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STYLE GUIDE

This guide outlines our preferred house style, but our main priority as far as style is concerned is to be consistent. If you follow this style when writing the book, it will facilitate the editorial process – particularly if several authors are contributing to the same book. However, if you are strongly in favour of a different style, feel free to discuss this – at an early stage, to avoid unnecessary editorial work and changes. Our normal procedure is to request a sample chapter of a forthcoming publication on hard copy and on disk in order to iron out problems before the whole book is written. Any queries and/or suggestions are welcome.

CONTENTS

What to Submit	2
Preparing and Submitting Documents	2
House Style	2
Notes and Referencing	6
Preparing an Index	9
Copyright and Permissions	10
How to Submit	11
The Production Process	11



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 Pages:** these do not have to be formatted but should include the full title and subtitle of the work, and the names of the author or authors as you would like them to appear.
2. **Contents List:** this should include everything 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. **Bibliography:** please supply full publication details of all works cited in your editorial material in our house style.
10. **Figures and Tables:** if necessary.

PREPARING AND SUBMITTING DOCUMENTS

When submitting your work 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.

- Main headings should be in bold capitals.
- Sub-headings should be in bold lower case.
- Do not indent the first lines of paragraphs.
- If a paragraph is to be set as an indented quote or poem within plain text, inset the whole paragraph by 1cm.
- **Figures:** please provide figures in electronic format as a high resolution tiff file (around 600 dpi). With hard copies, provide matt rather than glossy 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 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, no 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.

NOTES AND REFERENCING

Notes

- Either use the Word endnote 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.
- All notes will appear at the end of the volume.
- Type all notes double-spaced on sheets separate from the text, starting the notes to each chapter on a separate page.
- 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 Reference (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.

Bibliography

- The bibliography 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 (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

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

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HOW TO SUBMIT

Electronic Files

Please use Microsoft Word or a compatible programme and present your material on a PC-compatible CD. If you prefer, you can email your files, but please ensure they are named for easy recognition.

- You must also supply a printout, using double spacing and generous margins.
- Please supply separate files for each chapter and for the explanatory notes.
- Please number all pages.
- Label each 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 send us a hard copy of this so we can ensure they are printed correctly.

THE PRODUCTION PROCESS

1. 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.
2. When we have received the material, we will edit it and raise any queries with you. If you have any changes or additions to make to your work, this is your last opportunity. Once the material has been set it is much more difficult to make substantial changes and we may refuse to do so.
3. We will then prepare first proofs, which we can make available to you in electronic or hard copy. You should check the typesetting, proofread the manuscript for mistakes and fill in any missing information, e.g. cross-references – you should not rewrite or make substantial additions. At this time you should also prepare an index for your volume if you have been contracted to do so.
4. Once you have returned your corrected proofs we will check through them and the typesetters will take in your corrections.
5. Approximately nine weeks after we send the volume to the printers will be the official publication date.