

## Referencing and Proofreading Guide for Authors and Editors

The following document is a comprehensive guide of the proofreading required prior to submission, and our associated referencing standards. Should you have any queries which are not answered here, please direct your queries to your liaison who will be able to help further

### Pre-Press and Proofreading:

When it comes time to submit your work, please ensure that your manuscript is accompanied by the relevant blurb (a short description of your book) and biographies, as well as your final proposed title. Once these materials have been received, the manuscript will enter our pre-press system.

Cambridge Scholars offers multiple pre-press reviews and checks which enable us and our authors to understand the type of changes the work needs in order to be suitable for print. It's important to us that the work of our authors maintains its originality. As such, we do not judge the work stylistically, but only in regards to syntax, spelling and grammar, alongside ensuring that adequate referencing has been employed.

**As such, there are set requirements we request authors follow in regards to their work:**

**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.

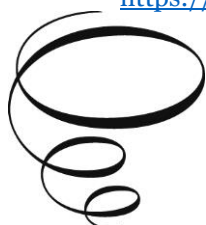
**Grammar** directly affects the readability of the work, and, as such, it's important that the work is a sufficient standard throughout. Please ensure that the basics (such as full stops and commas, etc.) are used appropriately and avoid excessive use of exclamation and question marks unless appropriate. Should you need advice in this regard, please consult the English Grammar Guide<sup>1</sup> (Education First 2019).

The **syntax**—the sentence structure and word arrangement—should conform to 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.

The pre-press team will, during their review, review the **referencing** choices made to ensure that they comply with the guidelines listed below, and will perform a series of random checks to ensure that work is referenced appropriately.

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<sup>1</sup> Education First. 2019. "English Grammar Guide." Accessed June 3, 2019.  
<https://www.ef.com/wwen/english-resources/english-grammar/>.



Please 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.

## Pre-Press Reviews:

The pre-press review system consists of three stages, listed in detail below:

**Step 1:** Once all of the required materials (namely, the manuscript, blurb and biographies) have been submitted, a detailed spot-check of the work is conducted. If the standard required by the pre-press team is met, the work will proceed to typesetting and production. A feedback form, detailing the changes needed (if applicable) will be returned to you for confirmation, though this will not be comprehensive of the entire manuscript. All alterations will be done in-house. If the standard is not met, the work will be returned to the author with a feedback form detailing the types of changes required in order to be passed to typesetting and production.

**Step 2 (if applicable):** Upon resubmission, our pre-press team will perform a second check upon the work. If the standard required by the pre-press team is met, the work will proceed to typesetting and production. A feedback form, detailing changes needed (if applicable) will be returned to you for confirmation. All alterations will be done in-house. If the standard is not met, the work will be returned to the author with a feedback form detailing the type of changes required in order to be passed to typesetting and production. We also encourage external assistance, should the amount of work required be significant.

**Step 3 (if applicable):** Upon further resubmission, a third and final check will be carried out on the work. If the standard required by the pre-press team is met, the work will proceed to typesetting and production. A feedback form, detailing changes needed (if applicable) will be returned to you for confirmation. All alterations will be done in-house. If the work does not meet the necessary standards at this time, we will require the assistance of one of our approved proofreaders in order for the work to continue.

All of our suggested and recommended proofreaders have undergone standardised tests so that we can be assured that their work will reach the required grammatical level for print. **Please note that all of these individuals are independent of Cambridge Scholars, and, as such, all arrangements, including payment, will be made directly between the proofreader and the author/editor and will not involve Cambridge Scholars.** In certain circumstances, however, Cambridge Scholars can offer a contribution towards this cost.

When the work is approved for publication by the pre-press team, the feedback form issued will contain the finalised marketing materials (your blurb, biography and finalised title). Please ensure these are correct before the work moves to typesetting.

**Please note that once work is sent to typesetting no further changes can be made.**



## Referencing guide:

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.

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.

Please note that all titles listed in this guide are examples.

## 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*. 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 21<sup>st</sup> 2019, Cambridge Scholars Publishing’s website showed...”). For a more formal citation, use the following.

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. 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):

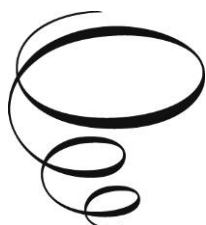
[Last Name, First Name, and Last Name, First Name]. [Year of Publication]. [*Title*]. [Place of Publication]: [Publisher].

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*. 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 21<sup>st</sup> 2019, Cambridge Scholars Publishing's website showed..."). For a more formal citation, use the following.

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. 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](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.

Should you have any queries, questions please contact your liaison or our administration team at: [admin@cambridgescholars.com](mailto:admin@cambridgescholars.com)

