



---

75-76 Blackfriars Road • London • SE1 8HA • United Kingdom  
T +44 (0)20 7401 4200 • F +44 (0)20 7401 4201 • E info@wpcpress.com  
www.anthempress.com

## STYLE GUIDE

This guide outlines our preferred House Style, but our main priority is stylistic consistency. If you follow this style when writing your book, it will facilitate the editorial process, particularly if several authors are contributing to the same volume. However, if you are strongly in favour of a different style, feel free to discuss this with your editor at an early stage to avoid unnecessary editorial work and changes. Our normal procedure is to request a sample chapter of a forthcoming publication in order to iron out problems before the whole book is written. We welcome any queries and/or suggestions from our authors, and we look forward to supporting you throughout the production process.

### CONTENTS

<b>What to Submit</b>	<b>2</b>
<b>How to Submit</b>	<b>2</b>
<b>Preparing and Submitting Documents</b>	<b>3</b>
<b>House Style</b>	<b>4</b>
<b>Notes and Referencing</b>	<b>7</b>
<b>Preparing an Index</b>	<b>10</b>
<b>Copyright and Permissions</b>	<b>11</b>
<b>The Production Process</b>	<b>12</b>



## WHAT TO SUBMIT

You will need to submit all or most of the following. Please contact us if you have any queries. If you would like to see samples, please ask **before** you start work.

1. **Title Page:** this does not have to be formatted, but should include the full title and subtitle of the work and the names of the author(s) or editor(s) as you would like them to appear.
2. **Contents List:** do list all front matter (foreword, preface, acknowledgements, etc.) and all end matter (appendices, list of contributors, notes, references, index, etc.) that will be included in your volume.
3. **Acknowledgements:** if necessary.
4. **List of Figures and Tables:** if necessary.
5. **Introduction**
6. **Chapters**
7. **Conclusions**
8. **Explanatory Notes**
9. **References:** please supply full publication details of all works cited in your editorial material in our House Style.
10. **Figures and Tables:** if necessary.
11. **Permissions:** We require written confirmation of permission granted by the copyright-holder(s) to reproduce ALL copyright material in your work. Please ensure that you have obtained all necessary permissions well in advance of submitting your manuscript. Copyright material may include both text and visual material – for further guidance, please refer to the ‘Copyright and Permissions’ section of this Guide. A standard Permissions Letter is available to download from the Anthem Press website here: <http://www.anthempress.com/index.php/authors.html>.
12. **Copyright Consent Forms:** for edited volumes, all contributors must complete a Copyright Consent Form (available to download from the Anthem Press website above) and return it to the volume’s lead editor to keep on file. Once completed by the contributor, this verifies the permission for use of the contributor’s work, and protects the copyright of this volume. Lead editors must supply Anthem Press with copies of Copyright Consent Forms from all contributors.

## HOW TO SUBMIT

Please use Microsoft Word or a compatible programme and submit your material on a PC-compatible CD, posted to the London offices of Anthem Press, c/o Editorial Department (see full postal address on the front page of this Style Guide). If you prefer, you may ZIP your manuscript files and submit via email to your editor, but do ensure all files are named for easy recognition.

**Please note that we do not accept hard copy submissions of manuscripts** – neither bound proofs nor printed manuscripts. This is because our editorial workflows are now electronic and paperless. With our prestigious worldwide network of readers, reviewers and advisors, we would need to be able to share and discuss projects quickly and easily.



- Please supply separate files for each chapter and for each front and end matter section (e.g. foreword, references, etc.).
- Please number all pages. (It is acceptable if pagination re-starts on each file.)
- If submitting via CD, do label your CD clearly with name, date, project title and volume number if relevant, and the file name/s on each CD.
- If there are any mathematical formulae in your volume, it is particularly important that you also send us PDFs of the relevant pages. Our typesetting team will refer to them to ensure correct typesetting and symbol placement.

Do ensure that you include a **Cover Note** with your submission. This cover note should state your full name, contact information, and the title and subtitle of your manuscript. Please also include the following: the total number of files with your submission; the correct order of files; the word count for each file; and the total word count of the manuscript.

## PREPARING AND SUBMITTING DOCUMENTS

When preparing your work for submission, please do not attempt your own page layout, and keep formatting to a minimum. The typesetter will apply standard formatting to the layout of all documents. Do simply adhere to the following guidelines:

- Font: Times New Roman, 12pt.
- Text should be double-spaced.
- Please only insert 1 bar-space between the end of one sentence, and the start of the next sentence (e.g. ‘...walked by the house. Then he...’ NOT ‘...walked by the house. Then he...’), so that our typesetters can easily standardize justification when they typeset the manuscript.
- Do not indent the first lines of paragraphs. Indicate paragraph breaks by inserting a 1-line space.
- If a paragraph is to be set as an indented quote or a poem within the main text, please inset the whole paragraph by 1cm.
- Please format all Headings as follows:
  - Chapter Titles: **BOLD, ALLCAPS**
  - Headings within chapters:
    - Level 1 Headings: **Bold**, Headline-Style Capitalization  
e.g. **The Return of Democracy**
    - Level 2 Subheadings: **Bold**, *italics*, Sentence-style capitalization  
e.g. ***The return of democracy***
    - Level 3 Sub-subheadings: *italics*, Sentence-style capitalization  
e.g. *The return of democracy*
- **Figures:** please provide all figures separately as high resolution JPEG or TIFF files (300dpi minimum, and ideally 600dpi for colour photographs).
- **Graphs and Charts:** for graphs and charts in Excel, supply the original spreadsheet files in case we need to refer to them during the production process.



## HOUSE STYLE

### General Style Points

- This section provides brief guidelines on style. For further guidance, refer to *Copy-editing: The Cambridge Handbook for Editors, Authors and Publishers* by Judith Butcher (Cambridge: Cambridge University Press) and the *Oxford Dictionary for Writers and Editors*, now available in paperback as *The Oxford Writers' Dictionary* (Oxford: Oxford University Press).
- Generally authors should stick to their own style of English (in punctuation, spelling etc.) – either US (e.g. all punctuation within quotation marks, double quotation marks) or UK style (punctuation only within quotation marks if part of the quoted matter, single quotation marks). Translators should use either US or UK depending on which style they are used to. Either way, usage must be consistent throughout the work.
- Avoid passive voice where possible.
- Avoid the use of ‘he’ (when he or she is meant) wherever possible, either through the use of ‘they’ or by repeating the noun.
- It is important that contributors use the same style of spelling and punctuation and the same reference system. Before they begin writing, send all contributors a style sheet with the instructions contained in this House Style section.

### Quotation Marks

- If following UK style, always use single quotation marks for dialogue and quoted material in the text. Reserve the use of double quotation marks for quotes within quotes, e.g. ‘Edward found the trappings of “royalty” hung heavily.’
- In UK style the full stop only falls inside the quotation mark if the material quoted is a complete sentence, e.g. He called it “my house”, even though it belonged to Clara.
- If you are a US author, follow US style and use double quotation marks for quoted material in the text, with single quotation marks for quotes within quotes, e.g. “Edward found the trappings of ‘royalty’ hung heavily.”
- If you are using US punctuation, commas and full stops fall *inside* the quotation marks, whether or not they are part of the quotation, e.g. He called it “my house,” even though it belonged to Clara.

### Spelling and Punctuation

We prefer spellings to conform to the new edition of the *Concise Oxford English Dictionary* (Oxford: Oxford University Press), but will accept alternatives provided they are consistent. US spelling and punctuation should be used by US authors (*The Chicago Manual of Style* (Chicago: University of Chicago Press) is a useful reference book).

- No hyphen with anti unless followed by a capital or vowel: anti-aircraft, anti-British, antidepressant.

- Include ‘e’ in forms such as: ageing, judgement, likeable.
- Use –ize and –ization; recognize, criticize; but use analyse, paralyse, electrolyse. Note that a number of verbs have no alternative to the ‘ise’ spelling, including: advertise, advise, circumcise, compromise, despise, devise, enterprise, exercise, franchise, improvise, revise, surmise, supervise, televise.
- Use commas sparingly. For lists, use commas thus: red, white and blue (i.e. omitting the final comma before and).
- **Ellipses:** ... No space between points; space after only if leading to new sentence, no extra point if at end of sentence.
- Round brackets should be used within round brackets where necessary. Square brackets should normally be confined to editorial comment.

### Italics

- Use italics for titles of books, plays, films, long poems, newspapers, journals (but not for articles in journals), ships.
- Use italics for emphasis if necessary, but use sparingly. Bold should not be used for emphasis.
- When italics are used for emphasis within quotations, please ensure that the contributor indicates whether the emphasis is from the original text or whether he/she is adding it to make their own point.

### Abbreviations

- Spell out all abbreviations at first mention, followed by abbreviation in brackets; use abbreviation every subsequent time the term occurs: [first time] the United Nations (UN)... [subsequently] the UN.
- Very well-known abbreviations can be used without spelling out (UK, USA, AIDS, HIV, NATO).
- Full point after abbreviation only where last letter of word omitted: Dr, Mr but etc., Prof., but not after contractions or in acronyms: Dr, St, Mr, BBC, UNESCO, USA. Note especially: ed. / eds, vol. / vols, Ch. / Chs, but the exception: no. nos. Don’t duplicate full point if abbreviation ends sentence.
- Where initials are given for people’s names, e.g. T. S. Eliot, stops should be used and there should be a space between letters.

### Numerals

- Spell out numbers up to and including ten and use figures thereafter.
- Use numerals for measurements, e.g. 12 km, and ages, e.g. 10 years old.
- Use figures to avoid a mixture: cycles of 14, 13, 11 and 9 days.
- Spell out figures used approximately: for over a hundred years.
- Use numerals for percentages in the text but spell out ‘per cent’, e.g. 24 per cent. The percentage sign (%) should be used only in tables and figures.
- Insert a comma for thousands and tens of thousands, e.g. 1,000 and 10,000.
- Use minimum numbers for number spans except in ‘teens’, e.g. 25–8, 136–42, 150–1, but 12–16.



- For measurements, give metric first, followed by imperial: 25 cm / 10 in if in statistical context.
- Use figures with millions: 2 million.
- Make sure you use the numeral keys on your keyboard for 1 (one) and 0 (zero), and not a lowercase 'l' or an upper case 'O'.

## Dates

- Set dates out as follows: '8 July 1995', 'on 8 July', 'on the 8th'; '1990s' (not spelt out, and without apostrophe); '1995–7', '1914–18'.
- Spell out months and days in full.
- Use 'in' before dates: 'He was awarded a Nobel Prize in 1993.'
- Use brackets around dates after works of art etc.: The Tower of the Blue Horses (1911).
- Spell out ordinal numbers with centuries: second century, eighteenth century. Use a hyphen when centuries are used attributively: eighteenth-century artefacts.

## Capitalization

- Keep the use of capitals to a minimum.
- Generally, use capitals to refer to a specific, proper name, but use lower case for non-specific, generic use. For example, academic titles are upper case if immediately followed by a name, otherwise lowercase: Professor Yaffle; She was a professor of mathematics. Similarly, royalty: King Henry VII; The king was the first Tudor monarch.
- Use lower case for government, church, state, party, volume and so on, unless a specific one is named, e.g. the Labour Party, the Conservative Government.

## En Rules (and Em Rules)

- An en rule is longer than a hyphen and is used to replace 'to' in number spans, e.g. '24–8'. As there is no en rule key on the standard keyboard you should indicate en rules between numbers using the normal short hyphen.
- The en rule is also used to link two items of equal weight, e.g. 'Nazi–Soviet pact'. To indicate words which should be linked with en rules (rather than normal hyphens) type a double hyphen, e.g. Nazi--Soviet pact.
- Spaced en rules are used as parenthetical dashes or pauses. Type a single hyphen with a space before and after to indicate a dash.
- Only use em (—) rules to indicate a deliberately obscured word.

## Foreign Languages

- Foreign words and phrases inserted in the text should be italicized
- Capitalized proper names of foreign organizations, institutions, political parties, trade unions, etc. should be kept in roman type, not in italics.
- For words or symbols not found in the English alphabet, please ensure that you also supply us with the necessary font in order to view and typeset these words correctly.



## NOTES AND REFERENCING

### Notes

- Either use the Word 'Insert References' function, or add superscript numbers to your text.
- Markers should be keyed outside punctuation rather than within it.
- Note numbering should restart with each new chapter.
- Do ensure that all notes are formatted as Endnotes, to appear at the end of each chapter Word file. Depending on the type of your manuscript (monograph vs. edited volume etc), our typesetting team may consolidate all endnotes into a separate Notes section to appear in the End Matter of the volume.
- If you refer again to a work in the same chapter, you may do so either by repeating the author's surname and then using *op. cit.* (the work cited), or by repeating the author's surname and the title of the book or article (or a shortened form of it). Do not mix these two systems – use one or the other. However, you can use *ibid.* (in the same place) on its own, if it refers to the last work to be cited, with both systems. Never carry the use of *op. cit.*, *ibid.* or shortened titles over from one chapter to another; always give full bibliographical details in the notes the first time a work is cited in each chapter.

The style of the notes determines whether a bibliography is necessary, so it is important to decide this as early as possible in the preparation of the manuscript. Either the note referencing system (endnotes keyed to superscript numbers in the text) or the author-date (Harvard) system may be used, as long as one system is used consistently throughout the manuscript. The author-date system is not recommended if archival citations are used frequently. Editors of collections should inform their contributors of the method to be used so that the same form of reference is used in all chapters.

### A. The Note Referencing System

If a bibliography is not included, full reference for a work should be made with the first mention of a work in each chapter:

1. L. Harrison Matthews, *Sea Elephant: The Life and Death of the Elephant Seal* (London: MacGibbon & Kee 1952), 140-63.
2. Sven Gillsater, *Life and the Sea*, 2 vols. (London: Allen & Unwin 1964), 2:120-2.
3. Harold Taggart, "Sealing on St George Island and Its Ecological Implications," *Pacific Historical Review* 28, no. 3 (1959): 352-8.

In second and subsequent references in a chapter, use a short form:

4. Gillsater, *Life and the Sea*, 1:14-16.

Alternately, an alphabetical bibliography can be included and all notes can be given in short form, listing only author, title, and page number.

1. Matthews, *Sea Elephant*, 116-17.



2. Taggart, "Sealing on St George Island," 358-9.

Reference to classical material should follow *The Chicago Manual of Style*.

1. Aristotle *Metaphysics* 3.2.996b5-8.
2. Augustine *City of God* (trans. Healey-Tasker) 20.2.

## **B. Author-Date Referencing (the Harvard System)**

Authors working in the area of the social sciences may wish to use the author-date system of notes and references.

- Cite the author's surname, the year of publication and the page reference immediately after the quoted material: (Pratt 1975, 121-5).
- Where a volume number is used, use a colon to distinguish volume and page: (Barnes 1981, 3:125).
- If only the volume is given, without page number, use "vol." for clarity: (Garcia 1982, vol. 2).
- If the author-date system is used, the author's name in the reference should be the name under which the work is alphabetized in the bibliography. Reference to works by several authors should include at least two names, using 'et al.' if there are additional authors.

## **References**

- The Bibliography section should be divided as little as possible. It is preferable that the only division be between archival and printed sources. Books, articles, theses, papers, etc., should not be placed in separate sections but integrated and alphabetized within the second section.
- Include the name of the publisher wherever possible. Giving only place of publication provides much less information for the reader.
- References in the bibliography should follow the format shown in *The Chicago Manual of Style*.

If the note referencing system is used, bibliographic form should be:

Matthews, L. Harrison. *Sea Elephant: The Life and Death of the Elephant Seal*. London: MacGibbon & Kee 1952

Taggart, Harold F. "Sealing on St George Island and Its Ecological Implications." *Pacific Historical Review* 28, no. 3 (1959): 351-60

If the author-date system is used, the date of publication is placed immediately after the author's name, rather than at the end of the listing:

Matthews, L. Harrison. 1952. *Sea Elephant. The Life and Death of the Elephant Seal*. London: MacGibbon & Kee



With multiple references to one author, do not repeat the author's name but use hyphens to indicate an en dash.

*Sea Monsters. Their Life and Death.* London: MacGibbon & Kee 1956

Or, with author-date citations,

1956. *Sea Monsters. Their Life and Death.* London: MacGibbon & Kee.

### **Electronic References**

These should appear in the main bibliography and should include additional details as outlined here.

A book, part of a book, a journal, or a journal article which has been published and is also available on the Internet should contain the usual reference details followed by the medium (Online), and then the actual electronic address (URL) in angled brackets. Always include the date on which you accessed the information in brackets. For example:

Smith, A. (1997) Publishing on the Internet, London: Routledge. Online: <http://www.ingress.com/~astanart.pritzker/pritzker.html> (accessed 4 June 1997).

If the reference is to a book, part of a book, journal or journal article but was published only on the Internet then the entry should be as above but without the place name and publisher.

If the reference is to a message on a discussion board the entry should be:

Author (year) 'Subject of message', Title of Discussion List. Online posting. Available e-mail: [listserv@american.edu](mailto:listserv@american.edu) (1 August 1999).

If the reference is to a personal e-mail message, do not give the e-mail address:

Author (year) 'Subject of message'. E-mail (30 January 2000).

As online material may be continually updated or revised, you cannot be sure that the material you refer to will not have been changed since the time you cited it. Therefore, you should always include the date that you accessed the material.



## PREPARING AN INDEX

The index for your book will be prepared as the first proofs are being read. When the production editor knows the schedule for your book, you will be asked to confirm the arrangements made with your editor for indexing: either to prepare your own index or for Anthem Press to arrange for a professional freelance indexer to compile the index for you. If the index is prepared by a freelancer, it will be sent to you for approval before it is typeset and the cost will usually be charged to your account. If you prepare your own index, you will be advised of any length restrictions and given a return date for the index copy.

### Preparation

- The following guidelines should be followed in preparing your index.
- All entries must be in strict alphabetical order, word by word, for example:
  - church altarcloths
  - church lighting
  - Churchill
- Each new entry should begin on a new line.
- Entries for names beginning with Saint or Mac should go in alphabetical order as if they were spelt out, even if they are contracted to St or Mc.
- Arrange subentries alphabetically, ignoring such words as 'on', 'as', 'the', for example:
  - church: altarcloths 19, 36–7; as building 4, 12–13, 67–73; as meeting-place 6; pews, material used in 26, 202–3; in village community 62
- Do not insert a comma between the entry and the first page number. Run on subentries, and separate them from one another with semicolons. Avoid subsubentries if possible, but if they do appear, insert them within brackets after the subentry.
- N.B. Scientific/technical titles usually start each subentry indented on a new line, for example:
  - deoxyribonucleic acid (DNA) 21, 36-9
  - amoebic 54-6
  - rDNA 22, 98
- Use lower case for entries and sub-entries unless they are proper names.
- Use minimum numbers for page spans, i.e. 36–7, 207–8, but for teens repeat the teen digit, i.e. 114–15. Use a single hyphen to indicate an en rule in page spans.
- Leave an extra line space between entries for different letters of the alphabet.
- Do not index notes or prelims, except where there is lengthy argument which is really an extension of the text. If you do index a note, add 'n' plus the note number after its page reference, e.g. 48n2.
- If an entry is purely a cross-reference, the heading should be followed by *see* in italic. If the cross-reference is only part of the entry, *see also* should be used.
- If a word is presented in italics in the main text, the corresponding index entry must also be in italics.
- When indexing text within tables or figures, put the number span in bold.



For more information on how to compile an index, consult the pamphlet *Book Indexing* (Cambridge: Cambridge University Press) by M. D. Anderson, or contact your production editor for guidelines.

### Example of an Index

- abuse 39–40, 48, 62, 126–8; of children 44–5; and hallucination 41–3, 63, 132–3;  
    physical 24–5; *see also* trauma
- Achilles 26–7
- Allison, M. 243–6, 249
- alternate personalities: animal personalities 84, 126; blending of 79–80 (*see also*  
    co-presence); complexity of 58–60, 64–5, 212–16, 244; cultural  
    specificity of 37–8, 189; grounding behaviour 43, 63; number of 43,  
    58–9, 125–31; overlapping of 105–6; and post-hypnotic suggestion  
    47–8; *see also* primary personality
- amnesia 28, 108–10, 114–15, 120–2; in alternative personalities 40–1; and  
    artificial intelligence 164–8
- Aune, B. 156, 254
- automatic writing 25–8, 34–6, 76, 97–100, 104, 113, 121–2, 143, 227, 250
  
- Bartis, P.B. 116–18
- bath experiment 165–72
- Beverley, J. 125–6, 131, 137
- brain bisection 6, 18–19, 24, 46–8, 136–9

### COPYRIGHT AND PERMISSIONS

If you plan to use verbatim text, illustrations, charts or tables from any previously published source in the editorial material, you must obtain permission from the copyright holder by the date of submission of your manuscript. If you are quoting or transcribing manuscript material, you must obtain permission from the author's estate.

Keep accurate records of all material used or investigated. You must supply full details of the sources of all copyright material used, both textual and pictorial. These details should be supplied with the manuscript as a separate list, and should clearly indicate the source of each relevant item.

The source information should include:

- Author(s) name and initials
- Title in which material appears
- Edition and publication year
- Publisher and location
- Page number(s) on which material appears in original publication



In general, published works are in copyright for seventy years after the death of the author, or seventy years after publication if the copyright holder is the publisher. You will need to obtain permission to reproduce any text which exceeds the following:

- Any single extract longer than 400 words
- A series of extracts totalling more than 800 words
- A series of extracts of which any one extract is more than 300 words.

Do however bear in mind that if the original source is short (e.g. a poem) you may require permission to reproduce even brief extracts. When in doubt, always check with the copyright holder(s) well in advance of finalizing and submitting your manuscript.

If you have received permission to reproduce material, please provide a list of the items which acknowledgement of source separately. Please contact us well in advance of submission if you have any queries or uncertainties with regard to copyright.

## THE PRODUCTION PROCESS

- **Manuscript Submission:** We will ask you to submit material to us by certain dates set in your contract. The work submitted should be as complete as possible.
- **Reader Review/Academic Peer Review:** depending on the type of your book project (academic, professional, trade, educational etc), your submitted manuscript will then be reviewed by established subject experts. All of our academic titles undergo rigorous peer reviewing. Your development editor will guide you through the review process.
- **Copy-Editing:** Our editorial team will evaluate the final manuscript to ensure that it has been copy-edited to the highest standard. If further revision is necessary, we will require the authors to copy-edit the manuscript, or we may arrange for a professional copy-edit on their behalf.
- **Typesetting:** Once a final, clean ‘camera-ready’ manuscript is prepared, the electronic files are sent to our typesetting team, who will conduct a technical proof-check, set the text to ‘book’ form and generate the first text proofs. The typesetting process takes approximately 3 weeks, but may vary according to length and complexity of the manuscript.
- **Proofreading:** The typeset first proofs are sent to the author electronically as a PDF, along with instructions on how to submit corrections. Corrections to the proofs should be minor – authors should not rewrite or make substantial additions. The editorial team will then review the proof corrections in-house before sending them to the typesetting team for implementation.
- **Indexing:** Once the revised and final text proofs are prepared, the author should then use the final text proofs to prepare an index if they have been contracted to do so.
- **Printing:** The text and cover proofs will undergo a final editorial review before they are accepted and sent to print and/or converted to eBook format. As a courtesy gesture, we supply our authors with the final text and cover proofs for their records.
- **Publication:** Depending on the type of project, approximately one month to nine weeks after we send the volume to the printers will be the official publication date.