

SLG PRESS

GUIDELINES FOR AUTHORS

Issued November 2010

These Guidelines are effective from 1 November 2010 and may change from time to time, as we develop our publishing processes. Our contracted authors will be notified of any changes.

The Guidelines apply to the process after acceptance of a **Book Proposal**, but prospective authors should study the Guidelines before submitting a Proposal. If and when your Book Proposal is accepted, the Editor will contact you to discuss anticipated timings for the production process and publication.

SUBMISSION OF MANUSCRIPTS

Manuscripts should be submitted either as Microsoft Word Documents or in Rich Text Format, and should conform to the Requirements for Manuscripts below. (The Editor may in certain specific circumstances agree to waive any of these requirements.)

Electronic copy should be submitted as an email attachment to:

manuscripts@slgpress.co.uk

and at the same time an identical printout of the electronic copy should be sent by post to:

The Editor
SLG Press, Convent of the Incarnation, Fairacres, Parker Street, Oxford, OX4 1TB

MANUSCRIPT DELIVERY CHECKLIST

- Electronic copy and printed copy of the manuscript. Include Table of Contents and other preliminary matter, and any references, bibliography, index. See Requirements for Manuscripts below.
- Photographs, pictures and other illustrations, supplied separately, not integrated in the main manuscript. See Photographs, Pictures and other Illustrations on page 4.
- Copies of any permissions correspondence and receipted invoices.

REQUIREMENTS FOR MANUSCRIPTS

Please ensure that the following requirements are met, leaving the actual design to our typesetters.

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Layout

- **Page size:** A4.
- **Margins:** wide margins left and right.
- **Font:** Times New Roman or Times (11 pt, with 10 pt for page numbers & footnotes).
- **Line spacing:** double line spacing, including preliminary material, block quotations, extracts, footnotes, endnotes, references and bibliography.
- **Alignment:** left-aligned (not justified).

Formatting

- **Chapters and sections:**

Centred numerals.

Section headings within chapters aligned to the left.

To indicate different levels of heading and subheading in your manuscript:

<A> in front of main headings.

 in front of sub-headings.

<C> in front of sub-subheadings.

as necessary.

- **Pagination:**

Preliminary matter

(including any Preface, Foreword, Introduction, Table of Contents)

All in one single file.

Each item on a new page.

Table of Contents last item before main text begins.

Pages numbered with Roman numerals (lower case): i, ii, iii, etc.

Main text

Each chapter on a new page (unless the chapters are less than half a page in length, when discretion may be used).

Pages numbered consecutively with Arabic numerals: 1, 2, 3, etc. (Do not begin a new number sequence for each new chapter.)

- **Capitals, hyphens, positioning of word breaks:** as in the *Oxford Spelling Dictionary*.
- **Punctuation:**
One space only after any punctuation.

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Hyphens for compound adjectives (when used before a noun) e.g. 'twentieth-century opinions'.

- **Unusual accents (i.e. other than French, German and Spanish):** printed clearly, or marked up by hand on the hard copy.
- **Special fonts (e.g. Greek, Hebrew):** should be clearly indicated.
- **Italics:** text to be in italics should be underlined.
- **Position of any images:** should be clearly indicated, but images should not be inserted into the manuscript.

Style

- **Spelling:**
As in the latest *Concise Oxford English Dictionary*.
British English with –ize endings. (Several words must, however, be spelt –ise.)
- **Personal or geographic names which have alternative spellings:** decide on a preferred version and use throughout, except where an alternative version is used
- **Abbreviations:** as in *New Hart's Rules*.
- **Dates:** appear as e.g. 31 October 2010.
- **Gender-neutral language:** when referring both to human persons and to God.
- **Table of contents:**
Required, unless the Editor has agreed to waive this.
Should be brief and a typed list, rather than a formatted table generated from a word-processing program.
Should be consistent with the chapter headings.
- **Reference and bibliographical lists:** in alphabetical order, by author. Titles of books and journals in italics.
- **Referencing style:** include a note on referencing style used, and ensure consistent use throughout the manuscript.

Quotations

- **Text, spelling and punctuation:**
Copied exactly from the original, e.g. American English or British English spelling as in the original; inclusivised or non-inclusivised language as in the original.
Punctuation belonging to the sentence, rather than to the quotation proper, should be placed outside the quotation marks.

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Where a quoted sentence begins with a capital letter and is grammatically complete, the punctuation for the quoted sentence is placed within the quotation marks.

- **Versions and translations:**

Inclusivised, modern English selected, wherever there is an option. Our preferred version of the Bible is the New Revised Standard Version.

- **Longer quotations**

Quoted material of more than 40 words displayed, without quotation marks, as indented block text, using the indent feature in Microsoft Word, or tabs – not spaces.

One line space before and after the quotation.

Single quotation marks used where there are quotations within the quoted material.

- **Shorter quotations**

Quoted material of under 40 words displayed, using single quotation marks, within the body text.

Double quotation marks used where there are quotations within the quoted material.

References

- Should be given for all sources, including where a recognizable source is paraphrased.

- As far as possible, should be given as footnotes or endnotes, not within the main text.

- **Footnotes:**

Numbered consecutively throughout the text.

Do not begin a new sequence for each chapter.

- **Endnotes:**

Use as an alternative to, or in addition to, footnotes only if there is much detail to be included, or the notes contain a number of references to foreign texts.

- **Names of published works:** underlined, to indicate that italics are to be used.

- **Names of articles within published works:** should appear in single quotation marks.

PHOTOGRAPHS, PICTURES AND OTHER ILLUSTRATIONS

Text

Our preference is for un-illustrated text. We are limited in the number and complexity of images which we can include inside our books.

Only black and white images are possible within the text.

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See instructions on images for the cover below – small black and white drawings and similar images may have a lower resolution, but should still be the best possible.

Cover

Photographs, pictures or other illustrations which you would like to be considered for the cover should be submitted with your manuscript.

Wherever possible, images should be submitted on a CD as electronic files (jpeg files preferred). The image resolution should be the best possible, and an absolute minimum of 300 dpi. Images should not be sent by email without the prior agreement of the Editor.

Where images are submitted as hard copy, they should be sufficiently clear for good reproduction.

THE EDITORIAL AND PRODUCTION PROCESS

After receipt of your manuscript, the editorial and production process begins. A swift response to any request for additional information from you during the editorial process will help to reduce delays in the process. The Editor will inform you that this process has begun, and from then on, no further changes to your manuscript can be accepted.

The stages are as follows:

Copy editing and formatting

This includes:

- Ensuring house style is correctly applied to text throughout, in accordance with our Requirements for Manuscripts;
- Checking language, grammar, factual accuracy, references and consistency;
- Adding footnotes / endnotes where necessary.

Proofs are then prepared.

Proof reading

Proofs are checked against the original manuscript to ensure that corrections made at the copy-editing stage have not obscured or significantly altered the intended meaning.

A copy of the final proofs is then sent to you for approval and verification, and for any corrections to be noted on the proofs.

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Printing

After you have returned the final proofs and any corrections have been made, the copy is sent to our printer, along with instructions for cover design and layout and any images, etc.

COPYRIGHT AND PERMISSIONS

Permission must be obtained to quote at length from another author's work, or to use a graphic image authored by someone else.

The following do not generally require permission: text (prose) extracts of fewer than 400 words, or a series of shorter extracts of fewer than 800 words in total, none of which exceeds 300 words individually.

If the work you wish to use is already published, apply to the publisher for further information and/or permission. Refer to the publisher's website, as they may have a specific person or department or procedure for applications, and forms or templates for requesting permission may be supplied. If there is no specific information about submitting requests, a template is provided below.

Obtaining permissions can be a lengthy process, and should therefore be initiated well before you expect to be ready to submit your manuscript. Permissions should be obtained before sending us your manuscript. Written evidence that permissions have been granted and any fees requested paid should be supplied with your manuscript.

Permissions Request Template for Author's Use
[Please write under your own name and from your own address]

[Name]
[Job Title (Permissions Manager)]
[Address]

[Date]

Dear

Permission Request – [Title of material to be used]

I request permission to use the following material:

[Title]
[Author]
[Publisher]

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[Date of publication]
[Page(s) on which material appears, or other identifying information]
[Extract(s) requested]
[Number of words]

This material would appear in a book with the title [anticipated name of publication] to be published by SLG Press, the small not-for-profit publishing-house of the Community of the Sisters of the Love of God. SLG Press produces short, high-quality works of Christian spirituality, and its website is:

www.slgpress.co.uk

SLG Press is part of SLG Charitable Trust Limited. In view of the charitable nature of its work, I should be grateful if you would consider waiving or reducing any fee payable.

This request is for worldwide English language rights, in paper and electronic format. If you do not hold world English rights, I should be grateful if you could provide me with the details of any other entity involved.

Please would you also indicate the form of acknowledgement you would prefer.

I look forward to hearing from you.

Yours faithfully / Yours sincerely

[Name]

Some guidance as to when copyright permission must be obtained

- Text (prose) extracts of more than 400 words.
- A series of text (prose) extracts of more than 800 words in total.
- A series of text (prose) extracts in which any one extract is more than 300 words.
- An extract or series of extracts comprising one-quarter of the work, or more.
- More than one line of poetry.
- More than one line of a song lyric, hymn or dramatic work, including film scripts.
- Photographs, pictures and other artwork.

Published literary, dramatic and musical works

Where the figure '70' appears in the table below, it applies to works first published in the European Economic Area (the European Union plus Liechtenstein, Norway and Iceland); outside the EEA the term of protection is decided by the length of protection offered by the country where the work was first published.

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published literary, dramatic and musical works		
		extent of copyright
author known, published in author's lifetime	all	70 years after death
author known, published after author's death but before 1 Aug. 1989	author died more than 70 years ago	50 years after publication
author known, published after author's death but before 1 Aug. 1989	author died less than 70 years ago	70 years after death
author known, published after author's death but after 1 Aug. 1989	all	70 years after death
anonymous / pseudonymous	all	70 years after publication

Unpublished literary, dramatic and musical works

Where the figure '70' appears in the table below, this applies to works, the authors of which are nationals of the European Economic Area (the European Union plus Liechtenstein, Norway and Iceland); outside the EEA the term of protection is decided by the length of protection offered by the country of which the author is a national.

unpublished literary, dramatic and musical works		
		extent of copyright
author known	author died before 1 Jan. 1969	31 Dec. 2039
author known	author died on or after 1 Jan. 1969	70 years after death
anonymous / pseudonymous	created before 1 Jan. 1969	31 Dec. 2039
anonymous / pseudonymous	created on or after 1 Jan. 69	70 years after creation

Artistic works

These include maps, charts, plans, photographs, engravings, paintings, sculptures, drawings.

Where the figure '70' appears in the table below, this applies to works first published in the European Economic Area (the European Union, plus Liechtenstein, Norway and Iceland); outside the EEA the term of protection is decided by the length of protection offered by the country where the work was first published.

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artistic works		
		extent of copyright
author known	all except posthumously-published engravings	70 years after death
author known, published after author's death but before 1 Aug. 1989	engravings only; author died more than 70 years ago	50 years after publication
author known, published after author's death but after 1 Aug. 1989	engravings only; author died less than 70 years ago	70 years after death
anonymous / pseudonymous published	all	70 years after publication
anonymous / pseudonymous – unpublished	created before 1 Jan. 1969	31 Dec. 2039
anonymous/pseudonymous – unpublished	created on or after 1 Jan. 1969	70 years after creation
unpublished, with an author	author died before 1 Jan. 1969 – engravings only	31 Dec. 2039
unpublished, with an author	author died after on or after 1 Jan. 1969	70 years after death

Crown and Parliamentary copyright

Crown and Parliamentary copyright		
		extent of copyright
literary, dramatic and musical works – published	all	50 years after publication
literary, dramatic and musical works – unpublished	all	125 years after creation
artistic works – unpublished, created before 1 Aug. 1989	except photographs and engravings	50 years after creation
artistic works – unpublished, created on or after 1 Aug. 1989	all	125 years after creation
photographs	complex rules - ask for guidance	
unpublished engravings	created before 1 Aug. 1989	31 Dec. 2039