



SUBMISSION GUIDELINES

How to prepare your manuscript for submission.

It is a requirement that you consult these guidelines carefully and ensure that your manuscript is fully compliant with them.

If you are the editor of a multi-author volume, please ensure that you have also consulted our “Guidelines for editors of multi-author volumes.”

Note: For anything style-related not covered in this set of guidelines, please consult the *Chicago Manual of Style*, 17 or a style guide of a similar standing.

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1. General

- The submitted manuscript should have a high level of textual accuracy, including clean formatting and a high level of precision in English spelling, grammar, and syntax.
- The book should use “I” rather than “we” to refer to the author. However, “we” is permissible in co-authored books.
- If the book is based on a thesis, this should be mentioned in the introduction, but thereafter all references to it being a thesis/dissertation should be removed.

2. Referencing, bibliographies and quotations

- **The same system of referencing must be used in the *entire manuscript***, which applies to both single-author and multi-author books (such as edited volumes). The same system must be used for both references and bibliographies. We prefer Chicago or Harvard style, but any *established* system may be used as long as it appears professional (including proper punctuation) and is used consistently throughout the text. It might be helpful for you to refer to similar books in your field if you are unsure how to format your references.
- Unless you have obtained **explicit permission** from the copyright owner, your manuscript must not contain individual quotations **equal to or longer than 50 words in length** and/or **non-consecutive quotations from the same source of more than 300 words**. Permissions must be submitted to the publisher at the same time as the final manuscript. As this is a time-consuming process, it is good practice to seek the relevant permissions well in advance of your submission. If copyright cannot be secured in time, then please ensure you have removed any parts which may be subject to copyright.
- You must reference **every** direct quotation and paraphrase.
- For monographs and single-author works, a bibliography (also called list of references) must be included at the end of the manuscript. For edited volumes, we recommend including a bibliography at the end of every chapter. **The bibliography MUST list every work cited in the text.**
- **For every bibliographic entry, there MUST be at least one in-text citation.** If you wish to include sources which you have not cited but have nonetheless contributed to the argument, you may consider including them in a section called “Further Reading.”
- Footnotes must be inserted using your word processor’s Insert Footnote tool.

- You must choose to use EITHER footnotes OR in-line/parenthetical citations consistently. One exception is that if you are using in-line citations, additional footnotes may be used for explanatory or bibliographical notes.
- For consecutive footnotes from the same source, remember to use “Ibid.”.
- If you want to include notes you may use either footnotes or endnotes, but not both. Please ensure that only one form of notes is observed across chapters.
- Quoted material of more than a paragraph should be presented as a block quotation.

3. Figures, images and tables

- **If you are using copyrighted images, it is very important to ensure that you have obtained adequate permissions from copyright holders ahead of submission.** Permissions must be submitted to the publisher at the same time as the final manuscript. As this is a time-consuming process, it is good practice to seek well in advance of your submission. If copyright cannot be secured in time, then please ensure you have removed any parts which may be subject to copyright.
- All figures/images must be either in editable MS Office format (i.e. Word, Excel, PowerPoint), or saved as separate TIFF/EPS files with at least 300 dpi resolution. To conform to our typesetting specifications, they should be designed so they are legible when shrunk to fit in the upper half of a US Letter/A4-sized page. Unless you have an explicit agreement with us that your book will be printed in color, then all figures/images must be supplied in a form that is legible when printed in black and white.
- **Figures should be numbered consecutively using an X.Y convention**, where X is the chapter number and Y is the figure number within said chapter. **E.g. Figure 1.2 is the second figure in the first chapter.**
- All figures and tables should have a title (top, mentioning the figure number and title) and a caption (bottom, describing the source and/or including explanatory notes). Mention of source may be omitted if the figure has been produced by the author(s). Please ensure you have obtained written permission to use any copyrighted material and share copies of permissions with us at the time of your manuscript submission.
- Please indicate the approximate position of figures in the text with the statement: “insert figure x.y approximately here”.
- Please do not use automatic cross-references for tables and figures as this practice interferes with our typesetting process.

4. Grammar, punctuation and style

- Either American English OR British English must be used consistently throughout the manuscript. This applies to words such as “colour/color,” “realise/realize,” “centred/centered,” “travelled/traveled,” “practise/practice,” etc.
- A note number should appear at the end of a sentence or clause, following any punctuation mark except for the dash, which it precedes. E.g. “The world began anew.”⁴ NOT “The world began anew⁴”.
- If you are using US English, full stops and commas precede quotation marks. E.g. He said that it was not “the least use my trying to look wise.”
- If you are using British English, only punctuation marks in the original quote are included, and other punctuation falls outside the quotation. E.g. He said that it was not “the least use my trying to look wise.”
- Do not end a sentence with a preposition. E.g. “The magazine in which the story was published,” NOT “The magazine the story was published in.”
- Coordinate adjectives should be separated with commas. E.g. “large, empty space.”
- Compass points are not capitalized. They should only be capitalized when referring to a bloc, e.g. “China communicates with the West” or “He was reading Eastern philosophy.”
- Quotation marks enclosing a quotation should always be double (“ ”) and not single (‘ ’).
- Single quotes may be used to designate specialized terminology, but this is not compulsory. E.g. “The concept of ‘othering’ has been often challenged.”
- Single quote marks should be used for quote marks that appear in the text you are quoting, even if they were double in the original quoted text. If there is a third level of quotation, double marks should be used again. E.g. This matter is touched upon in Smith’s *March of Progress* (1993): “John Warner explained that ‘Green’s statement about “ridiculous pseudoscientific theories” lacks sufficient weight,’ and I am inclined to agree.”
- Quotation marks should be used for article titles. E.g. “Jane Austen and the Invisible Cat.”
- Italics should be used for book, film and magazine/journal titles. E.g. *The Portrait of a Lady*, *The Shining* and *Eighteenth-Century Studies*.
- There should be no comma after “so.” E.g. “So we find that” NOT “So, we find that.”

- The Oxford comma should either be used OR omitted consistently throughout the whole manuscript. E.g. EITHER “A sandwich, a bottle of milk, and a bag of crisps” OR “A sandwich, a bottle of milk and a bag of crisps.”
- Commas are required after introductory clauses of more than four words. In introductory clauses of four words or less, commas are optional. E.g. “Throughout the long Victorian era, many changes in reading habits took place.”
- However, omit the comma in restrictive introductory clauses. E.g. “The building company John Mann & Sons won a business award” NOT “The building company, John Mann & Sons, won a business award.”
- Commas are required after independent clauses that use one of these conjunctions: *and, but, for, or, nor, so, yet*. E.g. “The boy sat down, and he ate an apple.”
- Commas are not generally used after an independent clause that uses a subordinating conjunction such as *since, as, because, although*. E.g. “The boy sat down since he had a stomach ache.”
- Commas should be omitted after dependent clauses. E.g. “The girl sat down and ate a pear.”
- Em dashes (—) should be used for interjections and interrupting phrases. Do not use hyphens (-) for this purpose. E.g. “This body of literature—often dismissed as sentimental—has been reevaluated.”
- Hyphens are used for phrasal adjectives (e.g. “seventeenth-century literature”) but not for noun phrases (e.g. “the literature of the seventeenth century”).
- An ellipsis should be a character rather than three full stops. E.g. “...”, NOT “...”
- Initials should have full stops after them and a space between them. E.g. “J. K. Rowling” not “J.K. Rowling”
- Use of colons: lowercase the first word following a colon, unless it is a proper noun or the start of at least two complete sentences or a direct question. E.g. “David knew the routine well: he would first be expected to profess repentance.”
- Italics should be used to designate unfamiliar words and phrases from languages other than English. If a word from another language is used many times in a text, you may italicize the first instance only. E.g. “The concept of the *novum* is pertinent in this context.”
- Avoid using a double space after punctuation marks.
- “Consists of” NOT “Consists in”
- “So-called” NOT “So called”
- i.e NOT ie

- e.g. NOT eg
- et al. NOT et. al.

5. Numbers and dates

- Spell out the numbers one to nine. For 10 and up, use numerals.
- Use numerals for all percentages. E.g. “8%” NOT “eight percent”
- Use numerals for all ages. E.g. “8 years old” NOT “eight years old”
- Spell out centuries. E.g. “twentieth century” NOT “20th century”
- Please use a full stop (.) as a decimal separator (e.g. 0.5 not 0,5) and a comma or a space as the separator for thousands (e.g. 1,000,000 not ~~1.000.000~~).

6. Document formatting

- We expect your manuscript (excluding images and supplementary material) to be a single file MS Word document. We can also accept submissions in the TeX/LaTeX format and its variants (e.g. LyX). If your manuscript has a large number of mathematical formulae, we encourage you to use TeX.
- If your book contains characters which are non-standard in English (e.g. mathematical symbols, Greek, Cyrillic etc.) please make sure that you use one of MS Word’s common fonts with support for these characters (Times New Roman, Arial, Calibri). We cannot typeset a book with fonts for which we have no copyright permission.
- Avoid inserting extra manual line breaks (pressing return more than once) between paragraphs.

7. Headings and chapter/section titles

- Please use your word processor’s built-in functionality (e.g. using ‘Styles’ → Heading 1 / Heading 2 / Heading 3) when inserting headings to chapters, sections, and sub-sections. You should structure your text with up to (but ideally no more than) three levels of headings.
- Please follow the recommended conventions of your word processing software for the section, table and figure headings. E.g. in Microsoft Word please ensure that you use the appropriate ‘Styles’ in each case, as this will ensure a consistent and error-free production of the Table of Contents and lists of figures and tables.

- Chapter and section titles should be centered. Sub-section / paragraph titles should be left-aligned (not justified or centered). If a chapter title is longer than 90 characters, please provide a shortened version for use in a page header. Use of capitalization in chapter, section and paragraph titles and sub-titles: please capitalize the first word but use lowercase for the rest, unless a word is a proper noun.

8. Index / lists of figures / acronyms

- **Please ensure the submitted MS Word document includes a list of index entries**, according to the instructions provided in our index preparation guidelines. The index is a list of important terms, concepts, people, places, events referred to in your book and is provided for easy reader reference. It is preferable for the index to be built-into your document *using MS Word's indexing functionality* ("Mark Entry"). For simple or particularly short indices it may be sufficient to provide a list of terms and indicate the most significant pages to be linked to each index entry. However, if the index is long and complex (has entries whose spelling varies, sub-entries, entries spanning across numerous pages), then entries *must be marked in the MS Word document*.
- If applicable, please include a list of figures and a list of tables, each of them separate.
- **If the book contains more than a dozen acronyms, please include a separate list of acronyms**. Acronyms should be listed in alphabetical order. Each line should include the acronym, followed by a Tab (approximately equivalent to 5 spaces) and followed by the acronym's full meaning.

9. Further information required

- Please send us any supplementary material you would like to make available for download through your book's page on the Vernon Press website. Alternatively, you may provide us with URL links to another website where this material is hosted. Supplementary material may include one or more of the following: detailed appendices, data sets, software code, executable programs/apps, case studies, reading lists, powerpoint presentations, lectures, instructor guides, study aid material, or any other digital files you have produced that relate to your book. In all cases, you must hold the copyright or have obtained suitable copyright permission. Please also provide a short description of the file(s) and any instructions for its use (this will be published in your book's web page too). We encourage you to consider every possibility of including such material as this can have a significant effect on your book's discoverability and its usefulness to readers.

- Please include a short statement on the history of the development of your book (e.g. as part of the introduction). This should indicate if your book is an original monograph (and mention any funder where appropriate), an edited dissertation, the outcome of a multi-author research project or a collection of papers originally presented at a conference. It should also indicate if parts of the book draw from previously published material by the Author(s) (e.g. in journals). In the case co-authored books, please also explain the nature of the contribution of each of the authors (e.g. research conceptualization, literature review, analysis, discussion or mention specific chapters).