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# AUTHORS' GUIDE



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# Process for accepted manuscripts

1. Once your proposal has been accepted for consideration we ask you to write and **submit the full manuscript**. A submission will only be considered if the manuscript has not been offered for publication elsewhere. In general, we expect authors to submit their final manuscript within twelve months, but we are happy to discuss it with you if you need more time. Please see our [Style guide & manuscript presentation](#) for information on how to set out your final manuscript.
2. **Refereeing process:** Once received, we send the final manuscript to two peer-reviewers for their comments. We ask referees to submit their report within three months wherever possible. On the basis of the referees' reports the three directors decide whether to approve the manuscript for publication. As a condition of acceptance we ask authors to consider referees' recommendations, if any, to improve the manuscript. Depending on how substantial these revisions are, we may ask referees to read the final manuscript for any additional comments or questions they may have.
3. **Contract:** Once the final version of the manuscript has been accepted for publication we send authors a contract to sign (please view our standard [Author's contract](#) below) and the publication process begins.
4. **Images:** Please refer to the Information on Images section for more information.
5. **Publication process:** This is covered in more detail in the next section, Production, but a brief summary follows:
  - We list the title on our website attributing its ISBNs and a DOI and we draft a short blurb;
  - We proofread the final manuscript (normally within four weeks) and we return it with our suggested tracked edits and comments;
  - Once the file is approved by the author we pageset the book, insert illustrations and any audio or video files, and upload the index (2 weeks) and prepare a final set of proofs for author's approval;
  - We order a printed proof copy before publishing the volume on our website, various platforms, and book distributors (usually within two weeks). The marketing campaign will begin at this time (see the Marketing section for more details).

6. **Grants applications:** As we are an independent and not for-profit organization and sales of our books cover only part of the costs of producing them, we rely on authors to source publication grants whenever possible. It typically costs £3,500 to produce and market a book, including cover design, review copies etc. (a breakdown of costs for the preparation of your book will be made available upon request). We do not penalize authors who are unable to secure grants – but we do ask all our authors to search actively for financial aid, starting with in-house grants whenever available (please find some useful points in [Applying for publication grants](#)). In some cases we may be able to provide a list of grants available in specific disciplines. Whenever a publication grant is not found, authors are asked to have their work professionally proof-read and copy-edited and to produce an in-built index of their work (please see our [Guide to MSS World in-built indexing](#) below). We are also able to arrange this job on behalf of authors if required. Please refer to Appendix III for further information on our standard production cost and additional services.

## Editions of the book

We assign ISBN numbers and a DOI (Digital Object Identifier) as soon as the manuscript has been accepted for publication. All our books appear simultaneously in free-to-read and to download (Open Access) editions in PDF, HTML and (in some cases) XML formats, and they can also be purchased in ebook (epub and mobi) and printed editions sold from our website and from all major outlets, such as Amazon, Google Play, and the iTunes Store.<sup>1</sup> The free-to-read editions are made available via Online Readers on the OBP website, on Google Books and on various Open Platforms (please see the Open Platform Partnerships section of our website for more details: <https://www.openbookpublishers.com/section/23/1>). The free-to-read PDF Reader can be easily embedded on the author's and other websites and the PDF version of the book will be free to download. Thousands of readers access our titles, with many of our books exceeding 10,000 readers within 3 years of publication.

All our authors are invited to prepare **additional digital resources** relating to the book to be posted on our website. For example photographs and illustrations, case studies, tables and data, additional contributions, and conference papers can all be appended to the book. We see this as a great opportunity to add material relevant to the title and to keep the book alive after publication. We recommend

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1 Please note that it takes about one week from the publication date for our titles to be available on these retail platforms.

that authors think early on about additional material that can be hosted this way, although new digital material can be added on our website at any stage.

## **Type of licence: what does Open Access mean?**

As an OBP author you will retain the full copyright on your work. We release all our titles under **Creative Commons licences** (<https://creativecommons.org>), preferring the more open CC BY 4.0 (<https://creativecommons.org/licenses/by/4.0>), which entitles the reader to freely access, share, and adapt the work as long as proper attribution is made. Please refer to the Creative Commons website for further information about the various types of licence, and let us know if you have any questions.

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For **inclusion of previously published material** (e.g. book chapters and journal articles) please contact journals and publishers to seek permission to re-publish the material whenever needed. When asking for permission to republish your past papers you may want to mention that:

The article will be published in an Open Access volume released by Open Book Publishers (Cambridge, UK) under a Creative Commons licence. Full reference will be made to the original publication.

Please send us all relevant correspondence for our records.

# Production

Most of the manuscripts we receive have been authored using Microsoft Word. Even if we encourage authors to use other software such as OpenOffice, please be aware that in our current workflow embedded indexes work ONLY when created with MS Word. Please see [Appendix II](#) for a guide to MS Word in-built indexing.

When preparing your manuscript for production please bear the following in mind:

## a. Word limit

The word limit for our books is about 350,000 words (about 700 pages). However we prefer not to exceed about 350 pages for ease of consultation of the printed editions.

## b. Images

We are happy to publish any number of images. If you wish to include illustrations in your book you will be asked to:

- **Insert numbered titles and captions in the final manuscript**
- **Send us high resolution digital images as early as possible**
- **Clear image reproduction rights well in advance**

Please read very carefully our [Information on images](#) below.

## c. Cover design

We work closely with authors in choosing a suitable image for their book cover — we are always grateful for any ideas and/or images authors may want to propose. Of course we are very happy to find suitable images if authors don't have a strong preference. We start working on the cover once the manuscript has been approved for publication and we post it on the book's page on our website as soon as it is ready.

## **d. Blurb and biography**

After your manuscript has been approved for publication, you may submit a draft blurb describing your book (about 200 words) and your bio (no more than two paragraphs) to be used to publicize the book on our website and on the back cover. We are happy to help in the drafting of both texts. Please also submit separate abstracts for each book chapter to be uploaded on our website. Abstracts are often required by book distributors and other platforms (for tips on writing abstracts please see: <http://blogs.lse.ac.uk/impactofsocialsciences/2011/06/20/essential-guide-writing-good-abstracts>).

## **e. Layout**

Please ensure that chapter titles, headings, sub-headings and block quotes are clearly identifiable in the text for typesetting purposes. Images should also be submitted as separate files, not embedded in the document itself, and placement should be indicated throughout the manuscript with an indication of the size desired. Please also submit relevant captions that include any copyright information required.

## **f. Proofs and publication timing**

Once you submit your final manuscript we will edit and proof-read it in-house. This typically takes four weeks. We will then send you a first set of proofs in Word with our comments and corrections highlighted in the text using Track Changes. This is the last opportunity for authors to make major changes to the text.

After the last corrections have been approved we typeset the manuscript, check the whole book again, and send you a set of proofs in PDF format. This typically takes about two weeks. If we are also indexing the manuscript, we will typically require an extra week. Only very minor changes can be made at this stage in order not to disrupt the page layout. We usually publish the title within a month (and no later than 6 months) of receiving approved final proofs from authors.

# Marketing

We tend to focus on three main avenues to reach interested readers: published content (blogs and journals), communities (listservs, groups/societies and departmental heads or subject-specific librarians), and social media. These avenues have been extremely successful: our books are read by thousands of readers each month.

As Open Book Publishers is a not-for-profit organisation, we rely on our authors, friends and colleagues to assist us in spreading the word when we have a new book. You will be best placed to say which blogs, journals, listservs, departments etc. we need to contact about your book and when your book nears publication we will ask you to provide a list of relevant resources and individuals. We will also contribute to the creation of this list using our own database and online research.

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We will enter your book for every prize for which it is suitable. We will ask for your help in identifying the appropriate prizes and avenues of research for further awards.

We also invite our authors to sign up with ORCID (<http://orcid.org>), a non-profit organization aiming to 'provide a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized'.



# OBP style guide & manuscript presentation

As part of our author-friendly approach, we do not enforce a certain style on our authors. If you have written your whole book consistently in a certain style, then our editors will be happy to adopt it, as long as you send us a comprehensive style sheet. As a general rule, however, we strongly recommend that you use our in-house style guide, which we hope you will find easy to follow. For the most part, we follow the MHRA guidelines, which are explained in great detail in their free downloadable style guide: <http://www.mhra.org.uk/Publications/Books/StyleGuide>

Below we have summarised the main points in the MHRA style guide that are relevant to our authors. We are flexible about our style, and we want you to feel happy about the way your book looks. If you feel strongly that something should be a certain way, please don't hesitate to discuss it with us.

## a) General style

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**Layout and font size**

Please do not use tabs to indent new paragraphs.

Please use font size 12 for text, font size 18 for chapter titles, 16 for section titles, 14 for sub-section titles. Please indent block quotes and use font size 10.

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**Emphasis**

Should be avoided but, if necessary, italics should be used.

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**Abbreviations**

No full stops:

USA

NATO

EU

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**Spelling**

Please adopt either British or American spelling conventions throughout your manuscript (except in quotations from other sources, where the spelling convention of the original should be retained). In British style, either -ise or -ize may be used, but one form should be used throughout. In American style, -ize and -yze should be used.

In British style, contractions will have no full points (e.g. Mr, St, edn), though abbreviated words, which do not end with their final letter, and their plural forms, will (e.g. vol., vols., ed., eds.)

In American style, contractions should have a period (Mr., St.), as should abbreviations in both singular and plural forms (vol., vols., ed., eds.).

Acronyms and abbreviations in capitals should have no stops in either British or American style: NATO, USA, EU, BC.

Note that programme is spelled program when discussing computer programs only.

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### **Names**

Please use a person's full name the first time you mention them (titles like King/Queen/Duchess are ok, but never Professor/Dr/Mr/Mrs); then use only their surname for all subsequent mentions.

Because OBP books are often downloaded chapter-by-chapter, please treat each chapter as a new document, and use the full name at the first mention in each chapter.

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### **Contractions**

No contractions please

“had not” not “hadn’t”

“can not” not “can’t”

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### **Dates and numbers**

Dates should be written in the form: 20 December 1148; 20 December; AD 245–50, the 1890s, twenty-first century, nineteenth century (or with a hyphen if it becomes an adjective, eg. nineteenth-century culture).

26 January 1900

the 1890s

nineteenth century (or with a hyphen if it becomes an adjective, eg. nineteenth-century culture)

Numbers should be written out up to 100, except in a discussion that includes a mixture of numbers above and below this, in which case all of them should be in figures (e.g. 356 walkers overtook 72 others, as 6 fell back, exhausted). Numbers with units should always be given in figures, with a space between the number and the unit (e.g. 4 cm).

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**Titles of books/poems etc.**

Titles of books, plays and operas are italicized:

*Hamlet*

Make sure you give the author's name the first time you refer to the book, but not in subsequent mentions:

Salman Rushdie's *Midnight's Children*

If it's relevant or useful, you can include a date, but only use the date the first time the work is mentioned in each chapter:

*Faust* (1887)

Titles of articles, poems and songs are not italicized, but use single quotation marks:

'She Walks in Beauty'

---

**Special characters**

For special characters (e.g. Greek fonts) please use Unicode fonts in Word. If you need a particular set of symbols for your book (e.g. musical notation), please provide the necessary font together with the manuscript.

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**Footnotes**

The number should go at the end of the sentence where possible, and on the outside of the fullstop (or, in some cases, comma):

Many historians, such as Blake and Dawson, argue that the invasion happened prior to 1254.<sup>2</sup>

Smith has suggested that this idea is 'nonsense' while Greer maintains that it is the only sensible solution.<sup>2</sup>

[The references for both Smith and Greer go in the same footnote, with the citations separated by a semi-colon.]

Foucault suggests that this is 'the end of writing as we know it'.<sup>2</sup>

Please do not indent text in footnotes, and do not separate footnotes with paragraph return. Leave one space between footnote marker and text in footnote.

---

## b) Punctuation

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**Dashes**

Use long dashes with no space on either side:

That night—in exuberant vein—it was to a Mrs Everard Cotes.

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<b>Slashes</b>	No space on either side of the slash either/or Socialism/Marxism
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<b>Quotation marks</b>	Use single quotation marks, and double quotation marks for quotes within quotes. Please use “smart quotes” or “curly quotes” (“ ”) rather than straight quotation marks (“”).
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## c) References

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<b>Books</b>	<p>Please take careful note of the exact punctuation required, including placement of spaces, commas and full stops. If you are using a footnoting program like EndNote, simply set it for MHRA:</p> <p>William St Clair, <i>That Greece Might Still Be Free: The Philhellenes in the War of Independence</i> (Cambridge: Open Book Publishers, 2008), p. 56.</p> <p><i>Approaches to Teaching Jane Austen’s Emma</i>, ed. by Ruth Fairfax (Oxford: Oxford University Press, 1997), pp. 22–23.</p> <p><i>Emily Dickinson: Selected Letters</i>, ed. by Thomas H. Johnson, 5 vols. (Cambridge, MA: Harvard University Press, 1985), III, 154–97.</p> <p><i>Sophocles, Fabulae</i>, ed. by H. Lloyd-Jones and N. G. Wilson (Oxford: Clarendon Press, 1990), pp. 123–34.</p>
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<b>Essay in an edited collection</b>	<p>Fanni Bogdanow, ‘The Suite du Merlin and the Post-Vulgate Roman du Graal’, in <i>Arthurian Literature in the Middle Ages: A Collaborative History</i>, ed. by Roger Sherman Loomis (Oxford: Clarendon Press, 1959), pp. 325–35.</p> <p>If you are referring to a specific page number in the essay, include it in brackets at the end of the citation:</p> <p>Martin Elsky, ‘Words, Things, and Names: Jonson’s Poetry and Philosophical Grammar’, in <i>Classic and Cavalier: Essays on Jonson and the Sons of Ben</i>, ed. by Claude J. Summers and Ted-Larry Pebworth (Pittsburgh: University of Pittsburgh Press, 1992), pp. 31–55 (p. 34).</p>
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<b>Articles in journals</b>	<p>No p./pp. for journal articles:</p> <p>Victor Skretkowicz, ‘Devices and their Narrative Function in <i>Sidney’s Arcadia</i>’, <i>Emblematica</i>, 23 (1986), 267–92.</p>
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But you do include a p./pp. if you are quoting a specific page:

Robert F. Cook, 'Baudouin de Sebourc: un poème édifiant?',  
*Olifant*, 14 (1989), 115–35 (pp. 118–19).

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**Other works** For instructions on how to reference plays, poems, websites, online articles, manuscripts, films and other media, please see the MHRA style guide.

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**Page numbers** For multiple page ranges numbering under one hundred, use both numbers, e.g. 23–27 (rather than 23–7).

For multiple page ranges over 100, in which both numbers have the same first digit, drop the first digit in the second number, e.g. 124–67.

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**Later references** You only need to give the full citation of the text from which you are quoting the FIRST time you use it in each chapter. From then on, you can use an abbreviated form. Because OBP books are often downloaded chapter-by-chapter, please treat each chapter as a new document, and use the full citation at the first mention in each chapter.

If there are two works by the same author in your bibliography, use abbreviated title:

St Clair, *That Greece Might Still Be Free*, p. 35.

If there's no ambiguity, and it is a work you are citing often, you can use a very abbreviated form of the title:

St Clair, *Greece*, p. 35.

If it is an edited collection, use the title:

*Emily Dickinson: Selected Letters*, pp. 56–59.

We do not use op. cit. However, if a footnote is IDENTICAL to the one above, use:

Ibid.

---

**References to websites** Please refer to websites in footnotes and in the bibliography in this way:

US Congress, *Public Law 110–53*, [...] *Commission Act of 2007* (Congress.gov, 2007), <https://www.congress.gov/bill/110th-congress/house-bill/1>

Please make sure that all links are still active when you submit your manuscript to us. We archive all external links via the Internet Archive Wayback Machine (<https://archive.org/web>).

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## **Bibliography of Works Cited**

Our bibliographies are in alphabetical order on the first author or editor's name. For edited works, unlike in footnotes, the editor's name goes at the beginning of the reference. Surnames go first:

Bogdanow, Fanni, 'The *Suite du Merlin* and the Post-Vulgate *Roman du Graal*' in *Arthurian Literature in the Middle Ages: A Collaborative History*, ed. by Roger Sherman Loomis (Oxford: Clarendon Press, 1959).

Fairfax, Ruth, ed., *Approaches to Teaching Jane Austen's Emma* (Oxford: Oxford University Press, 1997).

Johnson, Thomas H., ed., *Emily Dickinson: Selected Letters*, 5 vols. (Cambridge, MA: Harvard University Press, 1985).

Lloyd-Jones, H. and N. G. Wilson, eds., *Fabulae* by Sophocles (Oxford: Clarendon Press, 1990).

—, 'Metaphors of Intellectual Property' in *Privilege and Property. Essays on the History of Copyright*, ed. by Lionel Bently, Ronan Deazley and Martin Kretschmer (Cambridge: Open Book Publishers, 2010).

Skretkowicz, Victor, 'Devices and their Narrative Function in Sidney's *Arcadia*', *Emblematica*, 23 (1986).

Please provide DOIs (Digital Object Identifiers) for all works in reference list, whenever available.

Crossref provides a useful tool to discover DOIs available at: <http://search.crossref.org>

Please display DOIs in this way:  
[http://doi.org/10.1016/S1097-2765\(03\)00225-9](http://doi.org/10.1016/S1097-2765(03)00225-9)

(Guidelines on how to display DOIs available at: [http://www.crossref.org/02publishers/doi\\_display\\_guidelines.html](http://www.crossref.org/02publishers/doi_display_guidelines.html)).

Please provide URLs of all Open Access journal articles and books freely available to read online. Make sure that all links are still active when you submit your manuscript to us.

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## d) Quotations

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### Quotes

As a general rule, quotations of more than about sixty words should be set off from the main text (indented with extra space above and below, font size 10). Those of fewer than sixty words should run on in the text inside inverted commas.

Line references should be either numbers alone ('78–82'), or 'lines 78–82'. Do not use 'll.', which can be confused with II or 11.

Quotations of prose passages from a foreign language should be given in English only, using either an established translation or a new one of your own.

Punctuation goes on the outside of the quote:

'Identity politics can be mobilized very effectively', states Sen. He adds, 'this is especially the case when it comes to violence'.

Unless it is part of the quote itself:

This fear comes in the form of an exclamation: 'Help!'.

---

### Translation of a quote

The original foreign quote is italicized and the translation follows immediately in square brackets, not italicized.

*'Nous arrivons tous de Paris'* [We're all from Paris].

---

### Editing within a quote

Square brackets are used to indicate your own words within a quote. If you edit out part of the quote use an ellipsis surrounded by brackets:

'No themes are so human [says the Preface to *What Maisie Knew*] as those that reflect for us out of the confusion of human life, the close connexion of bliss and bale, so dangling before us for ever that bright hard medal [...] one face of which is somebody's right and ease and the other somebody's pain and wrong'.

---

### Single word quoted

Words that aren't quotes should generally not be in quotation marks. However, occasionally authors may wish to distance themselves from a certain idea or acknowledge something is not their own concept. In these cases, double quotation marks should be used:

It was his own form of "modernism".

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## Illustrations and Captions

To refer to your images within the text, capitalise “Figure” and use the numeral:

This is clearly shown in Figure 6. OR

(see Figure 6).

Captions should include: figure number, photographer/artist, title, date, place where the artwork/manuscript is held (if relevant) and copyright statement (for more details on this see our [Information on Images](#) below).

Fig. 1 Jean-Antoine Watteau, *Pilgrimage to Cythera* (1719), Charlottenburg Palace, Berlin. © Palace Museum.

If the illustration has been taken from an online source, please add a weblink to the page where it is hosted:

Fig. 1 Mother cat suckling her kittens. Photo by Ashim 71 (2014), Wikimedia, [https://commons.wikimedia.org/wiki/File:Mother\\_Cat\\_with\\_her\\_Kittens.jpg](https://commons.wikimedia.org/wiki/File:Mother_Cat_with_her_Kittens.jpg), CC BY 4.0.

Please bear in mind that most images found online **cannot** be reused freely. Unless they are licensed under Creative Commons (see for example [Wikimedia Commons](#)) you must obtain reuse permission. If you plan to include any images in your publication, please read carefully the [Information on Images](#) included in this guide.

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## Index

An embedded index is required (please refer to instructions at the end of the document).

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# Author's contract



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Directors: Dr. Rupert Gatti, William St Clair & Dr. Alessandra Tosi

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Cambridge [date]

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Hereinafter called the 'Work', which has been accepted by the Publisher for publication. The term 'Author' applies to the author of a monograph as well as to the editor of a collective volume.

It is hereby mutually agreed as follows:

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The Publisher agrees, unless prevented by circumstances beyond their control, to publish the Work if supplied by the Author in accordance with the terms of this Agreement.

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The Author agrees to provide the Publisher with the Work in a state which is suitable for publication (that is, it complies with the intellectual and stylistic requirements specified in the Publisher's Editorial Guidelines). The Author is responsible for meeting these requirements.

The Author agrees to retain an additional copy of all material.

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If the Publisher considers it appropriate that the Work has an Index and/or a Bibliography, the Author agrees to prepare these in accordance with the style sheet specification within thirty days of receiving proofs.

The Publisher reserves the right to commission the Index and the Bibliography to a professional if the Author is unwilling or unable to prepare those. In this case the Publisher will inform the Author prior to commissioning such work. The Author agrees to bear the cost.

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Any editorial changes made to the text of the manuscript will be subject to the Author's approval. The Publisher shall determine the final page layout, and the issuing of copies in hard cover, soft cover, digital formats, or any combination and inform the Author prior to publication. All editions are provided with an ISBN number.

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The Author or Editor should receive two (2) complimentary copies of the Work upon publication. The Author shall have the right to purchase additional copies at a twenty percent (20%) discount from RRP.

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The following, if any, are the additional articles to this Agreement:

## **Additional Matters**

Matters not covered to be agreed with the author and the publisher in accordance with the aims and status of Community Interest Companies'

## **Disputes**

This agreement is governed by the laws of England and Wales. In the event of any dispute the parties agree that this shall be referred to a mutually agreed umpire in accordance with the provisions of the Arbitration Act 1996.

## Complete Agreement

This Agreement represents the complete understanding between the parties and may not be amended except by a written agreement signed by other parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of this date:

Affixing their signatures as follows:

For Open Book Publishers

For Author

Signed by (print name):

Signed by (print name):

# Applying for publication grants: some useful points

The best place to begin the search for a grant is often one's own institution. In many cases, departments, along with the universities that host them, have designated funds for publication, many with a special emphasis on Open Access output. Open Access publishing is the most effective way to disseminate knowledge to all interested readers worldwide, and so fulfils the traditional mission of these universities and research programs.

When applying for grants for research projects (from both universities and external funding bodies), authors can now often include the cost of their book's dissemination. Those currently supported by an external funding body should also be aware that many of the Research Councils have publishing grants and other specific funds allocated to allay the costs of publications. Depending on the funding body, applications for publishing grants can be made throughout the research process or once the manuscript is completed.

In your applications you could consider emphasizing the benefits of Open Book Publishers:

- Because we are a not-for-commercial-profit organization with low overhead expenses, it costs us only about £3,500 to produce an Open Access book.
- Free online versions of our titles and low prices for printed editions allow research results to reach the broadest possible audience, both academic and general, including those who cannot afford books and have poor library facilities.
- Our reach to readers is well beyond that of any academic monograph released by commercial publishers: thousands of readers access our titles, with many of our books exceeding 10,000 readers within 3 years from publication. To date we have reached close to one million readers.
- We also host additional digital material, offer direct links to institutional websites and repositories and allow authors and others to embed their book on their websites
- So far, over 100 university libraries subscribe to our [membership programme](#), allowing them to host all of our titles as free ebooks.

The drive to make research publicly available has led to the creation of funding sources solely intended for the Open Access model. Authors should consider the following sources in their search. Please note this list is not exhaustive but is intended as a good starting point, and that though grouped geographically, many of these bodies take applications from around the world.

## a) Europe

- European Commission – 7th Framework Programme (FP7) post-grant Open Access Publishing Funds Pilot <https://postgrantoapilot.openaire.eu/#home>
- European Commission – European Cooperation in Science and Technology (COST)/ European Science Foundation (ESF) <http://www.cost.eu/service/faq>
- European Research Council (ERC) [https://erc.europa.eu/sites/default/files/document/file/ERC\\_Open\\_Access\\_Guidelines-revised\\_2014.pdf](https://erc.europa.eu/sites/default/files/document/file/ERC_Open_Access_Guidelines-revised_2014.pdf)
- Humanities in the European Research Area (HERA) [https://erc.europa.eu/sites/default/files/document/file/ERC\\_Open\\_Access\\_Guidelines-revised\\_2014.pdf](https://erc.europa.eu/sites/default/files/document/file/ERC_Open_Access_Guidelines-revised_2014.pdf)
- Joint Programming Initiative, Climate (JPI) <http://www.jpi-climate.eu/media/default.aspx/emma/org/10862502/JPI+Climate+Guidelines+on+Open+Knowledge.pdf>
- Volkswagen Foundation / Volkswagenstiftung (Germany) <https://www.volkswagenstiftung.de/fileadmin/downloads/bewilligungsgrundsaeetze.pdf>

## b) United Kingdom

- Department of International Development (DFID) <http://www.sherpa.ac.uk/juliet/index.php?fPersistentID=555&la=en&mode=simple>
- Research Councils UK (RCUK) – While the RCUK Open Access Policy does not require books and monographs to be Open Access, fees for Open Access books can be covered by RCUK block grants: <http://www.rcuk.ac.uk/documents/documents/rcukopenaccesspolicy-pdf>
- Leverhulme Trust <https://www.leverhulme.ac.uk/funding/open-access-publishing>
- University College, London (UCL) <https://www.ucl.ac.uk/library/open-access/rcuk-imp-guide/#publication-fund>

- Wellcome Library <http://wellcomelibrary.org/what-we-do/wellcome-library-open-access-fund>
- Wellcome Trust <http://www.wellcome.ac.uk/About-us/Policy/Policy-and-position-statements/WTD002766.htm>

## c) North America

- Federation for the Humanities and Social Sciences (Canada) <http://www.ideas-idees.ca/issues/open-access-aspp>
- International Development Research Centre (Canada) <http://www.idrc.ca/EN/Misc/Pages/Open-Access-Policy.aspx>
- Simon Fraser University <http://www.lib.sfu.ca/help/publish/scholarly-publishing/sfu-open-access-fund>
- Emory University <https://open.library.emory.edu/authors/oa-fund>
- University of California, Berkeley <http://guides.lib.berkeley.edu/brii>
- University of California, San Francisco <https://guides.ucsf.edu/oafund/about>
- University of Iowa [http://guides.lib.uiowa.edu/scholarly\\_publishing/Oafund](http://guides.lib.uiowa.edu/scholarly_publishing/Oafund)
- University of Minnesota <https://www.lib.umn.edu/openaccess/open-access-publishing-fund>
- University of Oklahoma <https://libraries.ou.edu/content/open-access-oa-subvention-fund-policy>
- William and Flora Hewlett Foundation <http://www.hewlett.org/about-us/values-policies/commitment-open-licensing>

At Open Book Publishers we have built a database of subject-specific grants, which we use to help authors find a suitable publishing subvention for their book.



# Information on images

## a) Preparing images for publication

We are happy to publish any number of images (for related costs please see [Appendix III](#), p. 44 of the Author Guide). If you wish to include images in your book, please read carefully the instructions below.

### Send us high resolution digital images as early as possible

It is not necessary to insert the images directly into the Word manuscript. Instead, please provide OBP with the original digital files (e.g. scans, photographs taken with a digital camera, and/or illustrations drawn with graphic editors such as Illustrator) via email or file transfer as early as possible.

If no images have been produced expressly for the forthcoming publication, it is possible to look for suitable illustrations online. Please refer to the section [Looking for images on the Web](#) at the end of this chapter. Bear in mind, however, that most online images **cannot** be reused freely. Unless they are in the public domain or explicitly licensed under an open license such as Creative Commons, you must obtain reuse permission. See the [Requesting permission to reuse images](#) section below.

Regardless of their provenance, all images should be sent to OBP in either JPG, TIFF, PNG or PDF format. You can provide an indication of the preferred size of each, but please bear in mind that:

- Full-page images, including the cover image, should be approx. 3200 x 2500 pixels;
- Half-page images should be at least 2100 x 1700 pixels;
- Smaller images should be at least 800 x 500 pixels.

To calculate the maximum size each image can be printed at you can divide the height and the width in pixel by 300 (the minimum dot/pixel density required for printing). So, for example, an image sized 800 x 500 pixels will print at 2.7 x 1.7 inches and not more.

Unfortunately, we will not be able to publish images smaller than 800 x 500 pixels. However we will be delighted to host them on a dedicated Additional Resources tab on the book's page our website, as a much lower resolution can be used for this. If you have any questions about image size, please contact Bianca ([bianca@openbookpublishers.com](mailto:bianca@openbookpublishers.com)).

## Acquire image reproduction rights well in advance

It is your responsibility to provide us with complete information on each image, and to arrange the copyright for image reuse. Please refer to [Appendix I](#) below and to the free resource <http://copyrightuser.org> for more detailed information on copyright rules.

We suggest that reproduction rights are cleared as early as possible as this process is often lengthy. OBP will provide an image log for you to track the permissions and a permission request form. Please make sure to return the completed log filled in with the relevant information, and the permission request forms signed by right holders, to OBP along with the manuscript and the images. For more on this, see the [Requesting permission to reuse images](#) section below.

We are keen to publish all the images that you wish to include in your book/chapter. However, to avoid any legal issues, we will not be able to publish any image which is not accompanied with complete details and a permission letter signed by the copyright holder, where necessary. **Please note that the same applies to online images as well.**

## Insert numbered captions and indication of size in the manuscript

When submitting the final manuscript, please make sure to:

1. Insert captions that include as many details as possible: figure number, artist/photographer, title, date, place it is held (if relevant), copyright statement (for more details on copyright see [Appendix I](#)). For example:

Fig. 1 Jean-Antoine Watteau, *Pilgrimage to Cythera* (1719), Charlottenburg Palace, Berlin. © Palace Museum.

If the illustration has been taken from an online source, the weblink to the page where the image is hosted online should also be provided:

Fig. 1 Mother cat suckling her kittens. Photo by Ashim 71 (2014), Wikimedia, [https://commons.wikimedia.org/wiki/File:Mother\\_Cat\\_with\\_her\\_Kittens.jpg](https://commons.wikimedia.org/wiki/File:Mother_Cat_with_her_Kittens.jpg), CC BY 4.0.

Please err on the side of giving more information about figures, and we can edit as appropriate.

2. Place each caption in the exact position where the figure should be placed, also indicating its preferred size (full page, half page, 1/3 page or smaller). We will make every effort to insert it where you indicated, at the size you indicated. But please bear in mind that the pixel size of the images you have provided (see previous page), together with occasional layout requirements, may force us to make small adjustments.

3. Number the captions in sequential order as they appear throughout the manuscript. Please also make sure that the images you provided separately have also been named clearly.
4. Provide a complete List of Illustrations at the beginning of the manuscript. This list should include the same information recorded in the captions, including copyright details.

## b) Requesting permission to reuse images

OBP will send you an Image Permission Log resembling the one below. We ask that you fill it in with the relevant information and submit it together with the images. (Please note that the table below is just a sample and that the actual log will be sent to you via email).

Fig. n. and position in forthcoming book	TO BE COMPLETED IF THE IMAGE REPRESENTS AN EXISTING BOOK, ARTEFACT OR WORK OF ART					INFO ABOUT THE SCAN/PHOTO PROVIDED TO THE PUBLISHER, COMPULSORY					Credit line requested by right holder (if any)	Type of supporting documentation (email/screenshot)
	Full description of the portrayed object (title, author, year)	Location/Source	Copyright Holder	Date Permission Obtained	Type of License	Type of reproduction (scan/ photograph/ photocopy)	Author (Photographer) and Copyright holder	Date Permission Obtained	LICENSE			
e.g. fig. 3, chapter 2	e.g. <i>Portrait of Elizabeth, Countess of Craven</i> (1778), by George Romney. Oil on canvas.	e.g. National Portrait Gallery	e.g. public domain (copyright expired)	e.g. N/A	e.g. public domain	e.g. image found on Wikimedia Commons ( <a href="http://commons.wikimedia.org/wiki/File:ElizabethC_raven.jpg">http://commons.wikimedia.org/wiki/File:ElizabethC_raven.jpg</a> )	e.g. Wikimedia user John Smith	e.g. N/A	e.g. CC BY	e.g. N/A	e.g. screenshot (to be attached)	
e.g. fig. 13, chapter 6	e.g. Title page of the 1812 English edition of Peter Simon Pallas, <i>Travels through the southern Provinces of the Russian Empire</i> (London: John Stockdale, 1812).	e.g. copy owned by the author of the forthcoming book	e.g. public domain (copyright expired)	e.g. N/A	e.g. public domain	e.g. scan made by the author (you)	e.g. the author (you)	15-06-14	e.g. CC BY-SA	e.g. N/A	e.g. email	
e.g. fig. 7, chapter 8						e.g. photograph taken by John Smith	e.g. John Smith	15-06-14	e.g. All rights reserved	e.g. Photograph by John Smith, all rights reserved.	e.g. written permission issued by photographer (to be attached)	

**It is a requirement for publication that permission be granted by the copyright holder to reuse any image that is under copyright. Also, the permission should not have an expiry date.** We recommend that you use the standardised template provided by OBP (see below) to ask for permission. Please fill it in with the missing information and send it to the copyright holder of every copyrighted image that you wish to include in your text. Once these forms have been signed and sent back by the copyright holders, they need to be submitted to OBP as supporting documentation. Other forms of documentation that may be accepted are: copies of correspondence with rights holders, or (for web images) screenshots of the copyright statement that allows reuse.

We are keen to publish all the images that you wish to include in your book/ chapter. However, to avoid legal issues, we will not be able to publish any image which is not submitted along with a completed log and, if necessary, a permission form signed by the copyright holder (see next page for the template).

# Image Permission Request Form Template

Dear [name of copyright holder],

I am contacting you to ask for permission to reproduce the following image(s) from your collection:

**Image title:** [official or unofficial title of the image]

**Author:** [if different from copyright holder]

**ID number:** [any code useful in identifying the image]

This material is to appear in my forthcoming book:

**Book Title:**

**Authored/Edited by:**

**Published by:** Open Book Publishers (CIC)

**Scheduled Publication Date:**

**Estimated Page Length:**

**Print Run:** Print-on-demand publication (less than 1,000 copies)

**Sales territory:** worldwide

**Format:** print, digital (ebooks), and online (html)

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Thank you for your time and cooperation, [Name and Affiliation]

I hereby grant permission for the use of the material as cited above. Also, I agree to license the material under the following license: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## c) Looking for images on the Web

Most online images **cannot** be reused freely. Unless they are explicitly licensed under an open license such as Creative Commons, you must obtain reuse permission. It is your responsibility to provide us with complete information on each image, and to arrange the copyright for image reuse. Please refer to [Appendix I](#) below and to the free resource <http://copyrightuser.org> for more detailed information on copyright rules.

The list below includes good sources of images that have been made freely available for academic reuse. Even if these websites offer resources that are mostly in the public domain or liberally licenced, we recommend that you always double-check the copyright statement of each individual image.

- Wikimedia: <http://commons.wikimedia.org>
- WikiPaintings: <http://www.wikipaintings.org>
- Flickr Creative Commons: <http://www.flickr.com/creativecommons>
- New York Public Library: [http://digitalcollections.nypl.org/search/index?filters\[rights\]=pd&keywords=\[1\]](http://digitalcollections.nypl.org/search/index?filters[rights]=pd&keywords=[1])
- The National Gallery of Art: [https://images.nga.gov/en/page/show\\_home\\_page.html](https://images.nga.gov/en/page/show_home_page.html)
- Yale Center for British Art's online collection: <http://britishart.yale.edu/collections/search>
- Wellcome Trust: <http://wellcomeimages.org>
- Rijksmuseum, Amsterdam: <https://www.rijksmuseum.nl/en/search>
- The Walters Art Museum: <http://art.thewalters.org>
- The Metropolitan Museum of Art: <http://www.metmuseum.org/collections/search-the-collections>
- Freemages: <http://www.freemages.fr>
- The Getty collection [NB only images belonging to the Getty's Open Content Program]: <http://search.getty.edu/gateway/search?q=&cat=highlight&f=%22Open+Content+Images%22&rows=10&srt=a&dir=s&pg=1>
- The online resource for visual arts (VADS): <http://www.vads.ac.uk/collections/AAVAA.html>
- <https://unsplash.com/collections>

The following websites can also be useful (but please bear in mind that it is usually necessary to request permission for image reuse from these sites):

- BildIndex: <http://www.bildindex.de/#|home>
- Europeana: <http://europeana.eu/portal>
- Farbdiaarchiv zur Wand- und Deckenmalerei (colour slide archive of wall and ceiling painting): <http://www.zi.fotothek.org/contents-of-the-image-database>

Images from Google Maps, Google Earth and Street View can be reused freely as long as they are in small number and correctly attributed. Please read carefully <https://www.google.co.uk/permissions/geoguidelines.html>, especially the section on Attribution, if you plan to include screenshots from any of these Google projects.

Please always check that any image you select for inclusion in your publication complies with our size requirements (see [above](#)).

# Appendix I

## Copyright: basic rules

[Note that in each case copyright period is to the **end** of the year in question]

### **a) UK and Europe**

Since 1 January 1996, life of author plus 70 years except for Spain which, for authors who died before 7 December 1987, is life plus 80 years.

#### **Digital images, photographs**

As above. Copyright in any photograph taken before 1 June 1957 expired 50 years from the end of the year in which it was taken, whether or not it was published. See [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/481194/c-notice-201401.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481194/c-notice-201401.pdf)

#### **Sound recordings, broadcasts**

Still 50 years from date of release/broadcast.

#### **Speeches, lectures, sermons etc**

Only protected if they are recorded in some form; if they are, copyright belongs to the speaker (but ministerial speeches and articles subject to a waiver of copyright)

#### **Interviews**

Since 1 August 1989 it is the person speaking rather than the one writing down or records the words who is the owner of the copyright in the words as a literary work. Not an infringement in the case of interviews to use material for the purpose of reporting current events as long as various conditions are met (details: p 115 of HANDBOOK OF COPYRIGHT IN BRITISH PUBLISHING PRACTICE)

## Revived Copyright

Authors who died between 1 January 1926 and 31 December 1995 went into the public domain after life plus 50; copyright revived on 1.1.96 for whatever period remained of the additional 20 years. In the UK publishers have a 'licence of right' to use the material provided they give notice in writing and pay a 'reasonable royalty'. The revival applies to every country in the EU plus a few others such as Norway and Switzerland, but the date of revival differs between countries (most had 1 July 1995; France was March 1998). No country other than UK has a licence of right. NB: this licence of right only applies to works which fell into the public domain for a period — doesn't apply to e.g. letters, diaries which weren't published during the author's lifetime.

## Posthumous works

In the UK, copyright used to be eternal until first published, then for 50 years from first publication. The rules were changed under the 1988 Act, and now the maximum period protection is life plus 70. There are transitional arrangements: anything published posthumously and still in copyright in 1988 has protection of 50 years from publication, with anything unpublished at that date having protection until 31.12.2039. For revived copyright authors such as Kipling whose work was published posthumously, copyright lasts for 70 years from publication of the posthumous work or until 31.12.2039, whichever earlier.

## Letters

Copyright in letters belongs to the person writing the letter (or his/her heir) not to the person having physical possession of it.

## Paintings

Treated as artistic work and same rules as for prose.

## Joint copyright

Now protected for 70 years from the end of the year in which the last surviving author dies.



## **b) US (see separate note on US Copyright)**

Highly complicated. For books published since 1 January 1978, life plus 70. For books published before 1 January 1978, the maximum period of protection as from 1998 is 95 years from first publication but anything first published before 1 January 1923 is in the public domain in US. Many titles published within the last 75 years but before 1 January 1978 went into the public domain because they failed to meet certain criteria: they weren't published in America within specified period or registered for copyright or renewed, but on 1 January 1996 they were granted copyright protection again provided they were not first published in America or published there within one month of first publication.

In America, photographs follow same copyright rules as text (i.e. anything **published** before 1 January 1923 public domain, anything not yet published at that date protected).

See <http://www.copyright.gov/>

## **c) Canada, New Zealand, South Africa**

All life plus 50; authors listed under (a) whose copyright is revived in Europe are in the public domain in these (and all countries other than Europe and, in some cases, the US).

## **d) Australia**

Life plus 70 but not retrospective.

# Appendix II

## Guide to MS Word in-built indexing

Please prepare your index using the information below. This process will create an index that will remain accurate with any form of publication that might eventually be chosen for the book. Because the index you create will be submitted to the typesetter, the page proofs will include the finished index, and the publication process will be speeded. If corrections to the proofs should change the pagination, page numbers in the index will be adjusted automatically.

This document is a quick guide to the conceptual standards of a good index, but mainly it is a guide to the specific indexing tool found in MS Word. Part 1 is a general indexing guideline. Part 2 walks you, the user, through the best practices for developing your index using MS Word's in-built index function. Parts 3 and 4 deal with editing/formatting your index and provide answers to frequently asked questions.

Please be aware that the MS Word indexing function compiles your index at the back of the document. You are strongly encouraged to see how your index is developing by compiling it early and often to check the validity of your entry-by-entry tagging choices.

The advantage of using Word's in-built index function is that you are producing a dynamic, searchable index that will add value during the life of your book if it is made available digitally or if parts are selected for inclusion in another volume. Also, the index tagging can persist from edition to edition.

### **a) What is an index**

The author is responsible for the index even if the index is to be prepared by a professional indexer. You, the author, know what subjects and concepts, names and places will produce a road map that the reader can use to find the important ideas in the text. You'll want to create entries for the names and/or subjects and avoid indexing subjects about which there is no substantive information.

Our books have one general index of names and topics in a single sequence.

The index should enable your reader to find every significant statement and discussion in the book. If you are in doubt about including an entry, consider whether it will help readers locate something they are likely to look up.

## **What to Include in the Index**

An index entry is composed of the main heading and page numbers, subheadings and page numbers, and cross references.

### *Main headings (use nouns or noun phrases, not adjectives)*

- terms or concepts discussed throughout the book
- names of authors whose work is quoted or discussed at length
- names of people mentioned because of their importance in the text
- names of relevant countries, regions, and jurisdictions
- names of relevant organizations, political parties, and institutions

### *Subheadings*

- aspects or explanations of terms, concepts, and actions
- subdivisions logically related to the main heading

The index will be easier for readers to use if you avoid sub-subheadings, and in no circumstances should the index contain sub-sub-subheadings.

**Footnotes or Endnotes should be indexed only when they contain substantive information that is not found in the text.**

**Tables and Illustrations should be indexed separately only if they have relevance to add to what is contained in the text.**

### *Cross References*

- **See** references are used to assist the reader in finding a subject or name that may appear in the text in more than one form – e.g.,  
Carroll, Lewis. See Dodgson, Charles Lutwidge.  
NATO. See North American Treaty Organization.  
Indians. See Native Americans.

- **See also** references are used to direct the reader to topics linked to the topic entry – e.g:

bodies, falling. *See also* motion; space; speed, time; velocity; weight.

postcommunist countries. *See also* countries by name.

Use cross-references (sparingly) to guide readers to the actual entry. To avoid overuse of cross-referencing, try to create consistent patterns that will show readers where to look; in a history book, for instance, index either by topic, with subentries for individual countries, or by country, with subentries for topics, but not both or a mixture of both.

### *Entry treatment*

- common nouns and noun phrases should be listed lowercase – e.g., economic theory; global warming; philosophy; technology
- proper nouns should be capitalized as they are in the text – e.g., Tocqueville, Alexis de; von Neumann, John
- use italics for titles of books, songs, ships, legal cases – e.g., *Rising Sun* (ship); *Alice in Wonderland*; *Brown v. Board of Education*

## **What Not to Include in the Index**

- preface
- table of contents
- acknowledgments
- bibliography
- chapter titles
- verbs or adjectives standing alone – e.g., peripheral; circular; global

## **b) How to create an index with MS Word indexing function**

Traditionally indexes are generated at the page proof stage by identifying key words, phrases, or topics and writing them on index cards; then searching the page proofs for occurrences of those words, phrases, or topics and writing the corresponding page number on the card; and finally organizing all the cards and typing up an index manuscript. This process is time-consuming and, more importantly, turns an author's attention away from the review of page proofs.

A better solution for creating an index is the use of the index function available within Microsoft Word, the word-processing program already favored by the majority of OBP's authors. This electronic method saves time. It also adds value. Since an index entry is linked to a space within the text, rather than to a page number, the index will be interactive in the digital editions of the book.

The process is relatively simple and occurs in two basic steps. First, you'll need to tag the index entries in your document, building the index entry by entry. Second, you'll need to compile the collection of entries at the end of your manuscript.

If you find that you need additional instruction, please contact Alessandra ([a.tosi@openbookpublishers.com](mailto:a.tosi@openbookpublishers.com)) or consult the Word "Help" menu.

### **Getting started**

Please be aware that you need to make conscious index editing choices as you begin to select terms and compile the index. For instance, be aware that the best time to edit an entry is as you are tagging locator words or phrases for that entry. Be watchful to assure you have made the correct choice as to whether an entry will appear in the final index as roman or italic, capitalized or lowercase, and bear alphabetization and level of entries in mind as you elect the entry name during tagging/compilation. Remember that the index program will automatically alphabetize your entries, so decide alphabetization choices up front. Remember to invert names of people (surname, first name) when appropriate for proper alphabetization.

Note, however, that the program will alphabetize by the first word of the entry or subentry, which may not be correct (e.g., subentry 'as mother' will be alphabetized under 'as' rather than under 'mother'. You can fix alphabetization problems on a printout of the completed index by physically marking the desired order of the entries and subentries.

Also note that if an index term has quotation marks in front of it or any other special character before the first letter of the index term, the compiled index will place this term at the top of the index. You can fix this on a printout of the completed index by marking it to be inserted in the correct order.

Using Word's indexing function to create an index for your manuscript entails two prerequisites:

1. **Indexing occurs prior to the creation of page proofs. Indexing needs to be done at the manuscript stage, during copyediting, or, at the latest, by the time you finish review of copyedited Word files.** If page proofs have already been created for your manuscript, the files are no longer in Word format and Word electronic indexing is no longer possible.
2. The manuscript must be saved as a single file. If you have submitted your manuscript without an index, OBP will supply you with a single, continuous "normalized" Word file for indexing. If you are creating an index prior to submission of your manuscript, please be sure to save all chapters in the order in which they will appear in the book (sequentially) as a single document before you begin. Otherwise you will end up with separate indexes for each chapter file rather than a single, unified indexed book.

## Envisioning your index

Envision your index mentally before you start work in MS Word by asking yourself the following questions:

- what is the most appropriate word or phrase for each entry?
- what important sub-discussions, terms, or concepts do I need to capture as subentries?
- are cross references needed?
- will each cross reference refer to an entry that exists?
- are cross references correctly worded?
- will a note be needed at the beginning of the index to explain special points about the index (e.g., page numbers in italic refer to illustrations)?
- envision entries of surnames to see if forenames or initials need to be added.

When this part of the process is complete, you will begin to envision the index as not just a collection of terms but as an integrated piece that reflects the content of

the text. After completing the index you will want to read the text again to ensure that you have captured all the terms and concepts.

## Creating your entries

We advise that you first review your manuscript and compile a list of terms that you want to include in the index before you begin tagging. This will help you envision how you want to structure your headings, subheadings, and cross references, and it will help avoid inadvertent omission of terms you want to include.

### *Tagging words or phrases*

1. Identify the location of the word or phrase that you would like to index and highlight to select it.
2. Go to 'References' and select 'Mark Entry', or press ALT+SHIFT+X to tag the selection. (On a Mac, press APPLE+OPTION+SHIFT+X).
3. A dialog box will appear. The word or phrase you selected will appear in the Main Entry field. And what you now see in the field is what will appear in the compiled index. You can edit the text (word or phrase) that appears in the box. You can capitalize or lowercase it (but not italicise it, unfortunately), change the order of words (e.g., invert the First name and Surname), or even modify the word or phrase to a more conceptual term.
4. To complete the tag, click the 'Mark' button if you want to index the one instance or the 'Mark All' button if you want to index **all** appearances of that term within the manuscript. After this click on the 'Close' button and then proceed to the next selection.

**PLEASE NOTE:** 'Mark All' may be inadvisable if the number of entries throughout the book is very high, because the resulting index may lose targeted value to the readers. Hence think of the implications of using the 'Mark All' option.

5. If you look at your MS document, and you click on 'Show hidden formatting symbols', you will notice that some text has been added after your marked entry (e.g. '...Lewis Carroll {XE "Carroll, Lewis"}...'). The text in curly brackets is a tag signalling that the word or expression immediately preceding has been indexed. The text that follows the prefix 'XE' corresponds to what will appear in the compiled index. It is still possible to edit the index entry, and **ONLY** at this stage it is possible to italicise it.

6. Marking a Subentry follows the same process described in steps 1 to 4, except that in the dialog box, you need to type the Subentry word or phrase in the Subentry field and then type the relevant Primary term in the Main Entry field. In this case, you will notice that the tag inserted next to the indexed term is in the form '{XE "Primary entry:Subentry"}' (e.g. '{XE "Authors:Carroll, Lewis"}').
7. Adding a Cross reference. First, tag the index term following steps 1 to 4. Then select the same term again and press the index key combination (step 2). When the dialog box appears, add the required text in the Cross-reference field and click on the 'Mark' button and then click 'Close'. In this case, you will notice that the tag inserted next to the indexed term is in the form '{XE "Entry" \t "See Related entry"}' (e.g. '{XE "Carroll, Lewis" \t "See Dodgson, Charles Lutwidge"}'). **Never click on the 'Mark All' button when adding a Cross reference.** Recompile the index to check the output.

### *Tagging text that spans a range of pages*

Please note that although it is possible to tag page ranges in Word files, once the manuscript is typeset the page ranges are not automatically transferred across and will be entered manually in the final proofs. For this reason we ask you to please tag each page in the page range, and highlight the corresponding numbers in yellow. We will then convert the highlighted numbers back to a range.

### **Inserting and viewing your index within the manuscript's text**

1. Once you have tagged any or all of your entries you can compile your index.
2. Insert two or three hard returns after the last word of text in your manuscript (before endnotes) and place the cursor after these spaces.
3. Go to the 'Insert' menu, select 'Reference', 'Index and tables' and then select the 'Index' tab (in MS 2010, go to 'References' and select 'Insert Index').
4. From the dialog box select 'Indented' as the 'Type', 'Simple' as the 'Format', and '1' as the 'Columns'.
5. Click 'Okay and your index will compile and appear at the spot of your cursor.
6. You may compile your index incrementally as you work to check the progression of your index's structure and style.



## c) Editing and formatting index entries

Please do not edit the compiled index at the end of the document in Word. Basically, whatever changes need to be made to your compiled index must be implemented by correcting the index tag fields (the text within the quotation marks in the XE field).

### Transposing words

For instance, if you have tagged an entry as Charles Lindbergh and now realize it should read Lindbergh, Charles you should change the text within the index tag field manually or use the Find and Replace command. For example, in the Find what field, type: XE "Charles Lindbergh" and in the Replace with field enter: XE "Lindbergh, Charles". Note that there is a word space between the letters "XE" and the opening quotes ("). Recompile the index to view the changes.

### Finding a specific tagged index entry

In the Find what field type: ^d XE "Amazon

(Note: there is a word space between "d" and "XE" and also between "XE" and the following opening quotes. You need not type in the complete index term. The first few letters will suffice. There are no closing quotes.)

### Deleting index entries

To remove or delete a tagged index entry (either individually or globally), select the entire index field in the text, including the braces {}. Press the DELETE key.

If the index entry is to be deleted globally (one which is tagged multiple times), use the "Find and Replace" function.

Enter the following text in the Find field: ^d XE "Amazon

Leave the Replace with field blank (i.e., leave it empty). Click on the 'Replace' or 'Replace All' button. The 'Replace' button allows you to view each instance of the tagged index term. This option is helpful if you want to delete only selected instances of the term. If you hit the 'Replace All' button, all instances of the XE field tags containing 'Amazon' will be deleted from the text. Recompile the index to view the changes. The word 'Amazon' remains intact in the text but is deleted from the index.

## Changing the level of an index term

### *Moving a secondary-level entry to primary level*

Let's assume 'architecture' is a primary-level term and 'Gothic' is one of its secondary-level entries. And 'Gothic architecture' is to be made an independent primary-level entry. Use the 'Find and replace' function in Word to achieve this. In the Find what field type: XE 'architecture:Gothic' (use a colon with no spaces to divide the main term from the subentry). In the Replace with field, type: XE 'Gothic architecture'; click on 'Replace all' and the term 'Gothic architecture' will become a primary entry when the Index is recompiled.

However, if you want to move the subentry 'Gothic' to an independent primary entry in the Index, use the following command. In the Find what field the text remains the same as above: XE 'architecture:Gothic' but in the Replace with field type in: XE 'Gothic'; click on the 'Replace' or 'Replace all' button as required and the term 'Gothic' will become an independent primary entry in the Index.

### *Moving a primary-level entry to secondary level*

Let's assume there are two primary terms in the compiled index, 'people' and 'society'. You want to move the term 'people' as a subentry under 'society'. We do this using the 'Find and replace' function. In the Find what field type: XE 'people' and in the Replace with field enter: XE 'society:people' (again, use a colon with no spaces to divide the main term from the subentry). Click on 'Replace all' and the term 'people' will become a subentry under 'society' when the index is recompiled.

**Note:** Using the same logic, index terms can be transposed in the constructed index by editing the 'XE index field' and using the 'Find and replace' function to execute changes globally in the text

## d) Frequently asked questions

*I cannot see the index tag field or the XE field.*

If you don't see the index tag fields, symbolized by a lightly colored 'XE' and the index entry, click on the 'Paragraph symbol' in the toolbar at the top of the screen or press CTRL+SHIFT+8 (on a Mac, press APPLE+8), and all the formatting symbols, including the index tags, will appear.

*I am unable to see the index term in the Mark Index Entry box in the Main entry field.*

While the text in the Main entry field is selected, right-click, select 'font' and reduce the font size. This will make the text clearly visible in the Main entry field.

*I am unable to create page range(s) for an index term that spans many pages.*

The error most people make here is that they first select a range of text and then try to tag it directly as a regular index term, using ALT+SHIFT+X instead of creating a bookmark.

The correct way is to first bookmark the range of text. Then click at the end of the range (**do not select all the text**). Using the Mark Index Entry tool, type the index term for which the range is required. Then under 'Options' select the relevant bookmark name. Recompile the index to view the changes.

Note also that you will need to delete any initial single-page entry that overlaps with a bookmark-generated span.

*I want to delete some (not all) page numbers from an index term in the compiled index.*

Let's assume an index term and its page numbers are: urban landscape, 4, 9, 15, 22, 29, 31, 36, 39, 42, 47, 49. You want to remove only the instances on pages 31, 36, and 39. First highlight the text from page 31 to 39. While the text is selected use the 'Find and replace' function to find instances of indexed 'urban landscape' by searching for ^d XE "urban landscape" and replacing it with nothing globally. Because you had text highlighted, the index field will be deleted only in that area (pp. 31–39), not the whole book.

*My index has two entries — ‘Urban landscape’ and ‘urban landscape’ — with different page numbers. How can I combine the two listings?*

This problem generally arises when some instances of a word in text start with a lowercase letter and others with a capital letter (e.g., at the beginning of a sentence). The trick here is to tag the second instance of the term and name it with the same capitalization as the previously tagged entry. This will ensure that only one index entry is generated. You can edit the tags by searching for them and lowercasing them.

*What if I want to index the notes?*

Index notes as you do the rest of the text. On a printout of the index, write a note to the typesetter to include note numbers where appropriate in the format: 12n3, where 12 is the page number and 3 is the note number. The index pages will include the correct page number and note number for index entries in the notes.

*The page numbers that come up in the index don’t match the pages on which I tagged the term.*

The precise amount of text on a page changes from system to system depending on the screen setup in Word. Right click on the index and choose “Update Field” to refresh the index and produce the correct page numbers for the particular system being used.

# Appendix III

## Standard production costs

We expect authors to submit manuscripts in a state suitable for publication, i.e. texts that have been copy-edited, proof-read and, where appropriate, with an embedded index. OBP will provide editorial guidelines and instructions on how to create an embedded index upon request.

Authors are in charge of obtaining in writing in advance of submission the written permission to include any text, image, audio or video files under copyright and to cover any cost involved. OBP will provide detailed information on technical requirements, copyright guidelines and permission forms.

Costs will depend on the level of preparation of the manuscript provided, and the complexity of the tasks required. A preliminary budget will be provided upon submission of each individual manuscript.

However ‘typical’ costs are identified below. The following estimates are provided for the retailing and distribution of both printed and digital editions of a volume of up to 100,000 words (about 260 formatted pages) and with up to 20 audio/video files, tables, graphs or images. For books that include more than 20 of these items, there will be an extra charge of £15 per item. Combined proof reading and typesetting costs increase by £15 per 1000 words above 100,000.

### Standard publishing costs

Final proofreading	£1,500
Typesetting	£900
Cover design	£150
Generating digital editions & website maintenance	£250
Distribution and retailing	£200
Marketing	£500
<b>Total</b>	<b>£3,500</b>

## Additional services

If the author is unwilling or unable to provide a manuscript fit for publication OBP is able to suggest professionals to the author or to commission the required services directly at the following rates<sup>1</sup>

Proof-reading: £23/hr

Copy-editing: £27/hr

Substantial editing, rewriting, development editing: £31/hr

Indexing: £24/hr

For manuscript with more than 20 images or Audio/Video files and/or without copyright clearance OBP is able to provide the following in-house services:

Management and preparation of images, tables, graphs and A/V files: £15 each

Image rights clearance: £25/hr

If authors would like to revise their book after publication there is an additional cost of £250 towards making the required changes to the text and re-issuing the new printed and digital editions.

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1 Society for Editors and Proof-readers suggested minimum hourly rates, [http://www.sfep.org.uk/pub/mship/minimum\\_rates.asp](http://www.sfep.org.uk/pub/mship/minimum_rates.asp)