

Important document for authors
(Revised edition 2005, © Manchester University Press)

Guidelines on preparing and submitting a typescript

- These guidelines are intended to help the author and the publisher.
- The better prepared your typescript is, the more efficiently and cost effectively it will pass through the production process.
- You do not have to follow all the styles suggested here but if you do use a different style, be consistent and indicate on the author stylesheet which styles you have used.
- Please refer to sections as you need them. In particular, see the summary on pp. 3–5.
- If you have any queries, contact your Commissioning Editor in the first instance.
- This document is also available at www.manchesteruniversitypress.co.uk (in the section ‘Authors’)

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Contents

Submitting a typescript – summary	<i>page</i> 3
Writing style	6
House style guidelines (Contents list)	8
PART I ELEMENTS OF THE BOOK	
1 Preliminary pages	9
2 Illustrations/tables (text references)	10
3 Headings	11
4 Quotations	11
5 Notes/references/bibliography	12
PART II GENERAL STYLE NOTES	
6 Punctuation/spelling	17
7 Capitalisation	18
8 Numbers	18
9 Abbreviations	19
10 Italic/bold	20
11 Note on bias	20
Submitting illustrations and diagrams	22
Submitting tables	25
Permissions	26
Draft letter for picture permissions	29
Draft letter for text permissions	30
Word processing/disk information	31
The production process	32

Submitting a typescript – summary

For full details, refer to the ‘House style guidelines’ below (pp. 8–21).

1 General

1.1 Word length

- The word length includes *all notes, references and quotations*. If you exceed the contracted word length, you *must* agree this with your Commissioning Editor. Over-length typescripts will be returned, as they can significantly increase the book’s cost.

1.2 Presentation

- Use A4 paper: single-sided; *double-line spaced throughout (including notes, references and quotations)*; unjustified text; leave generous margins for copy-editor; indent each new paragraph (except those immediately below headings); use 12 point sized type throughout, *including notes and references*.
- Include all preliminary material: *contents list*; and, if applicable, lists of illustrations, tables, contributors, abbreviations; acknowledgements; foreword; series editor’s foreword; preface.
- Starting at the introduction (or chapter 1 if no introduction) pages must be marked with arabic numbers in a single sequence throughout the book (*not* chapter by chapter).
- Each chapter should be saved as a separate file. All prelim. matter should be saved as one file.
- You *must* submit:
 - * **one copy of the complete typescript**, *keep an identical copy with the same pagination as a reference for copy-editing queries*
 - * **disk/s of the typescript**, clearly labelled (*identical* to the printed version)
 - * **disk checklist**
 - * **typescript checklist**
 - * **typescript stylesheet**
- If you make late corrections, do *not* send a revised disk; do *not* amend the disk after printing out the typescript. Mark any corrections by hand in red ink. Do *not* stick revised text to the typescript: this can easily come unstuck and the typesetter will assume that the disk version is correct.

2 Style

(Ensure all styles are consistent throughout; if you do not use MUP styles, indicate this on the typescript stylesheet.)

2.1 Spelling

- Use UK spelling and punctuation. Use ~ise/~isation/~ising endings. If you use ~ize/~ization/~izing endings, they must be consistent.
- Spell-check your typescript. This may be time-consuming but it’s worth it!

2.2 Capitalisation/headings

- Use minimum capitalisation for all headings, i.e. use capitals *only* for the first letter of the first word and proper nouns (so, *The title of the chapter* not *The Title of the Chapter*). Ensure all headings on contents list exactly match those in typescript. Ensure different levels of subhead are clearly distinguished (use bold or different type sizes). Do not number subheads unless essential for cross-referencing.
- Include chapter numbers (in digits) in chapter heads and contents list. Do not include ‘chapter’.

2.3 Numbers

- Elide numbers to minimum digits: 233–4, not 233–34 or 233–234; 160–1, not 160–61 or 160–161 (NB 216–17 never 216–7).
- Elide dates to double digits: 1972–75 not 1972–1975 or 1972–5 (NB 2001–2, 1999–2000).

2.4 Quotations

- Quotations longer than about five lines should be extracted (indent with space above and below; no quote marks). Quotations should not start or end in ellipses (i.e. three points with a space either side). Use single quote marks for integrated quotations, double quote marks for quotes within quotes. Double-check that quotations are correct; the copy-editor will not do this.

3 Referencing

(NB Most copy-editing expense and delay is due to incorrect and inconsistent referencing!)

- Use *either* a numbered notes system or an author-date system.

3.1 Numbered note system

- Notes should be numbered consecutively *by chapter*, not throughout the book, and grouped together either at chapter ends or end of the book. If you wish to use footnotes, please specify. Use superscript numbers in the text (at break in or end of sentence, *after* punctuation); use full size numbers in notes, no punctuation after note number.
- Give full reference details in the notes the first time a work occurs in either each chapter or in the book; use a short-title reference form thereafter. *Ibid.* is acceptable; do not use *op. cit.*, *loc. cit.*, etc., as these are not helpful to the reader.

3.2 Bibliography

- Use correct heading: Bibliography (all titles cited in notes and possibly some other sources); Select bibliography (some but not all works cited, and possibly some other sources); References (for author-date system); Further reading (doesn't include works cited).
- Works by the same author should be ordered either alphabetically or by date (always by date in author-date system). Single-author works precede edited collections by the same author; both of these precede joint works. Ensure all bibliography references correspond exactly to those in the notes in terms of spelling, capitalisation, hyphenation, etc.
- For book references, ensure that publisher and/or place of publication are included throughout.
- Surnames should precede initials/first names.

4 Tables

- Use minimum rules: no vertical; horizontal only above/below column headings and at foot of table. Include a separate list of tables for the prelims (no need for separate captions list). Include table heading above table (minimum capitalisation) and table source below. Any notes go below source, using lower-case superscript letters as indicators, to distinguish them from the main notes. Check that all totals add up and that units are given in the table or column heading, not repeated within the table.

5 Edited collections

- It is the responsibility of the editor to ensure that all styles are consistent throughout the typescript before it is submitted. Contributors should be told in advance which styles to use.
- All chapters *must* use the same referencing system.
- All chapters should be saved onto one disk, using the same software format.
- Pages should be numbered consecutively throughout the book, *not* by chapter.
- Any substantial changes made by the volume editor must be agreed with the contributor. Changes will *not* be reversed at proof stage.
- The editor is expected to deal with copy-editing queries and to collate contributors' corrections at proof stage.

6 Illustrations

- See separate guidelines 'Submitting illustrations and diagrams'.

Writing style

This section gives a summary of common problems to watch out for.

For further details and all other style issues see the 'House style guidelines' pp. 8–21 below.

Written at wrong level for readership

Keep your readership in mind at all times: imagine explaining your argument to them in person. Bear in mind the type of book you are writing: if it is a guide book for sixth-formers, you need to come straight to the point, avoid cluttering the book with unnecessary information or opinion, employ a 'user-friendly' structure, and write in an approachable manner. A scholarly monograph intended primarily for a postgraduate readership, however, would be written at a far higher level and be packed with detail and documentation. Most of our books fall between the two and are aimed at an undergraduate readership, often with a possible general readership too. These need to be clearly written and laid out, not too 'scholarly' but not 'patronising' in tone either; documentation should be limited to essential references and further reading; illustrations should only be included if essential to the text.

Convoluting sentences/unclear progression

Resist the temptation to use too many words to express an idea, or to repeatedly express the same idea in different ways. Re-read the text after writing it and try to clarify and tighten it up: if you write as you think, it's easy to 'ramble'; there is also the danger of becoming lost in your own train of thought and becoming confused in your argument. Make sure that the text progresses logically through its argument and that you are not digressing and having to return to a previous point.

Obscurity/terms not explained

Beware of using words which might be unfamiliar to your readers, or which have a unique meaning for you, without explaining how you intend them to be understood. If you can't explain the meaning of a word, consider whether it is appropriate. Do not use vague phrases such as 'over the last few decades', 'in recent years', 'currently', which will be misleading for readers the longer the book is in print; be more specific, use 'since the mid-1970s', 'between about 1970 and 1980', 'until early 1990', etc.

Redundancies

Redundancies slip in easily, as we use them a great deal in speech: e.g., 'What is happening is ...', 'In my opinion ...', 'It can be seen that ...'. Also look out for phrases like 'each particular individual' where 'particular' is redundant. If chapters are written in an 'oral presentation' style, usually a remnant of conference paper origins, they should be rewritten, with 'direct speech' elements (e.g. 'in this paper I will argue that ...') edited out.

Incorrect use of quotations/quotation marks/italics, etc.

Attribute statements accurately, so that, if you are not directly quoting someone, it is clear that you are speaking from their point of view or giving their opinion rather than your own. Don't use quotations simply to repeat what you have just said: use them to make a point that you then expand upon. Consider whether it is worth using a quotation just to convey straightforward information such as statistics; it might be better to give the information and acknowledge the source in a note. Don't be tempted to use italic too much for emphasis, especially if you are already using it for key terms. This clutters the text and is distracting to the reader. [See also below in the House style guidelines, sections 4, 'Quotations' and 10, 'Italic/bold'.]

Bad punctuation/ungrammatical sentences

Check your punctuation and ensure that you always use complete sentences. Check that your clauses are linked clearly and correctly; it is surprisingly easy to make a mistake that results in changed meaning (e.g., 'Ms T's parents brought a legal action against X for negligence, failing to warn T of the danger ...': 'in' should appear before 'failing', as it was not the parents who were doing the failing). Also keep an eye on your use of tenses, especially if you are 'telling a story', such as in case studies: if you start off in the present tense, continue to use it.

Missing or repeated information

When you re-read the text, watch out for repetition of phrases or ideas, and make sure that all the necessary information has been given, including explanations of unusual or obscure terms. These points are especially easy to miss in a multi-author volume where overlap might occur, or where papers might assume too much previous knowledge.

Bias and parochialism

Gender, age or racial bias must be eliminated. Watch for parochialism in a multi-author volume where papers may have started out as lecture notes, etc. Bear in mind that American readers may be confused by certain British terms and vice versa. [See also below in the House style guidelines, section 11, 'Note on bias'.]

Inefficient use of footnotes/endnotes

If you have exceptionally long notes, consider whether the information should be incorporated into the text. If you make interjections in the text in parentheses, could these be given as notes to prevent cluttering up the text; consider whether such comments are needed at all. It is also worth considering that several long footnotes (as opposed to end-of-chapter notes) can look cumbersome and cause problems during typesetting.

Edited collections

It is the editor's responsibility to ensure that styles are consistent throughout the book. In cross-references to chapters in the book, refer to chapters by number, not just contributor name.

House style guidelines

PART I ELEMENTS OF THE BOOK

1 Preliminary pages	<i>page</i>	9
1.1 Order of prelims		9
1.2 Contents list		9
1.3 Lists of figures/plates/tables		9
1.4 Acknowledgements		10
2 Illustrations/tables (text refs)		10
2.1 Figures or plates?		10
2.2 Positioning		10
2.3 Numbering		10
2.4 Captions list		10
3 Headings		11
3.1 Subheads		11
4 Quotations		11
4.1 Integrated quotations		11
4.2 Extracted quotations		11
4.3 Translations		12
5 Notes/references/bibliography		12
5.1 Author-date system		13
5.2 Short-title system with numbered notes		13
5.3 Types of references		13
5.4 Bibliography/References		15

PART II GENERAL STYLE NOTES

6 Punctuation/spelling	17
6.1 Punctuation	17
6.2 American v. UK spelling	17
6.3 List of problem words	17
6.4 Foreign words/phrases	17
7 Capitalisation	18
7.1 Minimum capitalisation	18
7.2 Job titles/affiliations/subjects	18
7.3 Institutions/organisations/places	18
8 Numbers	18
8.1 When to spell out	18
8.2 Elision/spacing	18
8.3 Units of measurement	18
8.4 Dates	19
9 Abbreviations	19
9.1 General notes on abbreviations	19
9.2 Punctuation/spacing	19
9.3 Presentation in the text	19
10 Italic/bold	20
10.1 When to use italic	20
10.2 Note on use of bold	20
11 Note on bias	20
11.1 Examples	20
11.2 Racial/ethnic groups	20
11.3 Avoiding gender bias	21

1 Preliminary pages

1.1 Order of prelims

- Use the following order for prelim. pages. You *must* supply a contents list [see section 1.2 ‘Contents list’ below].
 - * Half title [MUP to supply]
 - * Series information [MUP to supply if applicable]
 - * Title [full title, subtitle and author’s name as they are to appear in final publication]
 - * Copyright page [MUP to supply]
 - * Dedication/epigraph [may be moved by designer to save space later]
 - * Contents list
 - * Lists of plates/figures/maps/tables
 - * List of contributors
 - * Foreword [may appear as a series editor’s foreword/preface]
 - * Preface [personal note by author/editor about how the book came to be written/compiled; not to be confused with introduction]
 - * Acknowledgements [may appear as sub-section of preface]
 - * List of abbreviations [may appear at start of Bibliography if not used elsewhere]
 - * Maps

1.2 Contents list

- Use minimum capitalisation (i.e. initial capitals for first word and proper nouns only) for all headings.
- Number the chapters. Leave out the words ‘chapter’ and ‘page’ before the numbering. Use digits rather than words (unless series style is to use words); no punctuation after numbers.
- Chapter numbers should be arabic (1, 2, 3); Part numbers should be roman (I, II, III).
- Refer to lists of illustrations here as ‘List of plates’, ‘List of figures’, etc., although they should be headed ‘Figures’, ‘Plates’, etc. Otherwise the contents list should correspond exactly with the headings used in the text. [see section 2.1 ‘Figures or plates?’]
- Do not mark stylistic features (e.g. indentation, italics (unless a word is intended to be in italic), full capitals, bold). If you want to indicate different levels of heading, use bold or different sized type.

1.3 Lists of figures/plates/tables

- Lists of figures/plates/tables should usually be included in the prelims (unless there are only very few). You must supply a separate list of captions as well as a prelims list for illustrations [see section 2.4 ‘Captions list’].
- Lists should be headed ‘Figures’, ‘Plates’ or ‘Tables’. Use ‘List of’ only in contents list.
- Leave out the words ‘figure’, ‘plate’ or ‘table’ before the numbering.
- Make sure the descriptions given here match the list of captions in terms of italics, capitals etc. (NB italics, capitals etc. should *only* be used here if they are part of the caption, not for stylistic reasons).
- Use minimum capitalisation throughout.

- For illustrations, place source/permission lines in parentheses after each description (unless copyright holder specifically asks for these details to appear *with* the illustration, in which case, give the source/permission details in the list of captions as well as in the prelims list). For tables, source should appear below the table, not in the prelims list.

1.4 Acknowledgements

- The production and publication of your book is a team effort by everyone at MUP. If you wish to acknowledge the staff at the Press, we prefer that you do not name individuals.

2 Illustrations/tables (text references)

- This section gives a summary of how to treat references to illustrations/tables in the text. [For details on how to submit illustrations/tables, see ‘Submitting illustrations and diagrams’, pp. 22–4 and ‘Submitting tables’, p. 25.]
- For all illustrations you *must* supply (ideally) an original that can be scanned and reproduced without alteration; otherwise, an image that can be redrawn. If you wish to supply illustrations on disk, you *must* contact MUP. You must also supply a photocopy of each illustration. ALL originals (including slides and transparencies) and ALL photocopies must be numbered. The numbered originals and photocopies must correspond to the list of illustrations and the captions list [see section 1.3, ‘Lists of figures/plates/tables’ and 2.4, ‘Captions list’].

2.1 Figures or plates?

- Refer to colour illustrations as ‘plates’. These will usually appear together in a separate section. All other illustrations, including integrated photos and diagrams, should usually be referred to as ‘figures’.
- Do not shorten ‘figure’ to ‘fig.’ in text references.

2.2 Positioning

- The position of illustrations should be indicated either in the margins of the text or by inserting ‘[figure 1 near here]’ with space above and below. Text references, e.g. ‘(see figure 1)’ should usually be included in the text. Tables may be either integrated or separated from the typescript; if separated, they should be referenced in the margin like illustrations.

2.3 Numbering

- If there are different types of illustrations, figures (maps, diagrams, etc.) and plates (prints, photos, etc.), distinguish the numbering systems: figures by chapter (1.2, 1.2, 2.1, 2.2 etc.), plates through the book (1, 2, 3 etc.).

2.4 Captions list

- Do not include punctuation after figure/plate/table numbers in preliminary lists or captions.
- **Illustrations:** You *must* supply a separate captions list for illustrations; these captions will appear *with* the illustrations in the book, rather than in the prelims list. The captions may contain the same information as the prelims list or they may give further details about the illustration. Source/permission details for illustrations should be given *only* in the prelims list (not in the captions) unless the copyright holder specifically requests the information to appear *with* the illustration.
- **Tables/diagrams:** There is no need to supply a separate list of captions for tables or diagrams (as long as each caption appears with the table/diagram itself). If source/permission line is to appear with a table or diagram (i.e. when it is not the author’s original work), it should be placed immediately below the table/diagram. Table/diagram headings should appear above the table/diagram.

3 Headings

- Use minimum capitalisation in *all* headings: i.e. use initial capitals for first word and proper nouns only.
- Use arabic numbers (1, 2, 3) for Chapter headings (unless series style is to spell out).
- Use roman numerals (I, II, III) for Part headings.
- Do not use punctuation after Part/Chapter numbers.

3.1 Subheads

- Avoid numbered subheads unless *absolutely* necessary (i.e. for cross-referencing purposes).
- To distinguish levels of subheads, use bold or different sized type.
- Use no more than three levels of subhead unless absolutely necessary.
- Do not use just numbers as subheads, as this doesn't convey any useful information to the reader.
- If you want to indicate a break between paragraphs to show the start of a new section, but do not want to include a subhead, include a line space (NB Do not use asterisks; do not include line spaces between all other paragraphs). Text following line space should start full out not indented.

4 Quotations

- Quotations less than about five lines long should be integrated (i.e. run on in the text) and placed in quotation marks.
- Quotations longer than about five lines should be extracted (i.e. begun on a separate line and indented with a space above and below; no quotation marks).
- Use ellipses (*three* unspaced dots with space before and after) to indicate missing material within a quote. Do not use at the beginning and end of the quote unless it would affect the sense. Use square brackets round ellipsis only where a large chunk of text is omitted.
- Indicate whether italics occurred in the original or have been added by you (either in parentheses or in a numbered note).
- Use square brackets to indicate material that has been added by you.
- Double check that all quotations are correct. This is not the copy-editor's job.

4.1 Integrated quotations

- Use single quotation marks. Double quotes should be used *only* for a quotation within a quotation.
- When quotation marks enclose less than a complete sentence, the closing quote mark should *precede* the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should *follow* the final punctuation.
- Whether or not the source is to appear with the quotation depends on the referencing system used. [See section 5, 'Notes/references/bibliography'.]
- If the source appears with the quotation, place it in parentheses *after the closing quotation mark but before the final full point*.
- If verse is integrated, use a stroke to indicate a line break.

4.2 Extracted quotations

- Use no quotation marks at start/end; use single quotation marks within extracts. Place the source line (if it is to appear here rather than in a numbered note) in parentheses immediately *after the closing full point with no further punctuation after it*.

4.3 Translations

- If quoting from a non-English source, the quotation should usually be in the original language. Give translation (either author's or from a published translation) if reader is unlikely to understand original language. The translation should usually appear in the text in parentheses immediately below the quotation but can be given in a numbered note if preferred. Alternatively, the translation can be given in the text and the original quotation in a numbered note. You can indicate in the preface the overall editorial policy used for translations. Particular points relating to individual translations can be given in the notes (if numbered notes are being used).

4.31 Author translating quotation

- Quotation is followed by translation in parentheses. If using notes, place note number after original quotation, and give reference in note; if using author-date system, give reference in parentheses after quotation.

Integrated quotes (single quote marks, double for a quote within a quote)

'Quotation quotation quotation' (author, date, pp) (Translation translation translation).

or

'Quotation quotation quotation'^{note} (Translation translation translation).

Extracted quotes

Quotation quotation quotation. (author, date, pp)
(Translation translation translation.)

or

Quotation quotation quotation.^{note}
(Translation translation translation.)

4.32 Translation of quotations from a different published source

- Both the original and the translation sources should usually be referenced. But if the translation has been published, you may prefer not to cite the original as well.

Integrated quotes (translation also in quote marks)

'Quotation quotation quotation' (author, date, pp), 'Translation translation translation' (author date pp).

or

'Quotation quotation quotation', 'Translation translation translation'.^{note}

Extracted quotes (parentheses not used, as translation is from a published source)

Quotation quotation quotation. (author, date, pp)
Translation translation translation. (author, date, pp)

or

quotation quotation quotation.
translation translation translation.^{note}

5 Notes/references/bibliography

- Ideally use *either* an author-date system *or* a short-title system with numbered endnotes/footnotes. [See section 5.2.1, 'Endnotes or footnotes?']
- You may want to use the author-date system for references and a numbered note system for other information not part of the running text; in this case, any references in the notes should also use the author-date system. Do not start a short-title notes system and then place page references in the text. This is confusing for the reader as the source is not always clear and it is time-consuming tracing the original reference in the text.
- If you use an author-date system, do not then just give author and date in the notes (this is not helpful to the reader).
- For multi-author books, ensure a consistent system is used throughout the book.
- If possible print notes and bibliography/references with hanging indent (but don't insert tabs) so that it is immediately obvious where each new entry starts.

5.1 Author-date system (or Harvard system, esp. used in social sciences)

- References within the text and after extracts should be cited by the author's surname and year of publication (and page number if necessary), e.g. Smith (1979: 80), or (Smith, 1979: 80). If citing more than one work together, use semi-colons to separate. Indicate on the author stylesheet what order you have used (e.g. chronological, alphabetical).
- Distinguish two or more works published in same year (1996a, etc.). These should be labelled a, b, c etc. according to the order in which they are cited in the text.
- Give full details of the publication in a list of references or in a bibliography. It is acceptable to use *et al.* in the text for works with more than two authors but you should give all authors' names in the references/bibliography (unless there are more than three).
- If numbered notes are used to give information other than references, any references that appear in the notes should also use the author-date system.

5.2 Short-title system with numbered notes

- Try to keep notes brief. Incorporate material into the main text if necessary.
- Use superscript arabic numbers within the text (¹ etc.). These should be numbered in sequence *by chapter* with no missing or repeated numbers (no 27a, etc.). These should always come *after* any adjacent punctuation and have no punctuation of their own.
- Use corresponding arabic numbers in the notes. These should be full size, not superscript (unless footnotes), and should have no punctuation after the number.
- Give full details of each publication the first time it occurs, in a list of numbered notes. The notes can appear either at the end of each chapter under the heading 'Notes', or grouped at the end of the book under a main heading 'Notes' with subheads 'Chapter 1', etc., or as footnotes. Full details can be given at either the first occurrence in each chapter (useful in edited collections and heavily referenced books) or at just the first occurrence in the book. Indicate which style you have used on the author stylesheet.
- On second and further references cite only the author's surname and the title, shortened if necessary – ensure any shortened forms are still meaningful (see examples below).
- Other information may be given in notes, but this should be kept short; avoid extracts.
- *Ibid.* is acceptable; do not use *idem*, *loc. cit.* or *op. cit.* (NB *Ibid.* refers specifically to the last reference used.)
- If you include a full bibliography with the short-title system of reference, you can use just short titles throughout the notes if you prefer. Indicate this on the typescript stylesheet.

5.2.1 Endnotes or footnotes?

- Consider which system is most useful to the reader.
- If the book is in a series, follow the series style.
- We prefer to use endnotes (either end of chapters or end of book) for technical reasons but if you wish to use footnotes please tell us when you submit the typescript.

5.3 Types of references

5.3.1 Books

- Book titles: use initial capitalisation (i.e. all important words, including first word after colon); italic; no quotation marks. For pre-twentieth-century works, either follow capitalisation as in original title or standardise throughout (be consistent and indicate on the author stylesheet which style you have followed).
- Chapter titles within books: minimum capitalisation; roman (not italic) in quotation marks.
- For all book references, give both place of publication and publisher if possible, otherwise place only (**whichever style, be consistent**). Spell out university presses (e.g. Manchester University Press, not MUP).

- single author of a book:** C. O'Grada, *A Rocky Road: The Irish Economy Since the 1920s* (Manchester: Manchester University Press, 1997), pp. 12–15. (subsequent references would be in the form O'Grada, *A Rocky Road*, p. 4 etc.)
- joint author of a book:** R. Kilborn and J. Izod, *An Introduction to TV Documentary* (Manchester: Manchester University Press, 1996), pp. 211–12. (subsequent references: Kilborn and Izod, *An Introduction to TV Documentary*)
- single editor of a book:** L. Russell (ed.), *Colonial Frontiers: Indigenous-European Encounters in Settler Societies* (Manchester: Manchester University Press, 2001), pp. 33–6. (subsequent references: Russell (ed.), *Colonial Frontiers*)
- joint editors of a book:** R. Harding and W. E. Paterson (eds), *The Future of the German Economy: An End to the Miracle?* (Manchester: Manchester University Press, 2001), pp. 61–9. (subsequent references: Harding and Paterson (eds), *The Future of the German Economy*)
- single author of a chapter within a book:** D. Shepherd, 'Bakhtin and the reader', in K. Hirschkop and D. Shepherd (eds), *Bakhtin and Cultural Theory* (Manchester: Manchester University Press, 2nd edn, 2001). (subsequent references: Shepherd, 'Bakhtin and the reader')
- single author of a chapter within a book of a work already cited:** T. Eagleton, 'Bakhtin, Schopenhauer, Kundera', in Hirschkop and Shepherd (eds), *Bakhtin and Cultural Theory*.
- modern editor of a dated work:** Fanny Burney, *Camilla: or A Picture of Youth*, ed. Edward A. Bloom and Lillian D. Bloom (London: Oxford University Press, 1972).
- translation:** Lara-Vinca Masini, *Art Nouveau*, trans. L. Fairbairn (London: Thames & Hudson, 1984).

5.3.2 Journals

- Journal titles: always in full (unless list of abbreviations given or full form given at first occurrence); initial capitalisation; italics.
- Article titles: minimum capitalisation; roman (not italic) in quotation marks.
- Give volume number (this can appear in either arabic or roman numerals but once the style is chosen it must be adhered to for *every journal*); part or issue number (only necessary if each issue is paginated individually; use arabic numbering) separated by colon (no need to use vol., no., p.); include parentheses round the year.
- e.g. M. M. Postan, 'Credit in medieval trade', *Economic History Review*, 3:6 (1928), 66–7.

5.3.3 MSS and other unpublished sources

- Unpublished books, theses and dissertations should be roman in quotation marks; use initial caps; give type of document, place of publication and date. J. Cheshire, 'Early Victorian Stained Glass' (PhD dissertation, University of Exeter, 1998).
- Unless published (in which case treat like an article from a book), conference papers should give the name of the organising body, the title of the conference and the date given.
- Titles of individual manuscripts should be roman in quotation marks.
- Titles of manuscript collections should be roman without quotation marks, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned, e.g. British Library, Additional MS 2787.
- Parts of the reference may be abbreviated, provided that the abbreviation is explained or self-explanatory, e.g. ULC Add. 3963.28. The full reference should always be given at the first occurrence.
- For references to folios use fo. and fos, or fol. and fols, rather than f. and ff.

5.3.4 Government and official sources

- Ensure the correct use of C, Cd, Cmd, Cmnd and Cm, as these refer to different series:
1–4222 1833–69
C 1–9550 1870–99
Cd 1–9239 1900–18
Cmd 1–9889 1919–56
Cmnd 1–9927 1956–86
Cm 1– 1986–
- Note that *Hansard* documents are numbered by column rather than page; use the correct abbreviations (vol., col., cols) before the appropriate numbers.

5.3.5 Archival sources

- Use the following order: place, reference no. of file, reference no. of document, status of document, author, title, date, page no. e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell ‘Money’, 6 August 1952, p. 2.

5.3.6 Newspaper articles

- Use the following style for newspaper articles, giving the author’s name if possible:
P. Barratt, ‘The Big Fella: Michael Collins at the Movies’, *Irish Times* (12 October 1996), p. 2.
- Do not include *The* as part of newspaper titles (*The* should only be used for *The Times* and *The Economist*). When included as part of a sentence, use ‘the *Observer*’ etc.

5.3.7 Internet sources

- Do not include http:// if www is included.
- Do not underline or italicise. Do not include brackets.
- Include a full stop after the address if it occurs at the end of a sentence or note. Give dates when the sites were accessed if possible.
- Internet addresses in the bibliography can be given under the author’s name if appropriate. Otherwise, list them under a subheading of ‘Internet sources’. If you include full stops at the ends of entries in the bibliography, then include them after internet addresses.

5.3.8 Foreign titles

- Publications in all modern European languages except French capitalise the initial letters of the first word and proper nouns only (all nouns in German).
- French publications follow the same system unless the first word is a definite article or an adjective: in this case, the first noun and all preceding adjectives also have initial caps, e.g. *Les Femmes savantes*, *La Folle Journée*, but *A la recherche du temps perdu*.
- Use initial caps for all journal titles.

5.4 Bibliography/References

5.4.1 ‘References’ or ‘bibliography’?

- ‘References’ contain *only and all* the publications cited in the text. They usually appear at the end of each chapter for multi-author books and at the end of the book for other books.
- A ‘Bibliography’ can contain either fewer or more than the publications cited: if it contains fewer, it is called a ‘Select bibliography’.
- Use correct heading: Bibliography (all titles cited in notes and possibly some other sources), Select bibliography (some but not all works cited, and possibly some other sources), References (for author-date system), Further reading (not including works cited).

5.4.2 Styles

- *Ordering*: works should be ordered alphabetically; surname should precede first name or initials (spaced). Works by the same author can be ordered either alphabetically or by date (always by date in author-date system). Articles and books can be mixed together. Original works precede works edited by the same writer; works by single author precede joint works. Either repeat the author's name or use a double hyphen:
 - Smith, A.
 - Smith, A. (ed.)
 - Smith, A. and B. Jones [initials for second and subsequent authors do not need to be inverted]
- If the author-date referencing system has been used, the date of publication should appear immediately after author name/s. Works published in the same year should be distinguished 1996a, 1996b etc. according to the order in which they are cited in the text
- Whatever ordering principles you follow, *be logical and consistent*. Indicate on the author stylesheet which system you have followed.
- Ensure all bibliographical references correspond exactly to those in the notes in terms of spelling, capitalisation, hyphenation, etc.
- For multi-author works, all authors' names should be given (unless there are more than three), though *et al.* is acceptable in notes.
- For chapter/article references, either include or omit page spans throughout.

6 Punctuation/spelling

6.1 Punctuation

- *Apostrophe*: Thomas's, Jones's, but Moses', Bridges': i.e. when the word ending is pronounced 'iz', use an apostrophe only.
- *Initials*: forename initials should be spaced (T. S. Eliot, not T.S. Eliot); all other initials are unspaced. [See section 9, 'Abbreviations'.]
- *Paranetical dash*: use a spaced dash to indicate a paranetical dash (indicate in typescript by a single hyphen with a space either side).
- *Parentheses*: as a general rule use parentheses not square brackets within parentheses.
- *Quotation marks*: use single quotation marks. Only use double quotation marks for a quote within a quote.
- [For punctuation of abbreviations, see section 9, 'Abbreviations'.] [For extracts, see section 4, 'Quotations'.] [For references, see section 5, 'Notes/references/bibliography'.]

6.2 American v. UK spelling

- Use UK not American spelling. (However, retain American spelling in American proper names, such as Pearl Harbor, and in quotes.)
- The Oxford Dictionary for Writers and Editors (Oxford University Press, 2nd edn, 2000) is an extremely useful guide. If in doubt, follow this.
- Exceptions to ODWE: use ~ise/~yse, not ~ize/~yze; encyclopedia/esthetic/etiology/fetus are acceptable (although ae/oe spellings may still be used).

6.3 List of problem words

- * accommodate
- * ageing (not aging)
- * appendices (not appendixes)
- * enquiry (but inquiry for official investigations)
- * focused (not focussed)
- * fulfil (not fulfill)
- * gram (not gramme)
- * judgement (but judgment in legal works)
- * kilogram (not kilogramme)
- * manoeuvre (not maneuver)
- * programme (but computer program)
- * sceptic (not skeptic)
- * skilful (not skillful)
- * a hotel (not an hotel)

6.4 Foreign words/phrases

- No accents on anglicised foreign words like elite, naive, role, etc., or on capital letters.
- [See also section 10, 'Italic/bold'.]

7 Capitalisation

7.1 Minimum capitalisation

- Use minimum caps for *all* headings (i.e. initial cap. for first word and proper nouns only).
- *MUP prefers a policy of minimum capitalisation for words in the text and titles* (only using initial capitals where essential). However, should you strongly prefer initial capitals for certain terms, please bear in mind the following guidelines, be consistent and indicate on the typescript stylesheet which styles you have used.

7.2 Job titles/affiliations/subjects

- * the King (referring to a specific individual), but a king
- * Member of Parliament
- * the President, but a president, presidential [NOTE: for Vice-President and other compound titles, capitalise both initials]
- * the Prime Minister, but a prime minister
- * the Professor of Political Science, but a professor of political science

7.3 Institutions/organisations/places

- * the Church (institution) but the church (building)
- * the Crown (meaning the monarchy)
- * the Government (specific) but government (general)
- * House of Commons/Lords (always initial caps.); also the House
- * Liberal (use cap. only for Liberal Party or party member); also applies to Conservative, Labour, Communist, etc.
- * Northern Ireland, but northern England
- * the Parliament (but parliamentary)
- * the Senate (always cap.)
- * the State (when referring to political communities)
- * the West, Western Europe, etc., but western England

8 Numbers

8.1 When to spell out

- Spell out numbers (whether ordinal or cardinal) below 100: ‘one, first’.
- Exceptions: a series of numbers appearing close together in a mixed sequence (under and over 100), in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurement such as 7 kg, 15.8 mm; in usual cases like 5.00 p.m. (but five o’clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g., two hundred, fifteen thousand); always use digits with ‘per cent’ (NB ‘per cent’ rather than % except within tables and diagrams).

8.2 Elision/spacing

- Use minimum digits in number spans (e.g. 133–4, not 133–34 or 133–134; 160–1, not 160–61 or 160–161), except for the teens (e.g. 112–13, not 112–3). [See section 8.4, ‘Dates’ for exception.]
- Numbers greater than 999 should show a comma after the thousands digit (3,500, 11,650, etc.).

8.3 Units of measurement

- Use metric units of measurement; no ‘s’ to appear in plural (5 kg, not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d
- Use digits with abbreviated units of measurement, but spell out numbers if units are also spelled out (5 cm, but five centimetres); as a rule, use abbreviated forms, except for per cent. [See also section 9, ‘Abbreviations’.]
- Always put a number either side of a decimal point, e.g., 0.6 (not .6).

8.4 Dates

- Use the style 31 January 1986, not 31st January or January 31.
- Elide years to double digits: use 1985–86, not 1985–6, or 1985–1986; but 1999–2001, 2001–3. (NB 1985/86 may be used where years form a unit such as a financial year.)
- BC years must be given in full: 536–514, not 536–14.
- Spell out ‘nineteenth century’ (not 19th) but use 1800s (NB hyphenate only when attributive – e.g. ‘nineteenth-century furniture’ but ‘in the nineteenth century’).
- Use 1930s, not thirties, 30s or ’30s.
- NOTE: Do not use vague phrases such as ‘over the last few decades’, ‘in recent years’, ‘currently’, which will be misleading for readers the longer the book is in print; be more specific, use ‘since the mid-1970s’, ‘between about 1970 and 1980’, ‘until early 1990’, etc.

9 Abbreviations

9.1 General notes on abbreviations

- As a general rule, avoid uncommon abbreviations. If used, explain at their first occurrence and/or list in the prelims. A list of abbreviations may appear at the start of the bibliography if the abbreviations are not used elsewhere.
 - * *idem*, *loc. cit.*, *op. cit.* should *not* be used.
 - * ‘&’ may be used for names of companies, institutions, etc. (e.g. Faber & Faber) but use ‘and’ when referring to two authors of a publication.
 - * cf. (roman, not italic): note that cf. means ‘compare’, not ‘see’.
 - * fos for ‘folios’, not ff., which means ‘following’.
 - * ll. (‘lines’) should be avoided as this can be confused with roman numeral II or arabic number 11: spell out instead.
 - * v. not vs. (roman, not italic).

9.2 Punctuation/spacing

- Use full points after abbreviations (e.g., i.e., p., etc., *et al.*, *ibid.*, v., vol., p.m., Rev., ed.).
- Do not use a full point after units of measurement (kg, mm), contractions (vols, eds, Dr, Mrs, Mr, Ltd: i.e. where first and last letters are given) except no. (number), or initials (BBC, DNA, GMT, NATO, USA, ICI, TV) except name initials which should also be spaced (T. S. Eliot).
- Insert a space after p., no., vol., fos (p. 67, not p.67).

9.3 Presentation in the text

- The full form of abbreviations (except those used in references, such as i.e., ed., vols etc.) should be used at the first occurrence in the text (or in each chapter if it is an edited collection), followed by the abbreviation in parentheses not square brackets. The abbreviation only should be used thereafter (unless the context demands that the full form should be used).
- If abbreviations are used in more than one chapter, consider whether a list should be added to the prelims. This should be in two columns, ordered alphabetically by the abbreviation.

10 Italic/bold

10.1 When to use italic

- Use italic for:
 - * titles of publications (except series), including books (except the Bible, the Koran, etc.), journals, films, videos, plays, TV/radio programmes, titled musical works (but roman for Symphony no. 5 in C minor, etc.)
 - * long poems (e.g., *Four Quartets*), but roman and quotation marks for short poems
 - * titles of paintings and sculptures
 - * names of ships
 - * genera, species and varieties
 - * foreign terms/phrases (except anglicised terms, such as ‘elite’, ‘role’, ‘naive’, which also appear without accents, and phrases which are quotations)
 - * names of parties in legal cases (but v. is roman: NB use v. not vs.)
 - * stage directions
 - * *ibid.*, *et al.*, *c.* (NB do not use *ca.*), but *via*, *vice versa*, *i.e.*, *e.g.* are roman
- Avoid using italics for emphasis unless absolutely necessary.
- Italics may be used for key terms/glossary terms, in which case they should not be used for emphasis elsewhere.

10.2 Note on use of bold

- As a general rule, avoid using bold type. If emphasis is required for key terms/glossary terms, use italic.
- Headings, contents, list of figures, etc. will be marked up later and should be typed in roman (unless bold is being used to distinguish different levels of heading).

11 Note on bias

- Avoid using terms and phrases that express gender, racial or other bias.

11.1 Examples

- * humanity or humankind, not mankind
- * workers or workforce, not workmen
- * chairperson or chair, not chairman
- * artisan or craftsperson, not craftsman
- * firefighters, not firemen
- * manufactured, not manmade
- * ancestors, not forefathers
- * senior citizens or the elderly, not old people
- * person with a disability, not cripple or handicapped/retarded/disabled person

11.2 Racial/ethnic groups

- Be specific and accurate when referring to a racial, ethnic or national group. For example:
 - * aborigine signifies the original inhabitants of any country; for native Australians use Aborigine (cap A)
 - * Afro-Caribbean, African or black African, Afro-American, etc., are preferable, although black people/blacks (lower-case b) are acceptable when referring to people of black-African origin
 - * Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible
 - * black refers to people of black-African origin and does not include people of Asian or Arabic origin [See under Afro-Caribbean, above]
 - * coloured people: avoid this term; specify racial/ethnic origin
 - * Eskimo: use Inuit instead
 - * Europe includes East Europe and cannot be substituted for West Europe or European Community
 - * Indian: use Native American or Native Canadian to refer to American Indians, not Indian (this signifies a native of India) or Red Indian
 - * North America: remember that this includes Canada and Mexico; use United States if this is what is meant
 - * use 'in Britain' not 'at home' etc.
 - * 'Britain' includes England, Scotland and Wales; the UK also includes Northern Ireland. Use England/Britain/UK accurately

11.3 Avoiding gender bias

- Use 'he or she', 'her or him' (note alphabetical order), not just 'he', except to avoid a clumsy construction: in this case, reword in plural if possible; otherwise alternate use of 'he' and 'she' in examples. Do not use 's/he'.
- NOTE: Do not refer to objects or places, such as ships or countries, as 'she': use 'it'.
- Be careful not to make assumptions about, for example, the predominant sex in a particular profession/trade.

Submitting illustrations and diagrams

All illustrations/figures etc. should be included when submitting the final typescript. Production will not begin until MUP has these. Bear in mind that it may take you some time to obtain permission and originals.

1 Illustrations (black and white; colour; line drawings)

1.1 Presentation

- For all illustrations you must supply:
 - * an ‘original’ that can be scanned. (If you wish to supply illustrations on disk, you *must* contact MUP so that we can advise you on the correct format; only professionally made scans will be accepted.)
 - * a photocopy of each illustration
 - * a list of illustrations to appear at the front of the book, inc. all source/permissions details
 - * a list of captions that will appear *with* the illustrations

1.2 Originals

- Black-and-white originals should be supplied as glossy black-and-white prints (not colour).
- Colour originals should be supplied as colour transparencies (preferable) or colour prints from colour negatives.
- Line drawings should be supplied as bromides, as black-and-white prints or as finished artwork.
- MUP suppliers provide professional origination facilities; MUP will accept scans from authors instead of originals *only* if they can match our normal standards. If you wish to submit scans instead of originals, it is absolutely essential that you contact MUP prior to scanning. A print-out from a scan is not acceptable, as the final quality will be very poor.
- If you have difficulty in obtaining originals of the requisite quality, please contact MUP for advice.

1.3 Layout preferences

- If you wish to provide guidance on the relative importance of the illustrations or the size at which you have permission to reproduce them, please indicate this on the numbered photocopy e.g. ‘full-page’, ‘half-page’, etc., and give any relevant information, e.g. importance of detail, cropping, orientation. Illustrations will not be changed at proof stage.

1.4 Permissions

- You must clear all permissions before submitting the final typescript; copies of all correspondence should be included.

1.5 Numbering

- ALL originals must be numbered (including slides and transparencies); please use a small sticker on the back of the illustration (don't use post-it notes on the front as they can easily be lost and can leave a mark; avoid writing on the back of prints, as this can cause damage). If an illustration actually consists of more than one picture, put the number in brackets (e.g. Fig. 1 (a–c)). Photocopies must be numbered identically to the originals (just write the number on the front of the photocopy). The numbered originals and photocopies must correspond to the *list of illustrations* and the *captions list*.
- You must submit a list of illustrations to appear at the front of the book (*including* source and permissions details) and a separate captions list (*without* source and permissions details). Use digits only (do not include 'figure' or 'plate'); use *minimum capitalisation*.
- Refer to black-and-white illustrations as 'figures'; refer to colour illustrations as 'plates'.
- If you do not refer to the illustrations in the text and they are to be integrated, indicate in the margin where they should appear.

2 Diagrams (e.g. graphs, maps, bar charts) generated by author

2.1 Presentation

- All figures should be presented on hard-copy printouts that can be scanned. Each figure should be on a single sheet, separated from the typescript. If possible, also supply disk files (but see 2.2 below). If a diagram is not the original work of the author, there should be a source line underneath. The heading should appear above the figure. All figures will be reproduced in black and white and therefore *must not be submitted in colour*. A hard copy of each figure should be submitted on bromide or high quality laser print-out, whether or not a disk file is submitted.
- Do not use background shading unless absolutely essential. If any text is to appear against background shading, then the maximum tint should be 10%. Hatching, dots etc. are preferable to different shadings, as shading can become indistinguishable when reproduced. If shading is used, there should be a minimum of 10% difference between adjoining tints.
- Bar charts should be two-dimensional, not three-dimensional.
- Ensure that axis lines are thick enough to reproduce. Very thin lines will be lost through scanning.
- Maps should include a scale, direction indicator (N) and, if appropriate, a key. The key should be large enough to reproduce clearly when scaled down.
- Use *minimum capitalisation* for all labels and headings.

2.2 Disk files for diagrams

- Final figures should be submitted as EPS (Encapsulated Postscript) files or TIFF (Tag Image File Format) files but advice must be sought from MUP prior to submission.
- Please always supply data from which figures have been generated in case we are unable to use the disk files.
- Spreadsheet files or presentation graphics, e.g. Excel, cannot be imported into page make-up software and therefore will not be used in their electronic form. The hard copy will either be scanned, or the figures regenerated from the raw data.
- Drawing program files, e.g. Illustrator, can usually be incorporated successfully but translation problems can occur, for example with font incompatibility, so we always need a good quality print-out to scan.
- We cannot use figures that are integrated into the word processing files.

2.3 Numbering

- All figures must be numbered (usually by chapter, i.e. 1.1, 1.2 etc).
- You must include a list of figures to appear at the front of the book: use digit only (do not include 'figure'); use *minimum capitalisation*. There is no need for a separate captions list – captions should appear with the figures themselves.
- If you do not refer to the figures in the text and they are to be integrated, indicate in the margin where they should appear.

Submitting tables

- Tables should be submitted on disk and may be either separated from, or integrated into, the typescript. See example below for table layout. Unless the table is the original work of the author it should have a source line underneath, indicating where the information, statistics, etc. came from.

Table 7.23 *The distribution of lead exports from England to the Baltic, decennial intervals 1565–85*

Destination	1565		1575		1585	
	Ship-pounds	%	Ship-pounds	%	Ship-pounds	%
Danzig	342.0	63.2	300.0	51.8	–	–
Elbing	129.9	2.0	236.0	48.0	87.1	225.0
Total ^a	541.0	100.0	236.0	100.0	100.0	302.5

Note: ^a Sample table therefore figures not arithmetically correct.

Source: *Tabeller over skibsfar ...*, Vol. iiA, pp. 19, 51, 105.

- Keep tables as simple as possible.
- Do not use any vertical lines.
- Use minimum horizontal lines (above/below column headings and at foot of columns).
- If there is more than one level of column heading, use short rules to divide them.
- Do not use rules in body of table. Use a line space to separate sections if necessary, rather than internal rules.
- Include units (e.g. %, £) in either table caption or column heading (don't repeat throughout table).
- Ensure that all totals add up.
- Any notes should be given at the foot of the table (they should not be included among notes to the main text). Use lower-case, superscript letters rather than numbers (within the table and below it), to avoid confusion with main notes.

Permissions

Who obtains permission?

- Under the terms of your contract with MUP it is your responsibility to obtain permission for the use in your book of any ‘textual or illustrative material ... of which the author does not own the copyright’. You will require ‘world rights’ to any such material when making your request. *Please ensure that MUP has a copy of all permissions correspondence.* If you are republishing material published previously, you will still need to obtain permission from the previous publisher.

When do I need to obtain permission?

- All permissions should be cleared by the time the final typescript is submitted. Production will not begin on your book till this is done.

1 Copyright in textual material

(NB see the example letter below for requesting text permissions)

1.1 Quotation for the ‘purposes of criticism or review’

- If the quotation can be regarded as ‘fair dealing ... for purposes of criticism or review’ you are not obliged to obtain permission, but you must make sure to cite the author and the title of the work in the text or in the acknowledgements.
- ‘Fair dealing’ cannot be rigidly defined but the Society of Authors and the Publishers Association state that they would regard as ‘fair dealing ... for purposes of criticism or review’ the use of a single extract of up to 400 words, or a series of extracts (of which none exceeds 300 words) to a total of 800 words from a prose work, or of extracts to a total of 40 lines from a poem (provided this does not exceed one-quarter of the poem) **[but see 1.2 below]**. This does not mean, of course, that a quotation in excess of these limits cannot rank as ‘fair dealing’ in some circumstances.
- It may be relevant to take into account the following:
 - (a) the length and importance of the quotation;
 - (b) the amount quoted in relation to your commentary;
 - (c) the extent to which your work competes with or rivals the work quoted;
 - (d) the extent to which the words quoted are saving you work.

1.2 Other quotations

- For quotations that do not fall under the above heading, permission should be sought to use any ‘substantial’ extract, since copyright is infringed if a ‘substantial part’ is used. Again, the word ‘substantial’ is not defined and is difficult to assess. A few lines from a long book are unlikely to be a ‘substantial part’ but a few lines of poetry or a song may be. It is best to ask permission if in doubt.

1.3 To whom do I write for permission?

- Write to the original publishers of the book, who are likely to hold the rights. If they do not control the rights, they will pass on your letter to whoever does, or let you have this information. Address your request to the Permissions Department. Write on your departmental letter head using the example below as a guide. When requesting permission be sure to supply the following information:
 - (a) full reference to the extract(s) you wish to use and number of words you wish to quote;
 - (b) type of book in which the extract(s) is/are to appear and MUP's name.
- Please also include in your letter reference to the fact that:
 - (a) Manchester University Press is a small, non-profit-making organisation with charitable status;
 - (b) our books are of an academic nature;
 - (c) our print runs are very small.
- The publisher will usually ask you to complete a form and return this with the fee (if any). Ensure you make the full acknowledgement as stipulated. ('Sufficient acknowledgement' is deemed to mean mention of the title and author of the work.) If the publisher merely consents in a letter, make sure you let them know what the fee is for when you send it off.

1.4 How long does copyright last?

- Copyright expires at the end of the 70th year after the year of the author's death. (In the case of joint authorship, the death of the last surviving author.) If the author is dead when the work is published, the copyright expires 70 years from the end of the calendar year when it was first published.

1.5 What if I cannot trace the copyright owner?

1.51 If the original publisher no longer exists

- Try writing to another publisher of a book by the same author.

1.52 If the copyright owner is untraceable

- (a) Omit the extract or
- (b) Take the risk, by including the extract, that the copyright owner will come forward and object, and/or claim a fee. In this case, you should include on the acknowledgements page a line to the effect that every effort has been made to trace the copyright owner and anyone claiming copyright should get in touch with the author.

1.53 Unpublished works

- In this case, and if the works are held in a library, consult the librarian, or contact the publishers (if any) of a book by the author of the unpublished work.
- Generally speaking, in unpublished letters the writer holds copyright. However, if all the following conditions are met, the Copyright Act allows the reproduction of old unpublished copyright works ('for purposes of research or private study' or 'with a view for paying permissions fees for textual and illustrative material. If significant sums are likely to be involved, it is worth discussing at the outset whether MUP can pay – or at least share – some of the cost.

2 Copyright in illustrative material

(NB see the example letter below for requesting illustration permissions)

- Copyright belongs to the artist unless it was (a) commissioned (i.e. paid for), in which case the commissioner holds copyright or (b) produced while the artist was employed by a newspaper or periodical under contract, in which case the copyright belongs to the employer for the purposes for which the work was created only; the artist retains copyright for all other uses.

2.1 Original paintings and drawings

- The copyright belongs to the artist until 70 years after her or his death; the owner may do what he or she likes with the original but must ask the artist for permission to reproduce it.

2.2 Photographs

- Copyright in any commissioned photograph belongs to the commissioner. Otherwise the copyright belongs to the photographer.
- With photographs taken before 1 June 1957 the copyright lasts for 70 years from the end of the calendar year when the photograph was taken, then enters the public domain. With photographs taken after this date, the copyright is perpetual until the photograph is published and then lasts for 70 years from the end of the calendar year when it was first published.

Draft letter for picture permissions (sample only)

Attn: Rights and Permissions Dept

date

Dear Sir/Madam

Title:

Series:

I am writing in connection with the above title in which I would like to include a photograph of _____ by _____. I enclose a photocopy for your information.

The book will be published in hardback initially by Manchester University Press and priced at approximately £ _____. The book is an academic/educational publication, which will not have a large production budget or profit margin. The initial print run will be approximately [500]. In view of this, and given that Manchester University Press is a non-profit making organisation with charitable status, I hope you will be able to waive the permission fee entirely or make it as reasonable as possible. I would be grateful if you could let me know whether you will be able to grant permission for the illustration to be used in the forthcoming publication and if so, the acknowledgement and fee you will require. The publishers would be only too happy to send you a copy of the book if you so wish.

The title will be distributed world wide. I require world English language rights, including the USA (non-exclusive). The picture will be produced in black and white on one page. The book will be published around [add 10 months to your final submission date].

As my typescript is due to be submitted to the publisher on _____ I would appreciate a response by _____.

I look forward to hearing from you

Yours faithfully

Draft letter for text permissions (sample only)

Attn: Rights and Permissions Dept

date

Dear Sir/Madam

Title:
Series:

I am writing in connection with the above title in which I would like to include an extract from _____ by _____ [publisher, date, ISBN if possible]. I enclose a copy of the extract for your information.

The book will be published [simultaneously in hardback and paperback] by Manchester University Press and priced at approximately £ ____ and £ ____ respectively. The book is an academic/educational publication which will not have a large production budget or profit margin. The initial print runs will be approximately [400] hardbacks and [1200] paperbacks. In view of this, and given that Manchester University Press is a non-profit making organisation with charitable status, I hope you will be able to waive the permission fee entirely or make it as reasonable as possible. I would be grateful if you could let me know whether you will be able to grant permission for the extract to be used in the forthcoming publication and if so, the acknowledgement and fee you will require. The publishers would be only too happy to send you a copy of the book if you so wish.

The title will be distributed world wide. I require world English language rights, including the USA (non-exclusive). The book will be published around [add 10 months to your final submission date].

As my typescript is due to be submitted to the publisher on _____ I would appreciate a response by _____.

I look forward to hearing from you

Yours faithfully

Word processing/disk information

- Send only copy disks; ensure that the original files are retained safely.
- Make sure the *disk checklist* is submitted with the final typescript.
- All disks should be labelled with the following information:
 - * number (e.g. 1 of 2)
 - * your name
 - * the title of the book
- Create a new file for each chapter.
- Use sensible names for the files: e.g. chapter01, chapter02, etc.
- Use either underlining or italic to show italic.
- Make sure you don't confuse zero (0) and capital letter O, or the number 1 and lower-case l.
- Keep layout as simple as possible. Indent all new paragraphs (except those immediately below headings).
- Use double line spacing throughout the entire typescript (*especially in notes and references*).
- Use a single spaced hyphen to represent a parenthetical dash (an en rule).
- If late corrections are made, do not send a revised disk. Print out the page(s) and mark any corrections by hand in red ink.

The production process

The amount of time involved in the stages below can vary according to the complexity of the book and the time at which it is submitted. We would appreciate your co-operation throughout the production process to ensure that your book is produced as smoothly and efficiently as possible. Thank you.

- 1 The author submits the draft typescript to be read by an external reader, then makes any changes as suggested by the reader, in consultation with your editor.
- 2 The author submits the final typescript (after it has been approved by the Commissioning Editor and reviewed by an external reader), complete with any illustrations and permissions.
- 3 The typescript is passed to the Editorial Control Department; from here it is sent to a freelance copy-editor who copy-edits the text and sends queries to the author. For edited collections, the editor is expected to deal with copy-editing queries and to liaise with the contributors as necessary.
- 4 The typescript is returned to the Editorial Control Department, checked and passed on to the Production Department.
- 5 The typescript is designed and sent to the typesetter, who sets page proofs.
- 6 MUP sends page proofs to the author to proofread. For edited collections, the editor is expected to distribute proofs to contributors and collate the contributors' corrections.
- 7 The author prepares the index at page proof stage.
- 8 The proofs and index typescript are returned to MUP; the typesetter takes in any corrections and outputs index proofs and revised proofs; the index proofs are checked by the author, the revised proofs are checked by MUP.
- 9 Any final corrections are taken in and the book is sent to the printer.
- 10 The book is delivered to MUP's warehouse.
- 11 The book is published (the official publication date is determined by the Marketing Department and is usually around 3 weeks after delivery).