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LAW

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My original vision over 30 years ago was to create a publishing house that attracted leading authors and high quality books by offering international sales and marketing reach alongside a high quality and personal publishing experience. We believe our success and growth over this time is due to the unique service that we offer to our authors.

Elgar is now led by the next generation of my family and whilst investing in new digital publishing and expanding our subject fields we also continue to focus on treating authors and their books with care and attention to detail. We are now almost unique among academic publishers in not offshoring our book production work and our desk editors project manage just a third of the number of books that their peers in some major academic publishers handle.

To ensure that your book is produced as quickly and attractively as possible, it really is imperative that you read these guidelines at an early stage and refer to them when you prepare your manuscript files for submission. Please do also keep in touch with your commissioning editor and update them on your progress. At Edward Elgar Publishing we pride ourselves on our friendly and responsive staff.

I also encourage you to watch these two short videos on our website in which my colleagues give an overview of the book production process:

<http://www.e-elgar.com/publishing-monograph1-video>

<http://www.e-elgar.com/publishing-monograph2-video>

We are delighted to count you as an author and look forward to working with you to publish a beautifully produced book which we will be proud to include on our list.

A handwritten signature in black ink, appearing to read 'E. Elgar', written in a cursive style.

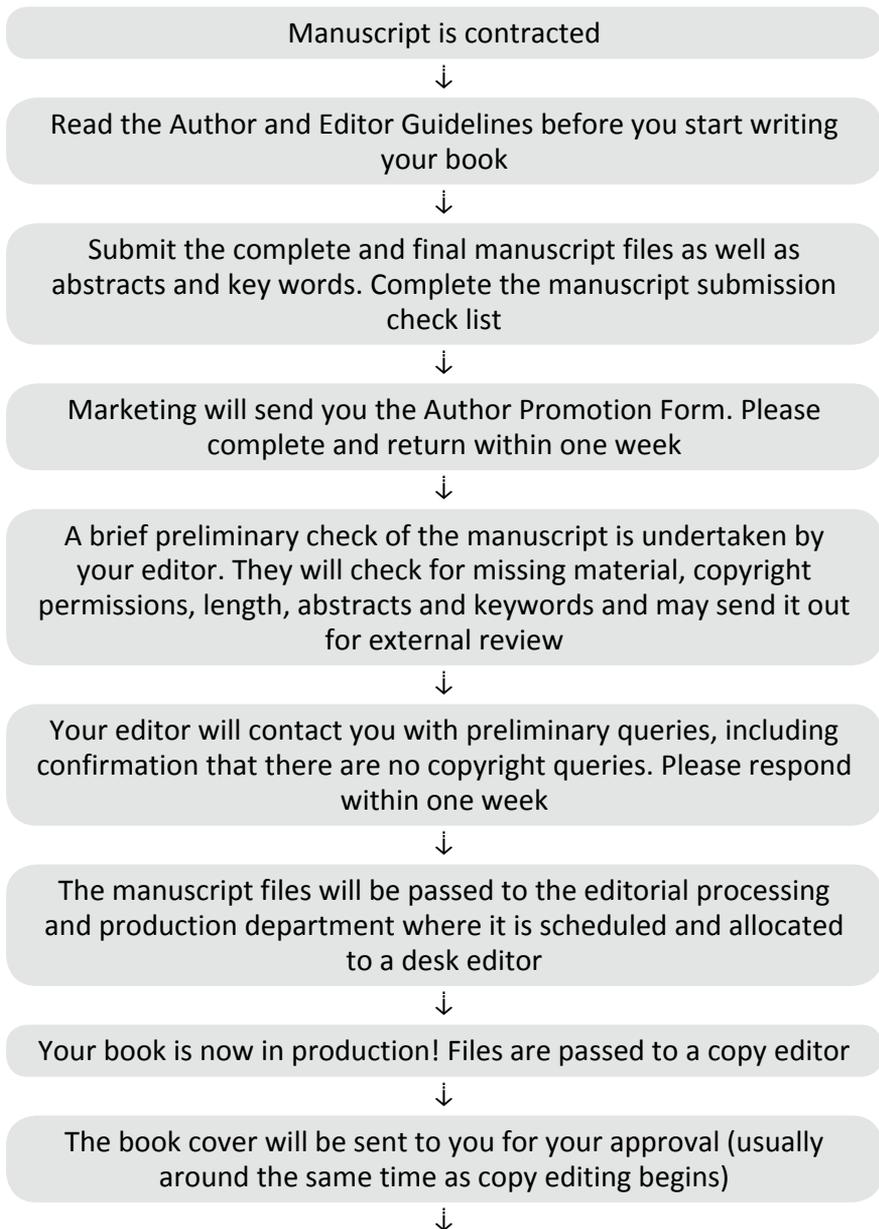
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Publishing process



The copy editor will send you copy-editing queries. They may send you the queries in batches to enable you to reply to queries from earlier chapters while the copy editing progresses. Please respond promptly



The complete copy-edited files will be sent to you by your desk editor for review (two weeks)



Typesetting. You will be notified in advance when to expect proofs (usually two to three weeks)



A proofreader will read the proofs and you will receive pdf files of the proofs for checking (two weeks)



If you are preparing the index and/or legal tables, these will need to be submitted to your desk editor (concurrent with proofreading). Guidelines on how to prepare these will be provided



If EEP has agreed to hire a professional indexer and/or legal tabler, the index copy and/or legal tables will be sent to you for your comments



Final checks will be made by your desk editor before the files are passed to the printers



Your book will be printed and the eBook will be uploaded to Elgaronline. You will be contacted in order to confirm your preferred postal address, whereupon bound copies of the published book will be mailed to you (six weeks)

1. Introduction

We are delighted to be publishing your book. These notes are intended to help you prepare consistent manuscript files that will help to ensure a smooth production process and minimize additional work for everyone. A neat, well-prepared text with minimal formatting will enable the copy editor, typesetter, and proofreader to do their work efficiently. Careful preparation of the files will also reduce the amount of correction required at proof stage ensuring a timely publication date.

2. Before you start writing your book

Please keep in touch with your commissioning editor, they will be your main contact throughout the writing and submission process. Do familiarize yourself with our style guide as it will save you time later on if you standardize style and format in your work.

2.1 Word count

Please do adhere to the word count stipulated in your contract. The manuscript should not exceed the length specified in the contract unless by prior agreement. Figures and tables should be included in the word count with each figure, or photograph, counting as 500 words and each table as 300 words. All notes and references should also be included. We will undertake a word count when your manuscript files are delivered and may ask you to remove material if you exceed the contracted word count.

2.2 Delivery date

Please plan your work to make meeting your deadline easier. If you think you may miss your deadline then please contact your commissioning editor as soon as possible to discuss the implications of this and to reschedule delivery of your book. Please bear in mind that missing your delivery date will inevitably delay publication.

Please also be aware that this deadline refers to delivery of *all* the material included in the book and that it won't be possible to make more than very minor changes to the files once you have delivered them. We need to receive all the files at one time.

2.3 Discoverability

We will ensure your book and its individual chapters are prominently visible and discoverable online in the citation indexes, Elgaronline and search engines such as Google Scholar in order to maximise sales and citations. The quality of the metadata we disseminate about your book is key to optimising its discoverability by your readers and we will work with you to ensure this information is as effective and accurate as possible.

2.3.1 *Book title and chapter titles*

Your book title and individual chapter titles are vital components of your book's metadata. Please bear in mind that titles are more discoverable and effective if they are kept concise, clear and include the key terms/concepts your readers will use in literature searches. For example, it is better to have 'Introduction to Competition Law' than merely 'Introduction' as the book's first chapter. The title of each chapter needs to be understandable in isolation from the rest of the book.

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In order to aid discovery of your work and increase sales we will also ask you to supply abstracts of up to 150 words and a list of up to 6 key words/terms for each chapter, please submit these together with your final script. This information is included in your book's metadata and has an important impact on the visibility of individual chapters in online searches and on the discoverability of your book as a whole. We will ask you to gather these together in a single document entitled 'Abstracts and Key Words'. Please do not include them in the chapter files themselves. These abstracts and keywords will not appear in the printed copy of the book.

Notes for editors of contributed books

- To achieve consistency between contributions, please ensure that all contributors have signed and returned their contributor agreement and have received the 'Contributors Manual' before they submit their material.
- Each contributor must provide an abstract and key words for their chapter(s). This will help in compiling the metadata for the whole book.
- Please inform contributors which style should be used for references and notes.

(See Citations within section 3.3 House style guide and section 3.5 References/bibliography.)

- If any of the chapters were previously published, permission must be given from the original source and proof of permission delivered with the final manuscript files.
- It is the editor's responsibility to gather the chapters together, prepare the manuscript files in good order and submit a complete copy to us. Please do not ask the contributors to send their files directly to us as this can result in confusion.
- It may also be helpful to prepare a list of preferred spellings of words that may occur in different contributions, as it is the editor's responsibility to ensure a good level of consistency throughout the manuscript files.
- When you submit your manuscript files, please inform us if you have applied consistency throughout the entire work. In the interests of a quick production time and in the absence of instructions to the contrary our copy editors will mark for consistency within, rather than between, chapters.

3. Whilst you are writing: points to remember

3.1 Basic formatting guidelines

We edit and proofread manuscript files onscreen. Therefore please keep the documents as clear and simple as possible and do not format the files yourself.

We prefer to receive **Microsoft Word** files for all our books. However, if your manuscript or chapters are highly mathematical and you prefer to prepare it in LaTeX, please discuss this with your commissioning editor before starting work. Please also supply a PDF file of the chapter if you have used any program other than Word to create it.

Please make sure all heading levels – chapter titles, main and sub-headings – are clear. Indicate hierarchy by inserting <a>, , <c>, etc., in angled brackets.

Please try to avoid more than three levels of sub-headings in any chapter. Please do not send any lists, tables of contents, contributor information or references as 'bookmark defined' or linked files.

3.2 Legal issues

3.2.1 *Copyright and permissions*

It is the author's responsibility to seek written permission for any work in copyright and also to settle any fees which may arise as

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- 3.2.1.1 *Quotes from academic books* Permission is required to reproduce most published academic work. This should be sought from the copyright holder, which is usually the original publisher. An exception is made for short extracts under the 'fair dealing' rule provided that these are clearly referenced and reproduced for the purpose of criticism or review and the new chapter does not become a substitute for the original or make its purchase unnecessary. Although there is no formal definition of 'short' a common rule of thumb is a single extract of 400 words or a series of extracts not exceeding 800 words in total. However, if in doubt, permission should be sought.
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- 3.2.1.3 *Figures, tables and illustrations* Permission is required for any tables, diagrams or illustrations copied from published sources, which includes material posted on the internet and screenshots. Acknowledgement of source, author and publisher must be made. Original tables and figures with information drawn from other sources do not need permission but sources must be acknowledged.
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tograph before including it. An acknowledgement must be made in the text below the photograph. In some cases separate payment must be made for both artistic rights and use of the image from a reputable source. If in doubt, please contact your commissioning editor to discuss further.

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- 3.2.1.7 *Use of your own previously published work* Permission should be granted for re-use of your own work, potentially subject to an embargo period, and a fee should not usually be charged for re-use of your own work in a book written by yourself. Please see section 3.2.4 on self-referencing and self-plagiarism for further information.

3.2.2 *Permission requests and procedure*

When requesting permission to use material, you should request permission for both print (hardback and paperback) and electronic editions of the book, as well as world language rights.

Some permission requests (including work originally published by Edward Elgar Publishing) may be handled through the Copyright Clearing Centre or PLSclear. If this does not apply in your case, please find a draft permissions letter below, which can be amended as necessary.

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I hope that you will grant me non-exclusive rights to use the above in both print (hardback and paperback) and electronic formats as well as world language rights. I

will of course include the normal form of acknowledgement to the original source of publication.

I would be very grateful if you would sign and return this letter as confirmation of your permission to use this material as soon as possible.

With many thanks for your assistance.

Yours sincerely

PERMISSION GRANTED

SIGNED

You need to be able to demonstrate that you have made a reasonable attempt to seek permission and so, if you do not receive a reply to your initial letter, you cannot simply presume that you may proceed with using the material. You should ensure you have contacted the copyright holder and author by email or letter at least three times and keep a record of all attempts made to gain permission. If you still do not receive a response please approach your commissioning editor and our copyright department may be able to advise you. We cannot, however, apply for permission on your behalf, and we are unable to cover the cost of any permission fees.

If permission is refused or the fee charged is unreasonably high you may wish to appeal against the decision by writing again to the copyright holder. However, if your application is ultimately unsuccessful you have no alternative but to remove the material from your manuscript.

3.2.3 *Libel and defamation*

Please note that you have agreed in your contract that your manuscript will not contain anything libellous that may be the cause of litigation. Please ensure that you do not make any defamatory or injurious statement or implication about living persons, institutions or other organizations that could result in libel claims. It is no defence against a libel action that a defamatory statement has been previously published. If you have any questions about this please consult your commissioning editor who will take legal advice if necessary.

3.2.4 *Self-referencing and self-plagiarism*

Please bear in mind that if you hold the copyright to a previously published piece of your own work, you are not necessarily free to publish this again without consulting the original publisher. It may well be that your agreement with them grants the publisher an exclusive licence to print and distribute the work, which would therefore prohibit us from doing the same without express permission.

Self-plagiarism is defined as a form of plagiarism in which the writer republishes a work in its entirety, or re-uses portions of a previously written text while authoring a new work, without acknowledgement. Academic books, by nature, build on previous work but it is imperative that the correct acknowledgements are used and appropriate permissions sought, where necessary, even when they refer to the author's own work. Please check the re-use policy of any relevant publisher before evaluating whether you need to seek formal permission for any portion of text that has been published elsewhere. Even if permission is not needed, please ensure your work is thoroughly referenced.

Notes for editors of contributed books

Please ensure that you have gained assurances from the contributors that they have fully referenced all previously published material in their own chapters. This includes material previously published by the contributors themselves. These issues are covered in the Contributors Agreement.

3.3 House style guide

The main points of style to which we prefer our books to conform are outlined here but we are happy to accept any reasonable consistent style. We would stress the three 'c's as criteria in all cases of doubt: common usage, consistency and, above all, clarity. Remember that direct quotations should not be changed to conform to our house style but should appear as in the original publication.

ABBREVIATIONS consisting of capital initial letters are usually expressed without full stops – GNP, USA. Contractions ending with the same letter as the original word do not take terminal full stops – edn, Mr, Dr, St – but abbreviations where the last letter of the word is not included do take a full stop – ed., ch. Thus ed. and eds are both correct. However, abbreviated units of measurement do not take a

full point – thus lb, mm and kg are correct – and do not take a final ‘s’ in the plural – thus, 5 oz. The abbreviations etc., i.e. and e.g. are usually best replaced by ‘and so on’, ‘that is’ and ‘for example’.

ACCENTS are retained in foreign words, except in French upper case (for instance, *état* but *Etat* – not *État*).

ACRONYMS AND ABBREVIATIONS should be written out in full for the first time of use within each chapter, with the abbreviation/acronym in brackets, and then it is fine to use the acronym thereafter. If you wish to include a list of acronyms and abbreviations in the prelims you will need to submit this with the final manuscript on submission.

APOSTROPHES should be omitted in plurals, for example, 1950s, MPs. An apostrophe should only be used when the possessive is to be indicated, for instance, MPs’ pay.

CAPITALS are used to distinguish the specific from the general – for example, ‘he is Professor of Law at Oxford University’, but ‘he is a professor at a university’. This principle, however, is capable of wide interpretation and, in general, we try to avoid using capitals because overuse both reduces the importance of those words which have a capital and spoils the appearance of the printed page.

CITATIONS should be consistent between chapters. OSCOLA or Bluebook (US) are the standard referencing styles, but other referencing styles are acceptable if applied consistently. Please do let us know when you deliver your manuscript files if you have applied a particular style rather than our own house style.

COMMAS should be omitted before the final ‘and’ or ‘or’ in lists unless the concepts in the list are complicated and the comma aids clarity. Commas are usually unnecessary after adverbial phrases or conjunctions, especially when they begin a sentence.

CROSS REFERENCING between chapters is a useful tool, particularly as your book will be published both in print and as an eBook. It is particularly helpful to cross-reference between chapters of an edited book as it helps the reader see the book as a cohesive whole. When cross-referencing to another chapter in your book, the C in chapter should be capitalized.

DATES should be written '18 August 2014' and decades should be presented without an apostrophe (for example, 'the 2000s', unless possessive, for instance, '1980s' fashion'). Please write 'nineteenth/twentieth/ twenty-first century' in full rather than '19th/20th/21st century'. Phrases such as 'nineteenth century' do not have a hyphen unless they are used adjectivally, that is, 'nineteenth-century literature'. Dates should be elided to the decade: 1997–99 (not 1997–1999 or 1997–9).

ELLIPSES should be written as three spaced points (. . .). The ellipsis does not need to be followed by a concluding full point.

FOOTNOTES should correspond to superior figures inserted at the appropriate point within the text. Arabic numbers must be used for note numbering (1, 2, 3 and so on).

FULL STOPS are not needed after headings (including table headings), sub-headings, figure captions, figure numbers, table numbers or section numbers, or after names and addresses printed below prefaces or in, for example, specimen letters.

ITALICS should be used sparingly for emphasis. Italic type should be used for the titles of films and television programmes and also ships (for example, *HMS Ark Royal*). Song and poem titles, however, should appear in Roman type, within quotation marks.

LISTS should use numbers (1, 2, 3 and so on) for major lists and letters (a, b, c) for lists within major lists.

MATHS should be displayed as it should appear in the final book. Distinguish carefully between superior and subscript characters and use italic type for any characters to be set in italic. Equations should be numbered consecutively within chapters.

NUMBERS in the text up to and including ten should be written out in full unless accompanied by a unit of measurement, for example 3 kg, 5 m or 2 per cent but two girls and so on. Numbers that begin sentences should be spelled out. Numbers over 10 should appear in figures, unless used in general or estimated terms (for instance, about a hundred people). Four-digit numbers should appear closed up (without a comma: 1000). Five or more digit numbers should appear with a thin space (for example, 23 000). Decimal points should appear

as full stops on the line (0.10). Please ensure capital O, zero, lower case l and figure 1 are used correctly. ‘Billion’ is now more commonly used in its American meaning of a thousand million so it is best to make it clear early in the book in which sense it is used.

Minimal elision should be used, in the form 23–4 (not 23–24), 123–4 (not 123–124 or 123–24), except for:

- ‘teens’: these should appear in the form 11–17 (not 11–7) (however, 11–7 would be fine when expressing betting odds);
- ‘tens’: these should appear in the form 20–21 (not 20–1);
- ‘hundreds’: these should appear in the form 100–101 (not 100–1 or 100–01).

PARENTHESES (round brackets) should be used for simple interpolations, with square brackets used for editorial notes or interpolations in quotations (for example, [*sic*]).

PAROCHIALISMS such as ‘in this country’ or ‘this year’ should be replaced with the country name or specific year.

PER CENT should be written in full in the text (or percent when US spelling is required) but as % in tables and figures.

THE POSSESSIVE S should be used, for example, Keynes’s, Jones’s, Thomas’s except in biblical and ancient classical names (for example, Moses’, Aristophanes’).

QUOTATIONS/EXTRACTS must be an exact reproduction of the original in both spelling and punctuation even if this conflicts with the style in the rest of the book. Use single quotes for extracts in the text of less than 50 words in length and double quotes for quotes within quotes. For extracts exceeding 50 words in length material should be indented from the left margin, with space above and below and quotation marks omitted. Any notes or editorial comment within the extract should appear in square brackets and any omissions should be indicated by an ellipsis. Ensure that opening quotation marks are distinguished from closing quotation marks. Please see section 3.2.1.1 for further information on using quotations and extracts.

SPELLING should be standardized in an authored book. It is helpful if you can supply a separate list of decisions made about spellings.

Our house style is British English (e.g. colour) with -ize endings but if you have a preference to use US English (e.g. color) please do inform us when you deliver your manuscript files. Where different contributors use different spelling conventions we edit for in-chapter consistency only. Formal names of institutions, for example, Organisation for Economic Co-operation and Development or World Trade Organization should not be changed to fit your chosen style.

SYMBOLS and special characters, such as Greek letters, Chinese symbols, logical and mathematical signs etc., should be submitted as both pdf and Word files. Please check the pdf carefully, before submission, to ensure that the maths and/or characters are displayed as intended. The pdf file will be referred to by the copy editor and/or typesetter in case of any issue with how these characters are displayed in the Word file.

3.4 Figures, tables, photographs and boxes

Before including these, please do think about what each figure or table is adding to the reader's understanding of the material. Over-use of these tools can be distracting to the overall message. Please remember to make an allowance of 300 words for each table, and 500 words for each figure in your word count.

3.4.1 *Figures and photographs*

Figures, graphs, maps, etc., should not be embedded in the text, but should be supplied separately.

Please see sections 3.2.1.3 and 3.2.1.4 for information on copyright permission for any figures, tables and photographs for which you do not own copyright yourself. Copyright for photographs, in particular, can be complicated. It is important to know the original source, photographer and subject of any photographs you may wish to include.

Figures should be created in black and white only and should be sharp, clear and legible and with the minimum line weight greater than hairline. If the original figure is in colour it needs to be converted to greyscale in order to make the contrast sharper. If artwork is scanned use 300 dpi (dots per inch) for greyscale. The image size should be c. 1600 × 2600 pixels and 1200 dpi for line drawings. Please provide figures of suitable quality and clarity for use in the finished book.

Inclusion of photographs is allowed if they are of a high resolution (at least 300 dpi, but 600 dpi is preferred) and are black and white. Please consider carefully whether they add value to the reader, particularly if you have taken them yourself. A photograph that doesn't look entirely professional can cheapen the look and feel of the book.

Please find examples of figures and photographs that are suitable for use and unsuitable for use on p. 28 of this document.

3.4.2 *Files and format*

An appropriate note indicating clearly where each figure is to appear should be included within each chapter file. All figures should have their own caption/title.

Figures should be numbered consecutively within each chapter, for example the first figure in chapter 2 will be figure 2.1 with 2A.1, 2A.2 being used in appendices. In the text refer to Figure 2.1, Figure 3.2, etc., as opposed to its caption/title.

If possible, please deliver your figures as eps or pdf files and save them with the fonts embedded. There is no need to save tiffs/jpgs as eps or pdf files. If the originals are tiffs/jpgs they are usually uneditable, but are generally acceptable if they are produced to a minimum of 300 dpi.

3.4.3 *Tables and boxes*

Tables and boxes should be set within the text, approximately where you want them to appear. Please ensure you have read our copyright section carefully before including any tables and boxes.

Tables should be set out clearly using only horizontal lines/rules and minimal vertical lines/rules. They will be re-keyed by the typesetter.

Tables and boxes should be numbered consecutively within chapters in the same way as figures and referred to within the text as Table 2.3, Box 4.1, etc.

3.5 References/bibliography

It is essential that sources are properly referenced. The custom for scholarly Law books is to use footnotes. Our recommended referenc-

ing style is OSCOLA. However we can accept other standard styles, such as Bluebook or Harvard, if you prefer. Please make your intentions clear when you submit your manuscript. A summary of the OSCOLA guidelines is given below.

Provided that full references are given in footnotes we do not require a separate bibliography. Please do not prepare one unless you wish to expand the list of sources and feel this will add significant value. Please also bear in mind the impact on your overall word-count of adding a bibliography.

Notes for editors of contributed books

You should provide clear instructions to your contributing authors about which referencing style to use, particularly if your book contains chapters by scholars from different disciplines. Please note that we copy-edit for consistency within each chapter but will not convert the style to match other chapters. Therefore if consistency is desired across the whole book (as is often the case) then it is essential that you instruct contributors clearly about this at the outset, and also check their draft chapters prior to submitting the finished manuscript to us.

Bibliographies may be included at the chapter level within edited books but please do not submit a collated bibliography covering the whole book as we will be unable to include this. Unless bibliographies are included for all chapters they will be removed.

3.5.1 *OSCOLA quick reference guide*

Downloaded from <https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf> accessed 11 May 2018

The complete 4th edition of OSCOLA is available at <http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf>

Primary Sources

Do not use full stops in abbreviations. Separate citations with a semi-colon.

Cases

Give the party names, followed by the neutral citation, followed by the *Law Reports* citation (eg AC, Ch, QB). If there is no neutral citation, give the *Law Reports* citation followed by the court in brackets. If the

case is not reported in the *Law Reports*, cite the All ER or the WLR, or failing that a specialist report.

Corr v IBC Vehicles Ltd [2008] UKHL 13, [2008] 1 AC 884

R (Roberts) v Parole Board [2004] EWCA Civ 1031, [2005] QB 410

Page v Smith [1996] AC 155 (HL)

When pinpointing, give paragraph numbers in square brackets at the end of the citation. If the judgment has no paragraph numbers, give the page number pinpoint after the court.

Callery v Gray [2001] EWCA Civ 1117, [2001] 1 WLR 2112 [42], [45]

Bunt v Tilley [2006] EWHC 407 (QB), [2006] 3 All ER 336 [1]–[37]

R v Leeds County Court, ex p Morris [1990] QB 523 (QB) 530–31

If citing a particular judge:

Arscott v The Coal Authority [2004] EWCA Civ 892, [2005] Env LR 6 [27] (Laws LJ)

Statutes and statutory instruments

Act of Supremacy 1558

Human Rights Act 1998, s 15(1)(b)

Penalties for Disorderly Behaviour (Amendment of Minimum Age) Order 2004, SI 2004/3166

EU legislation and cases

Consolidated Version of the Treaty on European Union [2008] OJ C115/13

Council Regulation (EC) 139/2004 on the control of concentrations between undertakings (EC Merger Regulation) [2004] OJ L24/1, art 5

Case C–176/03 *Commission v Council* [2005] ECR I–7879, paras 47–48

Case C–556/07 *Commission v France* [2009] OJ C102/8

CJEU cases and the ECLI

Authors who wish to include the ECLI when citing cases from the Court of Justice of the European Union should treat it much like a

neutral citation, adding it after the case name and before the report citation. For example:

Case C-176/03 Commission v Council EU:C:2005:542, [2005] ECR I-7879.

For unreported cases, cite the ECLI rather than the OJ notice or the court and date (as advised in OSCOLA 2.6.2). For example:

Case C-542/09 Commission v the Netherlands EU:C:2012:346

European Court of Human Rights

Omojudi v UK (2010) 51 EHRR 10

Osman v UK ECHR 1998–VIII 3124

Balogh v Hungary App no 47940/99 (ECHR, 20 July 2004)

Simpson v UK (1989) 64 DR 188

Secondary Sources

Books

Give the author's name in the same form as in publication, except in bibliographies, where you should give only the surname followed by the initial(s), relevant information about editions, translators and so forth before the publisher, and give page numbers at end of the citation, after the brackets.

Thomas Hobbes, *Leviathan* (first published 1651, Penguin 1985) 268

Gareth Jones, *Goff and Jones: The Law of Restitution* (1st supp, 7th edn, Sweet & Maxwell 2009)

K Zweigert and H Kötz, *An Introduction to Comparative Law* (Tony Weir tr, 3rd edn, OUP 1998)

Contributions to edited books

Francis Rose, 'The Evolution of the Species' in Andrew Burrows and Alan Rodger (eds), *Mapping the Law: Essays in Memory of Peter Birks* (OUP 2006)

Encyclopedias

Halsbury's Laws (5th edn, 2010) vol 57, para 53

Journal articles

Paul Craig, 'Theory, "Pure Theory" and Values in Public Law' [2005] PL 440

When pinpointing, put a comma between the first page of the article and the page pinpoint.

JAG Griffith, 'The Common Law and the Political Constitution' (2001) 117 LQR 42, 64

Online journals

Graham Greenleaf, 'The Global Development of Free Access to Legal Information' (2010) 1(1) EJLT <<http://ejlt.org//article/view/17>> accessed 27 July 2010

Command Papers and Law Commission reports

Department for International Development, *Eliminating World Poverty: Building our Common Future* (White Paper, Cm 7656, 2009) ch 5

Law Commission, *Reforming Bribery* (Law Com No 313, 2008) paras 3.12–3.17

Websites and blogs

Sarah Cole, 'Virtual Friend Fires Employee' (*Naked Law*, 1 May 2009) <<http://www.nakedlaw.com/2009/05/index.html>> accessed 19 November 2009

Newspaper articles

Jane Croft, 'Supreme Court Warns on Quality' *Financial Times* (London, 1 July 2010) 3

4. Getting ready to submit your manuscript files

Please let your commissioning editor know when you are close to delivery of your final manuscript files. They will be able to let you know the best way and time to deliver and may pre-empt any queries you may have. They will also send you the latest copy of our manuscript submission checklist. Keeping us informed on your progress will also allow us to start marketing your book at the right moment.

Please remember that you need to deliver all the material to be included in the book at the same time and that it won't be possible to make changes to the files once you have delivered them. Please ensure that you have finished work on the book before you contemplate delivery of the material.

4.1 Preliminary pages

These should be included when the final manuscript files are submitted (with the exception of the copyright page) and should be as follows (as applicable):

- Title page – title, subtitle, author’s name and affiliation
- Copyright page – to be compiled in house by EEP. Please leave blank
- Contents page showing part and chapter titles (no subheadings)
- List of figures (if more than 5 and fewer than 20)
- List of tables (if more than 5 and fewer than 20)
- List of boxes (if more than 5 and fewer than 20)
- List of contributors (if applicable)
- Foreword/Preface/Acknowledgements (if applicable)
- List of abbreviations (if applicable)
- Legal tables (if applicable)

4.2 Preparing the preliminary pages and chapter files

4.2.1 *Table of contents*

Please include a table of contents that is clear and easy to refer to. Don’t include chapter subheadings in the table of contents unless you are writing a textbook for student use. Do not include individual chapter contents pages. Please **do not** bookmark the table of contents, as we will need to strip this out.

4.2.2 *Part titles*

Please include only main part titles in your table of contents, using roman numerals (e.g. I, IV, III...) for part numbers. Part titles should appear on a new page by themselves. Please do not add any other text to part title pages (such as introductory paragraphs) as we will need to strip this out.

4.2.3 *Chapter titles and numbering*

Please number all chapters with Arabic numerals (e.g. 1,2,3...) and save each chapter as a separate file. Every chapter should contain a logical sequence of headings. Your introduction should be set as Chapter One.

Please double-check that the table of contents chapter titles match those on the actual chapter pages.

4.2.4 *List of contributors*

Please include a ‘List of contributors’ after the table of contents and any other lists. This should be alphabetically ordered with either a brief affiliation or a short biographical paragraph, ideally a maximum of 80 words long. Please follow one style or the other and check that author names on the list of contributors exactly match those on the table of contents and chapter page.

4.2.5 *Legal tables*

We do not require tables of cases, legislation, statutes, etc for research-focused books. If you wish for any legal tables to be included, then please make this clear when submitting your manuscript. Please also check your contract to find out who is responsible for preparing the tables. If it is the author, then please submit the list together with your final manuscript. You will be required to insert the correct page numbers once the manuscript has been typeset.

4.3 Cover design

The design of the cover for your book will be our responsibility but we welcome any suggestions you may have within reason, unless your book is in a series with a standardised series cover design. You will need to enclose any suggestions with your final manuscript files and discuss the design immediately upon submission. If you have agreed an image to use on the front cover with your commissioning editor, please submit this with your final files along with proof that the copyright holder of the image (this may be the artist or photographer) has given you permission to use the image in this way, royalty free for all editions (please see sections 3.2.1.3 and 3.2.1.4). If a fee is required, this will be your responsibility. We have access to royalty-free image databases and we will discuss these options with you once you have delivered your manuscript files but before work begins on the production of your book.

4.4 Manuscript submission checklist

In order for work to begin on production as swiftly and efficiently as possible, please complete this checklist prior to submitting your files, and include with your manuscript submission:

- Is this the full and final version of all the manuscript files? We cannot begin work until all material is received.
- Have you supplied a PDF as well as Word version of any chapters that contain maths or unusual characters e.g. Chinese letters.
- Is each chapter saved in separate files using the 'save as' function to save the most recent version of each file? Label individual chapter files with the following file names: 00-prelims, 01-chapter 1, 02-chapter 2, etc. If you split your prelims into separate files please name: 00a-prelims, 00b-TOC, 00c-figures list, etc. so that the files appear in the correct order.
- Do chapter titles match those on the table of contents? Number all chapters on the table of contents and in the manuscript files.
- Have you supplied us with abstracts and 6 key words/phrases for the book at a chapter level?
- If the book is edited, have you included a 'List of contributors'? Is it alphabetically ordered with either a brief affiliation or a short biographical paragraph for each author? Is the style consistent?
- Are all figures, tables, maps, photographs and boxes present? They should be clear, sharp and legible in black and white only. Include lists of these if there are more than 5 and less than 20 of each. With the exception of photographs and tables, please do not embed them in the text but save as separate files.
- Have you ensured all copyright permissions are cleared prior to your submitting the final manuscript files? Check that contributors have cleared copyright permissions for any material that is not original to their chapter. This would include: extracts from published works, photographs, illustrations, graphs, tables, charts, maps and any other figures.
- Have you ensured your contributors are aware their chapters will be included and that no further changes can be made?
- Please supply us with ORCID numbers if you can. 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>.
- Have you included a list of any spelling, reference or style conventions used?
- Have you included a table of contents, all chapters, tables of cases and legislation, if necessary, references, bibliography, appendices, preface, foreword and afterword, where applicable?
- If the appearance of the cover is important to you, have you included your ideas for the cover design?

The description of your book

Have you included a description of your book? The blurb will appear on the book cover, in catalogues, on our website and Elgaronline. It is also a vital part of the meta-data sent out ahead of publication. It is therefore crucial that we get this written in good time. Please include your answers to the questions below when you submit the final manuscript files. We will then prepare the description and send on to you for your approval. Please note that these responses are required even if we have already prepared a short catalogue blurb as we will need to include more detail on the jacket.

1. Please describe the book in non-technical layman's terms (in no more than 150 words). Include brief details of the book's main objectives and conclusions. This should be written as if coming from the publisher.
2. In certain circumstances we may have to describe your book in a few words. Please write a short statement that aptly describes your book's scope and theme.
3. Please list, in 5 or 6 bullet points, the special features of the book. Include elements that distinguish it from any existing books in the same subject area.
4. Please list, in order of importance, the prime potential readership for your book and the reasons for their interest.

5. How to deliver

Submit the manuscript files via email or Dropbox to your commissioning editor.

Production cannot start on the manuscript if any material is missing (including permissions, foreword, contributor biographies, etc.). Please note that the production schedule begins when the manuscript is passed to our Editorial Processing and Production office, and not when it is first received in house.

Chapters that contain maths and/or special characters (e.g. Chinese, Japanese, Greek, etc.) should be submitted as both pdf and Word files. Please check the pdf carefully, before submission, to ensure that the maths and/or characters are displayed as intended. The pdf file will be referred to by the copy editor and/or typesetter in case of any issue with how these characters are displayed in the Word file.

Notes for editors of contributed books

When you submit your manuscript files, please inform us if you have applied consistency throughout the entire work, or within chapters.

6. After you have delivered: the next steps

6.1 Preliminary check

Following submission, a brief preliminary check will be made by one of our editorial team, who will ensure that all relevant information and material has been supplied. You should then expect to receive a detailed point-by-point email asking you to confirm or supply any additional outstanding material. It is essential that we have these issues clarified before your manuscript can proceed to the production stage, so please ensure that you are available to respond to this email as promptly as possible.

We may arrange for your book to be peer reviewed at this stage. If your book is in a series it will be sent to the series editor(s) for approval. We need to have received this approval before your manuscript is sent to Editorial Processing and Production. You should refer to your commissioning editor for clarification on this. Series editor approval or peer review is for the purpose of confirming the quality of the work

and giving you the opportunity to take any suggested revisions into account before editorial work begins.

Notes for editors of contributed books

We will ask you for your contributors' contact details when the manuscript is submitted to us (in a form called the 'Author Promotion Form') to ensure we have their correct contact details to ensure a speedy and efficient production process. If you have recently passed us the contributors' details please feel free to ignore this part of the form. When the book is published we will ask you again to confirm the current email addresses of the contributors so that we can ensure their copy goes to the correct address.

Once we are satisfied that the material is complete and all queries are resolved we will pass the manuscript files to the Editorial Processing and Production department for costing, scheduling and copy editing. No major revisions can be made to the text after submission. This includes the addition of Prefaces and Forewords.

6.1.1 *Cover and blurb*

The blurb and cover design brief will be completed at an early stage, before the manuscript files are passed for editorial processing and production. The cover and blurb will form essential parts of the metadata for your book and need to be disseminated at least five months before your book is published. Finalizing this promptly will maximize advance publicity and early sales.

The design of the cover will be our responsibility but any ideas you may have will be very welcome prior to submission of your manuscript files, unless your book is in a series.

We will draft your blurb according to your responses to the 'Description of your book' queries. In order to ensure that we are able to produce an effective blurb, please ensure that you have provided full and detailed responses to these queries, together with your final manuscript.

We will also ask you to suggest names for potential endorsees. Please note that it is our responsibility to seek endorsement quotes. If quotes are received in good time they might be included on the jacket, but

they serve a far more important purpose in advance publicity materials such as catalogues, emails and the website. We will therefore not delay production of your book in order to wait for a particular endorsement.

6.2 Editorial processing and production

Once our Editorial Processing and Production office receive your files, the project will be allocated to a dedicated desk editor who will be responsible for seeing the manuscript through all stages of production to final bound copies and the eBook.

6.2.1 *Production videos*

Our editorial services team have produced these two videos to give you an idea of the journey our books take from submitted files to finished book:

<http://www.e-elgar.com/edward-elgar-publishing-publishing-monograph1-video>

<http://www.e-elgar.com/edward-elgar-publishing-publishing-monograph2-video>

6.2.2 *Brief production schedule*

Please find below a brief step-by-step guide to the various stages in the production process.

Schedules for our books are usually seven to eight months from the point we send the files to our Editorial Processing and Production department to finished copies. The length of the schedule for your book will depend on the length and complexity of your book 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. Your desk editor will confirm the anticipated publication date in their introductory email.

Stage 1 Editorial Processing and Production department receive your files, which are then cast-off (to estimate the number of pages in the finished book) and an estimate made of the costs, so that we have a reasonable idea of the final price and extent of the book for advance

promotion. Your book will also be scheduled and allocated to a desk editor who will be your main point of contact throughout the process.

Stage 2 Your files are sent to one of our native English-speaking freelance copy editors who will check your text for sense, style and consistency, code your files for the typesetter and email you with any queries. Please answer these queries promptly so the copy-edited files can be returned to your desk editor.

Stage 3 Your desk editor will then send you the final edited files for review. If your book is an edited collection, you must send a copy of each chapter to the individual authors so that they can also check and approve the copy editing of their chapters.

Stage 4 When you have approved the copy-edited files your desk editor will send them to the typesetter who will prepare the page proofs.

Stage 5 Your desk editor will send you pdf files of the page proofs. If your book is an edited collection, you must again send each chapter pdf to the individual authors to check and approve. Only typographical errors can be corrected at this point. At the same time, one of our freelance proofreaders will read the page proofs to check for any errors. Your desk editor will then collate any corrections for the typesetter.

Stage 6 Your desk editor will email a pdf of the book cover for your approval. No further endorsement quotes can be added from this point.

Stage 7 If you have contractually agreed to prepare the index, it is essential you wait until proof stage to compile this as the pagination will not be fixed until this time. It is at this point that you will also be required to insert page numbers into your legal tables if agreed. Otherwise, your desk editor will commission an index and it will be sent to you for your approval.

Stage 8 The pdf file of the collated proofs, any completed legal tables, and the index will then be sent to the typesetter, who will set any legal tables, the index, and make any corrections to the proofs.

Stage 9 Your desk editor will receive the final proof from the typesetter for a final check.

Stage 10 Printing and binding and uploading of eBook file.

Stage 11 Copies of the book are delivered by the printer and checked by our Production department before they are cleared for sale.

Stage 12 You will be contacted in order to confirm your preferred postal address and an advance complimentary copy of your book will be sent to you from our offices. Your remaining copies will follow shortly from our distributors. If your book is an edited collection, it is important that you supply an up-to-date list of contributors' addresses so that we can promptly arrange for each of them to be sent a copy of the book. Anyone who has supplied a preface, foreword or endorsement for your book will also receive a complimentary copy.

6.2.3 *Copy editing and typesetting*

We will copy edit the text and mark all instructions for the typesetter onto the manuscript files. We will also determine the typeface, page layout and artwork positioning.

The actual copy editing will be undertaken by one of our small team of experienced UK-based freelance copy editors, under the desk editor's guidance, and the complete manuscript will be read through carefully for clarity and consistency and marked up for typesetting style. The grammar and spelling will be checked and the references cross-checked. **Please note that our copy editors are not necessarily experts in the subject area of your book and so, while they can improve grammar, the original meaning needs to be clear. Copy editing is not the same thing as language editing. If you feel your manuscript would benefit from language editing, you will need to arrange this yourself prior to submission. The copy editor will email you with any queries. Please reply promptly as our copy editors are working to deadlines and any delays will affect the schedule of your book.**

Once your files have been copy edited, an edited Word document incorporating your query responses, will be either uploaded to Dropbox or emailed to you for approval. It is essential that you check the text carefully to ensure that nothing has been added or deleted by the copy editor that you are unhappy about. Once you have seen the text at this stage we will assume that you have approved it in its edited form and any corrections made at proof stage as a result of the copy editor's

changes will be attributed to you. **You should resist the temptation to make any revisions to your manuscript files at this stage as revisions to your text will delay publication and may increase the price of the book.** If, however, any vital corrections are needed to the text you should amend this version of the files using tracked changes and send your desk editor the amended file. You must ensure tracked changes is turned on before making any changes to the files as only amendments showing in tracked changes will be checked. **Under no circumstances should you submit new files at this stage.**

After the edited files have been approved they will be sent for typesetting. As soon as a proof date is arranged we will inform you and suggest a date by which you will need to notify us of corrections. If these dates are not convenient please let us know immediately so that the schedule can be reorganized. Delays in approving proofs often mean that publication is delayed and so it is important to avoid these where possible.

6.2.4 *Proofing*

Pdf page proofs will be sent to you either via Dropbox or by email. The purpose of the proofs is for you to check that the text has been set correctly. Two weeks are usually allowed for the approval of proofs (and preparation of an index).

Proofs should not be regarded as more than an opportunity to check that the typesetter has set the manuscript files accurately. Alterations at this stage are extremely expensive and time consuming and could lead to an escalation in the price and a delay in the publication date of your book.

Your contract draws attention to your liability for excess corrections. Very few corrections can be made before the 'excess' level is reached. Only typographical errors should therefore be corrected at this point.

Proofs should be checked against the copy-edited files to ensure that no text has been omitted and corrections should be marked in different colors (blue for any author changes; red for any typesetter errors; black for any errors caused or missed by the publisher or copy editor).

It is the responsibility of the author to insert page numbers in the text where there is a cross-reference in place of 'see pp. 000–000'.

Notes for editors of contributed books

Please note that it is your responsibility as editor to liaise with contributors about the copy editor's queries, collate contributors' corrections at proof stage, and return answers and proof corrections to your desk editor within the schedule.

6.2.5 *The index*

The index will be prepared at proof stage either by you or by a professional indexer. Please check the terms of your contract for clarification. If you are contracted to prepare the index yourself we will send you further guidance at the appropriate time. Please refer to your commissioning editor if you have any queries about this.

6.2.6 *Legal tables*

If you have supplied legal tables then you may be required to add page references for each entry at proof stage. Please do refer to your contract in order to determine if this is the case.

6.3 Printing and eBook

Our books are printed in the UK and in the USA. We use paper sourced responsibly. At the time your book goes to print we will also upload the eBook for sale via our various channels. All our books are available in print and as eBooks.

7. **Finished copies of the book**

The complimentary copies of your book due under the terms of your contract will be sent out as soon as printed copies of the book have been checked and approved for sale and we have received confirmation of your preferred postal address. Any advance print orders will be released for sale around the world at this time.

Authors and editors are entitled to purchase additional copies of the book (and other titles on our list) at the author discount of 50% off the published price. Please email elgarsales@e-elgar.com (N&S America) or sales@e-elgar.co.uk (ROW) for details on how to take

advantage of this offer. If you or any affiliated associations plan to order a significant number of copies, please contact either your commissioning editor or our sales department as soon as possible, preferably before the publication date, and we may be able to offer a further discount.

Notes for editors of contributed books

Contributors are generally entitled to one copy of the book, in hardback or electronic format of their choosing, and are also entitled to purchase additional copies of the book (and other titles on our list) at a discount of 50% off the published price. Please check your contract for further details. Contributors' copies will be sent directly to the contributors on publication, once we have confirmation of their delivery address. It is the editor's responsibility to supply us with the contributors' contact details when requested.

8. Marketing

We welcome our authors' input in marketing and an author promotion form will be emailed to you as soon as you deliver your manuscript files. Our US and UK marketing departments will also contact you once the book is published with review plans and ideas for publicizing your book including social media, conferences and our own blog.

We are one of the few academic publishers who still invests in print, email, web and social media marketing. We pride ourselves on our extensive in-house mailing lists, which enable us to target precise audiences worldwide. Elgar books are displayed at major Law conferences across the world, as well as at many smaller, more specialized meetings.

We work with academics, booksellers, professionals and libraries around the globe, reaching over 140 countries. We also actively cultivate relationships with journals and bloggers to try and maximize book reviews and publicity for our books. Where appropriate, we also seek to nominate books for awards.

From catalogues and conferences, to our eBook platform and social media channels, information on your book will be disseminated widely by our international marketing teams. Our well-established global reputation will get your book noticed and we will ensure it is readily available across the world.

Finally, we recognise the importance of getting your work cited. To maximize visibility our scholarly books are included in the Clarivate Book Citation Index, Scopus and, of course, Google Scholar where the potential reader is only one click away from buying the ebook.

8.1 Video and marketing brochure

Please follow this link for a short video outlining our marketing efforts, or contact our marketing departments (info@e-elgar.co.uk) for a copy of our marketing information brochure, which will be sent to you on publication:

<http://www.e-elgar.com/publish-with-us/international-dissemination-and-marketing>

Thank you very much for publishing with us. We hope you find these guidelines useful. If you require clarification on any point or have any feedback on the guidelines please contact your commissioning editor.

Examples of figures

Suitable figures

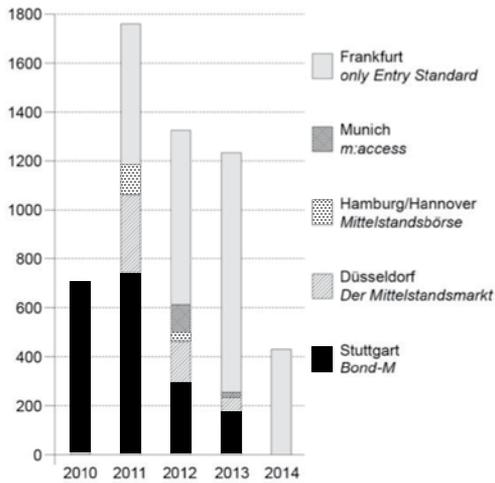


Figure showing clear patterning (with minimal shading) to differentiate between items.

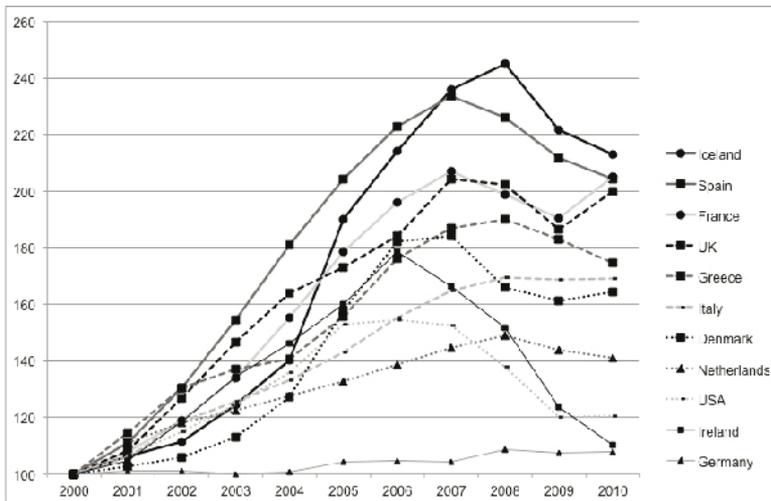


Figure showing clear distinction between graph lines.

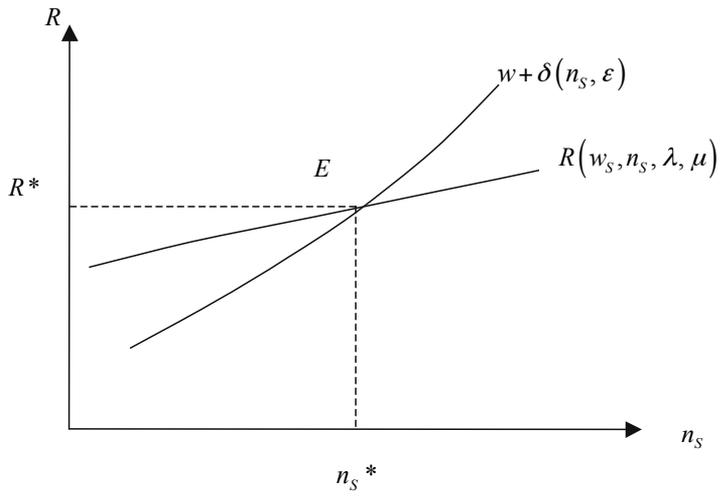
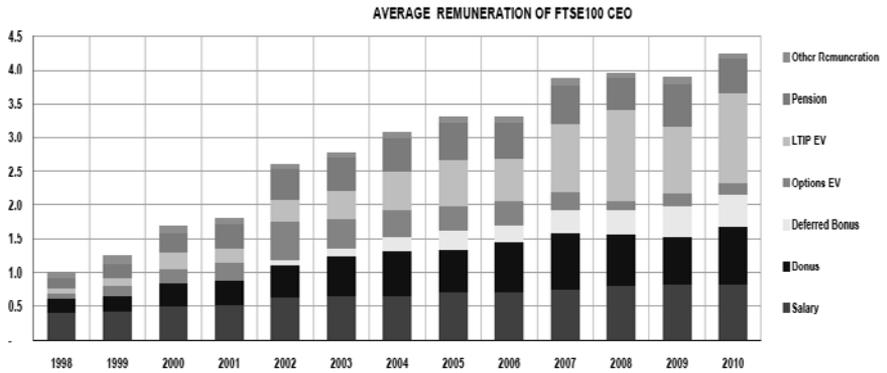


Figure with mathematical symbols presented clearly.



High-resolution photo.

Unsuitable figures



There is not enough differentiation between some of shading in this figure.



The Singapore-Johore-Riau Growth Triangle

Text is very poor; overall quality is low and file resolution is low.

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Consumer Debt Collection Practices (ANPRM)

Summary

Discussion | Unlawful collection practices - 193

Select other topics

Subtopics

1 | Harassment or abuse - 113

Agency Proposal

The Fair Debt Collection Practices Act (FDCPA) is supposed to "eliminate abusive debt collection practices by debt collectors." The FDCPA spells out things that would legally "harass, oppress or abuse" consumers (FDCPA § 805). Some of these are discussed in other topic posts:

- Publishing the name of a consumer who allegedly refuses to pay his/her debts. See Questions about email, texting & social media in debt collection—being social media?
- Calling repeatedly or continuously with intent to annoy, abuse, or harass someone: See Questions about phones & mobile phones in debt collection—repetitive calls and robo-calls.
- Calling without disclosing the caller's identity: See Questions about phones & mobile phones in debt collection—Voicemail & answering machine messages and Caller ID.

Here are 3 others:

1. Advertising a debt for sale to coerce the consumer to pay it.
2. Using or threatening violence (or other criminal means) to harm a person, or their reputation or property.
3. Using obscene or profane language, or other language that has "the natural consequence" of abusing someone hearing or reading it.

Is there anything about these 3 that a new federal rule should make clearer, or add to?

The FDCPA says that there might be other practices that "harass, oppress or abuse" consumers. Is there any other kind of conduct by collectors that new federal rules should list as harassment or abuse? How often does this conduct happen?

Read what CFPB said in the ANPRM about Abusive Conduct.

Comments 113

Make a comment...

Submit Comment Cancel

Daves November 1, 2013 - 2:48pm 38

As someone who regularly reviews credit reports, I am appalled by a practice I see regularly. Debt Collectors frequently re-submit the report of a debt as delinquent every month. This will have a highly adverse impact on the consumer's credit score.

igms12 November 13, 2013 - 3:28pm 38

Please will you make it a point to let this agency know that. That is information they may not be aware of. Thank you much for informing everyone of that. Please state that in several areas. You will help a lot of people if that practice is stopped.

Moderator November 19, 2013 - 3:19pm 40

Welcome to RegulationRoom, Daves, and thank you for your comment. The practice you mention has been brought up by other commenters as well. Given your experience with credit reports, do you have suggestions for rules CFPB could propose to help with this problem?

2 | Communicating with a consumer who has an attorney - 6

3 | Payment methods, post-dated checks, and how payments are applied - 12

4 | False or misleading conduct - 42

5 | People who provide services and assistance to debt collectors - 2

6 | Substantiating claims about the debt and the effects of payment on credit - 13

All Topics

READ

Telling consumers what's happening with their debts 124 W 4 W

The "validation notice" sent to consumers 104 W 7 W

When consumers dispute a debt 123 W 3 W

Making sure debt collectors & buyers have info about the debt. 41 W 2 W

powered by IQ SmartParticipation™

The font is too small on this figure and the shaded sections make some text illegible.



Low resolution/poor quality photos.

Frequently asked questions

Final preparations before submission of manuscript files

1. Do you publish abstracts at the beginning of each chapter?

No. We do require abstracts to be provided in a separate file to add to the metadata for the book but we do not publish them in the book itself.

2. Why do I need to include abstracts when you don't use them in the final book? Can't you just take the first 150 words of the chapter?

Abstracts form part of the essential metadata for the book and a strong abstract containing the essence of the chapter and any key words will be imperative if your book and chapter is to be found in search engines, googlescholar and online bookstores. The first 150 words of a chapter are often not strong enough to provide the basis for good metadata. Please contact your commissioning editor if you want to know more about the use of abstracts.

3. What reference style do you use?

The style used for citations should be consistent. We prefer OSCOLA or Bluebook but other referencing styles are acceptable if applied consistently. If a consistent style is not already applied, references will be edited for consistency within chapters once the editorial and production process is underway.

4. Is there a particular font I should use?

No. Our typesetter will change the font to fit with our house style for your type of book. Please, however, ensure that text is ranged left, unjustified and without hyphenation for word division at the ends of lines. Please maintain consistency throughout the manuscript files.

5. Can I send the introduction/final chapter/list of contributors/preface/acknowledgements later?

No. We cannot start work on your book until all material is present. Our books are tightly scheduled and so a delay to one book whilst material is added could cause delays to all the other books your editor is working on at the same time.

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

As long as corrections are 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 must be made before you submit your manuscript and no substantial changes can be made after that point.

7. 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 of contributors if it is applicable.

8. 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 you 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 a 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.

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

Although you can locate and access images through Google, these files will all originate on third-party websites and be subject to copyright. Images from the internet can only be used if you locate the copyright holder and obtain the necessary permission.

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.

10. 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. Journals, in particular, usually post their copyright/re-use policies online and so you should refer to the journal itself rather than just the publisher.

Submitting your manuscript files

11. Can I email in my manuscript?

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

12. 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 and all of the LaTeX source files for the document. Please note that pdfs are only acceptable when accompanying LaTeX or Word files, not as a standalone file type.

13. 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.

14. Will the manuscript be checked before being printed?

Yes. We do far more in production than just print your book. 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.

Your book will also be copy-edited by a professional and you will need to be available to check these changes. We will also typeset the material and will arrange for it to be proof-read and checked again before it can be printed.

Post-submission

15. 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 and we have a pool of designers that we have used for many years and who are familiar with our particular house style requirements. Please do not engage your own designer. If you have any suggestions for your cover design please discuss them with your commissioning editor at an early stage and enclose them with your final manuscript files.

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

16. 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 if you would like further information, then please visit <http://orcid.org>.

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

17. Who will approach any potential endorsees?

Once you have submitted your manuscript files we will contact any endorsee suggestions you or the commissioning editor have for the project. If you would like to send a personal note to let them know that we will be in touch, this is generally fine, however, please do discuss this with us first so that we can give an idea of length and the deadline.

Editorial processing and production (copy editing, typesetting and proofing)

18. 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.

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

The edited Word files will be sent to you for final review prior to typesetting. You will have the opportunity to make minor essen-

tial corrections to the files at the proofs 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.

20. Can a preface/foreword 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 and may also increase its cost.

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

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

22. Do you have a footnote programme?

No. It is our house style to use footnotes rather than endnotes. If you or any of your contributors has used endnotes please change them in your Word files using the following guide:

- Open the document and select the References tab.
- Click the Footnote & Endnote Dialog Box launcher (it appears as a small square in the bottom-right corner of the tab). Then click Convert.
- Click OK or Apply.

Marketing

23. How will my book be marketed?

Please follow this link for a short video outlining our marketing efforts, or contact our marketing departments (info@e-elgar.co.uk) for a copy of our marketing information brochure 'How we market your book and get it noticed', which will be sent to you on publication:

<http://www.e-elgar.com/publish-with-us/international-dissemination-and-marketing>

Post-publication

24. Can I use chapters from the book on my website/blog? Can I upload pdfs of the material? What is your self-archiving policy?

Our self-archiving policy is outlined on our website: <http://www.e-elgar.com/self-archiving-and-personal-use-policy>

We do not allow pdf chapters of our books to be posted online or on SSRN as evidence suggests this harms sales of the book.

25. Do you publish eBooks?

All our books, with the exception of our research collections, are published as eBooks and are available for individuals through sites such as ebooks.com and googleplay and we also sell our eBooks to universities through the major aggregators and via our own platform, Elgaronline.

26. When will I find out how my book is selling?

You will receive a royalty statement once a year. This is sent out each September and will give you annual sales from the beginning of July to the end of June.

27. Am I entitled to an author discount?

Yes. Authors, editors and contributors are entitled to purchase additional copies of the book (and other titles on our list) at the author discount of 50% off the published price in perpetuity. Please email elgarsales@e-elgar.com (N&S America) or sales@e-elgar.co.uk (ROW) for details on how to take advantage of this offer.