

## Your Typescript: a Checklist

For fuller details see Part 2 of *Publishing with Palgrave*

1. **House style** Remember the three C's:

Common usage

Consistency

Clarity

Either British or American spelling and style should be used consistently.

2. **Copyright and permissions** In the EU copyright runs for 70 years after the death of the author of the quoted source. American copyright varies from 50 to 75 years after the author's death.

There is a convention usually adhered to though it does not have legal standing that if you quote for purposes of criticism or review only 400 words or less from one source, or several quotations from one source totalling 800 words or less, you may do so without permission. (This does not apply to epigraphs and is also dependent on context and the use made of the quoted matter.) This is 'fair dealing' and should be accompanied by a full citation of the source. Less than a quarter of a poem may similarly usually be quoted without permission (but you should always seek permission for substantial quotations from long poems).

If the source is quoted by more than one contributor to an edited volume, a word count must be made to determine whether the quotations fall within fair dealing.

In edited collections a licence agreement must be made with each contributor. Palgrave supplies the relevant forms for signature and delivery with the typescript.

3. **Extracts** Indent extracts of more than 50 words. You may wish to indent shorter extracts to focus particular attention on them.
4. **Illustrations** Maps, diagrams, sketches, graphs and charts are printed on text paper. Please supply good originals with your typescript, or rough drawings that can be redrawn.  
Photographs, airbrushed artwork, painted artwork and transparencies may be printed in the text or in a separate plate section. If the latter, a List of Plates will be required in the preliminary pages.
5. **Tables** Set out your tables as simply as possible, without vertical lines. Number them by Chapter, e.g. Table 10.1, 10.2, etc.
6. **Structure** You may wish to divide your book into parts as well as chapters. If so, please supply part-titles on separate pages in the correct position. Chapter titles need to appear also as running headlines, so should be short or capable of being shortened to 50 characters or less.
7. **Endmatter** All endmatter should be double-spaced, including notes and index. Notes are usually at the end of the book, but in edited collections they will be at the ends of chapters. Our authors usually index their own books, but if you wish Palgrave to commission an index there is a fee of about £300-350. The index can be prepared at an early stage by listing headwords which are to become index entries. Page references can be supplied at page proof stage.

8. **Preliminary pages** These are numbered in roman figures. A Dedication, if there is one, goes on page v and the Contents List follows on a fresh right-hand page. It should list all preliminary matter, all part titles, all chapter titles (perhaps with main subheadings) and all endmatter. If you supply an Introduction it may fall within the preliminary pages or be Chapter 1.
9. **Edited collections** Contributors' essays should be made consistent with each other in spelling and style. The editor should distribute a briefing document at an early stage, including style for notes. All chapters should be double-spaced and numbered in one sequence throughout the chapter. Notes on the Contributors should be supplied with the typescript. The editor should send completed licence forms from each contributor with or before delivery of the typescript. The editor is responsible for clearing permissions, or ensuring that contributors do so.
10. **Technical and scientific books** Please use SI units, usually without imperial equivalents, and abbreviations recommended by the BSI, IUPAC, ASE and learned societies. Both hyphenation and capitalization should be minimal. Subheads within chapters should be as 1.1, 1.2, 1.3 etc. Sub-sub-heads should be 1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.3.1, etc. Further levels should be avoided.

References should be as e.g. (Jones *et al.* 1994). Please make sure that all text references can be found in the Bibliography and are accurately spelt and dated. Chemical structures and other diagrams can be supplied on disk or as rough drawings for us to have redrawn. Please use the 'table' feature of your word processor if possible, when providing tables.

A List of Symbols should appear at the end of your preliminary pages.

#### 11. **How to present your book**

- a. **Disks with print-outs** This is the usual method. They must be double-spaced throughout, complete and virus-free. Please send two print-outs and save your file in ASCII format in addition, in case the typesetter has difficulty with your disks.
- b. **Camera-ready copy** We will either supply a template or ask to see samples at an early stage. With CRC books, the author takes responsibility for permissions, copy-editing and proofreading. For full details, see pages 20-22 of *Publishing with Palgrave*.
- c. **Typescripts** Please supply complete copy with a complete photocopy. Copy should be double-spaced throughout, with ample margins.
- d. **New editions/first time in paperback** Please supply two copies of new/revised material, with disk where appropriate. You should consider whether your index needs revision.

*Publishing with Palgrave: a Guide for Authors* gives full details on all points dealt with in these notes.