

FAQs FOR
AUTHOR AND EDITOR GUIDELINES

Business and Social Sciences

Final preparations before submission of manuscript files

1. What reference style do you use?

The style used for citations should be consistent. We suggest Harvard but other referencing styles are acceptable if applied consistently.

2. Is there a particular font you use?

No. But all text should be ranged left, unjustified and without hyphenation for word division at the ends of lines. Please maintain consistency throughout the manuscript files.

The manuscript files you submit must be the full and final version of the text:

3. Can I send the preface/acknowledgements later?

No. When you submit the manuscript files they should be the full and final version of your book. If text is added to or changed substantially at a later stage it could delay the production of your book.

4. Can I make amendments at a later date – i.e. once government policy has been decided?

As long as corrections are generally minimal you will have an opportunity to make amendments during the production process. Please note that that this must only consist of minor amendments, any substantial changes should be made before you submit your manuscript.

5. Are a list of figures, list of tables, list of boxes and list of contributors absolutely necessary?

Yes. You need to include lists of tables, figures and boxes if there are more than five and fewer than 20 of each. You need to include a list a contributors if it is applicable.

6. Do I need to submit the index with the manuscript? How much will it cost if I have to pay for it?

The index will be prepared at proof stage either by yourself or by a professional indexer. If you are contracted to prepare the index yourself we will send you further guidance at the appropriate time. We suggest you check your contract if you are unsure who is responsible for the index of your book.

If you are responsible for the index and you decide you would like us to arrange for the professional indexer to complete the index on your behalf, we will work out the cost of this with you, as it is dependent on the length of the book.

Submitting Your Manuscript Files

1. Can I email in my manuscript?

Yes. You only need to submit the manuscript by email. There is no need to submit a hard (i.e. paper) copy.

2. Which format should I submit it in? Can I send the manuscript in PDF or latex files?

We prefer to receive Microsoft Word files for all our books. If, however, your manuscript or chapter is highly mathematical and you strongly prefer to prepare it in LaTeX, please discuss this with your commissioning editor before submitting the files. If files are submitted in LaTeX they must be accompanied by matching pdf files. Please note that pdfs are only acceptable when accompanying LaTeX or Word files, not as a standalone file type.

3. Should the chapters be saved as one document or in separate document files?

Each chapter should be saved in a separate file using the 'Save as ...' option to save the most recent versions of each file. Save and label individual chapter files with the following file names: 00-prelims, 01-chapter 1, 02-chapter 2, etc. If there is more than one prelims file please number 00a-prelims, 00b-ToC, 00c-figures list, etc. so that the files appear in the correct order.

4. Will the manuscript be checked before being printed?

Yes. When you submit your manuscript files we will make a brief preliminary check through the text to ensure that it is complete, in good order and ready for editorial processing and production. In some cases, before we begin work on your manuscript, we will send it out for review (or to series editors if your book is in a series), to ensure that the quality and content is acceptable for publication.

Following the brief preliminary check, you should also expect some initial queries, which will need to be resolved before the manuscript can progress to the editorial processing and production stage.

We do not expect there to be any major revisions made to the manuscript files after they have been passed to editorial processing and production.

Post-submission

1. Can I suggest a cover design? Can I use my own designer for the cover? Can I see the design before it goes to print?

The design of the cover for your book will be our responsibility but any suggestions you may have will be very welcome. You will need to enclose any suggestions with your final manuscript files or discuss the design with us immediately upon submission during the brief preliminary check.

You will be sent an author promotion form by our marketing department when we receive your manuscript. This must be returned in good time to enable the blurb for the cover to be prepared.

You will be sent a copy of the cover proof for approval prior to printing.

2. We have not heard about ORCID numbers. Do we need to register all authors? Is it mandatory to submit an ORCID number?

ORCID is an open, non-profit, community-based effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers. ORCID provides 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. If you or your co-author(s) do not yet have an ORCID number, or you would like further information, then please visit <http://orcid.org>.

This is not a mandatory requirement but we highly recommend you consider registering.

3. Who will approach the endorsees?

Once you have submitted your manuscript files we will contact any endorsee suggestions you or the commissioning editor have for the project.

4. Can I get permission to use images/figures I found on Google/taken from another publication?

Although you can locate and access images through Google, they will not grant you any rights to use them for any purpose other than viewing them on the web, therefore they cannot be included in your book.

If you would like to use an image/figure from another publication you will need to contact the original publisher seeking permission.

If you are in any doubt, you need to seek permission from the copyright holder.

5. I have permission to reprint from the original author, so why do I still need permission from the original publisher?

You need permission from the original publisher to reprint any item because it is generally the publisher that holds the copyright, not the author.

Editorial Processing and Production (copyediting, typesetting and proofing)

1. How long will my book take to produce?

Schedules for our books are usually seven to eight months. The schedule for your book will depend on the length and complexity of your manuscript and how many other books arrive for scheduling at the same time. The accuracy of the schedule will be dependent on you being available and able to deal with copy editing queries and proofreading promptly.

Please note that this time frame begins when the manuscript is sent to editorial processing and production and not from the date we first receive the manuscript in-house.

2. Can I make further changes to the manuscript when it's in production?

You will have the opportunity to make minor essential corrections to the files at the proof stage of the process. Please note that only typesetter's errors can be corrected at this stage of the book's production. Any substantial changes should be made before you submit your manuscript in house.

3. Can a preface be added after the manuscript has been sent to production?

No. When you submit the manuscript files they should be the full and final version of your book. If text is added or changed substantially at a later stage it will delay the production of your book.

4. Will you be sending the proofs to the contributors directly?

It is your responsibility as editor to liaise with contributors about the copyeditor's queries, collate contributors' corrections at proof stage, and return answers and proof corrections to your desk editor within the schedule.

Marketing

1. How will my book be marketed?

Please refer to the information leaflet *'Marketing: How we promote your book and get it noticed'*. Contact us if you have not yet received this.

2. Can I use chapters from the book on my website/blog?

If your book is authored (as opposed to edited) you may use extracts from the book on your website and on your blog, with an appropriate reference to the full publication. You may also, on your website or blog, add a link to the introductory chapter on Elgaronline, which will be made freely accessible.