



Before you submit your chapter

1. What reference style do you use?

The style used for citations should be consistent. Please consult your editor regarding their preferred referencing style.

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 100 words of a chapter are often not strong enough to provide the basis for good metadata.

3. 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.

4. 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 submission.

5. 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, 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.

6. 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 copy-

right, 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.

7. Can my chapter be open access?

Most of our books are not published open access in their entirety although the introductions to all our research books are available open access on Elgaronline. Subject to a fee, we can make our books or chapters within books open access if required. Please find general information on our website or contact the commissioning editor via your editor: <https://www.e-elgar.com/open-access-books-and-journals-social-sciences-law>.

8. If I have any queries, how do I contact the publisher?

Your book's editor will be your main contact for all queries relating to your book. If, for some reason, you need to contact the publisher or if you have a book of your own to discuss please visit our website for a list of commissioning editors in your area: <http://www.e-elgar.com/submitting-proposal>.

Submitting your chapter files

9. I delivered my chapter ages ago, why isn't the book published yet?

Your book editor will not submit the manuscript until final chapters have been received from all contributors because we cannot start work on the book until all the material is present. In our experience it is very unusual for all contributors to deliver at the same time so the most likely reason for any delay is that we haven't actually received the material yet. If you are concerned please contact your editor or get in touch with us.

10. Which file format should I use? Can I send the chapter in as pdf or LaTeX files?

Please discuss this with your editor. 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, this should be discussed with the 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.

11. 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.

12. Will the English language style be checked?

Our experienced copy editors will read for style and clarity, and check spellings and grammar, but they are not subject experts so the meaning needs to be clear. Our advice is always to have the chapter read through before submission if you are concerned about English language style. Please do alert your editor if you think your chapter needs a higher level of copy edit.

13. We have not heard about ORCID numbers. 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.

14. Do you have an endnotes program?

No. It is our house style to use endnotes rather than footnotes. If you have used footnotes 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.

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

15. How long will the 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.

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

The edited Word files for your chapter will be sent to you (usually by your book editor) for final review prior to typesetting. You will have the opportunity to make minor essential 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 in house.

17. Will I receive proofs from the publisher directly?

It is usually your editor's responsibility to liaise with contributors about the copy-editor's queries and collate contributors' corrections at proof stage.

18. 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.

Marketing

19. How will the 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':

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

Post-publication

20. I haven't received my contributor's gratis copy. Where is it?

All contributors to all chapters should receive a copy of the book. You will be contacted by email by a member of our editorial team who will give you information on the book and will inform you when the book is on its way. If you haven't received the email then please contact your editor as it is possible that we have the wrong contact details for you. If you choose to receive a hard copy, rather than an electronic copy, of the book your copy will be sent from either our UK or US distributor and delivery times will be dependent on postal times to different countries and the local and university postal system. Please respond to the original publication email we send out to you if you are concerned the book may have been lost in the post.

21. 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. On request, we will send out watermarked copies of chapters for use in PhDs, promotions panels and assessment committees. The rationale for this policy is simple. Having large parts of a book freely available online harms sales and, if sales of edited books are greatly harmed by this practice, publishers will stop investing their resources in publishing edited books.

22. Do you publish eBooks?

Yes. 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 Google Play. We also sell our eBooks to universities through the major aggregators and via our own platform, Elgaronline.

23. Am I entitled to an author discount?

Yes. Authors, editors and contributors are entitled to purchase additional copies of the book (and all 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.