

## How to prepare your manuscript for submission.

1. 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 would encourage you to use TeX.
2. For the bibliography we prefer either the Chicago or Harvard referencing systems. We can however accept manuscripts referenced with other widely used referencing systems provided that the same system is used consistently throughout the text. Responsibility for adequate, correct and consistent referencing rests with the author(s).
3. 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.
4. 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.
5. All figures/images must be either in editable MS Office format (i.e. Word, Excel, PowerPoint), or saved as TIFF/EPS/'electronic metafiles' files (provided as separate files) with at least 150 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 (or 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.
6. 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. 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.
7. Please indicate the approximate position of figures in the text with the statement: "insert figure x.y approximately here".
8. Please do not use automatic cross-references for tables and figures as this practice interferes with our typesetting process.
9. 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*.

10. Please use a full stop (.) as a decimal separator (e.g.  $\frac{1}{2}$ =0.5, and NOT 0,5) and a comma or a space as the separator for thousands (e.g. one million would be 1,000,000 or 1 000 000 but NOT 1.000.000).
11. If applicable, please include a list of figures and a list of tables, each of them separate.
12. 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.
13. 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.
14. If you are using copyrighted material (e.g. images which you are not the author(s), non-consecutive quotations of more than 300 words from the same source etc.) 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.
15. 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.
16. 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.
17. Quotations and excerpts should be in quotation marks, i.e. "excerpt text." Quotation marks used should always be "quotation text" and not 'quotation text'.
18. 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.
19. 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, power point 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.
20. 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 multiauthor 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).