

Ashgate

**A Guide to Preparing
and Submitting
Your Manuscript**



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Welcome to Ashgate Publishing

Ashgate are very pleased to be publishing your book. We hope this document will guide you through the process and avoid problems that can delay publication.

Please read through the following pages as soon as possible, and bear in mind that you may need to come back to them more than once as you complete your manuscript. The section on copyright permissions and legal issues is important; please read it first so that you will know what you can and cannot include in your manuscript. Be sure to request any necessary permissions well in advance of submission.

The next section will help you ensure that your manuscript conforms to house style, including Ashgate's preferred referencing styles. The remaining parts of this guide cover matters that may or may not apply to your manuscript, depending on whether your work includes illustrations, tables, or music, but it will be important for you to read them if it does.

When you are ready to submit your manuscript, please check both the 'Preparing your Manuscript' and 'When you Deliver Your Manuscript' sections. At the end of the pack, you will find forms and checklists that you will need to secure permissions and to submit your manuscript.

If you have any questions about any aspects of this guide, please consult your commissioning editor. We very much look forward to publishing your book.

Preparing Your Manuscript

What We Need

Please supply the following files as separate documents (not all items will be applicable).

1	Manuscript cover page	This should include: title and subtitle of the book; author/editor name(s) and affiliation(s); dedication/ note about frontispiece (if applicable).
2	Contents	This should include: a list of preliminary material (i.e., anything that comes after the contents page before the start of the main text); part titles; chapter titles; end matter (i.e., bibliography/references, appendices and index). NB: Author names should sit beneath chapter titles in contributed volumes. Chapters should be numbered consecutively and <i>not</i> restart from 1 after part pages.
3	List of figures/maps/ tables/music examples	Compile lists of these items in separate documents and ensure that the captions and credit/source lines match those used in the text. Plates should be listed separately from figures.
4	Notes on contributors	This is a list of contributor names, each with a short paragraph detailing academic interests and expertise. This should be supplied alphabetically by surname and should not include contributors' addresses, email or other contact details.
5	Foreword	This should include the name of the writer, either in the title or at the end. NB: The volume author or editor cannot write the foreword.
6	Preface	This is a personal message from you (the author) with your name at the end.
7	Acknowledgements	These can be delivered on a page of their own or combined with the preface.
8	List of abbreviations	To be supplied alphabetically.
9	Main chapters and part pages	Each chapter and part page should be supplied separately. See item 2 (above) and House Style for numbering conventions.
10	Appendices	Only necessary where supplementary material is required.
11	Bibliography/references	For further information about our preferred referencing styles, see References .
12	Index	If you are compiling your own index, this cannot be completed until after we have sent you the paginated layout proof. For further information about our preferred indexing style, see An Introduction to Indexing .

Important to Note

File naming	Please label electronic files sequentially as follows: 001_smith_manuscriptcoverpage 002_smith_contents 003_smith_listoffigures 004_smith_preface 005_smith_chapter1 NB: This list serves as an example and does not mean that item number 003 is always the list of figures.
Fonts	Our main font is Times New Roman. For further information about fonts, see Fonts and Software .
Footnotes/endnotes	Each chapter's footnotes/endnotes must start at 1.
Indents	Please use first line indents, not tabs.
Page numbering	Please number each chapter file, starting at 1.
Spacing	The entire text must be double-line spaced (including footnotes and bibliography).
Styles and formatting	For further information, see House Style .
Submitting your work	Your completed work must be supplied in both electronic and hard copy format – these versions must be identical. Please see When You Deliver Your Manuscript for further information.

Copyright Permissions and Legal Issues

Essential Advice

It is your responsibility to seek written permission for any work in copyright, and also to settle any relevant fees, which can take considerable time to process. Start the application process early, as soon as you know which material you want to include.

Permissions **must** be cleared and your paperwork in order when you submit your text to the commissioning editor for production. **We cannot begin any aspect of the work on your book, including text editing, with permissions outstanding.**

We suggest you keep the use of copyright material to a minimum to save time and costs applying for permission and seek to discuss material in your text rather than reproduce it. Consider whether illustrations are essential given that you will always need permission to reproduce visual material for which you do not hold copyright. If the illustration is available on the Internet you could consider providing a link to it instead.

Apply to the correct rights holder, which is usually the publisher rather than the author of the material. The copyright in an image or figure may be held by someone other than the author of the source material so check the acknowledgements line to be sure.

You should request English language non-exclusive worldwide rights including print and electronic editions. If the publisher asks you to supply information about the price and print run of your book, please consult your commissioning editor. If you do not receive a reply from the copyright holder you cannot presume that you can reproduce the material. Check that you have been granted both print and electronic rights, and if not, consult with your commissioning editor.

For art history or other heavily illustrated books it might be the case that your book is not due to be published in electronic format. For books with a large number of illustrations please consult your commissioning editor before starting the process of clearing permissions to establish whether you need permissions for the print edition only or print and electronic editions.

Fair-dealing Convention

Under the convention known as 'fair dealing' (or 'fair use' in the US) for purposes of criticism and review, permission need not always be sought for short extracts provided that the material is quoted in the context of scholarly review and not simply to adorn the text. Quotations must be accompanied by a sufficient acknowledgement.

Copyright is infringed if a substantial part of the work is used. This is often a **qualitative** rather than a **quantitative** measure. Any quotation (however short) from song lyrics must be cleared, as well as epigraphs, given their prominent position in the text. Epigraphs are quotations which appear on their own at the beginning of a book or chapter. When used in this way, they are not necessarily covered by the fair-dealing rule unless referred to in the text which follows.

There is no fair-dealing/fair-use rule when it comes to illustrations – you will always need to clear permission to reproduce visual material for which you do not hold copyright unless the image is in the public domain (i.e., out of copyright). Consult with your commissioning editor if you are unsure whether or not the image is still in copyright.

Illustrations

All illustrations and cover images requiring permission must be supplied with:

- cleared permissions from the copyright owner of the work. You may incur a *copyright* fee;
- cleared permissions from the gallery or institution that owns the work being reproduced. You may be required to pay a *reproduction* or *use* fee and accompany the illustration with a credit line;
- cleared permissions from the photographer/photographic library. This may incur a *copyright* and a *reproduction* or *use* fee.

Material from Websites

If text, images or data are drawn from a website, including screen grabs, normal copyright rules apply. Always check with the website owner and copyright holder. You need to consult the wording of any creative commons licenses carefully, paying particular attention to the source of the image. Please consult with your commissioning editor if you are in doubt.

Reproducing Your Own Previously Published Work

Please bear in mind even if you hold the copyright of a previously published piece of work, you are not necessarily free to publish it again without consulting the publisher of the original. Your agreement with them may well grant them an *exclusive* licence to print and distribute the work, which therefore precludes the possibility of other publishers doing the same without express permission.

Fonts

Fonts can have copyright issues too (see *Fonts and Software*). Please supply us with a font sample if necessary and any written documentation such as purchase or licence agreements. Bear in mind that not all licenses for fonts cover both print and electronic usage. Usage rules must be checked to ensure they cover the embedding of the font in an electronic product.

Music Permissions

Please refer to the separate guidelines on Music and Copyright supplied by your commissioning editor. Do be aware that music can still be under copyright 70 years after a composer has died. Please contact your commissioning editor for further advice.

Defamation and Libel

Do not make any defamatory or injurious statement about living persons, institutions or other organizations that could result in libel claims.

Plagiarism

If you copy all or part of someone else's work without crediting them, then you are plagiarizing, even if you amend the original wording. If you use someone else's work, whether a person or an organization, you must make it clear you have done so.

Documentation

When permission has been granted, keep the correspondence on file and send a copy of the paperwork to us when delivering your text. Be sure to include any details of terms and clearly label the paperwork so it matches the final text (for example, 'Permission for Figure 2.1').

Any required acknowledgements should be included in your preface, a separate acknowledgements page or a footnote, using the language specified by the permission-granting institution. Sources of images should be correctly cited in your corresponding preliminary lists and with the caption in the main body of the text if required by the copyright holder.

Useful Guides

Joint Guidelines on Copyright and Academic Research – Guidelines for researchers and publishers in the Humanities and Social Sciences: <http://www.britac.ac.uk/policy/joint-copyright-guide.cfm>

WATCH – a database for searching for copyright holders: <http://norman.hrc.utexas.edu/watch/>

Copyright, Designs & Patents Act 1988 (with revisions): <http://www.legislation.gov.uk/ukpga/1988/48>

Susan M. Bielstein, *Permissions: A Survival Guide* (Chicago: University of Chicago Press, 2006).

Gillian Davies, *Copyright Law for Writers, Editors and Publishers* (London: A&C Black Publishers, 2011).

House Style

Use **either** British **or** US English spelling and punctuation in your text. A mixture of styles is **not** acceptable in single-authored books. The style sheet below reflects British conventions in addition to a selection of US variations – this list is **not** exhaustive.

To reiterate, US conventions are also acceptable so long as they are used **consistently**.

Abbreviations	<p>Avoid 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.</p> <p>Abbreviations are usually expressed without full stops: GNP, USA, PhD</p> <p>Contractions are abbreviations that end with the same letter as the original word, such as eds, edn, Mr and Dr, and should not be followed by a full stop.</p> <p>Abbreviations that do not use the last letter, such as ed. or Ch., should have a full stop, hence, eds (editors) and ed. (editor) are both correct.</p> <p>Units of measurement do not take a full stop (mm, kg) or a final 's' in the plural (70 cm, 100 g). There should be a space between the number and the unit of measurement.</p> <p>The abbreviations 'etc., i.e. and e.g.' are usually best replaced by 'and so on', 'that is' and 'for example'.</p> <p>In references, please be consistent in the following:</p> <ul style="list-style-type: none"> ● Upper and lower case (vol. 1, Vol. 1, or vice versa) ● Spaces after characters (vol. 1, p. 1) ● No spaces between initials (A.N. Author) ● Use of 'p. x' for book and journal references.
Accents	<p>These must be retained in foreign words, except French upper case. For example: 'école' and 'Ecole'.</p>
Bold text	<p>The use of bold text should be restricted to A headings only. Use <i>italics</i> and not bold for emphasizing words within the text.</p>
Capital letters	<p>Should be used sparingly as they are difficult to read in a block and reduce the importance of words that need a capital.</p> <p>Use capitals to distinguish the specific from the general: 'he is Professor of Economics at Oxford University'/'he is a professor at a university'.</p>
Captions	<p>All captions should be brief, informative and preceded by the relevant chapter and caption number (see Figures and Illustrative Material). Captions should be placed with an insertion instruction at the point in the text where the captioned item is to appear, unless your book is to have a plate section.</p> <p>For art titles, following the general comment on the image, please list the artist, title (in italics), dimension of the work (in cm with inches in brackets if needed), medium, date and source. For example:</p> <p>1.2 William Smith, <i>Lady Sara Fairfax</i> (detail), 55 × 30.5 cm, oil on canvas, 1821, National Portrait Gallery, London</p> <p>NB: Use the multiplication symbol rather than the letter 'x' for dimensions. Once typeset, all table, music and box captions will appear above the captioned item, image captions will appear below.</p>
Chapters	<p>Always start a new chapter with Arabic numbering. For example:</p> <p>Chapter 1, Chapter 2, and so on, not Chapter One, Chapter Two.</p> <p>Cross references to specific chapters within the same book should be presented as follows:</p> <p>'In Chapter 1 we discuss ...' and 'In chapters 1–3 we discuss ...'</p> <p>References to chapters in other works should be lower case.</p>

Commas	<i>British English</i>	<i>US English</i>
	Should be omitted before the final 'and' or 'or' in lists unless the meaning is ambiguous.	Should be included before the final 'and' or 'or' in lists (this is known as the Oxford or serial comma).
NB: Use commas sparingly, for clarity, to avoid ambiguity or to divide a sentence.		
Consistency	This is important throughout, in capitalization, abbreviations, hyphenation, reference styles, list styles, and so on.	
Credit/source lines	If required these should be listed beneath the captioned item as well as in the corresponding preliminary list (in most cases). It is your responsibility to ensure the wording meets the specifications detailed in the permissions paperwork.	
Dashes	<i>British English</i>	<i>US English</i>
	Spaced en dashes – not em dashes or hyphens – should be used for parenthetical comments.	Unspaced em dashes—not en dashes or hyphens—should be used for parenthetical comments.
	En dashes (–) should be used rather than hyphens in date ranges and number spans, for example: 1920–30 and 47–69. Also use in links such as 'cost–benefit analysis' (see <i>Shortcut keys</i>).	
Dates	<i>British English</i>	<i>US English</i>
	18 August 2000	August 18, 2000
	Decades should appear without an apostrophe: 1990s, '90s.	
Ellipses	The correct form for an ellipsis is ... with a character space either side, unless the ellipsis is followed by a closing quotation mark or note reference number, which should be closed up to the ellipsis: thus ...'. (see <i>Shortcut keys</i>).	
Equations	For complex equations with font-sensitive symbols, please use MathType.	
Foreign language	Translations of foreign language quotations should be provided in English in the main body of the text. The original quotation may be supplied in a footnote (see <i>Quotations/extracts</i>).	
Full stops	These are not necessary after chapter titles, headings, subheadings, captions or names and addresses (see also <i>Abbreviations</i>).	
Headings	<p>Headings are used to break up the text for the reader and act as signposts for what is being covered in a particular section.</p> <p>Every chapter should contain a logical sequence of main sections (which can be divided into further subsections).</p> <p>Avoid more than three levels of subheading in any chapter and ensure that your hierarchy of headings is clear, for example: if 'Fruit' is an A heading, 'Apples' and 'Pears' would both be B headings (as they are subsets of the main subject) and 'Granny Smith' (a type of apple) would be a C heading.</p> <p>Please format your headings as follows:</p> <p>A Headings Should be Bold with Initial Caps for All Key Words <i>B Headings Should be Italic with Initial Caps for All Key Words</i> <i>C headings should be italic with initial caps only used for the first word and any proper nouns</i></p>	
Hyphenation	This is being used less and is optional in many cases, for example: 'microeconomic', 'sociopolitical', 'coordinate', 'subdivide'. Whether you choose to hyphenate a word or not, please be consistent.	
	Hyphenation should be used in dates only when these are adjectival, for example: 'seventeenth-century England' not 'in the seventeenth century'.	
	NB: Do not introduce hyphens to spread words across lines. Please turn off the auto-hyphenation facility in Word as it creates unnecessary and illogical word breaks.	
Images/tables	Must be supplied with captions in the text and in the corresponding preliminary list.	
	They should be numbered consecutively within each chapter (see <i>Figures and Illustrative Material</i>).	
	NB: Plates should be numbered from 1 onwards.	
Italics	Book and journal titles, newspapers, films, plays, stage directions, foreign words/phrases, songs, etc., should be italicized.	
	Use for emphasis only if absolutely necessary.	

Language	<p>Sexist language must not be used (for example, the use of the masculine pronoun to refer to both sexes).</p> <p>Racist language must not be used.</p> <p>Inflammatory language must not be used in relation to religious beliefs.</p> <p>Avoid colloquialism. This is especially applicable to collections of conference proceedings which have been presented in the form of lectures; spoken language needs to be formalized when presented in written form.</p> <p>Avoid ambiguity, tautology, mixed metaphors and repetition.</p> <p>Replace parochialisms such as 'in this country' with the country name.</p> <p>Be precise in identifying periods of time: 'in the last century', 'at the turn of the century' are phrases which now need to be clarified.</p> <p>Please refrain from the use of jargon or obscure language.</p>				
Lists	<p>Use one style for major lists and a second for lists within major lists, for example:</p> <ol style="list-style-type: none"> 1. American 2. European <ol style="list-style-type: none"> a. French b. German 3. Asian. <p>Alternatively, bullet points may be used. The last sentence before the list should end with a colon and, unless the items in the list include multiple sentences, only the final entry should end with a full stop.</p>				
Numbers	<p>The numbers from one to nine should be written out in full unless they are accompanied by a unit of measurement, for example: 3 kg, 5 m or 2 per cent.</p> <p>Numbers that begin a sentence should always be written out in full.</p> <p>Centuries should also be written out in full (nineteenth century).</p> <p>Numbers over nine should appear in figures, unless they are used in general terms, for example: 'about a hundred people' (numbers used within the same sentence may follow one style).</p> <p>Numbers with four or more digits should be separated by a comma (4,000).</p> <p>Decimal points should appear as full stops on the line, for example: 10.1</p> <p>For 'zero' and 'one' please use number keys not the letter keys 'O' and 'I'.</p> <p>'Billion' is now recognized for its US meaning of a thousand million.</p> <p>Numbers should be elided rather than written out in full, for example: 22–3 not 22–23. However, this does not apply to teens (use 12–13 rather than 12–3) or when the first number ends in zero, thus 40–43 rather than 40–3 and 100–103 rather than 100–3 (further acceptable examples: 10–14, 20–25, 31–6, 102–7, 145–8, 267–89).</p> <p>The final part of a date can be written as 1944–46 (not 1944–6), however, it is best to write dates in full in headings, thus: 1944–1946.</p> <p>NB: Use en dashes (–) instead of hyphens (-) to link numbers and dates (see <i>Shortcut keys</i>).</p>				
Parentheses	<p>Parentheses () can be used for simple interpolations, with square brackets [] used for editorial notes, translations in the text or interpolations in quotations.</p>				
Part pages	<p>These use Roman numerals, for example: Part I, Part II, Part III.</p>				
Percentages	<table border="1"> <thead> <tr> <th><i>British English</i></th> <th><i>US English</i></th> </tr> </thead> <tbody> <tr> <td>Should be written as 'per cent' in the text. The % symbol should only be used in tables and figures.</td> <td>Should be written as 'percent' in the text. The % symbol should only be used in tables and figures.</td> </tr> </tbody> </table>	<i>British English</i>	<i>US English</i>	Should be written as 'per cent' in the text. The % symbol should only be used in tables and figures.	Should be written as 'percent' in the text. The % symbol should only be used in tables and figures.
<i>British English</i>	<i>US English</i>				
Should be written as 'per cent' in the text. The % symbol should only be used in tables and figures.	Should be written as 'percent' in the text. The % symbol should only be used in tables and figures.				
Play references	<p>Such references should be given as Act I, scene 3, and so on. Shakespearian references should be set as follows: <i>Hamlet</i>, III, ii, 13; <i>Henry VI</i>, III, ii, 14.</p>				
Plurals	<p>Do not use apostrophes for plurals – 1950s, MPs – unless the usage is possessive.</p>				

Possessive 's's	Should be used as follows: Keynes's, Jones's, except in classical and biblical names, thus: Theophilus', Moses', Jesus'.	
Pre-decimal currency (UK)	Should be formatted thus: £3, 3s, 3d.	
Quotations/extracts	<p>Must be an exact reproduction of the original in both spelling and punctuation.</p> <p>Quotations/extracts of less than 50 words can be worked into the main body of the text and should be clearly defined with opening and closing quotation marks.</p> <p>Quotations/extracts of 50 words or more should be set as a separate, indented, paragraph and without quotation marks – this is known as a display quote.</p> <p>Notes or editorial comments within quotations/extracts should appear in square brackets.</p> <p>Any omission should be indicated by an ellipsis with a space either side (see <i>Ellipses</i>).</p> <p>The quotation/extract source should always be included, whether in the introductory sentence or in brackets at the end of the quotation/extract.</p> <p>In display quotes, final punctuation should come before the source in brackets.</p> <p>NB: See also <i>Copyright Permissions and Legal Issues</i>.</p>	
Quotation marks	<i>British English</i>	<i>US English</i>
	<p>Should be single.</p> <p>Use double only for quotes within quotes.</p> <p>The closing quotation mark should precede any punctuation, unless the text quoted forms a complete sentence, for example: He commented that it was 'the best of times', and He commented: 'It was the best of times.'</p> <p>NB: Use curly '' (smart) quotation marks, not straight ones ` ` .</p>	<p>Should be double.</p> <p>Use single only for quotes within quotes.</p> <p>The closing quotation mark should follow any punctuation, for example: He commented that it was "the best of times," and He commented: "It was the best of times."</p>
Shortcut keys (for MS Word)	<p>Use these to save time, for example:</p> <p>Ellipsis Press Control + Alt + full stop keys together</p> <p>En dash Press and hold Alt + number keys 0150 (ensure number lock is on)</p> <p>Em dash Press and hold Alt + number keys 0151 (ensure number lock is on).</p>	
Spacing	Use only one space between words and after commas, full stops and semi-colons.	
Spelling	<i>British English</i>	<i>US English</i>
	<p>Use the 'ize' or 'ise' suffix consistently (organization/organisation) in combination with UK spelling.</p> <p>NB: See the <i>Oxford English Dictionary (OED)</i> for further information.</p>	<p>Use the 'ize' suffix (organization rather than organisation). Follow US spelling, for example: 'color', 'favorite', 'program'.</p>
Superscript note markers	These should follow punctuation, unless the reference refers to text within brackets, when the note marker should be within the bracket.	
Underlining	Should be avoided. Use <i>italics</i> where possible as an alternative for emphasis.	

References

*Accurate and complete referencing is a key part of sound practice which should be reflected in your manuscript. Please choose and follow **one** of the examples below.*

We are happy to accept the following referencing conventions, providing that they are used **consistently** throughout the entire book.

Suggested Reference Conventions

Modern Language Association Style

The MLA style uses a two-part parenthetical documentation system for citing sources. Citations in the text of a chapter point to the alphabetical reference list that appears at the end of the same chapter or at the end of the book. Together, these references identify and credit the sources used in the book and allow others to access and retrieve this material. For more information/guidance on the MLA style of referencing, please use the most up-to-date version of the *MLA Handbook* or visit: [www.http://www.library.cornell.edu/resrch/citmanage/mla](http://www.library.cornell.edu/resrch/citmanage/mla).

The Chicago Manual of Style

This style presents two basic documentation systems: (1) notes and bibliography; and (2) author–date. Choosing between the two often depends on subject matter and the nature of sources cited, as each system is favoured by different groups of authors. For more information/guidance on the two types of Chicago Manual of Style referencing, please visit: www.chicagomanualofstyle.org.

Harvard Referencing System

This system uses the author’s surname and year of publication in the text, with a full citation in an alphabetically ordered (by author surname) list of references at the end of each chapter, or at the end of the book. No references should appear in full in footnotes and endnotes should never be used for references. For more information/guidance on the Harvard Referencing System please visit: <http://libweb.anglia.ac.uk/referencing/harvard.htm>.

Law References

For Ashgate law titles, the most commonly used systems of referencing are *OSCOLA* (www.law.ox.ac.uk/publications/oscola.php), *The Chicago Manual of Style* (see URL above) and *The Bluebook: A Uniform System of Citation* (www.legalbluebook.com). These can all be accessed online, although for full access *The Bluebook* requires a subscription. We can accept other legal referencing styles and would encourage authors to send a sample to Alison Kirk (akirk@ashgatepublishing.com) or Alex Buckley (abuckley@ashgatepublishing.com) if you have queries.

List of References or Bibliography?

A bibliography should include a full list of references cited in the text in addition to the further items relevant to your book. A list of references should only include items cited in the text and the position of the list of references may vary. A single-authored book may have one list of references at the end of the book, whereas for multi-authored works, it is acceptable to include a list of references at the end of each chapter. There is no need for a bibliography in this case.

Some items in the list will require more information than others. For more obscure works, please provide as much detail as possible. Remember that the purpose of a reference list or bibliography is to show your sources and also make it as easy as possible for your reader to locate them. For presentation of Internet references, please refer to your chosen style guide.

Using Footnotes

Footnotes are preferred to endnotes in the majority of subject areas (please check with your commissioning editor if in doubt) and should be used sparingly, as lengthy footnotes will reduce the effectiveness of your page layout. Avoid using op. cit., art. cit., idem and ibid. If a reference occurs again, use the author surname and year to indicate this. **In the ePub version of your book, footnotes will become endnotes.** In Word, footnotes must be linked (see <https://support.office.com/en-ca/article/Insert-or-create-footnotes-and-endnotes-8129a93c-2f1e-4288-a68f-9ea10d466103>).

It is vital that footnotes are set up correctly in the Word document. Each chapter’s footnotes must start at 1.

Fonts and Software

Text and Software

We need you to supply your manuscript in a version of Microsoft Word® (Word® for Mac is acceptable). Please avoid software such as WordPerfect® or LaTeX® as it can cause compatibility problems. Please contact your commissioning editor well in advance of submitting your manuscript if you have used any software other than a version of Word. Both .doc and .docx files types are acceptable. If you use only Times New Roman, with no special or foreign fonts, then please note this on the **Manuscript Delivery Form**.

Special or Foreign Fonts

These are any non-standard fonts which include symbols/characters not available in Times New Roman. If you are using special or foreign fonts, please follow the instructions below as it is vital you supply us with a font sample before you submit your final manuscript.

All fonts must be Unicode.

If your text uses special or foreign fonts, symbols, or right to left fonts which are not available in Times New Roman, then we need you to supply a sample of your font (both printed and electronically in a Word file and as a .PDF file) **before** you supply your final manuscript. This is because we need to test it and confirm that it is compatible with the software used in the publication process as well as confirming the correct licenses are in place. Allowing us to check the font at an early stage should eradicate problems that often cause delays.

Fonts can have copyright issues too!

Please check that the font you are using and supplying to us is without copyright or ensure that you have fulfilled any criteria to use it in your published book (printed and ebook versions).

We need copies of any purchase agreements you might have to keep on file.

Font FAQs

Problem	Solution
There is transliterated Greek and/or Arabic in the text	Download Gentium or Gentium Alt and use it for all Greek/Arabic text: http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&item_id=Gentium This is free to use, without copyright and it is compatible with our software. This must be used rather than your own font for Greek/Arabic. If applicable, please contact your commissioning editor to discuss the presentation of original script.
There are music symbols within the text	Please download and use the Bach font developed by Yo Tomita for all music appearing within the text: http://www.mu.qub.ac.uk/tomita/bachfont/ This is free, we have permission to use this font and it is compatible with our software. We strongly recommend using this rather than your own font for music.

For all other font or software issues, please contact your commissioning editor before submitting your manuscript.

Figures and Illustrative Material¹

Using Figures and Illustrative Material

An appropriate figure or illustration can be extremely helpful. It can explain concepts or highlight an argument and break up the text. However, it is not always necessary. If you answer yes to most of the following then it is probably appropriate.

Question	Action
Does it add to the text rather than repeat what you have said?	Check how much explanatory information you need to provide with it.
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Example table layout:

Table 2.3 Comparison of numbers of women and men in work, 2007

Country	Percentage of women	Percentage of men
France	38	62
Greece	27	73
Italy	33	67
Spain	32	68

Note: Includes part-time and full-time work.

Source: EU 2007.

Columns	Check column totals add up correctly, add a note at the foot of the table if figures have been rounded up or down.
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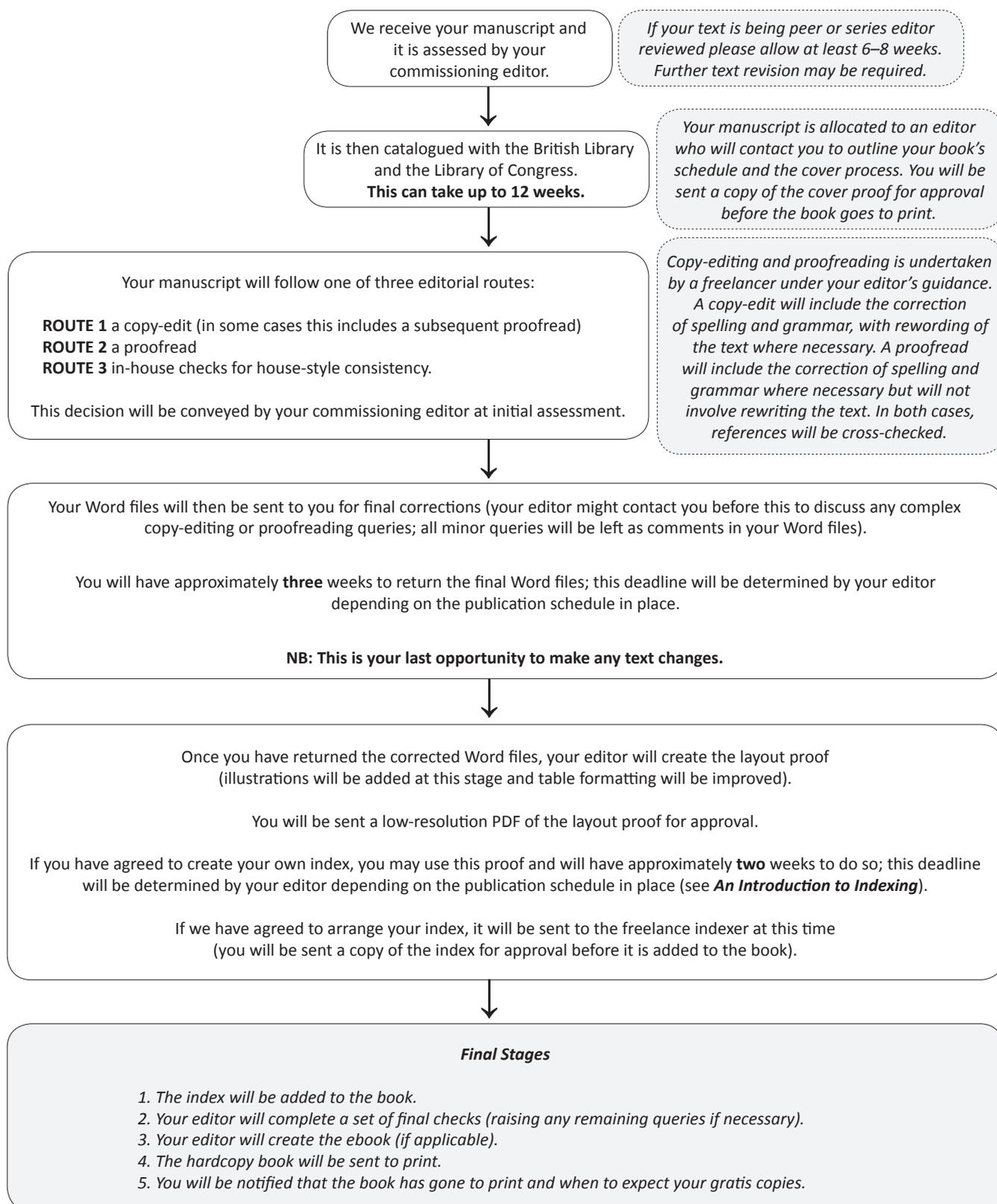
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