Submission Guidelines

Please use this section as a guideline for preparing your manuscript. This set of guidelines (updated November 2007) replaces all previously issued guidelines. Please ensure that you take into consideration each of the points in the following sections. These instructions should, wherever there is doubt about the standard to be used in issues not considered here, be supplemented by the Chicago Manual of Style, 15th Edition. Once you have prepared the manuscript, please mail the disks to Cambridge Scholars Publishing Ltd. PO Box 302, Newcastle-upon-Tyne NE6 1WR, United Kingdom, or email the files to your editor.

Key Formatting Issues

1. Software: This guide is intended primarily for those working with Microsoft Word 2003 or earlier. This software should be adequate for preparing the manuscript according to CSP guidelines, although there may be exceptions where the author intends to make use of images or illustrations in the text which need to be especially positioned. If Word cannot deal with such requirements, it is recommended that a desktop publishing software such as Pagemaker or Indesign be used. However, if Word or Rich Text Format files are not supplied, then the final submission must be in the Portable Document Format (pdf) and must constitute a single file to include any front matter supplied by us, i.e. any merging of files must be undertaken before the submission to CSP. In the case of photographs or portraits that need to be placed in a separate section please include these in a separate file, ensuring that images are labelled with captions that are consistently positioned and formatted. All in-text material must be included in the main files of the manuscript. CSP requires that the final submission be made either on disk or via email. It is the editor's responsibility to collect and organise all materials related to the book and present these as either a single document or a set of documents in a clearly marked order. Chapters from individual contributors will not be accepted.

2. Document setup: The full physical page size including all margins will be 148mm x 210mm The five sets of margins

Header: 15mm, Top of main body: 25mm
Bottom: 15mm
Left: 21mm
Right: 21mm
Footer: 0

3. Ensure that each chapter of your text, as well as frontmatter (dedication, title, preface, forward, introduction or introductory note, contents) and endmatter (appendixes, endnotes, bibliographies, index) begins on a new page.

4. Use Times New Roman: 10 pts fonts for the main text and all additional parts except endnotes and index (where you should use 9pts), and chapter headings (where you should use 16pts). All text should be single-spaced.

5. Indent the first line of each paragraph by 5mm.

6. Indent quoted texts of greater than 2 lines or other texts which you think should stand out by 5 milimetres from both sides, and leave one line spaces between the top line and main text as well as between the bottom line and main text; and use 9 pts for all such text.

7. Use double quotation marks for all cases (including single words) except for quotes within quotes.

8. Embed all non-standard fonts. To do this, open the file in which you want to embed fonts; click File, then Save As, then either click Tools and Embed TrueType Fonts or click General Options and Embed TrueType Fonts.

Order of the Parts of the Book

Front Matter

Title Page (Cambridge Scholars Publishing will complete this)
Title page verso (copyright notices etc; Cambridge Scholars Publishing will complete this)
Dedication (where applicable)
Epigraph (where applicable)
Table of contents
List of Illustrations (where applicable)
List of Tables (where applicable)
Foreword (where applicable)
Preface (where applicable)
Acknowledgments (if not part of preface)
Introduction or introductory note (where applicable)
List of abbreviations or chronology (where applicable)

Main Text

Each part (or section) heading uses up a full page, which is followed by the chapter that comes after it.

End Matter

Appendixes (A, B, C, etc.)
Notes
Glossary (where applicable)
Bibliography
List of Contributors (where applicable)
Indexes

Note: it is difficult to get certain software applications to place any text after endnotes. To solve this problem copy and paste all endnotes into the appropriate section.

Parts of the Book

Table of Contents: See sample

List of Illustrations and List of Tables: See sample

Preface: If you are not the author of the preface, a name must be included, aligned to the right. If you are, do not add your name.

List of Abbreviations: Include only if the relevant abbreviations are not standard. Also, if the abbreviations go on for longer than a page or so, place at the end of text, as if the list was an appendix.

List of Contributors: For an edited volume, include a list of contributors headed "Contributors" and arrange these alphabetically by last name (but do not invert the name order—e.g. John Smith, not Smith, John.). If possible, include academic position, and most important publications. Place this list at the back of a book, as if it were an appendix.

Chapters: Begin a chapter with the word 'chapter' followed by a number, centred, font size: 16pt, small caps:

CHAPTER ONE

Leave an empty line (font size: 10pt) and follow it by the entire title formatted in the same way (with no full stop at the end). Add three empty lines (font size: 10pt) before the first line of text. Remember that each chapter begins on a new page.

Parts: If you would like to gather chapters into a number of parts in the book, then use a new page for the title of the part, which you should position somewhere in the top half of the page (make sure that all parts headings are positioned in exactly the same way). Use capitalised Roman numerals for the part number as follows:

Part I

or

Part IX

Subheadings within chapters: For A-level subheadings, use 12pts, in bold. Leave two empty lines before, and one empty line after the subheading. For B-level subheadings, use 11pts in bold (same as remainder of the text). Again, leave two empty lines before and one empty line after the subheading. Make sure all empty lines are 10pt.

Appendixes: Treat as chapters, replacing the number by a letter:

APPENDIX C

Indexes: You are free to create these in any way you choose. But it is recommended that you employ a method which allows your software to automate index revisions (when page numbers change due to repagination). Mark all index entries in the text (with Word, this can be done by highlighting a word and pressing Alt + Shift + X; for sub-entries see the help file in Word or any other software; alternatively see the index creating guidelines).

Notes: Head this section "Notes" (font size: 16pt) and leave 3 empty lines (font size: 10pt) between the heading and the main text. Make sure that there is no indent in either the first line of each note or in the remaining lines. Use font size 9pts for the text of the notes.

Other Text Issues

1. To ensure that there are no extra spaces in the document, use your software's find and replace command to substitute all double spaces for single spaces. Repeat this procedure until no double spaces are found.

2. When using m-dashes, do not leave any spaces before or after the m-dash, e.g.

trying to be—assuming it works—some kind of nobility...

Also, do not use m-dashes with other sorts of dashes.

3. The referencing system you use should comply with the Chicago Manual of Style. We prefer the author-date system, but if you prefer to use the style which is commonly employed in your field, this is obviously perfectly acceptable, so long as it conforms to the Chicago Manual of Style.

4. Number your pages with font size 9pts. For even pages place the number flush left, while for odd number pages, flush right. All material before the introduction should be numbered using Roman numerals, all material after, using Arabic numerals.

5. Place a running header in the centre of every page except the first (title) page of each chapter, appendix, or preface, acknowledgement, foreword, table of contents, illustrations, notes, index, etc. Even numbered pages should read 'Chapter (Number spelled out)' and odd numbered pages the title of the chapter. If the title is too long, use an abbreviated version (there are no hard and fast rules - use your judgement for how best to abbreviate it). Use 9pts for all headers, and capitalise.

Note: in Word, the best way to position page numbers and running headers is by clicking on View, Header and Footer, and typing out the running header and centring it, and then using the control panel which appears for inserting the page number after double clicking on the left (in the case of even numbered pages) and right (in the case of odd numbered pages).

6. For all further text related issues, consult the Chicago Manual of Style.

Images

1. It is recommended that you use TIFF files for producing images or photographs, and EPS files for vector graphics (illustrations). All images including photographs must be included in the main Word or other files submitted.

2. Take into account the size of CSP pages when including images. Your image will have to be resized if it is too large or too small, and this can prove problematic in certain cases.

3. Call your pictures or illustrations Fig. 4-3 or Ex. 2-3. The first number refers to the chapter number and the second to the illustration or image number within the chapter.

4. Images should not be inserted into Word at more than 100% of their original size because this will cause a loss of quality.

5. Images for printing should always have at least a resolution of 300 dpi at the size in which they are going to be printed.

6. The size in which images are intended for printing and resolution (300 dpi) is the minimum required for the original scan or photograph: images cannot be recalculated to a larger size at the same resolution or else they will lose quality.
7. The quality of an image cannot be checked by looking at it on a screen (which often shows images at a resolution of 72 or 96 dpi in contrast to high quality print where they are usually printed at 360 dpi).

8. Color images for printing should always be saved in the CMYK mode (not in the RGB mode).

Tables

1. It is recommended that you use some sort of background colour like light grey for the title row or column of a table, and ensure that the text of titles is in bold. This can be achieved by clicking on the relevant cells of your table, and then clicking on Table, Table Properties, Borders and Shading, and then selecting a colour (preferably 20%-grey). The result should be as below.

Title1	Title2
Text	Text

2. Do not use different types of formatting for different rows or columns unless you would like to differentiate between headings and body text.

3. Entitle your table in the same way that you entitled your image. E.g. Table 3-2 for the second table in chapter 3.

Index Creating Guidelines

With few exceptions all academic books should have some index. The ideal length of this index depends on the nature of the book, and the nature and number of entries very much depends on broad factors such as the subject area and genre of book (reference works vs. monographs) as well as individual factors such as the subject of the book. A further factor is of course the length of the book.

If you are using a Word file:

1. Go carefully through your manuscript in order to select the words that will appear in your index.
2. Once you find a word, highlight it (this can be done either in the familiar way with the mouse, or by placing the cursor at the start of the word and then pressing Ctrl + Shift + Right Arrow).
3. After highlighting the word, press Alt + Shift + X and wait for an index entry box to appear.
4. The word you have highlighted will automatically appear in the Main Entry box. If you would like the word to be a main entry (rather than a subentry) in your index, then press enter or click on Mark. Please note that Mark will only mark the word in this particular occurence. The word might appear on other pages as well, and you must select it separately on each occasion.
5. With certain words, it is possible to employ the Mark All feature rather than Mark. But this must be done with great care. Unfortunately, many words appear in different contexts and have different meanings depending on the given context. For example, if you want to index the term 'baptist' and you choose Mark All, you might have John the Baptist indexed together with people belonging to the Baptist churches. In most cases, this is undesirable. It is best, therefore, to use Mark All only when you are absolutely certain that a given word you wish to include in your index has only one meaning throughout your text.
6. In all other cases, it is advisable to use the Mark feature and then to find all occurences of your word in the text by employing the Find feature (by pressing Ctrl + F and then typing in the word you have just marked). Each time the word is found, you should check to see that the meaning is the same and if it is, mark the word in the usual manner.
7. If you would like the word to appear as a subentry, decide the main entry under which this word ought to appear. E.g. the word 'politics' used in the context of France, may appear as a subentry under France. In this case, replace the word that automatically appears in the main entry ('politics') by 'France' and enter 'politics' in the subentry. Please note that it is advisable to do this mainly in cases where you plan on including more than one subentry under a main entry. For all subentries under a main entry, the main entry must be spellt in exactly

the same way. If it is not, Word will not recognise it as the same, and will include more than one main entry.

8. In certain cases, it is preferable not to use the word in the form it appears in the text. For example, the subentry 'politics' under France might appear on a given page as 'political'. In such cases, always insert in the Main Entry or Subentry slot, the word as you wish it to appear in the index. Word automatically associates the highlighted word on the page with the word you have entered in the relevant slot. This is so, even when you use the Mark All feature.

9. If you wish to delete a given entry, you must use the Show/Hide ¶ feature to see the index entry next to the word which has been marked. The index entry will appear in brackets, usually followed by XE and then the index entry in quotation marks. Simply delete the brackets and everything in them. If you have used the Mark feature, the entry will simply be deleted from the index. If you have used the Mark All feature, the particular page only will be deleted. Every marked instance of the word must be deleted manually. This can be done by finding each marked occurence and manually deleting it (do not use the Find and Replace feature to do this). This is all the more reason to use the Mark All feature sparingly.

10. Once you have completed this process, go to the end of your word file and create an index (Alt + i, followed by d, followed by Enter). Check to see that the right entries and subentries have appeared, and then delete the index (by selecting it from beginning to end and then pressing Delete). When inserting the index, ensure that you are in View; Normal, as a problem sometimes occurs if the index is inserted in View; Print Layout and the index entry formatting marks cause a repagination of the file.

11. To use other indexing features, check your Word manual.

If you are not using Word:

If you use some other word processor, you will need to create the index once you have received from us a final-proofread .pdf file, when there is no risk of changing the layout and therefore the page location of a given word. In this case, please select a word, find all instances of it in the usual manner, check that the instances have the same meaning, and jot down the page numbers. Then create the index manually, allowing two spaces between entries and page numbers, and separating page numbers by commas. Subentries should be indented by using the Tab button (on no account use spaces to indent). Do not create two columns, we will do that after you have submitted the index. Submit the index as a word or other agreed file format.

Submission Materials to Enclose with your Manuscript

Prior to sending us the disks (or files via email) of your final manuscript, please send us sample pages to include a page or two of each section of your book, e.g. title page, table of contents, list of illustrations, tables, or figures, foreword, acknowledgments, title page of a chapter, recto and verso page from a chapter, bibliography, and index. If these can be checked before the submission of your final manuscript, this may save much work, as well as time and postage.

Once the samples have been approved, please remember to send:

1. The names and addresses of the review editors of up to 20 journals, as mentioned on your contract cover letter.
2. A 200 word description of your work for marketing purposes
3. A 50 word blurb about yourself, including your academic position and a few of your important publications.
4. Recommendation letters from established academics in your field, which we can use to market your book

Most proofs will be sent as Word or rich text format files. Once you receive these, all changes and revisions must be made in these files. After the first set of revisions have been made, and a second set of proofs is returned, only the most obvious and problematic errors may be revised. If for whatever reason, the first set of proofs are not properly revised and corrected by the author (or editor), CSP will be happy to take on a second typesetting, but must pass on the charges made by the second typesetter on to the author. CSP will only charge authors if the fault is not CSP's own. This includes any problems that arise from ignoring key points in the submission guidelines.