



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No. We do require abstracts to be provided in a separate file to add to the metadata for the book but we do not publish them in the book itself.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