ensure every chapter is organised consistently
- Avoid print-specific terms such as *ibid/op cit*. Use the short form of the reference instead, e.g. Pollan, *Omnivore's Dilemma*, 3
- Avoid page numbers in cross references, it is better to refer to a section or chapter
- Headings should be succinct
- Avoid large sections of unbroken text, and large and complex tables

### Figures and tables

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- Photographs/halftones must have a resolution of at least 300dpi at the final printed size. Images that do not meet this are considered low-resolution and can reproduce very poorly in the printed book. Please submit each figure in a separate file rather than embedded in the text
- Please provide a list of captions with your manuscript. The caption should explain the figure in full and state what it is showing. It should be consistent and clear. It should not repeat the main text verbatim and it should be written in a way so that it stands on its own. The full source information for the image, including title, year of production/publication etc should be supplied. Credit information normally appears after the caption. Use the wording agreed with the original permission holder where applicable

## **Examples:**

**Figure 1.1** Henry Tonks and Henry Clarence Whaite, *The Four Founders of University College: Lord Brougham, Jeremy Bentham, Thomas Campbell and Henry Crabb Robinson*, 1922. Oil on canvas, 342.9 x 175.3cm. Tonks' remarkable but completely unhistorical painting of the building of the College dates from 1861. It shows the architect William Wilkins offering his plans up to Jeremy Bentham for approval. © UCL Art Museum, University College London (UCL 5723).

**Figure 1.2** Map of London, c. 1561, showing the route from Henry Place to the Tower of London. © City of London.

- Figures should be sequentially numbered by chapter and figure number (e.g. the third figure in Chapter 1 will be Figure 1.3)
- Include placement indicators for all figures in numerical order in the manuscript at the ends of paragraphs where you want them to appear, e.g. INSERT FIGURE 1.3 HERE
- Figures supplied as JPEG, TIFF or EPS files are preferable, but GIFF and BMP files are not suitable
- Colour photographs and halftones must be saved in CMYK, not RGB. Most digital cameras produce JPEG images as their standard format, but some can be set to TIFF. If your camera can be set to produce TIFF format, please select this option when taking photographs
- Scanned images: it is always better to supply the original artwork rather than scan from a printed copy, where possible. If you are providing scanned copies of the original image, make sure they are scanned to a final resolution of at least 300dpi at the size they are to be reproduced in the book. A high resolution scan of a low resolution original will not improve the quality
- It is best to provide your figures in the same size or larger than you expect them to be in the printed book to allow for any resizing
- Submit all tables as separate editable Word files and indicate where in the text you would like them to be placed
- Ensure each table has a title and is numbered
- Ensure you refer correctly to the table in the text, e.g. see Table 1.1

## **Permissions**

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It is your responsibility to clear copyright for all text and illustrative material that is not your own work. We require non-exclusive permission to publish the material in an Open Access book (including, without limitation, adaptations, revised and condensed versions, and excerpts), in all media, formats and languages for distribution throughout the world and for the lifetime of the work.

Please ask the Commissioning Editor for the Permissions Request Form if you need to clear third-party material.

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## House style

The following guidelines list our preferred conventions for spelling, punctuation, abbreviations, numbers/dates, etc. Please follow them closely.

### Spelling

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- Authors should consistently adopt British spelling conventions (except in quotations from other sources, where the spelling convention of the original should be retained)
- In British style, either -ise or -ize may be used, but one form should be used throughout

### Punctuation

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- British punctuation should always be used with British spelling. British style uses single inverted commas, except for quotations within quotations (which have double inverted commas)
- Punctuation should follow closing inverted commas (except for grammatically complete sentences beginning with a capital)

### Hyphenation

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- Please consult the Oxford English Dictionary (OED) for guidance. Hyphenation must be used consistently throughout your text

### Contractions and abbreviations

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- Avoid abbreviations where possible. If you need to use them please write in full at the first appearance with the abbreviation in brackets. You may repeat an abbreviation if it reappears later in your book
- Abbreviations are usually expressed without full stops, e.g. GNP, USA, PhD
- British style contractions will have no full points (e.g. Mr, St, edn), though abbreviated words, which do not end with their final letter, will (e.g. vol., vols., ed., eds.)

### Capitalisation

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- Keep capitalisation to a minimum and use only for proper nouns and formal names of organisations, etc.
- BC, AD, CE and BCE (small caps)

## Italics and bold

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- Use both minimally. Use italics and not bold for emphasising words within the text
- Use italics for the following: book and journal titles, newspaper titles, film titles, play titles, stage directions, foreign words/phrases (that are not in common usage), song titles, etc.

## Numbers and dates

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- Spell out numbers up to but not including 10, and use numerals thereafter
- Exceptions to this rule: numbers that begin a sentence; a series of numbers appearing close together in a mixed sequence (under and over 100), in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurement such as 7 kg, 15.8 mm; in usual cases like 5.00p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g., two hundred, fifteen thousand); always use digits with 'per cent' (NB 'per cent' rather than %)
- Elide numbers to minimum digits, e.g. 233-4; dates, e.g. 1993-4. Do not elide in titles and headings
- Centuries should be written as words not numbers, e.g. eighteenth century
- Hyphenate if used as an adjective, e.g. eighteenth-century masterpiece
- Dates as British usage: 18 August 2015

## Websites

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- It is important to include the date when you accessed online material because it may have been updated or changed
- Please update URLs prior to submission – the accuracy of URLs is the author's responsibility

## Quotations

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- Quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations
- Indent quotations of more than 50 words. Displayed quotations have no quotation marks. Any quotes within a displayed quote will have single quotation marks
- Quotations should remain exactly as they are in the original

## Commas

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- Should be omitted before the final 'and' or 'or' in lists unless the meaning is ambiguous

## Dashes

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- Spaced en dashes – not em dashes or hyphens – should be used
- Use en dashes not hyphens for page ranges, e.g. 11–12, 22–29

## Acceptable language

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- Please be sensitive in use of terms that might cause offence or be interpreted as racist or sexist, e.g. avoid gender-specific pronouns where possible

## Bibliography/Reference list

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- Use chapter endnotes rather than footnotes. Start endnote numbers afresh for each chapter
- Please ensure that all references are full, complete, and consistently formatted. It is essential that the reference list/bibliography includes every work cited by you in the text
- Do not use *ibid.*, *id.*, *op. cit.*, or other such reference – instead use the short form of the reference, e.g. Pollan, *Omnivore's Dilemma*, 3. Do not use a long dash to replace a repeated author name in a bibliography or reference list
- For reference style our preference is for either Chicago Manual of Style (**using British punctuation**) (1) notes and bibliography or (2) author-date (with an accompanying reference list). Choosing between the two often depends on subject matter. Humanities disciplines have typically favoured notes/bibliography, while the author-date system is widely used in the social sciences. A bibliography should generally contain all the sources cited in the text and notes and any other important titles that you think should be included. It should aim to provide a useful and concise reference guide to works relevant to the subject of your book. It may be set out as a single alphabetical listing, or it may be subdivided into primary and secondary material. A list of references should contain only those works cited in the text and should not be subdivided. Full citations can be followed by shortened citations for the same sources. Follow the examples overleaf for style and punctuation:

## Notes/Bibliography

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NB. For books or articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

### **Book**

ENDNOTE: Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

SHORTENED NOTE: Pollan, *The Omnivore's Dilemma*, 101.

BIBLIO: Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

### **Chapter or other part of a book**

ENDNOTE: John D. Kelly, 'Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War', in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.

SHORTENED NOTE: Kelly, 'Seeing Red', 81.

BIBLIO: Kelly, John D. 'Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War'. In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

### **Journal article**

ENDNOTE: Joshua I. Weinstein, 'The Market in Plato's *Republic*', *Classical Philology* 104 (2009): 440.

SHORTENED NOTE: Weinstein, 'Plato's *Republic*', 441.

BIBLIO: Weinstein, Joshua I. 'The Market in Plato's *Republic*', *Classical Philology* 104 (2009): 439–58.

### **Website**

ENDNOTE: 'Google Privacy Policy', last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.

SHORTENED NOTE: Google, 'Privacy Policy'.

BIBLIO: Google. 'Google Privacy Policy', Last modified March 11, 2009. <http://www.google.com/intl/en/privacypolicy.html>.

## **Author-date**

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Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text.

### **Book**

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.  
(Pollan 2006, 99–100)

### **Chapter or other part of a book**

Kelly, John D. 2010. 'Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War'. In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.  
(Kelly 2010, 77)

### **Journal article**

Weinstein, Joshua I. 2009. 'The Market in Plato's *Republic*', *Classical Philology* 104:439–58. (Weinstein 2009, 440)

### **Website**

Google. 2009. 'Google Privacy Policy', Last modified March 11.  
<http://www.google.com/intl/en/privacypolicy.html>.  
(Google 2009)

### **Further resources**

For spelling, see *Oxford English Dictionary (OED)*  
*The Chicago Manual of Style*, 17th edition

## The production process

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The purpose of these instructions is to clarify your responsibilities as author and outline how you can expect to be involved at the various stages. Please read and follow them carefully as their aim is to make the publication process go as smoothly as possible.



### Copy-editing

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We understand your submission to be the complete and final manuscript (post peer review). After assessing the manuscript in-house, it will be sent to a professional copy-editor who will edit for grammar, punctuation, spelling and house style. The copy-editor will not change the content or carry out any fact-checking.

If you have any particular concerns about elements of the manuscript (e.g. symbols, diacritics, poetry), please provide a note at the time of submission. The copy-editor will work in Microsoft Word track changes so changes are visible. We will send you the copy-edited manuscript/queries for review. At this time you will be asked to respond to any queries and confirm your approval of the copy-editor's edits. This is your last opportunity to finalise the text (e.g. fill in cross-refs, missing bibliographic information) before we proceed to typesetting. If your book comprises contributed chapters, it will be the general editor's responsibility to distribute copy-editing queries among the contributors and collate responses to agreed deadlines.

### Typesetting and page proofs

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Your manuscript will be sent to a typesetter who will produce PDF pages of your book. The pages will be designed and laid out as your printed book will appear. Your typeset page proofs will be sent to you in PDF format for review once typesetting is complete. If your book comprises contributed chapters, it will be the general editor's responsibility to distribute chapters amongst the contributors. To promote consistency throughout the book, we ask the general editor to take overall responsibility on queries relating to style, punctuation, etc. It will also be the responsibility of the general editor to collate the chapters and corrections from each contributor, check the corrections for consistency, and return as one set of corrected proofs.

You should do a word for word check of the proofs. Please note the text is in a relatively fixed state at this point and we can only allow for corrections to genuine typographical or factual errors. More substantial alterations, such as adding or removing text, cannot be considered because they can cause page reflow, which can hinder the work on the index and lead to delays and extra costs.

Please get in touch if you have any queries about the level of corrections that are permissible. The proofs will simultaneously be sent to a professional proofreader, who will collate your corrections onto a master set. Once your corrections and the proofreader's corrections are incorporated, another round of proofs will be produced, which will be checked in-house and sent to you for a final review. Please note that no changes can be made at this stage except to correct typos or glaring errors. After taking in the final corrections, the typesetter will prepare the final printer files.

## **Indexing**

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It is our understanding that you will be compiling the index for your book. You will index from the first page proofs. Please see indexing guidelines overleaf for more information on indexing.

## **Cover**

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Alongside the text process, a designer will be working on the cover. A cover proof will be sent for your review and approval around the same time as you receive second page proofs.

## **Sales and marketing**

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A tailored marketing plan for your book will be presented closer to the publication date. As standard, every book we publish will feature on our website and be made available in various formats. All books will be included in the seasonal new publication catalogues that we mail to key accounts and distributors. Advance Information sheets listing the key selling points of the book will be distributed via our sales force to key retail outlets and libraries. Our social media campaigns are largely content led – we will use our own channels and work in collaboration with your own personal social presence where possible. Our PR focus will be targeted to your specialist subject audiences. We will prepare a press release and contact relevant media for publicity opportunities. We will explore all the potential marketing opportunities to ensure the successful promotion of your book.

## Indexing guidelines

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### **Preparing an index**

A good index keeps the needs of the reader in mind: what information will readers expect to find and in how much detail? What does not need to be included? The index should help readers locate relevant statements made in a book.

You are responsible for providing the index for your book. We believe as the author you are best placed to do this task as you are most familiar with the subject matter. For more detailed guidance than that provided in the following instructions, please refer to *The Chicago Manual of Style* (chapter 16, 17th edition).

### **Timing**

Index compilation can only begin at the time of first proofs when we have paginated PDF. However, you may create a list of keywords in advance of this.

### **Selecting entries**

When deciding whether to include items in the index, consider how frequently the item is discussed and in how much depth. Usually if an item is only mentioned once in the book, it is unlikely to require an index entry unless the general topic is discussed in depth.

It is typical to have one combined subject and name index. The standard length of an index manuscript is 5-10% the length of the manuscript – 20-40 typed pages of index would suit a 400 page manuscript. We prefer the letter-by-letter style of alphabetising.

The main entry is always a noun (the keyword); it may be a concept or topic, but not always a specific term used in the text. When a main entry has more than five page references, subentries are called for so that readers can easily find the exact information needed. Subentries should be used only when absolutely necessary.

Write main entries as nouns followed by the description:

advertising, types of  
epistemology, normative  
heating system, balancing  
*but*: unity of self  
virtues of ignorance

Write subentries using articles, conjunctions, and prepositions as necessary for phrasing and relating to main entries. Note that a subentry must be logically related to its main entry and make sense both grammatically and semantically.

feminism  
as different responses to Nietzsche,  
000 and its diagnosis of Nietzsche, 000  
liberal vs. radical, 000  
as opposite counterpart of Nietzsche's ideas, 000

How heavily you need to structure your index and employ sub-entries depends on the complexity of your material. Academic books tend to require more detailed indexes as their readers need to be directed to very specific topics. They are less like to be reading around the topic as they would in a general book.

### **Using a computer**

It is important not to rely on a computer programme to index your book. Human decisions are generally necessary in compiling an index. If using a computer:

- Use either dedicated indexing software or word processing software with an indexing program
- Be aware that indexing software tools will not index to the page number in the page proofs. This means that you will have to change the page number to match the pageproof

### **Compiling the entries**

Find the main entries, determine the keywords, and break the entries into subentries as necessary. Remember, every subentry must be logically related to the entry and make sense both grammatically and semantically:

advertisements, classified, 000–000 attribution, 000  
definition of, 000 self-interest in, 000  
for success, 000  
nonprofit organizations, 000. See also foundations administration of, 000  
and legislation, 000–000(see also Congress)  
tax status of, 000–000

- Index important figures, tables, and maps if you wish
- Do not index information from the front matter (pages i- . . .) or from the back matter (appendixes, contributors, glossary, bibliography). You may index material from the text introduction, however, if it falls in the front matter
- Do not index notes (endnotes or footnotes) if they merely provide bibliographical information. You may index notes, however, if they continue discussion in the text. Do not index sources of information unless essential in the field
- Check that spelling, hyphenation, and capitalization are the same as in the text
- Succinctly phrase main entries and subentries. Make sure they are not excessively detailed
- Please use indented style for sub-headings rather than run-in

### **Indented style**

artistic  
    publicity rights on images of, 317

### **Run-in style**

artistic: publicity rights on images of, 317

## **Cross-references**

These are not essential in every index, but are useful in guiding readers to related topics in the text.

*See* cross-refs are used to guide the user to a preferred term, e.g. adolescence.

*See* teenagers

*See also* cross-refs may be placed before or after a list of headings. They inform the reader

of conceptually related terms, e.g. nonprofit organizations, 62, 69

administration of, 278

*See also* foundations

## **Style/formatting tips**

- Use en-dashes rather than hyphens between page ranges
- Present page numbers in rising order
- Make capitalization consistent
- Check *See/See also* are used consistently
- Check elision of page numbers is consistent and elides to the fewest possible range e.g. 56-7, 100-2
- Spelling should follow main text of book
- Check alphabetical order
- Styling of author names must match that of the main text
- Avoid long strings of numbers – use subheadings to break these where necessary

## **Common mistakes**

- Entries not in alphabetical order
- Subentries alphabetised by opening articles, conjunctions, and prepositions rather than ignoring these parts of speech
- Page numbers not in rising numerical order
- Combination of run-in and indented style, rather than one consistent style
- Spelling of headings doesn't match text (e.g. 'metaethics' in text; 'meta-ethics' in index)
- Subentries not logically related to main entry
- Too many entries and subentries
- Entries too detailed, excessive description, outline style
- Excessive number of page cites with an entry or subentry
- Excessive number of subentries with one page number
- Indexing the citation sources (these people are already in the bibliography)

When you have finished preparing the index, please send it to the Managing Editor in Word. You will have a chance to review the typeset index.

## **UCL Press contacts**

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