1. Submission

The text should be Times New Roman 12-point font and double spaced.

You must create a separate document for every major subdivision of the text:
- Prelims sections
- Individual chapters
- End matter sections (with individual items in individual files)
- Any illustrations, figures and tables, etc.

Online version

As UCL Press is a digital publisher, please note the following when preparing your manuscript:
- Text should follow a meaningful structure, i.e. B head should follow A head
- Ensure every chapter is organised consistently
- Avoid print-specific terms such as ibid/op cit
- Avoid ‘see above’, ‘see below’ – instead, refer to the nearest section or heading
- Avoid page numbers in cross references
- Avoid ‘this book’, ‘this chapter’
- Headings should be succinct
- Avoid large sections of unbroken text, and large and complex tables

2. Abstracts and Keywords

Benefits of Chapter Abstracts and Keywords
- Readers can find specific content that meets their needs
- Increases the opportunities for readers to discover books or chapters they would not normally consider reading
- Offers readers more detailed information about your book

When to Submit Abstracts and Keywords

Please submit all of your abstracts in a single Word file along with your final manuscript. For edited collections, contributors should write the abstracts themselves; however, editors are responsible for collating them and submitting them with the manuscript. All book chapters – including introductions and conclusions – require an abstract and they should be no longer than 100 words. Abstracts should be written in the third-person present tense. Please provide 5-10 keywords per chapter and about 5-10 keywords for the whole book.
Optimising your Abstracts

There are two main ways to optimise your abstracts for search engines and greatly increase their chances of being viewed online:

- **Construct a descriptive chapter title**
  In search engine terms, the title of each chapter abstract is crucial. Search engines assume that the title contains the words most relevant to the chapter, which is why it is important to choose a descriptive and unambiguous title. Think about the search terms a potential reader is likely to use when looking for your chapter and help them by constructing a title to include those terms. Remember that readers search for key phrases, not just single words.

- **Reiterate key phrases**
  You should reiterate the key phrases in the chapter title within the abstract. Incorporate the phrases smoothly – bear in mind that the primary audience is a potential reader and not a search engine.

**Example of an Abstract**

‘The History of Digital Distribution’ by Tom Ford

Taylor offers a much-needed summary of the relationship between digital media markets and the methods of illicit hacker communities. Focusing on BitTorrent, the chapter draws attention to the crucial intervention of the conflict in the history of digital distribution and uses a broad perspective to facilitate a better understanding of its roots. As well as looking at the ways in which the history was constructed, Taylor explores the methodological implications of online documents in research. ‘The History of Digital Distribution’ concludes with a case study of Pirate Bay, analysing the site as a hub for the politicisation of piracy.

**3. Figures/illustrations**

Photographs/halftones must have a resolution of at least 300dpi at the final printed size. Images that don’t meet this are low-resolution and can reproduce very poorly in the printed book.

- Figures should be sequentially numbered by chapter and figure number (e.g. the third figure in Chapter 1 will be Figure 1.3) and saved with the figure.
- Include placement indicators for all figures in numerical order in the manuscript at the ends of paragraphs where you want them to appear. For example: INSERT FIGURE 1.3 HERE.
- Figures supplied as TIFF or EPS files are preferable, and GIF and BMP files are not suitable.
- Colour photographs and halftones must be saved in CMYK, not RGB. Photographs taken with a digital camera: most digital cameras produce JPEG images as their standard format, but some can be set to TIFF. If your camera can be set to produce TIFF format, please select this option when taking photographs.
- Scanned images: it is always better to supply the original artwork rather than scan from a printed copy, where possible. If you are providing scanned copies of the original image, make sure they are scanned to a final resolution of at least 300dpi at the size they are to be reproduced in the book. A high resolution scan of a low resolution original will not improve the quality in any way.
- It is best to provide your figures in the same size or larger than you expect them to be in the printed book to allow for any resizing.
- A list of figures must be submitted with the prelims of the manuscript, which includes a caption (and, if necessary, a credit line) for each image.
4. Permissions

It is your responsibility to clear copyright for all text and illustrative material that is not your own work. You must clear English language and world distribution rights and it should be made clear to the copyright holder that you are seeking permission to use the material in an Open Access publication.

Description of the material (artwork, photograph, figure, table, quotation, etc.)

Name of the owner of the material and the context in which it was created (artist, author, web designer, etc.)

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UCL Press Guidelines for Authors
5. House style

The following guidelines list our preferred conventions for spelling, punctuation, abbreviations, numbers/dates, etc. Please follow them closely.

Spelling
- Authors should consistently adopt either British or American spelling conventions (except in quotations from other sources, where the spelling convention of the original should be retained).

Punctuation
- Systems should consistently follow British conventions (except in quotations from other sources, where the punctuation convention of the original should be retained). British style uses single inverted commas, except for quotations within quotations (which have double inverted commas).
- Punctuation should follow closing inverted commas (except for grammatically complete sentences beginning with a capital).
- Punctuation should precede closing quotation marks (except for dashes, colons and semicolons, unless these are part of the quoted matter).

Hyphenation
- Please consult the Oxford English Dictionary (OED) for guidance. Hyphenation must be used consistently throughout your text.

Contractions and abbreviations
- Avoid abbreviations where possible. If you need to use them please write in full at the first appearance with the abbreviation in brackets. You may repeat an abbreviation if it reappears later in your book.
- Abbreviations are usually expressed without full stops, e.g. GNP, USA, PhD
- British style contractions will have no full points (e.g. Mr, St, edn), though abbreviated words, which do not end with their final letter, will (e.g. vol., vols., ed., eds.)

Capitalisation
- Keep capitalisation to a minimum and use only for proper nouns and formal names of organisations, etc.

Italics and bold
- Use both minimally. Use italics and not bold for emphasising words within the text. Use italics for the following: book and journal titles, newspaper titles, film titles, play titles, stage directions, foreign words/phrases (that are not in common usage), song titles, etc.

Numbers and dates
- Spell out numbers up to but not including 10.
- Elide numbers to minimum digits, e.g. 233-4; dates, e.g. 1993-4. Do not elide in titles and headings.
- Centuries should be written as words not numbers, e.g. eighteenth century. Hyphenate if used as an adjective, e.g. eighteenth-century masterpiece.
- Dates as British usage: 18 August 2015.
Quotations
- Quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations.
- Indent quotations of more than 50 words.
- Quotations should remain exactly as they are in the original.

Acceptable language
- Please be sensitive in use of terms that might cause offence or be interpreted as racist or sexist; for example, avoid gender-specific pronouns where possible.

References
- Use endnotes rather than footnotes.
- A bibliography should generally contain all the sources cited in the text and notes and any other important titles that you think should be included. It should aim to provide a useful and concise reference guide to works relevant to the subject of your book.

6. The Production Process

The purpose of these instructions is to clarify your responsibilities as author and outline how you can expect to be involved at the various stages. Please read and follow them carefully as their aim is to make the publication process go as smoothly as possible.

Copy-editing

We understand your submission to be the complete and final manuscript (post peer review). After assessing the manuscript in-house it will be sent to a professional copyeditor who will edit for grammar, punctuation, spelling and house style. The copyeditor will not change the content or carry out any fact-checking.

If you have any particular concerns about elements of the manuscript (e.g. symbols, diacritics, poetry) please provide a note at the time of submission. The copyeditor will work in Microsoft Word track changes so changes are visible. We will send you the copyedited manuscript/queries for review. At this time you’ll be asked to respond to any queries and confirm your approval of the copyeditor’s edits. This is your last opportunity to finalize the text (e.g. fill in cross-refs, missing bibliographic information) before we proceed to typesetting. If your book is comprised of contributed chapters it will be the general editor’s responsibility to distribute copyediting queries amongst the contributors and collate responses to agreed upon deadlines.

Typesetting and page proofs

Your manuscript will be sent to a typesetter who will produce PDF pages of your book. The pages will be designed and laid out as your printed book will appear. Your typeset page proofs will be sent to you in PDF format for review once typesetting is complete. If your book is comprised of contributed chapters it will be the general editor’s responsibility to distribute chapters amongst the contributors. To promote consistency throughout the book, we ask the general editor to take overall responsibility on queries relating to style, punctuation, etc. It will also be the responsibility of the general editor to collate the chapters
and corrections from each contributor, check the corrections for consistency, and return as one set of corrected proofs.

You should do a word for word check of the proofs. Please note the text is in a relatively fixed state at this point and we can only allow for corrections to genuine typographical or factual errors. Larger alterations such as adding or removing text cannot be considered because they can cause page reflow and this can hinder the work on the index and lead to delays and extra costs.

Please get in touch if you have any queries about the level of corrections that are permissible. The proofs will simultaneously be sent to a professional proofreader, who will collate your corrections onto a master set. Once your corrections and the proofreader’s corrections are incorporated, another round of proofs will be produced which will be checked in-house and sent to you for a final review. Please note at this stage no changes can be made except to correct typos or glaring errors. After taking in the final corrections the typesetter will prepare the final printer files.

Indexing

It is our understanding you will be compiling the index for your book. You will index from the first page proofs. Please see indexing guidelines below (point 6) for more information on indexing.

Cover

Alongside the text process a designer will be working on the cover. A cover proof will be sent for your review and approval around the same time as you receive first page proofs.

Marketing

A tailored marketing plan for your book will be presented closer to the publication date. As standard, every book we publish will feature on our website and be made available in various formats. All books will be included in the seasonal new publication catalogues that we mail to key accounts and distributors. Advance Information sheets listing the key selling points of the book will be distributed via our sales force to key retail outlets and libraries. Our social media campaigns are largely content led – we will use our own channels and work in collaboration with your own personal social presence where possible. Our PR focus will be targeted to your specialism subject audiences. We’ll prepare a press release and contact relevant media for publicity opportunities. We will explore all the potential marketing opportunities to ensure the successful promotion of your book.

7. Indexing Guidelines

Preparing an index

A good index keeps the needs of the reader in mind: what information will readers expect to find and in how much detail? What does not need to be included? The index should help readers locate relevant statements made in a book.

You are responsible for providing the index for your book. We believe as the author you are best placed to do this task as you are most familiar with the subject matter. For more detailed guidance than that provided in the following instructions, please refer to the Chicago Manual of Style (chapter 17, 14th edition or chapter 18, 15th edition).

Timing

Index compilation can only begin at the time of first proofs. However you may create a keyword list in advance of this if that helps.

UCL Press Contacts
**Selecting entries**

When deciding whether to include items in the index, consider how frequently the item is discussed and in how much depth. Usually if an item is only mentioned once in the book, it is unlikely to require an index entry unless the general topic is discussed in depth.

It is the norm to have one combined subject and name index. The standard length of an index manuscript is 5-10% the length of the manuscript – 20-40 typed pages of index would suit a 400 page manuscript. We prefer the letter-by-letter style of alphabetizing.

The main entry is always a noun (the keyword); it may be a concept or topic, not always a specific term used in the text. When a main entry has more than five page references, subentries are called for so that readers can easily find the exact information needed. Sub-entries should be used only if absolutely necessary.

Write main entries as nouns followed by the description:

- advertising, types of
- epistemology, normative
- heating system, balancing
- but: unity of self
- virtues of ignorance

Write subentries using articles, conjunctions, and prepositions as necessary for phrasing and relating to main entries. Note that a subentry must be logically related to its main entry and make sense both grammatically and semantically.

- feminism
  - as different responses to Nietzsche, 000
  - and its diagnosis of Nietzsche, 000
  - liberal vs. radical, 000
  - as opposite counterpart of Nietzsche’s ideas, 000

How heavily you need to structure your index and employ sub-entries depends on the complexity of your material. Academic books tend to require more detailed indexes as their readers need to be directed to very specific topics. They are less like to be reading around the topic as they would in a general book.

**Using a computer**

It is important not to rely on a computer programme to index your book. Human decisions are generally necessary in compiling an index. If using a computer:

- Use either dedicated indexing software or word processing software with an indexing program.
- Be aware that indexing software tools will not index to the page number in the page proofs. This means that you will have to change the page number to match the page proof.

**Compiling the entries**

Find the main entries, determine the keywords, and break the entries into subentries as necessary. Remember, every subentry must be logically related to the entry and make sense both grammatically and semantically:

- advertisements, classified, 000–000
- attribution, 000
- definition of, 000
- self-interest in, 000
- for success, 000
nonprofit organizations, 000. See also foundations
administration of, 000
and legislation, 000–000 (see also Congress)
tax status of, 000–000

Index important figures, tables, and maps if you wish.

- Do not index information from the front matter (pages i- . . .) or from the back matter
  (appendixes, contributors, glossary, bibliography). You may index material from the
text introduction, however, if it falls in the front matter.
- Do not index notes (endnotes or footnotes) if they merely provide bibliographical
  information; you may index notes, however, if they continue discussion in the text. Do
  not index sources of information unless essential in the field.
- Check that spelling, hyphenation, and capitalization are the same as in the text.
- Succinctly phrase main entries and subentries. Make sure they are not excessively
detailed.
- Please use indented style rather than run-in.

**Indented style:**

artistic
  publicity rights on images of, 317

**Run-in style:**

artistic: publicity rights on images of, 317

**Cross-references**

These are not essential in every index, but are useful in guiding readers to related topics in
the text.
See cross-refs are used to guide the user to a preferred term, eg.
adolescence. See teenagers
See also cross-refs may be placed before or after a list of headings. They inform the reader
of conceptually related terms, eg.
nonprofit organizations, 62, 69
  administration of, 278
  See also foundations

**Style/formatting tips:**

- Use en-dashes rather than hyphens between page ranges
- Present page numbers in rising order
- Make capitalization consistent
- Check See/See also are used consistently
- Check elision of page numbers is consistent and elides to the fewest possible range
  eg. 56-7, 100-2
- Spelling follows main text of book
- Check alphabetical order
- Styling of author names must match that of the main text
- Look out for long strings of numbers – use subheadings to break these where
  necessary

**Common mistakes**

- Entries not in alphabetical order.
• Subentries alphabetized by opening articles, conjunctions, and prepositions rather than ignoring these parts of speech.
• Page numbers not in rising numerical order.
• Combination of run-in and indented style, rather than one consistent style.
• Spelling of headings doesn't match text (e.g., "metaethics" in text; "meta-ethics" in index).
• Subentries not logically related to main entry.
• Too many entries and subentries.
• Entries too detailed, excessive description, outline style.
• Excessive number of page cites with an entry or subentry.
• Excessive number of subentries with one page number.
• Indexing the citation sources (these people are already in the bibliography).

When you have finished preparing the index, please send it to us as a Word document. You will have a chance to review the typeset index as well.
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