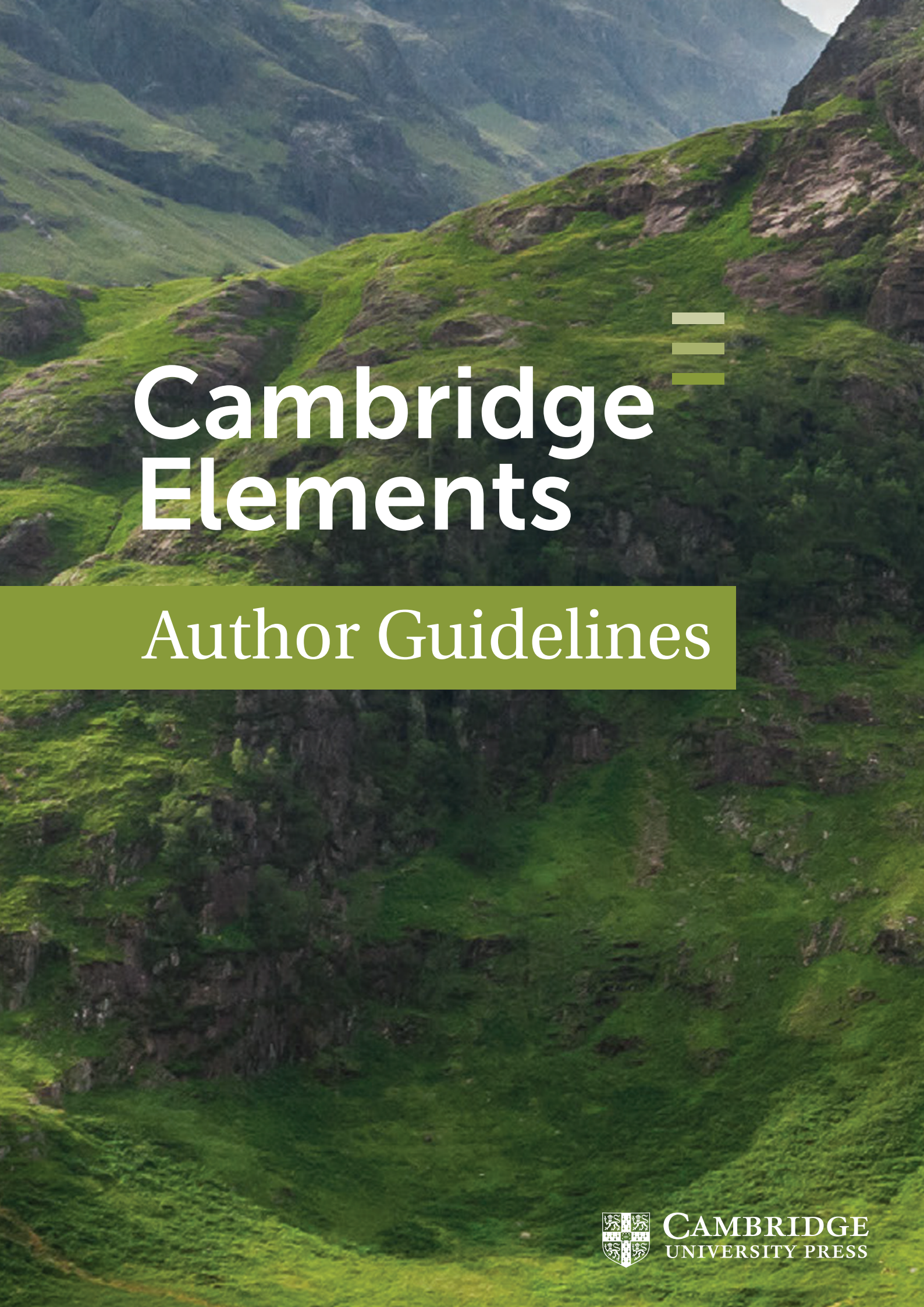


Cambridge Elements

Author Guidelines

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1. Elements Author Guide

1.1 Spelling and Punctuation

Authors should consistently adopt either British or American spelling and punctuation. See appendix for further information.

1.2 Capitalisation

- The title and subtitle of your Element should use maximum capitals, where every word including subordinating conjunctions (if, because, as, that etc.) is capitalised. This is sometimes referred to as title case or heading case.
- All headings should also use title case.

1.3 Headings

- All headings should be in maximum capitals (title case).
- We prefer not to number headings below <C> level (i.e. we prefer not to allow numbers longer than three components, e.g. 1.2.1). Lower levels should ideally be left unnumbered.
- Do not use full points after heading numbers or at the end of headings.
- Date ranges in headings should not be elided, e.g. 'Robert Boyle, 1627–1691'.
- Colons rather than en- rules are preferred in headings, e.g. 'Conceptualising the system: dealing with connectivity' rather than 'Conceptualising the system – dealing with connectivity'.
- Where possible, avoid heading numbers beginning with '0'. For example, headings in an introductory section can be left unnumbered.
- Avoid attaching note indicators to headings, instead placing the indicator at an appropriate point in the following text. A general note of acknowledgement should be presented as an unnumbered footnote on the Element opening page.

1.4 Tables

- Tables should always be numbered and have a suitable caption.
- Note indicators to tables should ideally be given in the form of superscript letters in order of appearance within the table (left to right in each row, then top to bottom).The numbering for these notes should be independent of the main note sequence of the text as the position of the table may change.
- Units should appear at the end of column headings in parentheses.
- Where necessary, the source should be given in shortened form as a table source note (rather than as part of the table title). Full details of all table sources should be given in the reference list.
- Avoid cross-references in the form 'see the table below'. Instead, use the form 'see Table 3'.

1.5 Citations and Cross-references

- Use an initial capital for citations to internal elements: Figure 1, Section 1.
- The following forms are acceptable when accompanied by a number: Fig., Eq., Ex. All other elements should be spelt out: Table, Section, Theorem.
- Equation numbers should be parenthesised and referred to as either 'Eq. (1)' or just '(1)'.Use 'Equation (1)' at the start of a sentence.

1.6 Notes

- Notes should be numbered in a consecutive sequence.
- Note indicators should follow punctuation. Where possible a note indicator should appear at the end of a sentence or following a natural break in the sentence.
- Note numbers must not be repeated.
- There should not be more than one note indicator on a single word, like this.[4, 5] It is preferable that the contents of the two notes are combined.
- Generally notes should be kept brief. Source references should be given with as little additional matter as possible.
- Authors are reminded that notes are included in their contractual word limit.

1.7 Quotations

- Quotations should be kept within the text if they are short (fewer than about 60 words), unless they are set off from the text because they are of particular importance or the focus of discussion. Displayed extracts should not be enclosed in quotation marks.

1.8 Units

- SI units should be used throughout, with the exception of the non-SI units in current Earth Science and Medical usage (e.g. mmHg).
- Note the following forms: cm^3 (not cc), μm (not μ), s (not sec), K (not °K).
- When spelt out, eponymous units should start with a lower-case letter (e.g. joules).
- Compound units should be typed as either mg cm^{-3} (preferred) or mg/cm^3, but not a mixture.
- Do not allow a double slash in compound units: J/(g K s), not J/g/K/s.

1.9 Mathematics

Use the following general italicisation/roman rules:

- All (non-Greek) variables italic, except for single variables comprising more than one letter, which should be roman.
- Lower-case Greek variables sloping.
- Upper-case Greek variables upright.
- Differential d, exponential e, imaginary i (or j) roman.
- Vectors preferably bold italic, but bold roman or lightface with arrows over acceptable.
- Tensors preferably bold, italic sans-serif, but there is no universal convention for the presentation of tensors.

All equations should be numbered sequentially and centred with the number in brackets to the right hand side:

$$S_{\mathbf{a}}(t) = \sum_{k=0}^{n-1} a_k e^{2\pi i (f_0 + k f_s) t}. \tag{2.3}$$

2. Figures, Illustrations & Multimedia

Important things to remember:

- All figures should be supplied as separate electronic files in suitable file formats
- Include figure placement indicators in your manuscript
- Figures, illustrations and images to be supplied in an RGB colour mix
- GIFF and BMP files are not suitable formats

Do not embed the figures in Word documents or any other word processing file, or in PowerPoint. This reduces the resolution of the images and makes them unsuitable for use.

If a figure needs to be cropped in any way, mark this up clearly on a PDF scan of the figure. Bear in mind that we may resize figures according to design requirements. However, we may not be able to make adjustments to the content or quality of the illustrations (e.g. in Photoshop).

2.1 Photographs/Halftones/ Drawings

- They should be at a minimum resolution of 300dpi (600 dpi is preferred) at the size they are to be displayed.
- For images such as CT and MRI scans, supply the original copies where possible.
- Colour photographs and halftones should be saved in RGB.

2.2 Line Illustrations

- Vector (EPS) files are recommended for graphics. Line images should be at a minimum resolution of 1200 dpi at the size they are to be displayed.
- Set figure labels in 9pt Arial, Helvetica or a similar sans-serif font. Labels should be set in lower case with an initial capital (e.g. 'Energy levels').
- All fonts should be embedded. Maths labels should be typed exactly as they appear in the text of the Element. If a symbol is italic in the text or equation, it should be italic in the figure.
- If the figure includes several parts labelled (a), (b) etc., make sure the parts are clearly marked.
- Figure captions should not be embedded in image or illustration files

2.3 Scanned Images

- It is always better to supply the original artwork rather than scan from a printed copy, where possible.
- If you are providing scanned copies of the original image, make sure they are scanned to a final resolution of at least 300dpi at the size they are to be displayed.
- A high resolution scan of a low resolution original will not improve the quality in any way.

2.4 Inline Multimedia [.mp4]

- All videos, animations and simulations that are to be displayed within the online text should be delivered as video files in an MPEG-4 container (.mp4), encoded with the H.264 codec.
- Audio to be played directly from the online text should be delivered as .mp4 files.
- Where practical authors should supply a still frame from any video/animation in EPS/PDF format marked up like a regular figure to serve as a reference for the reader of the print version. This static figure should include text in the caption indicating that an animation is available online. For audio, a descriptive caption should be provided.

2.5 Supplementary Multimedia and Data Files [all types]

Supplementary materials will be not be embedded or displayed inline with the Element, rather they will sit in a different section

- Video (including formats other than .mp4), audio files, XML/HTML5 animations/simulations, data files of various kinds and any files requiring third-party software to display can be delivered as supplementary content.
- Supplementary content will be made available to users online.
- Supplementary content files should be named appropriately and authors should provide a readme file that describes each file and explains how to use it.
- Supplementary files can be referenced from the body text using the file name, at the author's discretion.

- Beyond checking that supplementary files are safe to distribute, the Press will not check that they meet the purpose the author intends and will not support any queries relating to them.
- Supplementary files in any format can be supplied.

2.6 Permissions

Permission is required for any third party material that you are using in your Element. Authors are responsible for sourcing permission for any such material. For the latest advice on what is needed and how you should go about obtaining permission, please see our online guide here. Note, additional permissions may be required for Open Access content.

2.7 Unsuitable Files

- Do not copy figures into Word, PowerPoint or any other word processing program. We can only accept figures in these formats if they were originally created using these programs.
- Figures downloaded from the web are usually too low resolution. If you want to use a figure from the web, contact the website administrator and ask for a high resolution version. The fact that an image appears on a website does not necessarily mean that it is copyright-free. Permission may be required from the copyright holder before it can be reproduced in your Element (see the Permissions guide).

2.8 Figure Numbering

- Number the figures sequentially, with one set of figure numbers throughout the Element. There should be no new figure numbers for new sections
- Ensure that the electronic files of the figures are named clearly, ideally with the figure number (e.g. Figure 1, 2 etc.) so that it is easy to tell them apart.

3. Reference Systems

3.1 General

- Use the Author–Date (Harvard) reference system.
- References should be placed at the end of the whole Element, as an Element will display as a full page with no sections.

3.2 Guide to Author–Date (Harvard) Reference System.

- The author–date system (also known as the Harvard system) works well for content in STM and Social Science subjects, where the references are to secondary works rather than primary sources.
- The main advantage of the author–date system is that it is concise and easy for the reader to follow. As the reference is given in a short form in the text, footnotes or endnotes can be kept to a minimum.
- All published works referred to in the text must be included in one alphabetical list of references at the end of the Element. Similarly, all works in this reference list must be cited in the text.

3.2.1.1 Text Citations

- Give the author's surname, date of publication and, if required, a page number, e.g. (Smith, 1998: 20) or (Smith, 1998, p. 20).
- An ampersand may be used in citations referring to two or more authors, but this should be restricted to parenthesised citations, and not to mentions of the authors in the text, e.g. 'One useful work (Smith & Jones 2004) …' but 'The work by Smith and Jones (1996) …'
- Several citations together should be listed in either date order or alphabetical order, but not a mixture.
- Works by the same author (or group of authors) in the same year should be cited as 1998a, 1998b, etc.
- Citations to works with three authors should be given in one of the following three ways: (1) give all three names the first time, and thereafter use *et al.*; (2) give all three names for every citation; or (3) use *et al.* throughout.
- Citations to works with four or more authors should use *et al.* throughout.
- Please do not use 'ibid.' with the author-date system, unless it is absolutely clear which citation is being referred to in the references list.

- Do not include 'ed.' in a reference to an edited work ('Easthope 2005', not 'Easthope ed. 2005').

Online sources - Generally, websites would not be cited in the bibliography, but instead should be included as a footnote at the relevant point in the text. However when citing online news articles or publications the following structure should be implemented:
Author name(s) (PUB YEAR). *Article or paper title*, URL

For example: Kerr, J. (2017). *British & Irish Lions third Test: What makes the All Blacks great?*, http://www.bbc.co.uk/sport/rugby-union/40526177

3.2.1.2 Reference List

Works by a single author should be listed before those co-written with others. Joint works may be ordered in one of three ways. Use one system throughout:

4. in strict alphabetical order by co-author, irrespective of the number of authors;
5. arranged alphabetically for two authors then alphabetically for three;
6. arranged alphabetically for two authors and chronologically for more than two.

System (3) tends to work best if many of your citations use *et al.*

Where a work has six or more authors, you may choose to give the first three only, followed by *et al.*

Sample forms for items in the reference list are given below.

3.2.1.2.1 Books

Single author, single volume

Ratcliffe, D. A. (1993).*The Peregrine Falcon*, 2nd edn, London: Poyser.

Joint authors, single volume

Jurmain, R., Nelson, H. & Turnbaugh, W. A. (1990). *Understanding Physical Anthropology and Archeology*, 4th edn, St Paul, MN: West Publishing.

Multi-volume work

Hazel, J. A. (1987–8).*The Growth of the Cotton Trade in Lancashire*, 3rd edn, 4 vols. London: Textile Press.

Specific volume within a multi-volume work

Farmwinkle, W. (1983).*Humor of the American Midwest*. Vol. II of *Survey of American Humor*. Boston: Plenum Press.

3.2.1.2.2 Journal articles

Trimble, S. W. (1997). Streambank fish-shelter structures help stabilize tributary streams in Wisconsin. *Environmental Geology*, **32**(3), 230–4.

3.2.1.2.3 Chapters in edited books

Simmons, N. M. (1980).Behaviour .In G. Monson and L. Summer, eds., *The Desert Bighorn*. Tucson, AZ: University of Arizona Press, pp. 124–44.

3.2.1.2.4 Technical reports

Philip Morris Inc. (1981).*Optical Perforating Apparatus and System*, European patent application 0021165 A1.1981–01–07.

4. Final Checks and Submission

- Save the text for your Element, including the accompanying references, figure legends, and tables, in a single file in the original source file format and give each file your name and the Element Title (e.g., Myers-Title). Save the original figure files separately and name them with your name and figure number (e.g., Myers-Fig1).
- Ensure the text and figures of your manuscript are complete and final and that you have kept to the agreed-upon length.
- Submit your manuscript to **Scholar One** be sure to include:
  - Original source files (Word, LaTeX) and figure files.
  - A PDF file of your manuscript and figure files, ideally with all fonts embedded, that can be used as a reference. This is especially important if text or figures contain special characters or unusual fonts. Check the PDF to ensure that text appears as it should.
- Ensure all third-party permissions have been obtained.
- If submitting content for Open Access, ensure all permissions have been gathered.
- Submission is through **Scholar One** (please contact your Cambridge University Press Publishing Editor for access details).
- Before submitting your final manuscript, use the following Manuscript Submission Checklist to make sure you have covered everything.

4.1 Abstracts and Keywords

- Abstract – Submit 100 words describing your work within the designated field in **ScholarOne**.
- Keywords – Imagine if a scholar or student in your field wanted to find out about your content online. Which terms would they feed into Google? Please provide 5 words for the Element within the designated field in **ScholarOne.** These words should be key concepts or proper nouns/names.
- Video abstract - We encourage you to also submit a video abstract for your Element. A video abstract is a short video that allows you to personally introduce people to your work in your own words.
  These videos are published alongside the text abstract, to not only support your Element but also give people enough information to entice them to read your Element in full!
  Read the full guide to creating a video abstract for your Element **here**

5. Peer review policy

As a leading publisher of scholarly journals and books, Cambridge University Press is committed to meeting high standards of ethical behaviour at all stages of the publication process.

These guidelines outline the publishing ethics responsibilities of Cambridge University Press, authors, peer reviewers and editors.

Read our Research Publishing Ethics Guidelines **here**

5.1 COPE membership

We are a member of the Committee on Publication Ethics (COPE), an organisation that provides advice and resources on all aspects of publication ethics and research and publication misconduct. We also closely follow industry associations such as the International Committee of Medical Journal Editors (ICJME) and the World Association of Medical Editors (WAME), which provide best practice recommendations for the conduct and reporting of medical research.

5.2 How to raise a concern

Anyone who believes that research published by Cambridge University Press has not been carried out in line with these principles should raise their concerns with the relevant editor, or email **publishingethics@cambridge.org**