Format and delivery of the manuscript
Information for authors and editors

In order to facilitate an efficient production process we cordially request all authors to prepare their manuscripts according to a standard format. We also use a standard procedure for the delivery of the manuscript files. If your publication is to appear in a specific series, you will do best to check the additional guidelines set out in the document entitled 'Additional specifications'.

1. Standard format

1.1 The main body of the text

General principles
- The full manuscript should be delivered as a single Word file
- Consistency is key: font, font size, reference style, tabs, line and paragraph spacing, etc. (see instructions) should be harmonised throughout the entire manuscript. For edited volumes, the editors will provide further guidelines to ensure consistency.
- To structure your chapters, please use Word styles (Headings). Limit the use of subheadings, if possible, to two levels
- Words (or abbreviations) you would like to have in italics or in SMALL CAPS should be formatted that way in the text

Text
- Use a recent version of Word
- Page setting: A4 format with (minimum) 2 cm margins on all four sides
- Always use one font and size, preferably: Times New Roman, 12 pt.
- If a font other than Times New Roman is used it should be a True Type font.
- Use 1.5 line spacing throughout
- Align the text to the left only
- Switch off the Word automatic hyphenation function
- Words you would like to have in italics or in SMALL CAPS must be written that way in the text
- The pages of your manuscript must be numbered consecutively from the first to the last page

Citations
- Use "double quotation marks" for (run-in) quotations
- Quotations exceeding 40 words need to be displayed. They have no quotation marks: start each line with an indent on the left so that the quotation becomes a separate text block
- "Double quotation marks" may also be used for highlights and foreign words; alternatively, foreign words may also be italicised
- Single quotation marks are reserved for quotes within quotes
- Omissions, additions and clarifications are placed within square brackets [...]
- For edited volumes, the editors will provide guidelines to ensure consistency

Please note: Where larger text excerpts, images and data governed by copyrights are included, the author is responsible for requesting and receiving permission for their use from the original author or rightful claimant. The author and not the publisher is responsible for all copyright permissions. *See Checklist Illustrations and Copyrights.*

Special words
- Foreign words are placed in italics
- Specific terms are placed within 'single quotation marks'
- For edited volumes, the editors will provide guidelines to ensure consistency

Listing
- Use dashes to indicate point-form lists

Paragraphs
- Use one hard return in the body of the text only to end a paragraph. In all other cases, let the text automatically wrap around
- Indicate new paragraphs with a tab (using the tab button, not the space bar), not with an extra blank line
- Note that the first paragraph after a chapter title, quotation, blank line or (sub)heading is not indented

Tabs
- Use the tab button, not the space bar
- Use a tab when starting a new paragraph or when any other type of indentation is desired, such as in the case of poems or block citations

Notes and references
- Use the Word note function (endnotes or footnotes)
- For notes, references and the bibliography use a uniform style and choose the system that is standard within your research field
- In case of an edited volume with contributions by several authors, it is the task of the editor(s) to deliver a uniform bibliography and note system. Ideally the contributors are informed by the editor(s) in advance about the system that will be used in the volume

Register/index
An index is preferred, especially for a monograph. There are two ways to compose an index:
- Preferred option: before the submission of the manuscript for production, an index or register is automatically generated by using the index function in Word. For guidelines please contact your publisher.
- Alternative option: based on the final proofs of the book, compile an index in a separate Word file containing all indexed words and page references.

1.2 Tables

- Make use of the Table function in Word
- Keep in mind that the maximum width of the table on the page is 12 cm
- Provide a caption, a number and, if applicable, a source reference for each table

1.3 Illustrations

- See separate Checklist Illustrations and Copyrights
- Figures will be printed only in black and white, unless other agreements have been made with the publisher

1.4 Standard divisions in a book

A printed book usually contains three major parts: front matter, the main text and back matter. Below you will find an example of a standard book's structure. Few books contain all the divisions listed here, and the sequence may also differ slightly from book to book. This example can be used as a checklist for your own manuscript.

Front Matter
- Book half title (only the main title)   [Recto first page]
- Series title, frontispiece, or blank if no series title needs to be mentioned   [Verso first page]
- Title page (main title, subtitle, series title, author's name, editor)   [Recto second page]
- Copyright page (will be inserted by the publisher)   [Verso second page]
- Dedication
- Table of contents
- List of figures/graphs/tables (only in the case of an extensive list of figures/graphs/tables)
- Foreword (by someone other than the author)
- Preface
- Acknowledgments (if not included in the preface)
- Abbreviations

Text
- Introduction
- The main text

Back Matter
- Summary/epilogue
- Notes
- Appendix
- Bibliography
- List of contributors
- Illustration credits
- Index/register/glossary
- Colophon (to be inserted by the publisher, if not included in the front matter)

2. Delivery of the manuscript

Beware! Once you deliver the final manuscript, there is no further opportunity for rewriting, moving, completing or adding text. On the proofs you will be allowed only to correct typos and typesetting errors.

2.1 The main text

- Deliver the complete and final text corpus in one single Word file, as well as in a PDF file
- Tables, graphs, and figures should not be included in the body of the text, but should be delivered separately
- In the body of the text, indicate clearly within square brackets where tables/graphs/figures should be inserted
- Use the same numbering in the separate files containing the tables/graphs/figures as in the body of the text. This reference consists of the number of the chapter and the order of rank. For instance: [figure 1.1]

2.2 Graphs and tables

- Tables/graphs are not included in the body of the text, but should be delivered in a separate file
- In the body of the text, clearly indicate within square brackets where the table/graph should be inserted
- Provide a caption, a number and, if applicable, a source reference for each graph or table

2.3 Figures

- Figures are not included in the body of the text, but should be delivered as separate image files
- In the body of the text, clearly indicate clearly within square brackets where the figures should be inserted
- Provide a caption, a number and, if applicable, a source reference for each figure
- The image files should be JPEG, TIFF or EPS.
- For further instructions see the Checklist Illustrations and Copyrights

2.4 Captions

Captions accompanying graphs/tables/figures should be delivered in one separate Word file, in the correct sequence and with the correct numbering, and formatted according to the reference style applied to the manuscript.