Publication Guide

Cambridge Scholars Publishing:

This document comprehensively details our requirements for your manuscript and provides advice on key items such as referencing, formatting and marketing. Please ensure that you review this document fully before submitting your manuscript—failure to adhere to our guidelines will delay the publication of your manuscript.

If you have any questions regarding this document, or need any additional information, important contact information can be found on page 23.

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You've Returned Your Contract:

Now that you have returned your signed contract, work on your manuscript can be begin in earnest. Please follow the guidance below to ensure that your manuscript fits our guidelines and can move smoothly throughout the process.

Language

Cambridge Scholars Publishing is an English Publisher and, as such, can only consider works which are in English—excluding a 10% margin for quotes, references and other such essential usages. Should you work exceed this margin, without prior agreement, then the work will be returned to you for editing.

Grammar and Spelling:

Your writing should be to a publishable standard—you should avoid the use of overly convoluted sentence structures and your writing should be free of grammatical, syntactical and spelling errors. Please note, as denoted in your contract, Cambridge Scholars Publishing does not provide copyediting or proofreading services.

Please consider the following guidelines when writing and reviewing your manuscript:

A single spelling convention should be used throughout, whether this is British (e.g., 'colour'), American ('color') or any other variant; this is the choice of the respective author or editor. However, the entire publication should be standardised to one version.

Grammar directly affects the readability of the work, and, as such, it's important that the work is a sufficient standard throughout. Please ensure that the basics (such as full stops and commas, etc.) are used appropriately and avoid excessive use of exclamation and question marks unless appropriate. Should you need advice in this regard, please consult the English Grammar Guide (Education First 2019).

The syntax—the sentence structure and word arrangement—should conform with the chosen spelling convention. We recommend that overly convoluted sentence structures are avoided to maintain readability. As a rule, shorter sentences are easier to follow.

Ensure that the language used within the manuscript is appropriate for an academic publication. Please note that, we do not allow any discriminatory language and, should any be found in the manuscript, Cambridge Scholars reserves the right to terminate the publishing contract.

Referencing

All works submitted to Cambridge Scholars should be adequately referenced, ensuring all work not original to the publication is cited correctly. CSP operates a zero percent policy on plagiarism, and, should the work be submitted without adequate citation, the work will be returned for editing. We will not publish work which is lacking appropriate citations.

Remember that all direct quotes must be marked with quotation marks. Our requested house style is Chicago Style Referencing, examples of which are listed below.

Author-Date style should be used for works which are scientific in nature, such as works based in the fields of Life, Health and Physical Science, whereas Notes and Bibliographies should be used for works in the fields of Humanities and Social Sciences.

You should ensure that all of your references are current and avoid tertiary sources, such as Wikipedia, unless they are relevant to your research.

Please note that all titles listed in this guide are examples and are not genuine texts.

Author-Date Referencing:

Below are examples of the Author-Date system. The style in which the work should be referenced is listed followed by an example.

The text within the square brackets is to be replaced with the relevant information, while that which is outside of the brackets denotes standardised formatting.

Books:

Bibliography Entry (must be alphabetical):

[Last Name, First Name, and Last Name, First Name]. [Year of Publication]. [Title]. [Place of Publication]: [Publisher].

Bloggs, Joe, and Smith, Kate. 2019. A Guide to Referencing. Newcastle upon Tyne: Cambridge Scholars Publishing.

In-Text Reference:

([Last Name and Last Name], [Year of Publication], [Page Number(s)])

(Bloggs and Smith, 2019, 12-31)

Chapters / A Selected Piece of Text from an Edited Book:

In this type of citation, include the page range for a chapter or a large selection of text within the bibliography. Within the text, cite the specific pages used.

Bibliography Entry (must be alphabetical):

[Last Name, First Name of Chapter Author]. [Year of Publication]. "[Chapter Name]". In [Title], [edited by] [Editor Name], [First Page – Last Page]. [Place of Publication]: [Publisher].

Smith, Kate. 2019. "Referencing Edited Collections". In Referencing Appropriately, edited by Joe Bloggs, 101-123. Newcastle upon Tyne: Cambridge Scholars Publishing.

In-Text Reference:

([Last Name of Chapter Author] [Year of Publication], [Pages Used]) (Smith 2019, 103-104)

In some instances, you may need to reference the entire collection, which can be done in the following way:

Bibliography Entry (must be alphabetical):

[Editor Last Name, Editor First Name], ed. [Year of Publication]. [Title]. [Place of Publication]: [Publisher].

Bloggs, Joe, ed. 2019. Referencing Appropriately. Newcastle Upon-Tyne: Cambridge Scholars Publishing. In-Text Citation: ([Editor Last Name] [Year of Publication], [Page From-Page To]) (Bloggs 2019, 101-172)

eBooks:

When referencing publications which are available online, please include the name of the database or the URL in the bibliography. All other formats must be named appropriately. If there are no fixed page numbers available, then cite the chapter number, title or section title, or omit this part of the citation.

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. [Year of Publication]. [Title]. [Place of Publication]: [Publisher].

Smith, Kate. 2019. How to Reference. Newcastle upon Tyne: Cambridge Scholars Publishing.

In-Text Citation:

([Last Name] [Year of Publication], [Page/ Chapter Number])

(Smith 2019, 24) (Smith 2019, chap. 18)

Translations:

[Last Name, First Name]. [Year of Publication]. [Title]. [Translated by XXX]. [Place of Publication]: [Publisher].

Smith, Kate. 2019. Comment Référencer. Translated by Konstantinos Andrews. Newcastle upon Tyne: Cambridge Scholars Publishing.

Journal Articles:

Within the bibliography, the entire page range of the article must be referenced. However, in the in-text citation, only the specific pages being referenced need to be mentioned. For articles which are available online, include the name of the database or the URL. If possible, include the DOI instead of the URL. The DOI is a permanent URL and typically begins with: https://doi.org/.

Many journal articles will be comprised of several authors. Should the number of authors exceed four, list the first four authors followed by *et al.* Please note, however, that all authors should be listed in the bibliography.

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. [Year of Publication]. "[Title of Article]". [Journal Title], [Edition (if applicable)]: [First Page – Last Page]. [DOI/URL (if applicable)].

Smith, Kate. 2019. "The Use of Inverted Commas". Journal of CSP Referencing, No. 3: 7-9. https://doi.org/12522641.

Smith Kate. 2019. "Where to Find Num Lock". Journal of CSP Referencing. No. 3. 18-41.

In-Text Citations:

([Last Name] [Year of Publication], [Page From-Page To])

(Bloggs 2019, 19-21) (Bloggs and Smith 2019, 3)

News / Magazine Articles:

Articles, whether from newspapers, blogs, news sites, magazines, etc., are all referenced similarly. When entering the citation into the bibliography, include the year, month and day of publication. Page numbers (if applicable) should be cited in the text itself, but are omitted from the bibliography entry.

Should you use an online resource, ensure that you include a URL or the name of the database.

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. [Year of Publication]. "[Title of Article]." [Source Title], [Month Day, Year of Publication]. [Source URL]

Smith, Kate. 2019. "Cambridge Scholars Publishing." Cambridge Scholars Publishing, July 21, 2019. https://cambridgescholarsblog.wordpress.com/

In-Text Citation:

([Last Name] [Year of Publication], [Page Number])

(Smith 2016, 41)

In-Text Citation (reader comments):

([Commenter Name] [[Location]], [Month Day, Year of Comment], [comment on [Last Name of Author] [Year of Publication])

(Samuel Baxter [London], July 21, 2019, comment on Smith 2019)

Website Content:

You can reference by describing the webpage/website content within the text itself (e.g., "On July 21st, 2019, Cambridge Scholars Publishing's website showed…"). For a more formal citation, use the following.

Please note, however, that should the source not list a date, 'n.d.' (for 'no date') should be used as a placeholder.

[Last Name, First Name]. [Year]. "[Page Name]". Accessed [Month Day, Year]. [URL].

Smith, Kate. 2019. "Referencing". Accessed July 21, 2019. https://cambridgescholarsblog.wordpress.com/. Cambridge Scholars Publishing. 2019. "Privacy Policy". Accessed July 21, 2019. http://www.cambridgescholars.com/t/PrivacyPolicy.

Social Media Content:

You can also reference by describing the content within the text itself, e.g., Cambridge Scholars' tweets are typically regarding their upcoming publications: "Book Release…" (@CamScholars, July 18, 2017). For a more formal citation, however, an entry into the reference list is needed. Please note that, in place of a title, a quote of (up to) the first 160 characters should be used. Comments are cited in reference to the original post.

Bibliography Entry (must be alphabetical):

[Place of Original Comment]. [Year]. "[Page Name]". [Site Accessed (e.g., Twitter)] [Month Day, Year].

Cambridge Scholars Publishing. 2019. "Book Release from CSP". Twitter, September 20, 2019.

In-Text Citation:

([First Name] [Last Name], [Month Day, Year], [Time], [Further Detail (e.g., 'comment on')] [Year])

(Peter Smith, September 10, 2019, 12:32 p.m., comment on Cambridge Scholars Publishing 2019)

Personal Communication:

Personal communications include emails, direct messages and text messages sent via social media. These need only be cited in the text and do not need to be included in the bibliography.

In-Text Citation:

([First Name] [Last Name], [Medium] to [Whom the Message Was Sent], [Month Day, Year])

(Peter Smith, Facebook message to Cambridge Scholars Publishing, September 1, 2018)

Thesis or Dissertation:

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. [Year of Publication]. "[Title]". [Medium], [University]

Smith, Samuel. 2019. "The Physical and Mental Effects of Referencing and Copyediting". PhD diss., University of Newcastle

In-Text Citation:

([Last Name] [Year], [page number])

(Smith 2019, 12-10)

Book Review:

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. [Year of Publication]. "[Title]". Review of [Title of Reviewed Work], by [Author Name]. [Location of Review], [Month Day, Year]

Smith, Samuel. 2019. "How the work gains notoriety". Review of The Proofreading Guide, by Konstantinos Andrews. The Metro, September 10, 2019. [URL]

In-Text Citation:

([Last Name] [Year])

(Smith 2019)

Interview:

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. [Year of Publication]. "[Title]". Interview by [Name of Interviewer]. [Show name], [Network Broadcasted upon], [Month Day, Year]. [Medium], [Length]. [URL].

Smith, Samuel. 2019. "The Rising Cost of Public Transport". Interviewed by Helen Fitzgerald. Breakfast Review, Proofreading Radio, September 10, 2019. Audio, 15:12.

In-Text Citation:

([Last Name] [Year])

(Smith 2019)

Notes and Bibliography Referencing

Below are examples of the Notes and Bibliography system.

The style in which the work should be referenced is listed, followed by an example. The text within the square brackets is to be replaced with the relevant information, while that which is outside of the brackets denotes standardised formatting.

Books:

Bibliography Entry (must be alphabetical):

[Last Name, First Name, and Last Name, First Name]. [Year of Publication]. [Title]. [Place of Publication]: [Publisher].

Bloggs, Joe, and Smith, Kate. 2019. A Guide to Referencing. Newcastle upon Tyne: Cambridge Scholars Publishing.

Notes:

[First Name Last Name], [Title] ([Place of Publication]: [Publisher], [Year of Publication]), [Page Number].

Helen Fitzgerald, The Referencing Guide (Newcastle upon Tyne: Cambridge Scholars Publishing, 2019), 14-16

Shortened Notes:

([Last Name], [Title], [Page Number]) (Fitzgerald, The Referencing Guide, 12-31)

Chapters / A Selected Piece of Text from an Edited Book:

In this type of citation, include the page range for a chapter or a large selection of text within the bibliography. Within the text, cite the specific pages used.

Bibliography Entry (must be alphabetical):

[Last Name, First Name of Chapter Author]. "[Chapter Name]". In [Title], edited by [Editor Name], [First Page – Last Page]. ([Place of Publication]: [Publisher], [Year of Publication]).

Smith, Kate. "Referencing Edited Collections". In Referencing Appropriately, edited by Joe Bloggs, 101-123. (Newcastle upon Tyne: Cambridge Scholars Publishing, 2019).

Notes:

[Last Name, First Name of Chapter Author]. "[Chapter Name]". In [Title], [ed.] [Editor Name] ([Place of Publication]: [Publisher], [Year of Publication]), [First Page – Last Page].

Smith, Kate. "Referencing Edited Collections". In Referencing Appropriately, ed. Joe Bloggs (Newcastle upon Tyne: Cambridge Scholars Publishing, 2019), 101-123.

Shortened Notes:

[Last Name], "[Chapter Name]", [Page Number]

Fitzgerald, “Referencing Correctly”, 12-31

In some instances, you may need to reference the entire collection, which can be done in the following way:

Bibliography Entry (must be alphabetical):

[Last Name, First Name], ed. [Title]. [Place of Publication]: [Publisher], [Year].

Bloggs, Joe, ed. A Guide to Referencing. Newcastle upon Tyne: Cambridge Scholars Publishing, 2019

Notes:

[First Name Last Name], ed., [Title] ([Place of Publication]: [Publisher], [Year of Publication]), [Page Number].

Helen Fitzgerald, ed., The Referencing Guide (Newcastle upon Tyne: Cambridge Scholars Publishing, 2019), 14-16.

Shortened Notes:

[Last Name], [Title], [Page Number]

Fitzgerald, The Referencing Guide, 12-31.

eBooks:

When referencing publications which are available online, include the name of the database or URL in the bibliography. All other formats must be named appropriately. If there are no fixed page numbers available, then cite the chapter number, title or section title, or omit this part of the citation.

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. [Title]. [Place of Publication]: [Publisher]. [Year of Publication]. [Method of Access or URL]

Smith, Kate. How to Reference. Newcastle upon Tyne: Cambridge Scholars Publishing. 2019. Kindle.

Note:

[First Name Last Name], [Title] ([Place of Publication]: [Publisher], [Year of Publication]), [Page Number]), [Method of Access or URL].

Kate Smith, How to Reference (Newcastle upon Tyne: Cambridge Scholars Publishing, 2019), 100, Kindle.

Shortened Note:

[Last Name], [Title], [Page Number].

Smith, How to Reference, 12-43.

Translations:

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. [Title]. Translated by [Translator]. [Place of Publication]: [Publisher], [Year of Publication].

Smith, Kate. Comment Référencer. Translated by Konstantinos Andrews. Newcastle upon Tyne: Cambridge Scholars Publishing, 2019.

Note:

[First Name Last Name], [Title]. Trans. [Translator] ([Place of Publication]: [Publisher], [Year of Publication]), [Page Number].

Kate Smith, Comment Référencer. Trans. Konstantinos Andrews (Newcastle upon Tyne: Cambridge Scholars Publishing, 2019), 34-67.

Shortened Note:

[Last Name], [Title], [Year of Publication]

Smith, Comment Référencer, 2019

Journal Articles:

Within the bibliography, the entire page range of the article must be referenced. However, in the in-text citation, only specific page numbers need to be mentioned. For articles which are available online, include the name of the database or the URL. If possible, include the DOI instead of the URL. The DOI is a permanent URL and typically begins with: https://doi.org/. Many journal articles will be comprised of several authors. Should the number of authors exceed four, list the first four authors followed by *et al.* Please note, however, that all authors should be listed in the bibliography.

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. "[Title of Article]". [Journal Title], [Edition (if applicable)] ([Year of Publication]): [First Page – Last Page]. [DOI/URL (if applicable)].

Smith, Kate. "The Use of Inverted Commas." Journal of CSP Referencing, No. 3 (2019): 7-9. https://doi.org/12522641.

Smith, Kate. "Where to Find Num Lock." Journal of CSP Referencing. No. 3. (2019): 18-41.

Note:

[First Name Last Name], "[Title of Article]," [Journal Title], [Edition (if applicable)] ([Month of Publication] [Year of Publication]): [First Page – Last Page].

Kate Smith, "The Use of Inverted Commas," Journal of CSP Referencing, No. 3 (March 2019): 7-9.

Shortened Note:

[Last Name], "[Title of Article]," [First Page – Last Page].

Smith, "The Use of Inverted Commas," 7-9.

News / Magazine Articles:

Articles, whether from newspapers, blogs, news sites, magazines, etc., are all referenced similarly. When entering the citation into the bibliography, include the year, month and day of publication. Page numbers (if applicable) should be cited in the text itself, but are omitted from the bibliography entry.

Should you use an online resource, ensure that you include a URL or the name of the database.

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. "[Title of Article]". [Source Title], [Month Day, Year of Publication]. [Source URL]

Smith, Kate. "Cambridge Scholars Publishing." Cambridge Scholars Publishing, July 21, 2019. https://cambridgescholarsblog.wordpress.com/

Note:

[First Name Last Name], "[Title of Article]," [Source Title], [Month Day, Year of Publication], [Page Number].

Kate Smith, "Cambridge Scholars Publishing," Cambridge Scholars Publishing, July 21, 2019, 12.

Shortened Note:

[Last Name], "[Title of Article]," [First Page – Last Page].

Smith, "The Use of Inverted Commas," 7-9.

Readers' comments are cited in the text or within a note but are not required in the bibliography.

[Commenter Name] ([Location]), [Month Day, Year of Comment], comment on [Last Name of Author], "[Title of Article]".

Samuel Baxter [London], July 21, 2019, comment on Smith, "The Use of Inverted Commas".

Website Content:

You can reference by describing the webpage/website content within the text itself (e.g., "On July 21st, 2019, Cambridge Scholars Publishing's website showed…"). For a more formal citation, use the following. Please note, however, that should the source not list a date, 'n.d.' (for 'no date') should be used as a placeholder.

Bibliography Entry (must be alphabetical):

[Last Name, First Name]. "[Page Name]". Accessed [Month Day, Year]. [URL].

Smith, Kate. “Referencing”. Accessed July 21, 2019. https://cambridgescholarsblog.wordpress.com/. Cambridge Scholars Publishing. “Privacy Policy”. Accessed July 21, 2019. http://www.cambridgescholars.com/t/PrivacyPolicy.

Note:

“[Title of Article]”, [Source Title], accessed [Month Day, Year of Publication], [URL].

“Cambridge Scholars Publishing”, Cambridge Scholars Publishing, accessed July 21, 2019, https://www.cambridgescholars.com/.

Shortened Note:

[Last Name or Company Name], “[Title of Article]”.

Cambridge Scholars Publishing, “Privacy Policy”.

Social Media Content:

You can also reference by describing the content within the text itself, e.g., Cambridge Scholars’ tweets are typically regarding their upcoming publications: “Book Release…” (@CamScholars, July 18, 2017). For a more formal citation, however, an entry into the reference list is needed. Please note that, in place of a title, a quote of (up to) the first 160 characters should be used. Comments are cited in reference to the original post.

Bibliography Entry (must be alphabetical):

[Name of Commenter]. “[Page Name]”. [Site Accessed (e.g., Twitter)], [Month Day, Year].

Cambridge Scholars Publishing. “Book Release from CSP”. Twitter, September 20, 2019.

Note:

[Name of Commenter], “[Page Name]”, [Site Accessed (e.g., Twitter)], [Month Day, Year], [URL].

Cambridge Scholars Publishing, “Book Release from CSP”, Twitter, September 20, 2019, https://twitter.com/CamScholars?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp %7Ctwgr%5Eauthor.

Shortened Note:

[Last Name or Company Name], “[Page Name]”. [First Name Last Name], [Month Day, Year], [Time], comment on [Owner of Original Material], “[Page Name]”.

Cambridge Scholars Publishing, “Privacy Policy”. Sam Fitzgerald, September 20, 2019, 12:03 p.m., comment on Cambridge Scholars Publishing, “Privacy Policy”.

Personal Communication:

Personal communications include emails, direct messages and text messages sent via social media. These need only be cited in the text and do not need to be included in the bibliography.

Note:

[First Name] [Last Name], [Medium] to [Whom the Message Was Sent], [Month Day, Year]

Peter Smith, Facebook message to Cambridge Scholars Publishing, September 1, 2018

Title, Blurb and Biography:

The title is a key tool in promoting your book—a clear, descriptive title makes your work easier for researchers to find, and helps librarians to categorise the book correctly. Your blurb and biography are important marketing tools. Our guidelines, below, have been developed after extensive discussions with market representatives.

Title:

Titles must be descriptive of the content of a book, although a subtitle can sometimes be used to give creative flavour if required. For example, a book about gender issues in Shakespeare's work might be called "Gender Issues in Shakespeare" and might have a 'creative' subtitle such as "A Marriage of True Minds". The order of title and subtitle is important. Gender Issues in Shakespeare: A Marriage of True Minds is an acceptable title. A Marriage of True Minds: Gender Issues in Shakespeare is not, however.

The following are not permitted in either a title or subtitle:

- Mathematical symbols;
- Parentheses (like this);
- Single or double quotation marks 'like this' and "like this";
- A language other than English in the main title;
- Initials and acronyms (for example, use United Nations, not UN);
- For edited collections derived from conferences, do not use 'proceedings of', 'papers from', or direct references to a conference/event;
- 'Volume X' for the main title in a series—volumes should be distinguished via their contents, with a descriptive title.
- Any special characters (such as *)

Title and subtitle together must not exceed more than 100 characters (including spaces).

Blurb:

The blurb is a particularly important marketing tool for your book and provides an opportunity to highlight additional elements that might influence a sale that are not initially clear from the title. The core readership of the blurb will generally be market reps, booksellers and librarians, and the text should be written accordingly. They want to know very quickly what the book is about and if there are any features that mean they can sell it. It should also be noted that this readership will be spread across the globe, and, in many cases, English will not be their first language.

Accordingly, the blurb should be concise, using shorter sentences and language that is more understandable to the lay reader (i.e., avoiding overly technical terms), where possible.

In line with such brevity, repeating the title in the blurb should be avoided; some key words are inevitable, but the title/subtitle should be allowed to do its job.

Ideally, the text should use the active voice as much as possible (where the subject of sentence performs the action: for example, 'This collection of essays highlights…').

The blurb should also specify its main target audience (such as historians, practitioners, etc.), and emphasise key (and unique) facets of the book, including if it has a regional focus (books with a local interest will always get some local sales), and if it focuses on major events (as this helps to define categorisation), and ideas, movements and theories (sales often cluster around ideas such as equality, emancipation, atheism and evolution).

The blurb should be around 150 words in total and should be written by the author/editor themselves. While we certainly welcome any endorsements for your title, we cannot use these in lieu of an actual blurb.

Biography:

Regarding author/editor biographies, the key information to provide here is your current (or most recent) academic affiliation and a summary of your relevant publishing history—how many articles and chapters you have published, and any books you have authored or edited. Lengthy lists of works should be avoided as they will take up too much space—mention only the most relevant or most prestigious of your publications.

Any references to future publications should be avoided as far as possible, as this information can become quickly outdated once it is disseminated. Personal information and reference to non-academic interests should be avoided, as their relevance here is limited and they may distract from more significant information in the copy.

The biography should be no more than 150 words (in the case of volumes edited by several scholars, this should be the combined total). This allows it to convey all the necessary information, while still remaining concise and to-the-point.

Relevant research interests can also be mentioned in the biography.

It is important that both blurbs and author biographies are complete to ensure timely and accurate marketing of your book—moreover, we will be unable to commence work on the design of the cover for your publication without having first received these details.

Reviews and Endorsements:

We strongly recommend submitting a pre-publication review alongside your manuscript as it is a great way of getting a head-start on your work—it not only provides, in most cases, an endorsement for the back cover, but will also assist you in ensuring the manuscript you submit is scientifically sound and free of errors.

Should you find a willing individual to assist you with this review, we encourage you to ask them to thoroughly review the following:

- The validity of your references (are they up-to-date and from credible sources?);
- The standard of language (do they recommend spelling or grammar changes?);
- Their opinions on the text (are they able to write an endorsement?).

In regard to the endorsements, these should typically not exceed 200 words. These endorsements should be submitted with your manuscript, and you should ensure that they contain your reviewer's full name and affiliation.

Formatting

Key Formatting Issues:

1. Please supply the files in Word format. Should your work contain photographs/figures/tables, these should be included within the main manuscript file in their desired location.

2. Your text should be Times New Roman and the text should meet the below requirements:

   Main Text: 10 point and justified
   Quotations: 9 point, indented 0.5cm left and right
   Chapter Title: 16 point, centred
   Author's Name: 16 point, centred
   Secondary Headings: 12 point, centred in bold
   Footnotes: 9 point and justified

3. Please ensure that each chapter of your text, as well as frontmatter (dedication, title, preface, foreword, introduction or introductory note, contents, etc.) and end matter (appendixes, endnotes, bibliographies, index, etc.), begins on a new page.

4. Use double quotation marks for all cases (including single words) except for quotes within quotes.

5. To ensure that there are no extra spaces in the document, use your software's Find and Replace command to substitute all double spaces for single spaces. Repeat this procedure until no double spaces are found.

6. When using em-dashes, do not leave any spaces before or after the em-dash, e.g., trying to be—assuming it works—some kind of nobility. Also, do not use em-dashes with other sorts of dashes.

7. Your work should be formatted to A5 and have the following margins:

   Top: 2.5cm
   Bottom: 1.5cm
   Left: 2.1cm
   Right: 2.1cm
   Header: 1.5cm
   Footer: 0

Order of the Parts of the Book

Front Matter

- Title Page (Cambridge Scholars Publishing will complete this)
- Title page verso (copyright notices, etc.; Cambridge Scholars Publishing will complete this)
- Dedication (where applicable)
- Epigraph (where applicable)

- Table of Contents
- List of Illustrations (where applicable)
- List of Tables (where applicable)
- Foreword (where applicable)
- Preface (where applicable). If you are not the author of the Preface, a name must be included, aligned to the right. If you are, do not add your name
- Acknowledgments (if not part of the Preface)
- Introduction or Introductory Note (where applicable)
- List of Abbreviations or Chronology (where applicable). Include only if the relevant abbreviations are not standard. If the abbreviations go on for longer than a page, please include them at the end of the text, as an appendix

Main Text

Each part (or section) heading uses up a full page, which is followed by the chapter that comes after it.

End Matter

- Appendixes (A, B, C, etc.)
- Notes
- Glossary (where applicable)
- Bibliography
- List of Contributors (where applicable). For an edited volume, include a list of contributors headed "Contributors" and arrange these alphabetically by last name (but do not invert the name order—e.g., *John Smith*, not *Smith, John*). If possible, include academic position and most important publications
- Indexes

Images:

If you wish to include images, such as photographs or film-stills, in the materials that you publish, then you will be required to obtain permission from the author/owner of the copyrighted material. A failure to obtain permission would be a breach of copyright as these images may be protected by copyright laws in the same manner as a text would be.

1. Your images should be in JPEG format or similar. All images including photographs must be included in the main Word or other files submitted.

2. Take into account the size of CSP pages when including images. Your image will have to be resized if it is too large or too small, and this can prove problematic in certain cases.

3. Call your pictures or illustrations Fig. 4-3 or Ex. 2-3. The first number refers to the chapter number and the second to the illustration or image number within the chapter.

4. Remember that, as standard, CSP publishes in black and white, so colour images should be approved with your editor beforehand. In the vast majority of cases, we recommend including colour images in a centrefold.

Tables:

1. Do not use different types of formatting for different rows or columns unless you would like to differentiate between headings and body text.
2. Entitle your table in the same way that you entitled your image (e.g., Table 3-2 for the second table in the chapter).

Index Guidelines:

When the time for indexing comes, you should submit the Index with a single-column layout, and we will take care of the formatting. There is no size limit, but the Index should be indented. We have no preference on cross-referencing or treatment of page numbers, but you should just ensure that the style is consistent throughout.

Please note that we highly recommend that the Index is not created until after it has been typeset as the pagination can change before this stage. It is recommended that you clarify this matter with your typesetter once the material is passed to this stage.

If you are interested in guidance for an Index, please contact your editor directly.

Submission:

CSP requires that the final submission be made via email. For edited volumes/collections, it is the book's editor's responsibility to collect and organise all materials related to the book and present these as either a single document or a set of documents in a clearly marked order. Chapters or contributor agreements from individual contributors will not be accepted. You can submit your manuscript either as one collective file, or in chapters. If you choose to submit in chapters, then these need to be named numerically based on their chapter number.

Submission must be made in Word format.

What to Include:

When you are ready to submit your manuscript, you must ensure that your submission contains the following information:

- Your manuscript (if submitting in chapters, these should be named numerically)
- Your blurb
- Biographies for each author/editor
- Reviews and Endorsements (if received)
- Contributor Agreements (if applicable)
- A completed contributor details form (if applicable)

Your submission email should clearly denote your manuscript title, as declared in your proposal. Please note that work on your manuscript cannot begin if all of the submission is not complete.

What Happens Now?

When you have made your submission, the first step is for our teams to ensure everything is in order—that you are within our printing requirements, all information has been submitted and that nothing is outstanding.

If you are looking for a peer-review on your work, you must declare this to your editor at the time of submission.

Should everything be in order, your editor will then process your work accordingly.

Peer-reviews

If you have declared that you are interested in a peer-review, your editor will begin to organise this. We recommend submitting the names of some potential reviewers, as you'll be uniquely positioned to know which experts are suitable. Alternatively, our teams will utilise our extensive editorial boards to organise this review.

Peer-reviews take time, as the reviewer is likely to have a busy schedule of their own. It's important to consider this if you are relying on a set publication date.

Once the review is returned, you'll then have the opportunity to make changes in line with this feedback (if applicable). Please note that, if your reviewer highlights significant concerns

about the work, the continual publication of the work will be reliant on the correction of these issues and another peer-review.

Pre-Press Review and Proofreading

Once all of the required materials (namely, the manuscript, blurb and biographies) have been submitted, the manuscript will undergo in-house proofreading. During this stage, the proofreading team will make any necessary corrections to grammar, spelling, punctuation and consistency.

If the proofreading team identifies any issues that require clarification or additional information from the author or editor before the manuscript can proceed, these will be communicated directly. In exceptional circumstances, where more substantial work is required before the manuscript is suitable for production, the manuscript may be returned with details of the issues that need to be addressed before it can continue.

When your Work is Ready for Typesetting

Once proofreading has been completed, your manuscript will be passed to our typesetting team. You will then receive your first set of proofs for review.

Typesetting and Design: What to Expect

Typesetting:

You'll typically receive your first proofs within 2-3 weeks of your work being submitted to the pre-press team. This initial Word-format proof is your final chance to read through the work and ensure everything is in order. If you wish to add an index, this is your opportunity to do so. We ask that you return/confirm this file within 4 weeks in order to maintain our expected publication date.

Once you return/confirm your initial proofs, the typesetting team will then finalise these and you will receive a copy of the final PDF proof before this is sent to print. Once you have approved this file, and it has been sent to our print team, no further changes can be made.

Design:

The design team will be in touch shortly after your feedback form is confirmed to discuss your cover. To begin with, they'll ask you about your ideas—if you have a cover in mind, an image you want to include or if you wanted to organise your own cover. If we don't hear from you about this, or our consequent reminders, within 4 weeks, then our team will go ahead and create a cover of our own choosing.

If you decide to move forward with a cover of your own design, or you wish to include your own images, please liaise with your designer accordingly and they can provide you with copies of our guideline and licensing requirements.

Should you provide information about your desired cover, our team will work diligently to make this cover a reality and provide you with a first draft for approval. Should something not be how you imagined it, or if you have changed your mind about the cover design, we allow one revision to the design before we need to move forward to print. However, we ask that this feedback is provided within 2 weeks of receiving this draft, in order to ensure that the work meets its expected publication date.

Printing

Once the final proof has been approved, and your cover design finalised, the book will be sent to print and you can expect your gratis copies to be on their way to you within 2-3 weeks. This is also when the work will be available on our website.

Should your work contain contributions, these contributors will receive a notification from us directly on the publication of the work.

When Your Work Has Been Printed:

Congratulations!

Gratis Copies

Your gratis copies are shipped to you directly as soon as the initial print run and quality checks have been completed; the number you receive will be detailed in your contract. Please note that we are not responsible for my custom charges from your respected country upon the arrival of this parcel.

Royalties

You earn royalties on every copy sold and you can track these royalties by logging into our online author portal at: www.cambridgescholars.com. To access this information, ensure that you sign up with your affiliated email (typically the email you have listed in your proposal or with which you have been corresponding) and the account will automatically update within 12 hours to grant you access.

Your payment threshold is denoted in your contract, and, when you are ready to claim your royalties, email our team here at: admin@cambridgescholars.com with confirmation of your PayPal account email and payment will be made promptly.

Marketing

We will promote and distribute your book both online (Amazon, Blackwell's, Waterstones, Google Play, EBSCO, etc.) and in stores, and we have various major international book distribution channels (YBP, Ingram, Baker & Taylor, etc.) who help us to fulfil global orders. We have excellent links in North America, Asia and Europe. CSP also ships internationally and all of our books are listed on Amazon, so we do try to make books as accessible as possible. We also have various sales reps who promote the book locally, geared towards libraries and institutions.

However, as the author/editor of this work you are uniquely placed to advise on the best opportunities for advertising the work—are there upcoming events? A course at your institution? Or a colleague willing to write a review?

Ensure that you include the release on your social media channels, in your email signature and update your profiles on ResearchGate, Google Scholar and Amazon (if applicable). You can also share your 30-page sample on these platforms (available to download on our website).

Our teams here will work diligently to support you with promotional materials, organising reviews and any other queries you may have. Remember to complete the PIF the marketing team provide you fully, in order to ensure that the team can offer the best support in marketing the work.

If you have any questions about their work, you can contact our marketing team directly at: marketing@cambridgescholars.com

Review copies:

We offer a number of review copies to assist in the marketing of your work. To organise these, please contact our marketing team. Please note that we do not send review copies unsolicited, and we cannot send the copies without the written permission of the recipient.

Discounts

As a Cambridge Scholars author/editor, you are entitled to 40% off our entire catalogue with the code AUTHOR40

This discount is valid on www.cambridgescholars.com only and can be applied at checkout.

Questions?

If you have any questions about these guidelines or need any additional information, please find some useful contacts below:

Administration: admin@cambridgescholars.com

Editing / Submission / Contracts: Please liaise with your editor firstly about any queries in this regard. Should you need further assistance, please email our administration team at admin@cambridgescholars.com who will ensure that your query reaches the relevant party.

Marketing and Reviews: marketing@cambridgescholars.com