



CANTERBURY  
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## Guidelines for Authors

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## PREPARATION OF THE MANUSCRIPT

### 1 General

- Allow wide margins left and right, and format all text in double-line space, ranged left (not justified).
- Please follow the House Style Guide when preparing your text. If any problems or queries arise, please contact the editorial manager.
- The manuscript should be complete when sent to your commissioning editor. Changes at page proof stage are very expensive, so please ensure that you are happy with all aspects of the text before submitting it.
- Please supply the manuscript on CD, or by email, in a word-processing package, preferably Word. Ideally we also require a printed paper version, but if this is difficult check with your commissioning editor.
- Please create separate files for the preliminary pages, introduction, individual chapters, appendixes and bibliography, each clearly marked with correct file names.
- Footnotes or chapter endnotes must begin at 1 in each chapter. **It is essential to minimize any renumbering** of notes by containing them within a single chapter.
- Please number the pages of your manuscript consecutively throughout, and do not begin a new sequence for each chapter.
- If you intend to include diagrams or illustrations, please discuss before submission with your commissioning editor, as copyright and costs may be affected. Please create separate files of diagrams, and indicate where they should appear in the text. Do not embed illustrations in the text.
- If you wish to include copyright text, you will need to apply for permission from the copyright administrator, usually the publisher of the source book. Our Guide to Copyright explains the procedures, and your commissioning editor can let you have a specimen letter with the necessary publication details of your book.
- Please make sure that the disk and printed paper copy are the final version and are identical. It would be good to keep a paginated copy of both for possible reference at the copy editing stage.
- Do keep the final manuscript on your hard drive for a couple of months after submission, in the event that your files are corrupted or the disk fails.
- Please ensure that your disk is virus-free before sending it to us.

## 2 Specific text elements

- Please keep formatting to a minimum. It is best to keep the text presentation as simple and straightforward as possible, rather than attempt to produce a beautifully styled manuscript. Design decisions will be made by an in-house designer and any formatting you introduce on disk will be lost when the file is converted for use by the typesetter.
- You may indicate different levels of text headings by using bold, bold italics and italics, but please do not attempt to design the book.
- Begin new paragraphs on a tab indent, except after a displayed quotation or list, when they should be full out to the left margin.
- Do not use bold type in the main text, but do use italics for book titles, foreign words and very minimally for emphasis (see the House Style Guide for other exceptions).
- Quotations under 40 words should be within single quotation marks in the main text. Quotations of 40-plus words should be displayed on a tab indent with a line space above and below.
- Lists should be either bullet or Arabic numerals, with a line space above and below.
- If you wish to include boxed text, please discuss with your commissioning editor.
- Make sure that special characters are clear, and if your computer cannot reproduce them, mark them clearly in the margin of the paper manuscript or advise your commissioning editor on their locations.
- Type one space only after any punctuation.

## 3 References and further reading lists

- Please follow our House Style Guide closely when compiling references and a further reading list. This will make the process of editing and proof reading quicker and smoother for both us and yourself.
- It is essential that **footnotes and endnotes are double-line spaced** and in final form when you submit your manuscript.
- Please follow the following sequences:

Order of entries for published books:

author's name – surname, initials or Christian name  
year published  
*book title and subtitle* in italic. Unpublished thesis in roman  
editor, compiler, translator or reviser  
series, if any, plus number in series  
edition, if not the first  
number of volumes  
publication place, publisher  
volume (if more than one) and page number/s

e.g. Fowler, H. W., 1965, *A Dictionary of Modern English Usage*, 2nd edn, revised by Sir Edward Gowers, Oxford: Clarendon Press, p. 10.

Order of entries for articles or chapters in books:

author's name – surname, initials or Christian name  
year published  
title of article/chapter in single quotation marks; capital only for first word and any proper names; italic words in title remain italic; words in quotes take double quotes  
'in'  
editor's name followed by (ed. or eds)  
*book title* in italic  
series, if any, plus number in series  
edition, if not the first  
number of volumes  
publication place, publisher  
volume (if more than one) and page number

e.g. Cramp, R. J., 1976, 'Monastic sites' in Wilson, D. (ed.), *The Archaeology of Anglo-Saxon England*, London: Methuen, pp. 201–52.

- Order of entries for articles in journals:

author's name – surname, initials or Christian name  
title of article in single quotation marks; capital only for first word and any proper names; italic words in title remain italic; words in quotes take double quotes (as with articles in books)  
*title of journal* in italic; main words capitalized; may use abbreviation if well-known/self-explanatory  
place (if there is more than one journal with same name)  
volume number in Arabic or roman ('vol.' not needed; preceded by series number or NS (new series) if necessary)  
issue number (if volume not paginated continuously; if designated by year, put in parentheses)  
year (in parentheses)  
page number/s (give first and last pages of the article, followed by the page number relevant to that note)

e.g. Mathew Winston, "'Craft against Vice": morality play elements in *Measure for Measure*', *Shakespeare Studies*, 14 (1981), pp. 229–48.

#### 4 Gender neutral language

- Where possible, please aim for gender neutrality, as the following examples:
- 'They' used as a singular pronoun is specified in the *Concise Oxford Dictionary*, and is now in common use. We recommend it as a basic form: 'The student checks their own answers'.  
The *COD* also allows 'themselves' – and even 'themselves' – in the singular form, but these are rather awkward and best avoided.
- 'He or she'/'she or he' may be used very sparingly, as overuse can be awkward.
- Pluralize – 'Students check their own answers'.
- Eliminate the pronoun – 'Answers are self-checked by the student'.

## **5 Permission to use copyright material**

- Please advise your commissioning editor if you think permission may be needed to use copyright text or illustrations. It is your responsibility to request permission in the first instance. Your commissioning editor can email our copyright guidelines and a standard letter with the necessary publishing details for your book.
- Quotations should be kept to a minimum, except where length is determined by close analysis. Quotations count toward the word limit.

## **6 Author information form**

- Your commissioning editor will email this form to you at least six months before publication. It is designed for marketing and publicity purposes, and helps us to collate as much information about you and your book at an early stage. It is crucial that you return this to us when you send in your manuscript.

## **7 Useful reference books**

*Oxford Dictionary for Writers and Editors*, Oxford University Press, 2nd edn, 2000

Anderson, M. D. *Book Indexing*, Cambridge Authors' and Publishers' Guides, Cambridge University Press, 1971; revised 1985

## **PRODUCTION PROCEDURE**

### **1 Copy editing**

- A copy editor will be assigned to your manuscript by the editorial manager. The copy editor will read the text closely for sense and consistency in both presentation and content. They may raise questions ranging from grammatical points to aspects of your argument. However, nothing of substance will be changed in your text without your knowledge. The copy editing stage is usually completed in approximately four weeks.

### **2 Typesetting and cover design**

- The editorial manager will approve the copy edited manuscript before passing it to our production and design department. The production manager will finalize such things as type format, layout and general appearance of the printed book before passing it for typesetting.
- Your commissioning editor will now plan the book cover design.

### **3 Page proofs and proof reading**

- The page proofs will arrive about four weeks later. The editorial manager will inform you of the date to expect them, and how long you have to check them. You will usually have two to three weeks to check your proofs and complete your index.
- Owing to the high costs of proof correction, it is vital that the manuscript sent for typesetting is absolutely final. This makes the proof reading straightforward and minimizes cost.
- As changes at proof stages are very expensive, please limit corrections to matters of fact or to typesetting mistakes.
- Our proof reader will also check the proofs and liaise directly with you on any final queries. The editorial manager will ask you to send your corrections to the proof reader for collation on to the master set of corrected proofs.
- If you have any queries at this stage, please email the editorial manager.

### **4 Indexing**

- Your contract may mention that you are due to prepare an index. If you are unable to do so, please let us know and we will arrange for a professional indexer to compile it. The indexer's fee would then be charged to your royalty account. The editorial manager can advise on this.
- If you are supplying your own index, it will save time at proof stage if you begin to prepare a list of key terms when you complete the manuscript. When you receive the proofs, you can expand the index and insert page numbers.
- Please follow the SCM Press Guide to Indexing, and email the completed index to the editorial manager

## **5 The final editorial stages**

- Once you have sent your corrected proofs to the proof reader, and emailed the index, the editorial process is complete. The final checking of proof corrections will be done in-house.

## **6 Book cover and author's contractual copies**

- The book cover design and copy is arranged by your commissioning editor, who will be in touch as necessary.
- Your commissioning editor will also arrange catalogue copy and website material.
- On publication you will arrange your final payment and contractual copies. Publication in the UK is usually two weeks after stock has arrived in our warehouse, when review and other promotional copies have been sent out.

## **7 Sales and marketing**

- Our sales and marketing team will be your main points of contact for arranging all publicity material such as flyers, arranging a book launch if one is planned, and sending review and other promotional copies of the book. They will be in touch directly to make any necessary arrangements.

Thank you for following this guide