

M2: Manuscript Guidelines

Please use this section as a guideline for preparing your manuscript. These instructions should, wherever there is doubt about the standard to be used in issues not considered here, be supplemented by the Chicago Manual of Style, available at <http://www.chicagomanualofstyle.org/home.html>.

CSP requires that the final submission be made via email. For edited volumes/collections, it is the 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 from individual contributors will not be accepted.

Key Formatting Issues

1. Please supply the files in Word format. In the case of photographs/figures/tables that need to be placed in a separate section please include these in a separate file, ensuring that images are labelled with captions that are consistently positioned and formatted (see more details below). All in-text material must be included in the main files of the manuscript.
2. As a formatting guide, please refer to **M3: Sample – format** for font sizes and spacing.
3. Please ensure that each chapter of your text, as well as frontmatter (dedication, title, preface, foreword, introduction or introductory note, contents) and endmatter (appendixes, endnotes, bibliographies, index) 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 m-dashes, do not leave any spaces before or after the m-dash, e.g. trying to be—assuming it works—some kind of nobility... Also, do not use m-dashes with other sorts of dashes.
7. The referencing system you use should comply with the Chicago Manual of Style.
8. Number each page of the files.



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 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

1. It is recommended that you use TIFF files for producing images or photographs, and EPS files for vector graphics (illustrations). 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.



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

Please note: 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 using a Word file:

1. Go carefully through your manuscript in order to select the words that will appear in your index.
2. Once you find a word, highlight it (this can be done either in the familiar way with the mouse, or by placing the cursor at the start of the word and then pressing Ctrl + Shift + Right Arrow).
3. After highlighting the word, press Alt + Shift + X and wait for an index entry box to appear.
4. The word you have highlighted will automatically appear in the Main Entry box. If you would like the word to be a main entry (rather than a subentry) in your index, then press Enter or click on Mark. Please note that Mark will only mark the word in this particular occurrence. The word might appear on other pages as well, and you must select it separately on each occasion.
5. With certain words, it is possible to employ the Mark All feature rather than Mark, but this must be done with great care. Unfortunately, many words appear in different contexts and have different meanings depending on the given context. It is advisable to use the Mark feature and then to find all occurrences of your word in the text by employing the Find feature (by pressing Ctrl + F and then typing in the word you have just marked). Each time the word is found, you should check to see that the meaning is the same and if it is, mark the word in the usual manner.
7. If you would like the word to appear as a subentry, decide the main entry under which this word ought to appear. E.g. the word 'politics' used in the context of France, may appear as a subentry under France. In this case, replace the word that automatically appears in the main entry ('politics') by 'France' and enter 'politics' in the subentry. Please note that it is advisable to do this mainly in cases where you plan on including more than one subentry under a main entry. For all subentries under a main entry, the main entry must be spelt in exactly the same way. If it is not, Word will not recognise it as the same, and will include more than one main entry.



8. If you wish to delete a given entry, you must use the Show/Hide feature to see the index entry next to the word that has been marked. The index entry will appear in brackets, usually followed by XE and then the index entry in quotation marks. Simply delete the brackets and everything in them. If you have used the Mark feature, the entry will simply be deleted from the index. If you have used the Mark All feature, the particular page only will be deleted. Every marked instance of the word must be deleted manually. This can be done by finding each marked occurrence and manually deleting it (do not use the Find and Replace feature to do this).

9. Once you have completed this process, go to the end of your word file and create an index (Alt + i, followed by d, followed by Enter). Check to see that the right entries and subentries have appeared, and then delete the index (by selecting it from beginning to end and then pressing Delete). When inserting the index, ensure that you are in View; Normal, as a problem sometimes occurs if the index is inserted in View; Print Layout and the index entry formatting marks cause a repagination of the file.

10. To use other indexing features, check your Word manual.

If you are not using Word:

If you use some other word processor, you will need to create the index once you have received from us a final-proofread .pdf file, when there is no risk of changing the layout and therefore the page location of a given word. In this case, please select a word, find all instances of it in the usual manner, check that the instances have the same meaning, and jot down the page numbers. Then create the index manually, allowing two spaces between entries and page numbers, and separating page numbers by commas. Subentries should be indented by using the Tab button (on no account use spaces to indent). Do not create two columns; we will do that after you have submitted the index. Submit the index as a word or other agreed file format.

