UCLPRESS

Publishing guidelines

UCLPRESS

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Guidelines for authors

Submission

There are two stages of manuscript submission. Everything must be in place for stage 1.

1. **Submission for review.** Your manuscript will be accompanied by all figures and tables, a completed art-list with details of all permissions and consents acquired, and a completed Editorial Information Form so your commissioning editor can work on the book's cover and blurb while the manuscript is out for review. Please let your commissioning editor know if any content is not yet ready, and when you expect to submit it.

2. **Submission for production.** Your manuscript will include all revisions following peer review and all content.

Please use the following instructions when preparing both drafts.

Manuscript elements

You should create a separate document for every major subdivision of the text:
- Prelims section – should include any of the following in this order: dedication, contents list, list of figures, list of tables, list of contributors, list of abbreviations, preface, foreword, acknowledgements
- Individual chapters
- End matter – can include afterword, epilogue, appendices, glossary, references/bibliography

General guidelines

- The text should be Times New Roman 12-point font, double spaced, and supplied in Word
- Ensure that all references to sections of the text itself that may be cited as 'papers', 'articles' or 'essays' are changed to references to 'chapters'
- Indent each new paragraph using the tab key
- Use only single spaces between words and single spaces after full stops
- Headings must be clearly differentiated by size to show the level of the heading or sub-heading
- Only capitalise the initial letter of the heading
- If your manuscript contains unusual or non-roman characters or extensive math/linguistics symbols, please supply a PDF of the final manuscript showing how the characters need to appear
- Please update URLs prior to submission – the accuracy of URLs is the author's responsibility
- Do not embed figures or tables in the file. These should be supplied separately

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 or, if using the author–date style repeat the reference in full
- Avoid page numbers in cross references: it is better to refer to a section or chapter
- Headings should be succinct. As a rule of thumb, if a heading runs over to a second line it is too long
- Avoid large sections of unbroken text, and large and complex tables

Figures

- 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 such a way that it stands on its own. The full source information for the image, including title, year of production/publication etc should also be supplied. Credit information normally appears as the last element of the caption. You should agree the wording 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 175.3 cm. 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.

Figure 1.3 The Gazimestan monument, Kosovo (photograph by Gustav Wollentz)

- 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
- In addition, refer to the artwork in the text, e.g. 'This is shown in Figure 1.1' or 'The historical pageant craze – we might even call it a movement – began with Louis Napoleon Parker's pageant at Sherborne, Dorset in 1905 (Fig. 1.1).'
- Figures supplied as JPEG are preferable, TIFF or EPS are acceptable, 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
- Individual image size should not exceed 10 MB
- 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

Tables

- 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
- Ensure a list of tables is provided for the prelims

Permissions

It is your responsibility (chapter author's in the case of an edited collection) 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.

UCLPRESS
House style

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

Punctuation

- British punctuation should always be used with British spelling. Please ensure your computer is set to British English. 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)

Spelling

- 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, (except in Education journals where -ise is the preferred form)
- Please follow *Collins English Dictionary*

Hyphenation

- Use a hyphen when two words form a compound adjective: middle-class families
- Hyphenation must be used consistently throughout your text. Please follow *Collins*

Commas

- An Oxford comma (also known as a serial comma) is a comma used after the penultimate item in a list of three or more items, before 'and' or 'or'. We do not use the Oxford comma – commas should be omitted before the final 'and' or 'or', e.g. red, white and blue. The exception is if the meaning is ambiguous without one, e.g.

    The menu choices were fish and chips, steak and chips, or pie and mash.

    The dog, Jack, and Sasha

Dashes

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

Semicolons and colons

- A semicolon should be used to separate items in a complicated list (i.e. if the items in the list have internal commas or very long descriptions), or to separate two related but grammatically independent clauses
- Use semicolons sparingly in the main text
- Colons should primarily be used to introduce block quotations or lists

Quotations

- 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
- If a quotation is being used as part of your own sentence, please make sure it flows grammatically. If necessary, use square brackets to insert necessary words such as [and]
- Square brackets can also be used when clarification is needed in, for example, transcribed speech, e.g. 'I thought he [the teacher] was just being kind'.
- Quotations should be in the same font as the main text. Please do not use italics
- Three dots (i.e. an ellipsis …) with a space on either side indicate where material has been omitted from a quotation. Do not place brackets around ellipses. You don't need to use ellipses at the beginning or end of a quote, unless it's a displayed quote that starts midway through a sentence with a lower case letter

Translations

- If quoting from a non-English source, the quotation should usually be in the original language. Give translation (either author's or from a published translation) if reader is unlikely to understand original language. The translation should usually appear in the text in parentheses immediately following the quotation but can be given in a numbered note if preferred. Alternatively, the translation can be given in the text and the original quotation in a numbered note. You can indicate in the Preface your general editorial policy in regard to translations

Capitalisation

- Keep capitalisation to a minimum and use it only for proper nouns and formal names of organisations, etc.
- In most cases, 'CE' (Common Era) and 'BCE' (Before Common Era) should be should be used in place of 'BC' and 'AD' and should be in small caps

Italics and bold

- Use both minimally. Use italics rather than 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. Poem titles (except for very long works like *Paradise Lost*) are roman and quotes, not italic, e.g. 'The Road Not Taken'
- The Bible and Qu'ran, and individual book titles from these works, are not italicised
- Please do not use italics or bold for quotations

Numbers and dates

- Spell out numbers one to nine, and use numerals for 10 upwards
- Exceptions to this rule:
    - Numbers that begin a sentence
    - A series of numbers appearing close together in a mixed sequence (under and over 10), in which case use numerals 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 5.00 p.m. (but five o'clock)
    - Phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g., two hundred, fifteen thousand)
    - With 'per cent' (NB 'per cent' rather than %)
- Elide numbers to minimum digits in ranges, e.g. 233–4 (however note 115–16); dates, e.g. 1993–4. Do not elide in titles and headings
- Comma for four digits 1,000
- 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

Contractions and abbreviations

- Avoid abbreviations where possible. If you need to use them please write in full at the first appearance of the term with the abbreviation in brackets, then use the abbreviated form throughout the text. In edited collections spell out each abbreviation at first mention in the chapter
- Abbreviations are usually expressed without full stops, e.g. GNP, USA, PhD
- If appropriate, include a List of abbreviations in the prelims, but you should still define the terms in full in the text at first use
- British-style contractions will have no full points (e.g. Mr, St, edn), although abbreviated words (i.e. ones that do not end with their final letter) will (vol., ed.)
- Plural forms 'vols' and 'eds' do not have full points
- Please avoid the abbreviations 'e.g.' and 'i.e.' and 'etc.' in the main text. Use phrases instead: 'for example', 'such as', 'this means', 'and soon'
- Please avoid 'don't', 'can't', 'won't' etc

Parentheses (brackets)

- If a complete sentence appears in brackets, the full stop should be inside the brackets e.g. 'James walked to work. (It was a Wednesday, so he had more time.)'
- Do not use punctuation marks before brackets unless the brackets contain a complete sentence

That/which

- In a non-restrictive clause, use 'which'. In a restrictive clause either 'which' or 'that' is acceptable:

- Her latest film, which is set in the 1960s, has been widely acclaimed. (non-restrictive; 'which' only)

- They did their work with a thoroughness and dedication which/that impressed him deeply. (restrictive; either 'which' or 'that' acceptable)

Acceptable language

- Please be sensitive to the use of terms that might cause offence or be interpreted as racist or sexist. Please also avoid gender-specific pronouns where possible. Here are some examples of how to do this:

    (1) Use plural rather than singular pronouns in examples, e.g. 'when children play, they...' rather than 'when a child plays, he...'

    (2) Alternate 'he' and 'she' throughout the manuscript when using a singular pronoun in examples, such that the reader perceives no bias.

    (3) Use 'they' as a singular pronoun in examples, e.g. 'when a child plays, they...'

Reference styles: general

- Please see our general referencing guidelines [here] and specific guidelines for Education titles [here]. You may use any recognised bibliography or citation style as long as this is used consistently. Please indicate which style you have followed when you submit your manuscript. Edited collections should also have consistency in reference style between chapters; the volume editor should check this before submission
- We suggest either an author–date style (with parenthetical in-text citations) or notes and bibliography using numbered endnotes and superscript cues to these in the main text. Humanities disciplines have typically favoured notes and bibliography, while the author–date system is widely used in the social sciences
- A bibliography contains all titles cited in the notes and possibly some other sources, a select bibliography contains some but not all works cited, and possibly some other sources. A reference section should accompany an author–date system. A further reading list does not include works cited
- A reference list contains all the works cited in the text. Always ensure that in-text citations and entries in the references section are consistent, and that any references not cited are deleted
- Works in the references and bibliography should be listed alphabetically
- Use chapter endnotes rather than footnotes. Endnotes should start with fresh numbering in each chapter
- For edited collections supply end-of-chapter bibliographies/references rather than a complete end-of-book list. This is so that each chapter can be read independently from the rest
- Do not use ibid., id., op. cit., or other such terms. Instead use the short form of the reference or, if using the author–date style repeat the reference in full
- Do not use a long dash to replace a repeated author name in a bibliography/reference list
- Use title case for main titles of books and journals in a reference list/bibliography but use sentence case for subtitles and elsewhere

Online sources

- Online references should be to specific articles or pages on a website, not just to a top-level domain
- It is important to include the date you accessed online material because it may have been updated or changed subsequently
- For 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

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The production process

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 → Typesetting → First Proofs → Indexing →

Revised Proofs → Print/Digital Final Files → Publication

Copy-editing

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.

Artwork

Line artwork may be redrawn to improve quality and consistency of style, but no changes to the composition or content of the art will be made unless we have received specific redrawing instructions from you. Artwork will be placed in the proofs as near to the cue in the manuscript as possible and may also be resized to an appropriate size based on the content of the art and placement on the page. If you have any specific sizing/placement instructions please note these on the art-list spreadsheet.

Typesetting and page proofs

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 completed.

You should do a word-for-word check of the proofs. Please note that 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. This 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 all the corrections have been incorporated by the typesetter, they will produce another round of proofs, which will be checked in-house. After taking in any final corrections, the typesetter will prepare the final printer files.

Indexing

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 below for more information on indexing.

A note on edited volumes

As stated, it is the general editor's responsibility to distribute copy-editing queries to contributors and collate responses. At proof stage, it will be the general editor's responsibility to distribute chapters among 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 to the production contact as one set of corrected proofs.

Cover

Alongside the process of preparing the text, a designer will be working on the cover. You will see a visual of the front cover before it is finalised. A full cover proof (with back cover copy inserted) will be sent for your review and approval ahead of publication.

Sales and marketing

Our marketing team will be in touch closer to the publication date of your book. Their first contact is usually when you handover your manuscript to production in final form, when they will ask you to fill in an Author Marketing Form. This asks you for information that will feed into the promotion of your book.

As standard, every book we publish features on our website and will be made available across a number of different partner platforms. All books will be included in the seasonal new publication catalogue that we mail to key accounts and distributors. Advance Information sheets listing the key selling points of your 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. In

addition, using information from your Author Marketing Form, we will ensure that review copies are sent to targeted outlets. We will explore all the potential marketing opportunities to ensure the successful promotion of your book. You can see more about our Sales and Marketing channels [here](#).

Indexing guidelines

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 to locate relevant statements made in the book.

You are responsible for providing the index for your book. We believe that you as the author 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 a 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 between 5 and 10 per cent of the length of the manuscript – 20–40 typed pages of index, for example, 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. Sub-entries 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 subentries 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 likely 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 page proof

Compiling the entries

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

advertisements

>definition of, 000; self-interest in, 000
>for success, 000

nonprofit organisations, 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 prelims (pages with roman numerals) or from the end matter (appendices, contributors, glossary, bibliography). You may index material from the text introduction, however, if it falls in the prelims. More substantive or lengthy introductions should be part of the main text.
- Do not index notes (endnotes or footnotes) if they merely provide bibliographical information. However, you may index notes, if they continue discussion in the text. Do not index sources of information unless essential in the field
- Check that spelling, hyphenation, and capitalisation 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 subheadings rather than run-on

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 organisations, 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 capitalisation consistent
- Check *See/See also* are used consistently
- Check elision of page numbers in ranges is consistent and elides to the fewest possible digits e.g. 56–7, 100–2, but 115–16
- Spelling should follow main text of book
- Check alphabetical order (letter-by-letter not word-by-word is preferred)
- Styling of author names must match that used in 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 citations for 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 your production contact in Word.
You will have a chance to review the typeset index.

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