

Kluwer Law International

## **Author Guidelines**

This guide is a working document and will be periodically updated and redistributed. Comments for revision should be addressed to Nozomi Goto ([Nozomi.Goto@kluwerlaw.com](mailto:Nozomi.Goto@kluwerlaw.com)).

© 2009 Kluwer Law International BV, The Netherlands

## CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2</b>	<b>OVERVIEW OF PUBLICATION PROCESS .....</b>	<b>4</b>
<b>3</b>	<b>MANUSCRIPT GUIDELINES .....</b>	<b>6</b>
3.1	MANUSCRIPT CHECKLIST .....	6
3.2	COMPONENTS OF A PUBLICATION .....	7
3.2.1	<i>Front Matter or Preliminaries</i> .....	7
3.2.2	<i>Main Text</i> .....	8
3.2.3	<i>End Matter</i> .....	8
<b>APPENDIX I.</b>	<b>WHO'S WHO AT KLUWER LAW INTERNATIONAL .....</b>	<b>9</b>
<b>APPENDIX II.</b>	<b>MANUSCRIPT FORMATTING .....</b>	<b>10</b>
II.1	BLOCKQUOTES .....	10
II.2	DASHES AND HYPHENS .....	10
II.3	DATES .....	10
II.4	ELLIPSIS .....	10
II.5	FIGURES .....	10
II.6	FOOTNOTES .....	10
II.7	FORWARD SLASHES .....	11
II.8	ITALICS .....	11
II.9	LISTS .....	11
II.10	SHORT TITLES FOR RUNNING HEADLINES .....	11
II.11	TABLES .....	11
<b>APPENDIX III.</b>	<b>KEYWORD LISTS AND INDEXES .....</b>	<b>12</b>
<b>APPENDIX IV.</b>	<b>MANUSCRIPT AND PROOF CORRECTIONS .....</b>	<b>13</b>
IV.1	INSTRUCTIONS FOR PROOF CORRECTIONS .....	14
IV.1.1	<i>Small Corrections: Handwritten</i> .....	14
IV.1.2	<i>Comments/Instructions</i> .....	14
IV.1.3	<i>Author Queries</i> .....	14
IV.1.4	<i>Cross-References</i> .....	14
IV.1.5	<i>Cover Proofs</i> .....	14
<b>APPENDIX V.</b>	<b>PROOF CORRECTION SYMBOLS .....</b>	<b>15</b>
<b>APPENDIX VI.</b>	<b>HOW TO USE WORD'S 'TRACK CHANGES' FUNCTION .....</b>	<b>18</b>

## 1 INTRODUCTION

Kluwer Law International provides invaluable publications for practitioners, business professionals, academics, and students worldwide. Our authors can expect a high level of professionalism from the early stages of production through to distribution and marketing. We look forward to working with you and building a positive and enduring relationship.

This guide contains vital information regarding the publication process for our print-based publications for authors who have already signed a contract. We recommend that this guide and the Kluwer Law International House Style Guide be read thoroughly before any work on a manuscript has begun. If this guide does not answer all of your questions, please contact your Acquisition or Developmental Editor for additional information and/or advice.

For your convenience, the Author Guidelines can also be found on the Kluwer Law International website under the 'Contact Us' link:

[www.kluwerlaw.com/ContactUs](http://www.kluwerlaw.com/ContactUs)

## 2 OVERVIEW OF PUBLICATION PROCESS

<i>Process</i>	<i>Author Expectation</i>	<i>Author Action</i>
<b>1. Sample Chapter Submission</b>		<ul style="list-style-type: none"> <li>Submission of at least two sample chapters to the Acquisition Editor.</li> <li>For multi-author manuscripts, the 'general editor' of the project will submit one sample chapter to the Acquisition Editor that best represents the book in its entirety.</li> </ul>
<b>2. Sample Chapter Review</b>	<ul style="list-style-type: none"> <li>Receipt of approval of sample chapters (jump to step 4).</li> <li>Author/general editor will receive organizational and/or editorial comments.</li> </ul>	<ul style="list-style-type: none"> <li>It is the general editor's responsibility to pass on editorial comments to authors (if applicable).</li> <li>The author revises the sample chapters according to the editorial comments he/she received.</li> </ul>
<b>3. Sample Chapter Re-submission</b>		<ul style="list-style-type: none"> <li>Re-submission of sample chapters.</li> <li>For multi-author manuscripts, the general editor should re-submit the sample chapters.</li> </ul>
<b>4. Completed Manuscript Submission</b>		<ul style="list-style-type: none"> <li>Submission of the completed manuscript, keyword list (if applicable, see Appendix III for complete instructions) and all additional components by the author/general editor (see Manuscript Checklist below).</li> </ul>
<b>5. Completed Manuscript Review</b>	<ul style="list-style-type: none"> <li>Manuscript will be assessed/reviewed by either the Acquisition/Developmental Editor or series editor (if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>The author/general editor should notify the Developmental Editor of his/her whereabouts during this time (e.g., holidays, long absences, etc.).</li> </ul>
<b>6. Manuscript Processed (For a detailed explanation of this stage, see Appendix IV.)</b>	<ul style="list-style-type: none"> <li>The author/general editor will receive an EMAIL NOTIFICATION from the Project Manager (PM) with an INITIAL PRODUCTION SCHEDULE after the manuscript has been received for processing.</li> <li>A consistency check will be undertaken according to Kluwer Law International House Style.</li> <li>If applicable, the manuscript will be sent to an editorial service vendor to be copy-edited. Corrections will be tracked in Word and so will be clearly visible to the author.</li> </ul>	<ul style="list-style-type: none"> <li>The author must approve the final version of the manuscript by accepting or rejecting the changes in the Word file. Any additions, deletions or further corrections must be made to the file at this point. The author must then send this final Word document to the Project Manager within the time indicated in the production schedule. This final, approved manuscript will be typeset without any further editing.</li> </ul>
	<i>Process Time: 3-4 weeks*</i>	<i>Correction Time: 1 week</i>

<i>Process</i>	<i>Author Expectation</i>	<i>Author Action</i>
<b>7. Initial Proof Stage</b> <b>(See Appendix V for more information.)</b>	<ul style="list-style-type: none"> <li>• Receipt of A SECOND AND DEFINITIVE PRODUCTION SCHEDULE from the Project Manager.</li> <li>• Receipt of the proofs via email from the Project Manager in PDF format for correction and approval. (See Appendix III for information regarding indexes.)</li> <li>• Receipt of the book cover proof via email from the PM for approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of receipt of the proof and approval of schedule should be sent to the Project Manager.</li> <li>• The author should check the proof for errors. Please note: only minor changes will be accepted at this stage.</li> <li>• The author should check the cover proof and either approve or send it back to the PM for changes.</li> </ul>
	<i>Process Time: 2 weeks</i>	<i>Correction Time: 1-2 weeks</i>
<b>8. Returned Proof Stage</b> <b>(See Appendix IV for more information.)</b>	<ul style="list-style-type: none"> <li>• Returned proof corrections will be reviewed for clarity and relevance.</li> <li>• The Project Manager will consult the author if several corrections are rejected. The typesetter will incorporate the corrections into a revised proof.</li> <li>• The final index will be typeset and inserted into the final proof.</li> <li>• The PM will check the proof against the corrections, ensure that the index is complete and correct and finalize the proof.</li> <li>• If applicable, a second cover proof will be sent to the author.</li> </ul>	<ul style="list-style-type: none"> <li>• The author should approve the cover at this stage if it wasn't approved at stage 7 above.</li> </ul>
	<i>Process Time: 2 weeks</i>	<i>Correction Time: 24 hours</i>
<b>9. Printing and Distribution</b>	<ul style="list-style-type: none"> <li>• The Project Manager will send the final proofs to the printer.</li> <li>• Upon completion of printing and binding, the books will be delivered to the distribution centre.</li> <li>• Free copies will be sent to the author/general editor directly from the printer.</li> <li>• Digital offprints will be emailed to the author/general editor directly from the PM.</li> </ul>	<ul style="list-style-type: none"> <li>• The author should keep an eye on the post...</li> </ul>
	<i>Process Time: 3 weeks</i>	

\* All listed process times are approximate.

### 3 MANUSCRIPT GUIDELINES

#### 3.1 MANUSCRIPT CHECKLIST

The author should review the following checklist before submitting a final manuscript to an Acquisition Editor or Developmental Editor. All questions should be directed to the Developmental Editor.

- **MS Word:** The final manuscript should be delivered in MS Word.
- **Running heads:** The author should provide short titles for running heads if the title of the document is longer than 70 characters.
- **Word Count:** Please ensure that the length of the manuscript (number of pages and/or words per page) is as agreed in the contract. Exceptions are made only for those dealing with a topic with recent legislation changes. Increasing the size of the document will greatly affect the production schedule, which will in turn affect the author's writing/proofing timetable.
- **Copyright:** It is the author's responsibility to obtain permission(s) from the copyright holder to reproduce any text, photographs, tables, charts, figures, diagrams, maps or illustrations in the manuscript. The copyright holder can either be the author or the publisher of a work; a society; a museum; a family, trust or foundation. If the author is reproducing his/her own work but does not hold copyright of the publication, permission must still be obtained. Credit must either be included in the caption of the material, or annotated in the desired format of the copyright holder. It is also the responsibility of the author to obtain written permission for quotations from unpublished material and for all quotations in excess of 250 words in one extract, or 500 words in total, from any work still in copyright. Kluwer Law International must be supplied with ALL letters of request and permission granted, to be submitted with the final manuscript.
- **Style:** Make sure that the text is absolutely consistent with Kluwer Law International House Style.
- **Footnotes:** *It is the author's responsibility to make sure that all footnote cross-references are correct.* Authors must CAREFULLY check all footnote cross-references in the proof because footnote numbers may change during the typesetting process, and the typesetter will not automatically convert cross-references. Please see Appendix III below for rules.
- **Tables** should be submitted as part of the manuscript, created with the Table function in Word. (See Appendix II for more information).
- **Figures** should be submitted as SEPARATE FILES along with the manuscript (.tif or .jpg files with a resolution of at least 600 dpi). Photographs that have been downloaded from the Internet WILL NOT be accepted due to low resolution. (See Appendix II for more information.)
- **Keywords/Index:** Though authors may choose to create their own index, it is preferred that a list of key terms is sent instead. We recommend that the author compile a list of keywords while writing. The keyword list should be sent in a separate file along with the final manuscript. The indexer will create an index using the keyword list provided. The index will be processed separately from the text of the manuscript (see Appendix III below for more information).
- **Format:** The manuscript file that you send should be 'clean' (see also Appendix II and the House Style Guide):
  - No bookmarks, running document footers, extraneous pagination, tracked changes, etc.
  - Use as little formatting (type sizes, fonts, tabs, etc.) as possible.
  - Underlining is strictly prohibited.
  - Use left, not full justification.
  - Use bold and italics only sparingly.
  - Do not use a space before or after a forward slash.
  - There should be no double spaces present throughout the manuscript.
  - Automatic hyphenation should be turned off.
  - Avoid pressing 'Enter' at the end of a line, and only do so at the end of a paragraph, heading, etc.
  - Avoid using the space bar for centring or laying out text, or any other line or page formatting, and use it only for separating words.

- **Single file:** Authors are urged to send in their final manuscript in a single file document (with the exception of manuscripts which include figures). For multi-author volumes, the general editor is responsible for this task. Separate files are acceptable, as long as the files are clearly and logically identified (e.g., 'Chapter1.doc', 'Bibliography.doc'). The keyword list for the index should not be included in the final manuscript, but sent as a separate file (see Appendix III for more information).
- **Deadline:** And finally, authors *should deliver their manuscript on the agreed deadline in the contract or earlier*. Personal circumstances such as illness, death in the family, etc. should be communicated to the Acquisition/Developmental Editor as early as possible in order to facilitate alterations in the production schedule. Sending in partially completed manuscripts or a few chapters at a time is not acceptable.

## 3.2 COMPONENTS OF A PUBLICATION

### 3.2.1 Front Matter or Preliminaries

The following pages are provided by Kluwer Law International:

- **Half title page** (p. i): Features only the main title, not the subtitle or edition.
- **Series page** (p. ii or final page of the book): If applicable, features information on the series, if applicable, otherwise this page is blank.
- **Title page** (p. iii): Contains the full title, author name(s), logo, etc.
- **Copyright page** (p. iv): Contains a copyright statement, publisher's address, etc.

The author may include some or all of the following components, *in the order outlined below*.

- **Dedications page:** The phrasing is left to the author's discretion.
- **Author Information/List of Contributors/Notes on Contributors:** Includes a note on the author and his/her affiliations. For multi-author books, an alphabetical list of authors with their affiliations and, if relevant, a brief biography. Alternatively, the information can be placed in a footnote at the outset of each author's contribution.
- **Table of Contents** (mandatory): Please note that the *Table of Contents is the only mandatory part of the Preliminaries*. The author may choose to submit a Table of Contents though this is NOT necessary; a TOC can be easily created and will be included in the first proof stage of the process. A TOC will be generated based on the headings and subheadings (up to three levels) included in the manuscript. A Summary TOC will be generated for multi-author volumes. For two-volume books, a full TOC will be included in both volumes; continuous pagination is preferred.
- **List of Plates/Illustrations:** If applicable. Brief descriptions may also be included.
- **List of Tables/Figures/Maps:** If applicable. This may include the number of the item, followed by a title. Notes are not necessary.
- **List of Abbreviations:** A two-column list of the abbreviations that will be used in the text and their expansions. Should be in alphabetical order. Please note that a List of Abbreviations CAN be compiled by our project management vendor upon request.
- **Foreword:** A statement regarding the book by someone other than the author, e.g., a distinguished scholar.
- **Preface:** A statement by the author regarding the purpose and scope of the book, its genesis, methodology, acknowledgements (though if lengthy may be included in a separate Acknowledgements page, see below).
- **Acknowledgements:** Personal and professional credits can go here as well as accreditation for reproducing copyright material, if applicable.

- **Introduction:** Contains pertinent information which does not belong in either the Preface or the Acknowledgements but which the reader should know before reading the text. Not to be confused with the 'introductory' chapter of the book.

### 3.2.2 Main Text

The structure of the text should be lucid and logical – headings and subheadings should be concise and descriptive. The number of subheading levels should be limited to five, excluding chapter level; any more would make the structure unclear.

If a chapter title exceeds 70 characters, a short title must be provided to use in the running headline.

Chapter numbers should be indicated with Arabic numerals (1, 2, 3, etc.) A number of chapters may be grouped together to form a part, but this is optional. One of the following two systems should be used for numbering the headings below chapter level:

OPTION 1	OPTION 2
Level 1: I, II, III, etc.	Level 1: 1, 2, etc.
Level 2: A, B, C, etc.	Level 2: 1.1, 1.2, etc.
Level 3: 1, 2, 3, etc.	Level 3: 1.1.1, 1.1.2, etc.
Level 4: a, b, c, etc.	Level 4: 1.1.1.1, 1.1.1.2, etc.
Level 5: i, ii, iii, etc.	Level 5: 1.1.1.1.1, 1.1.1.1.2, etc.

Note: Option 2 may include chapter numbers as initial numbers.

The author should carefully check the numbering system and cross references. During the editing process, if the heading numbers do not follow one of the two systems above, and if the author has not specifically indicated that another logical system has been used, the heading numbers in the manuscript will generally be adapted to our preferred style.

Parts are introduced by a Part Title Page containing the word 'Part' plus a roman numeral (I, II, III, etc.) and, the title of the part, if applicable.

All style considerations can be found in the Kluwer Law International House Style Guide.

### 3.2.3 End Matter

The following components should be presented in the order outlined below:

- **Appendices** (if applicable): May contain any material that is not essential to the text such as (large parts of) texts of laws, treaties and conventions; lists of member states; very long tables, etc. Number Appendices as follows: 'Appendix 1', 'Appendix 2', etc. Appendices should not constitute 25% of the total work.
- **Bibliography and List of References** (recommended): A bibliography features all works consulted by the author for the monograph and other works that are deemed appropriate; a list of references contains only those titles that are cited or quoted from in the text. For a detailed explanation on preferred presentation with examples, please refer to the House Style Guide.
- **Table of Cases, Legislation, Statutes, etc.** (if applicable): A Table of Cases can include all available report references for any cases mentioned in the text. Tables of statutes and statutory instruments are done in alphabetical order. A table of EU treaties and secondary legislation should be listed separately as regulations, directives, etc., in numerical order. For more information, please refer to the House Style Guide. Page numbers will be added to tables by the indexer.
- **Index** (recommended): Including an index will enhance the publication's practical use. The author should consider the monograph's readership audience and anticipate how they would use the index. Please refer to Appendix III for a detailed explanation on how best to create an index.

## APPENDIX I. WHO'S WHO AT KLUWER LAW INTERNATIONAL

The following is a list of the various persons in alphabetical order that the author will come across in this Guide and in your contact with Kluwer Law International. Please note that the author's primary contact is the Developmental Editor (DE) once the manuscript has been accepted for publication. The Project Manager will be the author's main contact for production issues.

- **Acquisition Editor** (and Publishing Assistant): The author's initial contact. The AE draws up the contract in which the terms and conditions surrounding the publication are dictated. The AE receives the manuscript from the author directly, and decides if it will be accepted for publication.
- **Content Services Group Coordinator**: The CSG Coordinator is responsible for vendor management and maintaining the publishing calendar.
- **Copy Editor** (External): Edits the manuscript according to KLI House Style. Also undertakes language editing if applicable.
- **Developmental Editor**: The Developmental Editor is the author's main contact at Kluwer Law International. The DE reviews sample chapters and manuscripts and advises authors on improving content. All author questions dealing with production, marketing, royalties, distribution, etc. should be directed to the DE.
- **Distribution Centre** (External): Receives newly printed products from the printers and deals with delivering them to authors, subscribers and customers.
- **Indexer** (External): The Indexer creates an index for the manuscript using the keyword list provided by the author.
- **Manufacturing Controller** (External): The Manufacturing Controller oversees the physical production of the publication, i.e., printing, binding and delivery to the distribution centre.
- **Printer** (External): The printer prints and binds the books before delivering them to a distribution centre.
- **Product Manager**: As part of the Marketing Department, the Project Manager plans promotional materials for your book such as advertisements, etc.
- **Project Manager** (External): Oversees the production schedule and communicates with the vendors (editors, typesetters, etc.) on behalf of the author and Kluwer Law International. The Project Manager sends the initial proof schedule and proofs to the author and manages the corrections process through to sending the final manuscript off to the printers. The author should promptly reply to all queries sent by the Project Manager.
- **Rights and Permissions Manager**: Deals with matters related to any reuse of content (both the author's own and other people's material).
- **Typesetter** (External): Takes care of the layout and formatting of the text of the manuscript when creating a PDF proof. Also incorporates corrections in the PDF proof if necessary.

## APPENDIX II. MANUSCRIPT FORMATTING

### II.1 BLOCKQUOTES

Indent the entire blockquote at least a centimetre on the left margin with extra space above and below the blockquote to make it visibly distinct.

---

***Example:***

---

Here is the paragraph text, and now I will introduce a blockquote:

The blockquote should be indented at least a centimetre from the left margin. It must be recognizable as a distinct textual element, and should be about four lines long.

---

### II.2 DASHES AND HYPHENS

Dashes (–) are slightly longer than hyphens (-). Indicate dashes in your manuscript by using a spaced dash or two hyphens.

---

***Example:***

---

There was a time – and indeed not very long ago – when things were much different.

There was a time -- and indeed not very long ago -- when things were much different.

---

### II.3 DATES

Use the European style dates.

<b><i>Correct</i></b>	<b><i>Incorrect</i></b>
1 January 2001	January 1, 2001

### II.4 ELLIPSIS

Use the help symbol (...) for ellipsis, not spaced periods.

<b><i>Correct</i></b>	<b><i>Incorrect</i></b>
'This decision ... only seems to allow a negative conclusion.'	'This decision . . . only seems to allow a negative conclusion.'

### II.5 FIGURES

Figures should be submitted as separate files along with the manuscript. Figures should be submitted as print-quality in greyscale (.tif or .jpg files with a resolution of at least 600 dpi). Indicate the insertion point in the manuscript as:

<insert Figure 1>

Each figure must be numbered and referenced in the text. Title and caption for figures are optional. The title denotes the subject of the figure. A caption is reserved for additional information such as a copyright line. Figure footnotes appear in the caption rather than at the bottom of the page.

### II.6 FOOTNOTES

Please follow the following footnote rules:

- Use footnotes instead of endnotes.
- Footnote indicators follow punctuation marks in the text.
- Use an asterisk (\*) for author affiliation footnotes, which precedes numbered footnotes.

- Do not use continuous numbering for footnotes throughout the manuscript, but begin each chapter with footnote number 1.

---

**Example:**


---

Article Title  
 Author\*

This is the beginning of the text, and I'll now insert a 'footnote indicator'.<sup>1</sup>

\* Author affiliation footnote text.

<sup>1</sup> Footnote citation/explanation.

---

## II.7 FORWARD SLASHES

Do not use a space before and after a forward slash.

<b>Correct</b>	<b>Incorrect</b>
and/or	and / or

## II.8 ITALICS

When using italics, pay particular attention to punctuation on either side of the italicized section. What is italicized in the manuscript will be italicized in the proof.

<b>Correct</b>	<b>Incorrect</b>	<b>Explanation</b>
<i>'italicized text'</i> .	' <i>italicized text</i> '.	the first quotation mark is italicized in the incorrect example and shouldn't be
<i>list item:</i>	list item:	the colon is not italicized in the incorrect example and should be

## II.9 LISTS

Lists in the manuscript should be clearly recognizable as lists. The best way to accomplish this is to use the list tool in Word.

## II.10 SHORT TITLES FOR RUNNING HEADLINES

If a chapter title exceeds 70 characters, a short title must be provided to use in the running headline.

## II.11 TABLES

Use the table function in Word to submit tables as part of the manuscript. Format the table as you would like it to appear in print.

Each table must be numbered and referenced in the text. Tables should be numbered with Arabic numerals; they can be numbered consecutively per chapter or throughout the publication. Title and caption for tables are optional. (The title denotes the subject of the table.) Table titles should appear above the table, and notes/footnotes (if applicable) should appear in the 'caption' area (below) the table rather than at the foot of the page. A caption is reserved for additional information such as a copyright line. Source data should be listed below the table. Table footnotes appear in the caption rather than at the foot of the page. Table notes should be referred to with (superscript) letters or symbols, not numbers.

### APPENDIX III. KEYWORD LISTS AND INDEXES

The author may choose one of three options for the creation of an index:

(1) The author provides his/her own index. If the author chooses to do so, he/she must inform the Developmental Editor before the manuscript is submitted. Word provides tools with which the author can automatically create an index; this index should then be edited by the author. During the proof stage, the author will be asked to update all of the page numbers to reflect the pagination of the proof pages.

An index can be made in Word by marking all relevant entries using: Alt-Shift-X. Step-by-step instructions are available via the 'Help' function in Word. (Search for: Create an index, etc.) Key points to remember:

- The index should be in alphabetical order, letter by letter, ignoring hyphens, spaces or apostrophes (thus 'landholder' comes before 'land law');
- Names beginning with 'Mac', 'Mc', etc. should be listed in strict alphabetical order (and not listed all together); 'St.' should be listed as if set out in full (i.e., as if 'Saint');
- Please restrict the number of levels of sub-entries to two and indicate every sub-entry with an indent;
- Terms can be linked using '*see*', (for synonyms) or '*see also*', (for related terms);
- Index spelling should be consistent with the main body of the text.

(2) The index is provided in full by a vendor at the expense of the author. The author must inform the Acquisition/Developmental Editor of this choice at an early stage of negotiation. This option is recommended for those authors dealing with complex concepts. If the author is not sure if his/her manuscript will require a complex index, then he/she should discuss this with the Acquisition Editor/Developmental Editor. The cost of the index is something for the Acquisition Editor/Developmental Editor to work out with the author before production of the manuscript has begun. The cost of the index may be paid for up front by the author if he/she chooses. Other arrangements are also possible, e.g., a portion of the royalties is set aside to cover the cost of the index.

(3) The author compiles a list of keywords in order to facilitate the process of creating an index. (Kluwer Law International recommends that the author chooses this option.) As an expert in their field of knowledge, the author is in the best position to provide the keyword list which can be compiled whilst writing the manuscript. The keyword list should be submitted along with the manuscript (see stage 4 of the publication process above). The list of key words will be used to create an index once the first proof of the manuscript has been created; generally speaking, the keyword list will be presented in index form with the appropriate page numbers and cross-references. For this reason, please be aware that the author will NOT have the opportunity to edit the index and that the index WILL NOT be included in the first proof. The Project Manager will ensure that the index is complete and correct at stage 8 (see above) of the production process before finalizing the proof for printing.

Authors are advised to be as specific as possible when compiling a keyword list. Avoid concept-based terms and try to use terms and phrases that are actually used in the text. It is recommended to use subheadings of terms to help group and organize the index (see below). The following is an example of a good keyword list:

Aarhus Convention	Council of Europe
Dutch response	administrative procedures
UK response	administrative process
Access to documents	good administration
Codes of practice	concept of
individuals	principles of
Administrative practice	standards of
Andreasen, Marta	right to be heard
Anti-Fraud Office <i>see</i> OLAF	Court of Auditors
Civil society organizations <i>see also</i> NGOs	EU legal system
Code of Practice	management <i>see also</i> Financial management
Article 195 EC	Cultural diversity
Complaints procedure	

## APPENDIX IV. MANUSCRIPT AND PROOF CORRECTIONS

Before submission, the manuscript should be checked in detail for errors, both typographical and substantive. In general, the function of our proofreaders is to check for compliance to House Style ONLY, and they will not be checking the text line by line for textual errors or mistakes pertaining content. *It is the author's responsibility to check that the content of the manuscript is factually and grammatically correct before delivering or approving the final version.*

To facilitate the production process, a general consistency check and copy-editing of the manuscript (if applicable) will take place BEFORE it has been typeset. The consistency check ensures that the manuscript complies with Kluwer Law International House Style. This process will take approximately three to five working days, depending on the word count and quality of the manuscript. The changes made during this check will NOT be tracked.

If necessary, the manuscript will then be copy-edited by an editorial services vendor using Word's 'Track Changes' function (see Appendix V below for instructions). All of the copy-editors are native English speakers. Depending on the page count and quality of the manuscript, this process should not take longer than two weeks. Once the manuscript has been copy-edited, it will be returned to the author. The author will be obliged to either accept the changes suggested by the copy editors, or rewrite/delete the word/phrase/citation etc. in question. *It is not acceptable for the author to make stylistic changes at this stage (i.e., undoing the changes made during the consistency check). Doing so will delay the publication process and the manuscript may be sent back the author instead of being typeset.* The author will be expected to return the completed document to the Project Manager within the period dictated by the production schedule. If the author is unable to finalize the manuscript within the time indicated in the schedule, he/she must contact the Project Manager as soon as possible to negotiate a new deadline.

Once the edited manuscript has been sent to the Project Manager, it will be sent to a compositor to be typeset. The Project Manager will send the proof to the author via email in PDF format. The author will need to open the file with Adobe Reader which can be downloaded for free from: <[www.adobe.com/products/reader](http://www.adobe.com/products/reader)>. The author should confirm receipt of the proof. For multi-author books, the general editor must confirm receipt of the proof.

The purpose of the proof is to correct typographical errors only; *it is not intended for rewriting or adding/deleting manuscript material.* Excessive additions, deletions or rewritten passages will NOT be accepted. Any substantial edits should have been dealt with at the Word manuscript stage of the production process (detailed above). If extensive changes are necessary, e.g., due to important amendments to a law, the author must first contact the Acquisition/Developmental Editor for approval.

The author should study the proof thoroughly, reading it line by line, including the running heads. Any comments and corrections should be written in the margins of a printout of the PDF file. All corrections need two marks: one in the text and one in the margin clarifying what the corrections is. A few pointers:

- please use black or dark blue ink (no pencil);
- do not write in block letters;
- make sure your handwriting is clearly legible;
- make sure that all corrections follow Kluwer Law International House Style;
- check that cross-references are correct – cross-reference accuracy is the sole responsibility of the author;
- address any author queries sent with the proof (see below).

The proof may include an Author Query Form on the last page of the document. This form will present a list of queries to the author which the author will have to address. 'Comment boxes' will appear in the margin of the proof on the page where the query originates.

For books and supplements, authors will be given a minimum of five working days to go over their proof; more time is given for those manuscripts that are extremely large and/or problematic. If the author is unable to complete the corrections within the time indicated in the schedule, he/she must contact the Project Manager as soon as possible to negotiate a new deadline.

For multi-author books, the general editor will receive the production schedule, edited Word manuscript and proof; it is the general editor's responsibility to deliver the Word manuscripts and proofs to the other authors and to ensure that corrections are made correctly and within the deadline outlined in the schedule. *Kluwer Law International recommends, however, that the general editor corrects the manuscript on his/her own.*

The corrected proof should be scanned and sent via email to the Project Manager. (We ask that only those pages with corrections be scanned and sent to the Project Manager.) If necessary, the pages with corrections may be faxed to the Project Manager.

The Project Manager will contact the author if several corrections are rejected. This will only occur if the author/general editor is attempting to substantially rewrite sections of text that should have been done in the Word manuscript stage of production.

The typesetter will incorporate the corrections into a revised, second proof. The Project Manager will check the proof against the corrections and finalize the proof. The author will NOT have the opportunity to review the final proof.

#### IV.1 INSTRUCTIONS FOR PROOF CORRECTIONS

##### IV.1.1 Small Corrections: Handwritten

Small corrections should be clearly written in the margins. Authors should make use of the correction symbols as outlined in Appendix V below, which are an international standard and will make it easier to process the corrections. Any correction needs two marks: one in the text and one in the margin, preferably on the same level as the textual mark. These marks signal the word(s)/letter(s) that need to be corrected and detail the type of correction (addition, deletion, spacing, capitalization, etc.). A few examples:

Insertions: Put an insertion symbol (∧) between the words/letters where you want additional words/letters to be placed. Put a second symbol in the margin and write the words/letters to be inserted next to it.

Deletions: Strike through the letter you wish to be deleted (for more than one letter or for words: strike through the first and last letter and put horizontal line in between) and place the deletion symbol in the margin.

Capitals/lower case: For capitals, place three lines underneath the letters/words you wish to capitalize and write three (narrow) lines in the margin. For lower case, encircle the relevant letters/words and write three lines in the margin, struck through.

##### IV.1.2 Comments/Instructions

Any comments or general instructions (e.g., 'please apply this change throughout') should be written in the margin and circled. Please note: any text written on the proof that is circled will not be set by the typesetter.

##### IV.1.3 Author Queries

Along with the page proofs the author may receive an Author Query Form on the last page of the document. The author MUST address these queries before returning the proof to the PM.

##### IV.1.4 Cross-References




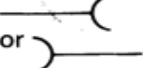


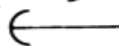



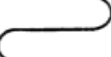


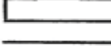
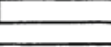




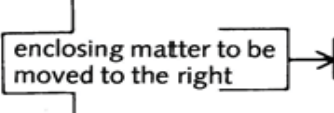
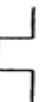
The author should use this opportunity to check any cross-references to footnotes and other numbered parts of your publication; these may have changed during manuscript preparation or typesetting, or were intentionally left open in the manuscript.

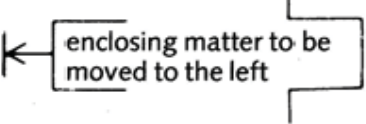

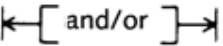




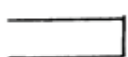
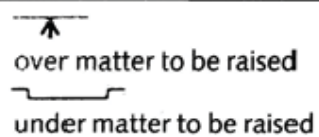

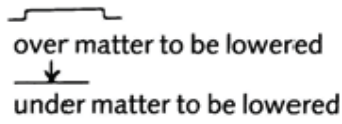




##### IV.1.5 Cover Proofs

The author should check the spelling of his/her own name and the title of the book carefully. The back cover text, if applicable, should be checked for any latent typographical errors only. Any errors on the cover should immediately be reported to the Project Manager. A second cover proof will be sent to the author for approval.

## APPENDIX V. PROOF CORRECTION SYMBOLS

<b>Instruction</b>	<b>Textual mark</b>	<b>Marginal mark</b>
Leave unchanged	- - - - under characters	Ⓧ
Remove extraneous marks	Encircle marks to be removed	✕
Delete	/ through character(s) or — through words	∩
Delete and close up	∩ through character(s) or —	∩
Insert in text the matter indicated in the margin	λ	New matter followed by λ
Substitute character or substitute part of one or more words	/ through character or — through word(s)	New character or new word(s)
Substitute ligature e.g. æ for separate letters	— through characters affected	⊖ e.g. æ
Substitute or insert full stop or decimal point	/ through character or λ	⊙
Substitute or insert comma, semicolon, colon, etc.	/ through character or λ	, / ; / ⊙ / ( / ) /
Substitute or insert character in 'superior' position	/ through character or λ	⁷ under character e.g. ²
Substitute or insert character in 'inferior' position	/ through character or λ	ₗ over character e.g. ½
Substitute or insert single or double quotation marks or apostrophe	/ through character or λ	¨ and/or ´
Substitute or insert ellipsis	/ through character or λ	...
Substitute or insert hyphen	/ through character or λ	—
Substitute or insert rule	/ through character or λ	Give the size of the rule in the marginal mark 1 em   4 mm

Instruction	Textual mark	Marginal mark
Reduce space between words	 between words	 Give the amount by which the space is to be reduced, when necessary
Make space appear equal between characters or words	between characters or words	
Close up to normal interline spacing	(each side of column) linking lines	
Insert space between lines or paragraphs	 or 	Give the size of the space when necessary
Reduce space between lines or paragraphs	 or 	Give amount by which the space is to be reduced, when necessary
Start new paragraph		
Run on (no new paragraph)		
Transpose characters or words	 between characters or words, numbered when necessary	
Transpose lines		
Transpose a number of lines	— 3 — 2 — 1	Rules extend from the margin into the text with each line to be transposed numbered in the correct sequence
Centre	[ enclosing matter to be centred ]	[ ]
Indent		 Give the amount of the indent
Cancel indent		
Move matter specified distance to the right*		

<b>Instruction</b>	<b>Textual mark</b>	<b>Marginal mark</b>
Move matter specified distance to the left*		
Set line to specified measure*		
Set column to specified measure*		
Take over character(s), word(s) or line to next line, column or page		The textual mark surrounds the matter to be taken over and extends into the margin
Take back character(s), word(s) or line to previous line, column or page		The textual mark surrounds the matter to be taken back and extends into the margin
Raise matter*		
Lower matter*		
Move matter to position indicated*	Enclose matter to be moved and indicate new position	
Correct vertical alignment		
Correct horizontal alignment	Single line above and below misaligned matter	 placed level with the head and foot of the relevant line

\* Give the exact dimensions when necessary.

Extracts from BS 5261 Part 2 1977 (1995) are reproduced with the permission of British Standards Institution (BSI). Complete editions of the standards can be obtained from: BSI Customer Services, British Standards Institution, 389 Chiswick High Road, London W4 4AL, United Kingdom. Tel: +44 (0)20 8996 9001, Fax: +44 (0)20 8996 7001, E-mail: [orders@bsi-global.com](mailto:orders@bsi-global.com).

## APPENDIX VI. HOW TO USE WORD'S 'TRACK CHANGES' FUNCTION

For those who are working in Word 2000 or earlier:

- Click Tools.
- Select (click) Track Changes.
- Turn on (check the box) Track Changes While Editing.
- Turn off (uncheck the box) *Highlight Changes on Screen*. This hides the changes so you can more easily read your material. If you'd rather view the changes that have been made, then check the box. Hit OK.
- To accept or reject any or all of the changes: Click tools, click track changes, click accept or reject, and go from there to either accept/reject individual items or accept all.
- Remember to save the document once all of the changes have been accepted.

For those who are using Word versions 2002 and 2003 and above:

- Click Tools.
- Select (click) Track Changes. The Track Changes (Reviewing) toolbar will appear above the document.
- To hide the changes, click the arrow pointing down beside the dialogue box which reads: 'Final Showing Markup' and select 'Final'. (You may choose to use any one of the four options in this field. You will not lose the changes by switching back and forth.)
- To accept or reject a single change, click on the text that is highlighted in the manuscript, then either click the blue check mark button on the toolbar to accept, or the red cross mark button to reject. Alternatively, right click on the text in the manuscript, and select either 'Accept Deletion/Insertion' or 'Reject Deletion/Insertion'. Please be aware that if the word in question is not recognized by Word (i.e. Latin legal terms), then you will have to first select 'Ignore All' and then right click again to bring up the 'Accept' or 'Reject' menu.
- To accept all changes in the manuscript, click the arrow pointing down beside the blue check mark button on the toolbar and select 'Select All Changes In Document'.

Remember to save the document once all of the changes have been accepted.