



GUIDELINES FOR POLITY AUTHORS

Congratulations on your project with Polity becoming official. We hope you will enjoy working with us. This document contains some very important information to guide you through the stages of preparing your manuscript for publication. You should find many questions answered here, but we would also encourage you to maintain close contact with your editorial team as we will be more than happy to answer additional queries or discuss any element of the project in more detail. Please don't hesitate to be in touch at any point.

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1. PREPARING THE TEXT

a. What to send us

Please submit your text as a Word document in Word for Windows, not as a PDF. We would prefer if you sent us the main body of the text in a **single file** rather than chapter by chapter if possible, with the references following the text. In the instance where the file is too large to send as a single attachment, or if you strongly prefer to send chapters in individual documents, please clearly label each file.

You must include a **contents page**. Please ensure that the table of contents matches the chapter titles as they are listed at the start of each chapter and in the text. Please **do not include page numbers** alongside the chapter titles in the table of contents, as pagination will only be set during the production process.

If relevant, please also include a list of abbreviations, a list of tables and figures, a glossary and/or a chronology. You may wish to include a preface, a foreword, a dedication or acknowledgements. These are all optional of course. We would prefer if you didn't include an epigraph at the start of the book, or at the start of each chapter. If you have strong feelings about this, please contact your editor for further discussion.

If you are including tables and figures:

Please send tables inserted at the relevant point of the manuscript, in the place you would like them to appear in the book.

Please send figures, photos, maps or other illustrative material as individual files (jpeg, png, pdf etc.) Any images must be **high resolution**, which means at least 300 dpi at 3 x 4 inches, i.e. 900 x 1200 pixels or above. If you are unsure how to check this, ask your editor. You should indicate clearly in the manuscript where you'd like to place the illustrative material as follows: '**Insert map 1.1**'

Tables and figures should be clearly labelled and with succinct captions clearly inserted. You must ensure that all tables and figures are numbered sequentially, according to their appearance in the text and the chapter number, e.g. Table 3.4 is the fourth table in Chapter 3

If the tables or figures you are including have been published elsewhere, ensure that you have obtained written permission from the copyright holder and acknowledge the original source in the text. Please see section 2 on permissions clearance for more information.

Why is it important to deliver my manuscript on schedule?

When your book goes under contract, you are agreeing to a manuscript delivery date that you think is realistic. This date is used to set budgets, to plan staff workloads, and to schedule the services of copy-editors and typesetters. It may also be vital for our marketing team, for example, if we intend to publish your book in time for the start of an academic year or a particular conference. If you think it unlikely that you will make the agreed deadline for delivery, you should contact your editor sooner rather than later so that we can adjust our schedules.

b. Writing to length

It is very important that you keep to the length agreed in your contract. The selling price of a book is directly affected by the cost of producing it, which in turn is related to length of the text. There can also be problems if a manuscript comes in much shorter than planned: the book may miss the gap in the market it was intended to fill and therefore will not be successful.

- You will have been given a word count to work to by your editor which will be detailed in your word count; please plan your writing accordingly. **Please note the word count refers to all material you submit, including the preface, introduction, notes, and bibliography/references.**
- If you have been set a maximum number of photographs, figures, tables and references, please keep within the limits.

c. Formatting the text

Please be consistent with the use of formatting throughout the script.

- Keep all formatting as minimal as possible. In particular, please do not use automatic formatting for headers and footers, do not use multiple columns, and do not use all capitals for chapter titles or headers, as they are difficult to remove globally.
- Owing to how material displays when it is viewed online, **please do not use placement terms such as:** see above/below, opposite, overleaf, infra, supra, c.f., ibid, or idem. Cross-references should be to specific chapters, sections, and paragraph numbers (if any). Where possible, authors should avoid internal cross-references to pages, as pagination will only be set during the production process. If you need to refer to another passage of your manuscript, please use the chapter title instead of the page number.
- Avoid very long notes; take them into the text instead. Please also be aware that Polity house style is to use endnotes rather than footnotes.

d. References

The majority of copy-editing queries are generated because of incomplete or inaccurate information in references, which can lead to delays in the production process. It is thus very important that you prepare your references correctly.

We recommend Polity authors use **Harvard style** referencing. You are of course free to use an alternative system if you prefer e.g. Vancouver or Chicago, but it is essential that all your references are **consistent** throughout your bibliography/list of references.

For a detailed guide to Harvard style referencing, please visit this link: <https://www.citethisforme.com/harvard-referencing>

You may also find it helpful to use an online tool to ensure all your references are formatted properly: <http://www.citethisforme.com> or <https://www.zotero.org/>.

To make the process of referencing easier, **you do not necessarily** have to present the following information in the bibliography:

- Page numbers for chapters in collections, or articles in journals
- Place of publication
- Author/editor first names

Please **do not include** access dates for weblinks and URLs.

- The finer details of references are time-consuming and expensive to change, so please pay particular attention to ensuring consistency of use of full stops, commas, brackets, quotation marks, etc. Two references are listed below, and discrepancies between the two are highlighted. These are elements which may seem unimportant, but which must be consistent and are common causes of problems in references – it is easier to do these right first-time around, rather than taking up time and money during the production process to fix them:

Miles, S., and Ahuja, A. (2007) 'Learning from difference: sharing international experiences of developments in inclusive education', in L. Forian (ed.), The Sage Handbook of Special Education, London: Sage.

Miles, S & A Ahuja. 2007. "Learning from difference: sharing international experiences of developments in inclusive education". In: Forian, L. (ed) The Sage Handbook of Special Education, London: Sage

Your responsibilities:

- Checking the accuracy of the information given in the references (e.g. providing correct spellings of authors' names).
- Ensuring that the text citation appears in the reference list at the end of the text and that any references in the list are cited in the text.
- Ensuring that the information in the text citation and the reference list match.

e. Preparing the illustrations

If your book will include illustrations, it is likely that you will have agreed this with your editor at the proposal stage of the project. If this is not the case and you are intending to include illustrations, please contact your editor to discuss this as soon as possible.

Please note that your manuscript will not be able to begin the production process until you send **all illustrations to us** in their **high resolution form** (at least 300 dpi at 3 x 4 inches, at least (i.e. 900 x 1200 pixels) and with **all permissions cleared**. You should therefore **plan ahead**.

2. PERMISSIONS CLEARANCE ADVICE FOR AUTHORS AND EDITORS

If you wish to include copyrighted material in your book which has already been published elsewhere, by another publisher or artist, it is **your responsibility to clear all copyright permissions** and pay any permission fees, unless it has been agreed otherwise in your contract. This means you must contact the relevant publisher or artist and obtain written permission from them to reproduce the material in question in your book.

This section gives information on when and where to apply for permission to reproduce material under copyright. If, after reading this section, you still remain doubtful as to whether or not you require permission to reproduce material that is copyrighted, please either err on the side of caution and apply, or discuss with your editor.

a. The schedule

- It is important that you begin clearing permissions 3-6 months before your final manuscript is due to go to production. It can often be a slow process as you wait for replies to your permissions emails from busy publishers around the world. However, do not clear – or pay for - permissions too early in the process as you need to be certain you will be using the material in question.
- Permissions should be cleared before the final version of your manuscript is submitted for publication, in order to avoid delays and additional costs in the production process.

b. The application process

- Your editor should have sent you a template for you to use when clearing permissions; please use this as it should cover all the necessary information you need to give. If you do not have this document, please ask your editor to send it to you.
- You need to make all reasonable efforts to track down the copyright owner and get them to reply. This may be complicated if rights have moved from one publisher to another or have reverted back to the author. It's important therefore for you to keep a record of all your correspondence, as proof that you have attempted to gain permission to use the material.
- You cannot set a deadline for a reply or construe that no reply constitutes permission. However, if you have tried to contact the permission holder three times without success, please retain proof of this correspondence and we will go ahead without the permission. All of our books contain a permissions waiver on the imprints page to allow us to clear permissions retrospectively in such instances.

c. New editions

- Note that permissions secured for text or figures in a previous edition of any book are not normally transferable to future editions of that book. Most publishers will grant permission for one edition only and so you will have to start the permissions clearance from scratch for each new edition.

3. CHECKLIST

Please look through this checklist carefully before submitting your final manuscript.

-Have you prepared the final manuscript as a single file?

-Have you supplied a table of contents?

-Where applicable, have you supplied a preface, acknowledgements, foreword, introduction, list of abbreviations, dedication and/or a chronology?

-Where applicable, have you supplied all the figures and tables, clearly labelled and captioned?

-Have you cross-checked all the references and ensured they are internally consistent? All the references that appear in the text must also appear in the reference list and vice versa.

-Have you applied for and received permission to reproduce previously published material? If so, please forward all relevant correspondence to your editor.

-Have you let your editor/production editor know about any changes or potential changes to your personal details prior to the book's publication, e.g. your affiliation, your address, your contact details for a specific period of time?

-Have you let your editor know well in advance if you wish to have copies of the book ready by a certain date, for a particular conference or academic course? When you submit the final manuscript, we will assess the schedule and let you know what seems realistic.

-Have you suggested potential endorsers to your editor for the book's back cover?

4. FREQUENTLY ASKED QUESTIONS

- *What happens after I send you my first draft?*

Once you submit the draft manuscript, we usually send it to two anonymous readers and give them a fixed amount of time (usually around a month) to provide feedback. We try to make this process as speedy as possible but obviously we are at the mercy of the reviewers' schedules, so it may take longer than you expect. Depending on their comments, we then give you some time to make the revisions. There may be an additional round of reviews; this is at the editor's discretion. Once you send us the final manuscript, we will prepare it for production.

- *What happens during the production process?*

When we hand your manuscript over to our production team, your Production Editor will send you a detailed production schedule explaining the process in full. Be sure to make a note of when you are required to check proofs and so on. Your manuscript will go through the stages of copy-editing, typesetting, proofreading, printing and binding. Throughout the production cycle, your Production Editor will also be carrying out in-house quality checks.

- *Do I need to produce an index for my book?*

During the production process, for most books we will need to prepare an index. You can prepare this yourself, in which case we will send you instructions closer to the time. Alternatively, Polity can hire a professional indexer, in which case the costs will be taken out of your royalties. Some universities offer to cover these costs, so if this is the case please let us know and we'll provide an invoice.

- *Why can't I rewrite sections of my manuscript after final submission?*

We will begin the production cycle as soon as you submit your final manuscript. After copy editing, you will be given a chance to review the copy editor's suggested changes. If you decide to make any significant changes or additions, this will affect typesetting mark-up, pagination, indexing, in-text cross-references, and bibliographical entries. This raises a high risk of inconsistency and errors being introduced, and it will inevitably cause delays and additional work for our production team as well as for you.

- *Why can't you use my design/image on the cover?*

We will take the lead on the cover design process, but before we start working with our designer we will of course ask you if there's anything you would particularly like or dislike for your cover. We would be very grateful if you could share any ideas and concerns you have at this stage so that we can begin the design process confident we understand your preferences. We will definitely consider your ideas and suggestions if they are suitable for the book, and we'll consult you throughout the cover design process.

However, there may be several reasons why we cannot use your idea or image. For example, it may not be in line with our preferred style (our covers conform to certain rules to maintain the quality of the Polity brand), it may not fit within a series design, or it may be too similar to the cover used for a competing volume.

Rest assured, our Artistic Director and designers are experienced at sourcing images and preparing covers that are suitable for your type of book. Our marketing department also plays a key role in deciding whether a design is suitable for the market.