

GUIDELINES FOR AUTHORS



We look forward to working with you in getting your book ready for publication.

Please help us by observing the following:

Presentation of Manuscript and Disc

1. We require a hard copy of the manuscript and an electronic copy, preferably emailed, or on CD (*not* floppy). Keep an **identical** copy, with the same pagination, to refer to at copy-editing stage.
2. The file should be saved as a Word document or as an RTF only. Other applications are incompatible with our system and will cause delays to the production of the book.
3. **Please ensure that the electronic and hard copy are identical**, as these will be used for typesetting. Check the disc before submission to ensure that the files are not corrupted as the disc is passed straight to the typesetters.
4. Ensure the manuscript you provide is double spaced throughout, including indented block quotes, extracts, chapter end notes, references and bibliography, and printed on one side of the page only. The font should be 12pt.
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8. When storing the file on disc, please use one file per chapter and give each file a logical name, i.e. 'prelims', 'introduction', 'chap1', 'chap 2', etc.

The Text

1. Spelling should conform to the new edition of the *Concise Oxford English Dictionary*. Or the *American Heritage Dictionary* if American spelling is to be used (please check with your commissioning editor on this point).
2. Note the spelling of the following words, which are the preferred forms:

focuses, focused, focusing (*not* focusses, etc.)
among, while (*not* amongst, whilst)
with regard to (*not* with regards to)
first, secondly, *or* first, second (but not firstly)
Muslim (not Moslem)
acknowledgement, judgement, abridgement
interpretative (but interpretive in American spelling)
analyse (but analyze in American spelling)
dependent (adj.), dependant (noun)

‘ize’ rather than ‘ise’. Use ‘ize’ endings, e.g. organize, realize, **but** advertise, advise, apprise, chastise, comprise, compromise, demise, despise, disenfranchise, disguise, enterprise, excise, exercise, improvise, supervise, surmise, surprise, etc. Please check in the dictionary if necessary.

3. Use single quotes, and double quotes within single quotes when necessary.
4. Dates: as 29 September 1903
5. Titles: Earl Richard; Richard, Earl of Kent; the Bishop of Gloucester. Specific titles upper-cased, general references, including king, lower case.
6. Hyphens: In adjectives but not nouns: thirteenth-century justice but the thirteenth century; south-east England but the south east.
7. Quoted material of more than 40 words should be displayed as an indented block quote, with a line spacing above and below, and be double spaced. Quote marks are not necessary for block quotes. Spelling and punctuation of the original should be copied exactly. This includes any ‘ise’ endings that may differ from that main body of the book.
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Headings

1. The typescript should be set out in such a way that the heading levels within chapters are immediately apparent. To indicate the different levels of heading and subheading in your manuscript, please use [A] in front of main headings, [B] in front of sub-headings and [C] in front of sub-subheadings if necessary

Notes and Harvard-style References/Bibliography

1. Notes should be placed at the end of each chapter or at the end of the book. **Do not use footnotes**, except where explicitly recommended in series style.
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3. Notes should always be double-spaced and the same point size (12pt) as the main text.
4. Some series give bibliographical information in the notes. Please refer to the series editor for preferred style.
5. Reference and bibliographical lists must always be arranged in alphabetical order by author. Titles of books and journals must be underlined for later conversion to italics.
6. Our preferred style for referencing is as follows, but variations are acceptable, depending on the conventions normally followed in your field, as long as the information is complete: author and initials, date of publication, title, place of publication, name of publisher. **Whichever style is used, please ensure that it is consistent throughout the notes, references and bibliography.**

Books

Pike, K. L. (1967), Language in Relation to a Unified Theory of the Structure of Human Behaviour (revised edn). The Hague: Mouton.

Makkai, A. and Lockwood, D. G. (1973), Stratificational Linguistics: A Reader. Tuscaloosa: University of Alabama Press.

Veltman, R. (1982), 'Comparison and intensification: an ideal but problematic domain for systematic functional theory', in J. Benson and W. Greaves (eds), Systematic Perspectives on Discourse. Norwood, NJ: Ablex, pp. 15–32.

NB Note use of capitalization in book titles (including subtitles) and initial cap only in articles.

Journals

Halliday, M. A. K. (1961), 'Categories of the theory of grammar'. Word, 17, 241–92. (N.B. No 'pp.' required for journal articles)

Lamb, S. M. (1964), 'The sememic approach to structural semantics', American Anthropologist, 66, (3), Part 2, 57–78 (reprinted in Pike, 1967).

1. **Every work quoted from or mentioned in the text must be included in the reference/bibliography.** Please check that all references are present, and that dates in the text and in the references are identical.
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2. Tables should be referred to in the text as 'in Table 2.3' rather than 'in the following table'.
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Author known, published in author’s lifetime	All	Death + 70 years
Author known, published after author’s death but before 1.8.89	Author dead more than 70 years	Publication + 50 years
Author known, published after author’s death but before 1.8.89	Author dead less than 70 years	Death + 70 years
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Author known	Died on or after 1.1.69	Death + 70 years
Anonymous/pseudonymous	Created before 1.1.69	31 December 2039
Anonymous/pseudonymous	Created on or after 1.1.69	Creation + 70 years

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Author known	All except posthumously published engravings	Death + 70 years
Author known, published after author's death but before 1.8.89	Engravings only; author dead more than 70 years	Publication + 50 years
Author known, published after author's death but after 1.8.89	Engravings only; author dead less than 70 years	Death + 70 years
Anonymous/pseudonymous published	All	Publication + 70 years
Anonymous/pseudonymous unpublished	Created before 1.1.69	31 December 2039
Anonymous/pseudonymous unpublished	Created on or after 1.1.69	Creation + 70 years
Unpublished with an author	Author died before 1.1.69; engravings only	31 December 2039
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Crown and Parliamentary copyright

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Literary, dramatic and musical works - unpublished	All	Creation + 125 years
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Artistic works - unpublished, created on or after 1.8.89	All	Creation + 125 years
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Procedure for Book Production – Editorial and Typesetting

- Once the final manuscript is received into production, it is project managed externally through the stages to final proof. Your main point of contact regarding editorial queries will be from a third party editor.
- Authors can expect to receive schedule details and editorial queries from the external editor. The author should reply promptly to this editor, and all responses will be incorporated into the manuscript.
- Authors should **never** edit the file after submission. We cannot accept amended manuscripts once they are in production.
- Authors will not have the opportunity to check the edit before it is typeset. Page proofs will be sent directly to the author from the typesetter, along with further information about the proofreading process and schedule.
- Two copies of the proofs are sent to the author and one to a proofreader.
- The proofreader will check the edit has been taken in, read for consistency and contact the author directly with any outstanding queries.
- The author should check and correct their proofs. As the index is being compiled at this time, **only minor corrections can be made**. Any adding or deleting of text will cause repagination and render the index inaccurate.
- A master hard copy (if there is more than one person checking it) should be returned to the project editor.
- **This is the only opportunity the author will have to check the proofs so all desired corrections must be made at this time.**
- If the author is to provide the index, this should be completed at this stage and we can provide a searchable PDF electronically if necessary. You may find it useful to prepare a list of key words in advance, i.e. subjects, places and personal names, keeping them in the order in which they appear in the typescript. Only alphabetize when you have added the actual page numbers. This will save time and be more accurate.

More detailed information about preparing indexes will be sent out with the proofs.

- If Continuum is to commission the index, the proofs will be sent to a freelance indexer.

- The author's and proofreader's proofs are collated onto one master set of corrections, which are taken in by the typesetter.
- Revised proofs are checked by the project editor and final corrections are made.
- A final set of proofs of the book is received from the typesetter and a final check made by the desk editor before everything is sent to press.

If you have any questions about the preparation of your book at any stage,
please do not hesitate to ask.

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