

NIACE Publications

GUIDELINES FOR AUTHORS



NIACE Publications Team, 2009

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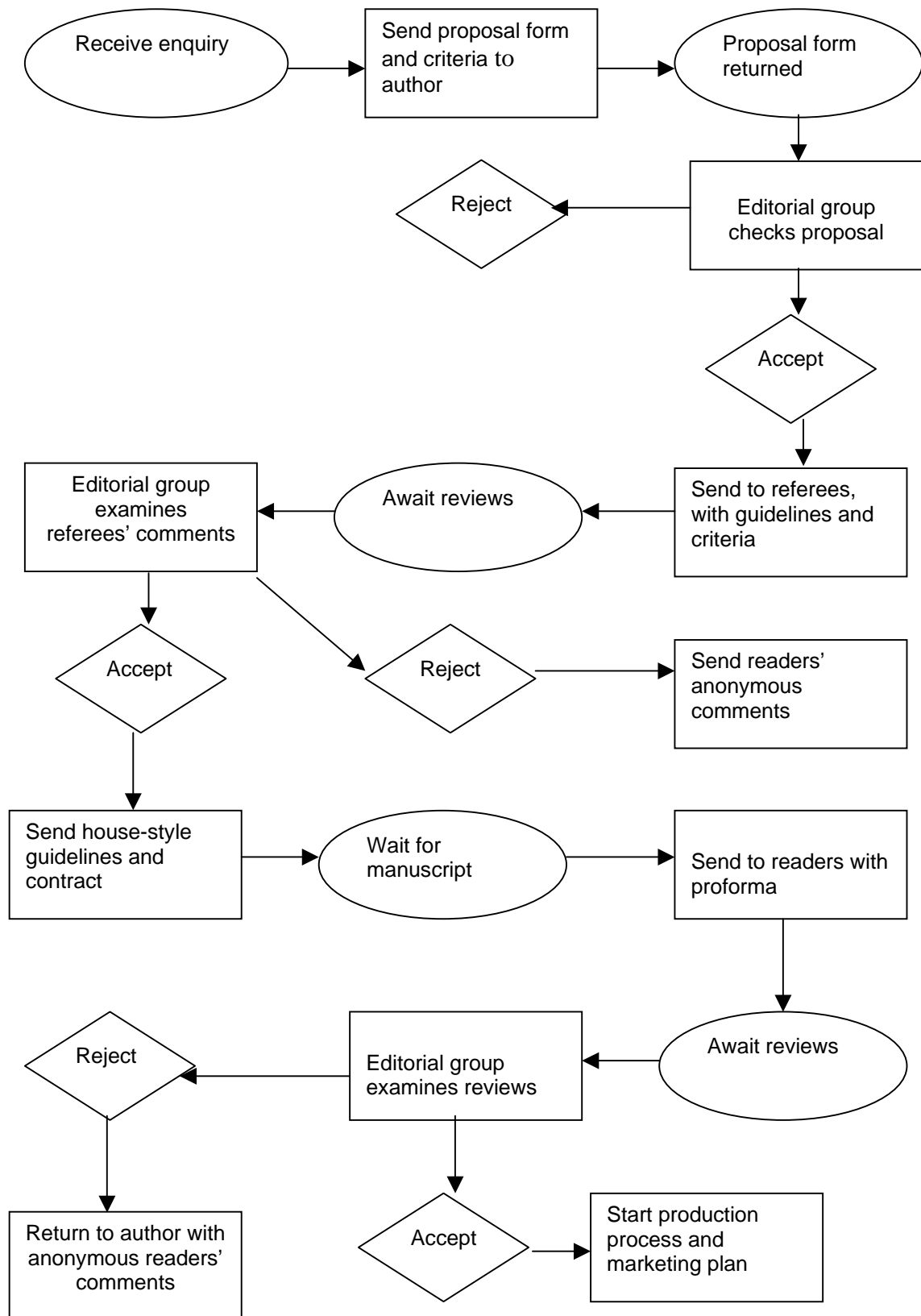
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THE REVIEW PROCESS



THE PRODUCTION PROCESS

Once the manuscript has been accepted for publication, it will need to go through a number of different stages of production before final printing and delivery. These are outlined below.

- 1) **Copy-editing.** The manuscript will be subject to a rigorous editing procedure, involving the correction of text as necessary to improve general layout, grammar, spelling and punctuation. The factual content of the manuscript will not be altered as it is assumed that the author has ensured this is correct, but at this point the copy-editor may raise any queries deemed necessary for the author's attention. These queries will usually be presented to the author along with the first proofs. The copy-editing process will either be carried out in-house by a Production Editor or by an external freelance copy editor. This process typically takes up to two weeks, but depends entirely on the page extent and density of the text.
- 2) **Typesetting.** This usually involves the work of an external typesetting or design agency who, on receipt of the edited manuscript, will professionally design the pages of the publication. This will involve designing and setting up the text into sections, finalising font type and size, and positioning any artwork and tables included. Once this has been completed a set of first proofs is provided, usually electronically in PDF format, but still sometimes also in hard copy. At this stage, barring any radical design changes, the text should look more or less as when it is printed. Typesetting can take up to two weeks, depending on the extent of the text and complexity of the design involved.
- 3) **Cover design.** This stage usually takes place at the same time as the typesetting, although sometimes earlier if a publication and its title have already been confirmed. The same company employed for typesetting can often produce this, but in some cases a separate design agency is used. The initial design process can take up to a week, but to reach a final agreed design by going through a number of iterations can take longer.
- 4) **Proofing.** When the first set of typeset proofs have been received, the Production Editor in charge of the production of the publication will

send a copy of these to the author(s) for checking. At this stage, most of the errors contained in the original manuscript should have been corrected, but a few typographical errors may still be present or have been inadvertently introduced during the typesetting process.

Wholesale changes to the text should be avoided at this stage as these will introduce significant extra charges and complication. Answers to any queries raised during the copy-editing process and any errors picked up by the author at this stage should be fed back to the Production Editor for correction. Simultaneously, either the Production Editor or an external freelance proof reader will be checking the text. All necessary corrections will be collated and relayed back to the typesetter for correction. A set of revised proofs will be produced for the Production Editor's inspection. Further rounds of correction will be carried out as necessary until the text is considered to be finalised for print. This process can usually be expected to take two to three weeks, but this depends largely on the length of the publication and the extent of any corrections required. To avoid confusion and the possibility of missed corrections, for a multi-author work it is recommended that wherever possible one author only assumes responsibility for responding to the Production Editor with amendments to be made.

- 5) **Indexing.** Where applicable, a publication may need to be indexed. This can only be performed once the text has been finalised for print, therefore changes to the text once indexing has commenced will only be considered if absolutely crucial. The Production Editor will usually arrange for indexing to be carried out by a professional indexer. Once complete, the index will be subject to the procedure outlined above for typesetting and will be proof-read by the Production Editor. Depending on the length of the text and the complexity of the index(es) required, this process can take up to three weeks.
- 6) **Printing, binding and delivery.** When all components of the publication are approved for print, the typesetter/designer will prepare the electronic files for delivery to the printer, who will already have been briefed regarding the print requirements of the publication. The printer will then usually prepare a set of printed proofs of the text and cover from the files received, which are sent to the Production Editor for verification that the quality of text and image reproduction is of the required standard, that the positioning of text and other elements is correct, and that all fonts have been included correctly. When these are signed off, the printer will then have the text and cover printed on the final paper stock. Before binding, the printer may send a copy of the publication as 'running sheets', i.e. pages printed and trimmed to the

final specification, but not yet bound into the cover. Upon approval by the Production Editor the publications are bound, packed and delivered. The printing, binding and delivery process typically takes two to three weeks, but can take longer for large print runs or publications with unusual specifications.

It is NIACE's policy to send four complimentary copies of a publication to each of the main authors/editors. Contributors to a multi-author work each receive one complimentary copy. Requests made by authors for complimentary copies to be sent to reviewers will each be considered on merit by our Marketing Officer.

SUPPLY OF MANUSCRIPT

Manuscripts should be supplied in their final format, ideally as follows:

- An electronic version of the manuscript should be provided, preferably in Microsoft Word format. This can be supplied to the publications team either via email, on a double-density IBM-compatible 3½" diskette, or on CD.
- Please send two full hard copy print-outs of your text, which should be printed single-sided and typed double-spaced with generous margins. The content of the hard copy print should be an exact match to the electronic version.
- Manuscripts should have a separate cover sheet showing the complete title, with the name, professional position and full address of the author(s).
- Please ensure that the manuscript pages are numbered, and that word counts are supplied for each chapter and for the complete manuscript.
- Electronic photographs and illustrations should be provided in separate files, i.e. not embedded in Word documents. See later section on photographs and illustrations for further guidance.
- It is the author's responsibility to obtain all necessary permissions for reproduction of text or images. See later section on copyright for further information.
- The NIACE house style should be adhered to. See the editorial guidelines section for this.

EDITORIAL GUIDELINES

If in doubt, refer to the following standard reference works:

- *Concise Oxford Dictionary (COD)*;
- *Oxford Dictionary for Writers and Editors*;
- *The Oxford Guide to Style*; and
- *Hart's Rules for Compositors and Readers*

Layout

Wherever possible, submit copy electronically via email, on double density 3½" floppy diskette (IBM-compatible), or on CD, together with printed out copy ('hard copy'). Hard copy should always be typed double-spaced and single-sided only, with generous margins, right and left. Do not indent paragraphs. Leave a line space between paragraphs. New chapters should start on a fresh page. For greater legibility, commas and full stops in the text should be followed by a single character space.

Spelling

Follow the *COD*. Where 'ise' and 'ize' are alternative endings, 'ise' is required.

Capitals and lower case

Avoid unnecessary capitalisation. When in doubt use lower case.

Use initial capitals for:

- institutions or movements (the State);
- political bodies or parties (Assembly, Senate);
- religious denominations;
- titles and compound titles when preceded by the definite article (the Minister, the Vice-Chair).

Capitals: brief checklist

Bill (parliamentary), Bills

by-election

Civil Service

Cabinet

Crown

The government (general), the Labour Government (specific), a Labour government

Green Paper, White Paper

Member of Parliament

Minister, Prime Minister (if referring to a particular person or to a specific post – for example, the Minister for Health)

Parliament (but parliamentary)

Secretary of State

For other spelling, guidance on hyphenation, and so on, consult the COD and the Oxford Dictionary for Writers and Editors.

Abbreviations and contractions

Names to be abbreviated should be spelt out (if necessary) at the first reference and abbreviated thereafter. If you are in any doubt that initials will be understood, then do not abbreviate but spell out in full. Familiar abbreviations like BBC, MP, RAF can be used without ever spelling them out and no full points are needed; nor are they required after Dr, Mr, Ms, St.

Be very sparing with usages such as don't and isn't. Try not to use e.g. and i.e.

Apostrophes

Plurals like 1980s, MPs do not have apostrophes.

Numbers and dates

Numbers ten or under should be spelt out in full (except percentages which should be in figures). Spell out round numbers (a million, ten thousand) after that. Always spell out numbers at the beginning of sentences.

Numbers over ten should be in figures: the class size swelled from 50 to 200.

Indefinite numbers should be spelt out: about a thousand times. The number of a century should be spelt out: eighteenth century (not 18th century).

When numbers are elided (run together) in reference to pagination, dates, etc, use the least number of figures consistent with clarity: pp. 26–8, the 1939–45 period. The exception is for the number 11 to 19 in each hundred, which retain the 'tens' numeral: 211–15, not 211–5.

Check that the correct sense is conveyed when numbers are elided: 2–3,000 or 2,000–3,000. If there is any risk of ambiguity, use the numbers in full.

Use figures in lists of statistics and measurements. For fractions write two-thirds, one and three-quarters; for percentages spell out 'per cent' and use figures for the numbers (for example 75 per cent).

Insert commas in numbers of four or more figures, for example 1,000. Write dates thus:

- 5 May 1988 (no comma);
- twentieth century (not 20th)
- 'from 1962 to 1968' or '1962–1968'
- 'the 1970s' (no apostrophe) not 'the seventies'

Write addresses thus: 21 De Montfort Street (again, no comma).

Quotations

Use single quotation marks to identify quoted material when it is incorporated into the text, with double quotation marks for quotations within the main quotations.

Quotations over about 40 words should be separated from the main text by indenting (no quotation marks needed), with a line space above and below the quoted extract to distinguish it from the main body of the text.

Punctuation which is part of the quoted phrase should be within the quotation marks. Where the end of a quotation coincides with the end of a sentence, the full point should also come within the quotation mark, unless the quoted material consists of a single word only or if the phrase in itself does not require a full point. For example:

He said, 'The wages of sin is death.'

He said he did not paint in the manner he described as 'the kitchen-sink school'.

Quoted material

Quotations in prose should not be broken off from the text unless the matter exceeds five lines or so. Shorter quotations can, however, be broken off if the context specifically demands it, that is, they need to be set out as examples or specimens. Conversely, longer quotations/extracts that you wish to weave into the rest of the text can be run on in the text, using quotation marks.

When broken off onto a new line or indented, quoted extracts should be distinguished on the printed page by a line space above and below them and can also be indented. Hard copy should follow this layout.

Quoted extracts broken off onto a new line and indented do not require quotation marks. Therefore, any quotation within them should take single (not double) quotation marks.

Any words interpolated by the author should be surrounded by square brackets to indicate that they are not part of the quoted matter.

If two or more broken-off quotations follow each other, without the body of the text intervening, then they should be separated by a line space.

Collective nouns

Treat government, committee, council, and so on as singular. If the sense of a statement makes a plural verb necessary, be consistent within the text.

Full points

Rule: abbreviations take a full stop, contractions do not. So it is p. (for page), etc. (for et cetera) but yd, Mr, St, Ltd.

Exceptions: abbreviations that are easier to read without full stops, or where usage has eliminated them. So no full stops, for example for most organisations (BBC, TUC), nor for MP, UK (see *abbreviations* above). Some contractions are easier to read with full stop, such as no. (for number).

Headings and sub-headings

It is important to mark the relative value of sub-headings and sub-sub-headings, following a consistent style throughout. Grade them A, B, C in the margin, according to their value/weight.

Chapters (or sections) of text should be numbered 1, 2, 3, and so on. Start each new chapter on a new page. Type chapter heading in capitals, without an indent. Do not underline.

Number sub-headings only if it is important for cross-referencing. Type sub-heading in upper/lower case. Do not underline.

If there is more than one appendix, indicate them as Appendix I, II, III, and so on (use Roman numerals).

Number tables or figures 1, 2, 3 ...

Hyphens

Many problems arise over inconsistent hyphenation of compound words. There are two basic points: compound words used as adjectives are hyphenated, but not if used as nouns. Thus: middle-class values, the middle classes.

Hyphens should always be used when the meaning would otherwise be ambiguous: four-year-old children or four year-old children.

Where it is a matter of style whether a word is hyphenated or not, the text should be consistent throughout.

Watch out for the correct hyphenation or (non-hyphenation) of titles and offices. Attorney General (no hyphen) and Vice-Chair are both correct.

Italic and roman type

Italics should be used only for the titles of publications, foreign words, and, *very sparingly*, for emphasis.

Matter to be set in italic type should be underlined on the hard copy. In general, italic is used for:

Book titles;

Titles of films, plays, works of art, poems; names of periodicals and newspapers (there is frequent inconsistency over whether or not the prefix 'The' is italicised or not: do so only when it appears as such in the title of the periodical/newspaper. Thus: *Daily Express*, *New Statesman*, & *Society*, but *The Times*, *The Guardian*, *The Economist*); certain Latin words and their abbreviated forms: *c. (circa)*, *passim*, *sic*.

Foreign words that have not been incorporated into English should be italicised. These include:

| | | |
|----------------------------|----------------------|-----------------------|
| <i>ad hoc</i> | <i>ad nauseam</i> | <i>aficionado</i> |
| <i>a priori</i> | <i>carte blanche</i> | <i>coup de grace</i> |
| <i>coup d'état</i> | <i>en bloc</i> | <i>en masse</i> |
| <i>fait accompli</i> | <i>frisson</i> | <i>laissez-faire</i> |
| <i>modus operandi</i> | <i>nouveau riche</i> | <i>par excellence</i> |
| <i>pièce de résistance</i> | <i>raison d'être</i> | <i>rapprochement</i> |
| <i>sotto voce</i> | <i>tour de force</i> | <i>vis-à-vis</i> |

Anglicised words, such as those below, are set in roman type:

| | | |
|-----------------------|-------------------|-----------|
| alias | à propos | attaché |
| avant-garde | bizarre | blasé |
| blitzkrieg | bloc | bona fide |
| bourgeois/bourgeoisie | chargé d'affaires | cliché |
| clientele | communiqué | concierge |
| crèche | curriculum vitae | débâcle |

| | | |
|------------------|--------------|------------------|
| dénouement | depot | detour |
| doyen | élite | ensemble |
| entourage | entrepreneur | ex officio (adv) |
| ex-officio (adj) | fracas | furore |
| genre | gratis | incommunicado |
| mêlée | milieu | mores |
| motif | nuance | patois |
| per annum | per capita | per se |
| précis | pro forma | pro rata |
| protégé | rapport | reconnaissance |
| regime | résumé | status quo |
| subpoena | verbatim | versus |
| via | vice versa | virtuoso |

A further list appears in *Hart's Rules*.

Use roman in quotation marks for:

Titles of chapters in books, articles in periodicals/newspapers, TV and radio programme titles, unpublished manuscript titles and short extracts from a text.

Use roman (without quotation marks) for:

House, pub and hotel names.

All the most common short abbreviations: e.g., etc, i.e.

Where a well-known individual (e.g., public figure, author) is referred to more than once, their full name should be used for the first reference (for example, Tony Blair, Prime Minister, Lord Callaghan, former Prime Minister), followed by their surname only in subsequent references (e.g., Blair, Callaghan).

Try to avoid the use of Mr, Mrs, Ms, and so on, although the use of such titles may be more respectful and therefore appropriate.

Footnotes

Our house style does not incorporate footnotes: they are collected together either at the end of each chapter, or at the end of the publication.

Notes should be indicated in the text by consecutive superior figures, placed *after* the punctuation (and wherever possible at the end of sentences). The notes themselves should be typed (double spacing) either at the end of each chapter (under the heading, 'Notes') or at the end of the publication's text (under the heading 'Endnotes' and sub-divided under chapter headings).

References

Reference to works should be cited in the form of (Author, year, pages) as follows: (Jones, 1999; Smith, 2003a, pp. 32–6).

In general, references should be kept short and to the point. They should cite the source or authority, in a standard form.

Citing sources

Books

References to books should be in the following form:

Author (year of publication), *Title of Book* (in italics). Publisher, page number(s).

It is not necessary to give the place of publication unless outside the UK. If you wish to include this detail, please do so for *all* the references, in order to be consistent.

If you intend including a bibliography, give details of publishers, place of publication and dates there and give only author and (short) title in the note itself.

Thus the style is:

Thompson, J. (1997) *Words in Edgeways*. Leicester: NIACE, p. 83.

For subsequent references to the same book, use the *op. cit.* system. A subsequent reference for the above example would therefore be:

Thompson, *op. cit.*, p. 47

or, where two references to the Thompson book immediately followed each other:

ibid., p. 47

If the two immediately consecutive references are to the same page, then *ibid.* alone would be sufficient.

Do not carry over *op. cit.* or *ibid.* from one chapter to another. Give the full details again in each new chapter.

If the references include more than one book by the same author, the *op. cit.* system must be modified to make it clear which title is being cited. Thus:

Thompson, J. (1980) *Adult Education for a Change*, p. 20.

Thompson, J. (1997) *Words in Edgeways*, p. 47.

become

Thompson, *Adult Education*, p.20.

Thompson, *Words in Edgeways*, p.47.

Newspapers and Periodicals

References to newspapers and general periodicals do not require titles of articles or page numbers. All that is needed is the title of the periodical and the date:

The Times, 22 February 1984

New Statesman & Society, March 1990

Do not forget to check whether the definite article forms part of the title or not. See under *Italic and Roman Type* above.

References to learned periodicals require the name of the author and the title of the article (which should be in single quotation marks). They appear in the following form:

Davies, P. (1999) 'A new learning culture? Possibilities and contradictions in accreditation', *Studies in the Education of Adults*, Vol. 31 No 1, pp. 10–20.

Equal opportunities

NIACE publications will be anti-discriminatory, and promote positive images of diverse communities wherever appropriate. NIACE will not tolerate in its publications the display or dissemination of inflammatory, discriminatory or offensively stereotypical words and images liable to propagate hatred or intolerance.

PHOTOGRAPHS, ILLUSTRATIONS AND TABLES

Photographs and illustrations

Please provide all photographs and illustrations at the same time as the text is submitted. These should be provided as separate entities to the text, i.e. if supplied electronically, they should be submitted as separate files, rather than integrated into the Word document containing your text.

Please indicate in the text where each illustration should be placed.

Electronic versions of photographs should be provided in TIFF (Tagged Image File Format) or JPEG (Joint Photographic Experts Group) format. They should have a high resolution: at least 300 dpi (dots per square inch) and should be at the size they are intended to be reproduced or greater. Please do not supply images that have been displayed on the Internet as they are typically of poor quality for print purposes (GIF files, for instance, are commonly used on the Internet and are 72 dpi).

Line art and logos for print should ideally be provided in TIFF or EPS (encapsulated postscript) format, again at 300 dpi +.

Hard copy versions of photographs should be high quality developed originals or transparencies, not digital files printed from computer, as these will not reproduce well when scanned.

Where it is anticipated that a photographic image will be reproduced in black and white, if possible, please provide the original in black and white. Some colour photographs do not convert well to black and white, particularly if they are quite dark.

Image files should be named logically so they can be easily identified.

Images should be supplied at the same size or greater than they will ultimately be when reproduced – increasing the size of an image from the original will result in loss of quality; quality can be maintained when reducing in size.

Please provide captions, where necessary, for all images. This may include a credit to the photographer or copyright owner of the image if necessary. It is important that this information is provided for legal reasons.

Avoid referring to 'the figure below/above' in the text, as after the publication is typeset this may not still be the case.

The author is responsible for obtaining a permission to reproduce any copyrighted figures or images in their publication. See the later section on copyright.

Tables

Give enough information in a table (for example, about the source of the figures, the people to whom they apply, the meaning of the terms used) so that the table can be readily understood without reference to the text.

Set out each table on a separate sheet of paper and mark where in the text it should appear. Tables should be provided electronically as separate files.

The author is responsible for obtaining a permission to reproduce any tables from other works, especially government reports, for their publication. See the later section on copyright.

COPYRIGHT ISSUES

Permission needs to be obtained from the copyright owner to reproduce quotes from publications in copyright as well as for line illustrations, photographs, web sites, tables, and so on. See the example permission request letter provided.

Any charges made for reproduction of copyrighted materials must be borne by the author.

Please try to ensure that any necessary permissions to reproduce copyrighted materials in your publication have been received when you submit your manuscript, and supply copies of these permissions.

It is a legal requirement that sources of all copyrighted quotations, tables, and illustrations should be given, regardless of whether it was necessary to obtain permission to reproduce.

In European Union countries, a work is still subject to copyright until 70 years after the death of the author.

In the USA, however, two periods of copyright apply. If the work was created before 1 January 1978, protection runs for 28 years from first publication, renewable for 47 years, making a total of 75 years. Works completed after 1 January 1978 are subject to a copyright period of up to 50 years after the author's death.

For more information on copyright law, please refer to:

- *The Oxford Guide to Style*;
- the Copyright section of the UK Patent Office's website at: www.patent.gov.uk/copy/index.htm
- the Copyright section of the government's Intellectual Property website at: www.intellectual-property.gov.uk/std/resources/copyright/index.htm

PERMISSION REQUEST LETTER

Author: Please complete the relevant details and send in duplicate to the copyright holder. If applicable, you may have to send a permission request to the author of the material as well.

To: Copyright Permission Department

Date: _____

Copyright permission request

Title of intended Work: _____

Author(s)/Editor(s): _____

I am preparing a manuscript for the above Work to be first published by NIACE, the National Institute of Adult Continuing Education (the "Work"). I would appreciate your permission to incorporate the material set forth below (or attached hereto) from your publication as specified below, in all editions of the Work, in all languages and media, throughout the world:

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