

Kluwer Law International

AUTHOR GUIDELINES

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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

2 OVERVIEW OF PUBLICATION PROCESS

<i>Process</i>	<i>Author Expectation</i>	<i>Author Action</i>
1. Sample Chapter Submission		<ul style="list-style-type: none"> • Submission of at least two sample chapters to the Acquisition Editor. • 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.
2. Sample Chapter Review	<ul style="list-style-type: none"> • Receipt of approval of sample chapters (jump to step 4). • Author/general editor will receive organizational and/or editorial comments. 	<ul style="list-style-type: none"> • It is the general editor's responsibility to pass on editorial comments to authors (if applicable). • The author revises the sample chapters according to the editorial comments he/she received.
3. Sample Chapter Re-submission		<ul style="list-style-type: none"> • Re-submission of sample chapters. • For multi-author manuscripts, the general editor should re-submit the sample chapters.
4. Completed Manuscript Submission		<ul style="list-style-type: none"> • 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).
5. Completed Manuscript Review	<ul style="list-style-type: none"> • Manuscript will be assessed/reviewed by either the Acquisition/Developmental Editor or series editor (if applicable). 	<ul style="list-style-type: none"> • The author/general editor should notify the Developmental Editor of his/her whereabouts during this time (e.g., holidays, long absences, etc.).
6. Manuscript Processed (For a detailed explanation of this stage, see Appendix IV.)	<ul style="list-style-type: none"> • 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. • A consistency check will be undertaken according to Kluwer Law International House Style. • 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. 	<ul style="list-style-type: none"> • 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.
	<i>Process Time: 3-4 weeks*</i>	<i>Correction Time: 1 week</i>

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

- **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.