Cambridge Elements

in Publishing and Book Culture

# Author Guide

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# 1 Elements Author Style Guide

## 1.1 Style and Spelling

Authors should consistently adopt British spelling and punctuation.

## 1.2 Punctuation

Use single inverted commas, except for extracts broken off from the text (which should have no inverted commas) and quotations within quotations (which should have double quotation marks). Punctuation should follow closing inverted commas except for grammatically complete sentences beginning with a capital – e.g., He maintained: 'The book under discussion breaks new ground.' We prefer not to use the serial comma (i.e., the one before 'and' in 'red, white, and blue') in UK-style books, but if you do use it, do so consistently.

## 1.3 Possessives

Use either an apostrophe alone or an apostrophe and 's' at the end of possessive forms for 'modern' names (e.g., Dickens' or Dickens's); the names of 'ancients' should have no final 's' (Sophocles', Jesus') except when they have only one syllable (Zeus's).

## 1.4 Abbreviations and contractions

Render the following with no full points: NATO, USA, EU, BC, AD, etc. Contractions should have no full points (Mr, St, Jr, Revd), though abbreviated words that do not end with their final letter, and their plural forms, should: vol., vols., ed., eds. Make quoted matter consistent with the rest of the book in this respect as well (except for some specialist materials).

## 1.5 Accents

We prefer to avoid using accents in such words as role, regime, elite, but if you use them we will follow your style. Accents should be included on capitals in French.

## 1.6 Ampersands

Replace ampersands with the word 'and' when two authors/editors of a work are being cited ('Smith and Jones') and in the names of companies (unless the ampersand is part of the official name, as in Simon & Schuster).

## 1.7 Brackets

Use square brackets for editorial interpolations within quoted matter, round brackets for nested brackets (brackets within brackets).

## 1.8 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.

## 1.9 Dates and Numbers

- Use the form: 1 January 2007. Spell out the names of centuries ('eighteenth century').
- Elide numbers consistently to the shortest pronounceable form (281–3, but 215–16);

years should be elided in the text (1924–5) but given in full in titles, subtitles and chapter titles (1924–1925). Do not elide BC dates.

- Write out numbers up to 100, except in a discussion that includes a mixture of numbers above and below this, in which case all of them should be in figures ('356 walkers overtook 72 others, as 6 fell back, exhausted'). Precise measurements, money etc. (£3.54, 7 stone, 23.4 mm) should be in figures. In non-technical books, use a comma in numbers with four or more digits (2,000, 11,000). Spell out large, general numbers: 'about a thousand years ago.'

### 1.10 Ellipses

Indicate ellipses with a series of three points (with no square brackets round them unless there is a special need to distinguish yours from those of, say, a primary text). Do not follow ellipses of three points at the end of a sentence with another, final full point. Don't use ellipses at the beginning and end of quoted matter unless necessary for the sense.

### 1.11 Hyphens

Hyphenate compound adjectives and adverbs that precede a noun ('eighteenth-century architecture', 'slow-sailing vessel', 'well-made books'), except for compounds with adverbs ending in -ly ('expertly written texts').

### 1.12 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 but should be left as two full dates, e.g. 'Robert Boyle, 1627–1691', not 'Robert Boyle, 1627–91.'
- 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.

### 1.13 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'.

### 1.14 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.

### 1.15 Footnotes

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

### 1.16 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.

## 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 short-title reference system (see 3.2, 3.3 and 3.4 below).
- The bibliography should be placed at the end of the whole Element.
- Each reference should be given in full on its first mention, and the short-title form used for subsequent citations. All citations should be given in footnotes. Ensure that you include a bibliography in your manuscript.

References in the footnotes and bibliography must be consistent, except that in the bibliography the author's surname and first name or initials should be inverted. 'Ibid.' can be used in the notes, but please do not use 'op. cit.', 'loc. cit.', idem or eadem.

List entries in the bibliography alphabetically by author, with works entirely written by one author coming before their entries for edited works. Multiple works by the same

author should also be ordered alphabetically (not chronologically). Ensure that the date of publication follows the place of publication and name of publisher.

### 3.2 Full References in Footnotes

Books

A. T. Runnock, *Medieval Fortress Building*, new edn, 2 vols. (Cambridge University Press, 1976), vol. I, pp. 135–7

Chapters in Edited Books

N. Chomsky, 'Explanatory models in linguistics' in J. A. Fodor and J. J. Katz (eds.), *The Structure of Language* (Englewood Cliffs, NJ: Prentice-Hall, 1964), pp. 50–118

Journal Articles

A. E. Planchart, 'The early career of Guillaume Du Fay', *Journal of the American Musicological Society*, 46 (1993), 341–68

Unpublished Material (including unpublished theses or dissertations)

H. R. Southall, 'Regional unemployment patterns in Britain, 1851 to 1914', unpublished Ph.D. thesis, University of Cambridge (1984), p. 72

### 3.3 Short Titles

Books

Rousseau and Rogers (eds.), *Enduring Legacy*, p. 45

Chapters in Edited Books/Journal Articles

Salter, 'Pilgrimage to truth', 34–5

Unpublished Material (including unpublished theses or dissertations)

Southall, 'Regional unemployment', p. 72

### 3.4 Bibliography

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

1. in strict alphabetical order by co-author, irrespective of the number of authors;
2. arranged alphabetically for two authors then alphabetically for three;
3. 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.

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.

### Journal articles

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

### 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.

### Technical reports

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

## 4 Final Checks and Submission

- Once an author's manuscript is complete it should be submitted to their thread editor, who will conduct an initial read-through and provide informal feedback, alerting the author to any major changes needed. Once the thread editor has given approval, the script is ready to be formally submitted for peer review via ScholarOne:

- Authors should submit their manuscripts with a title page which lists the following: Title of Element, author's full name, affiliation and email address; name of subject thread which Element belongs to and the thread editor's name; word count (inclusive of all notes and bibliography) and a declaration that all relevant permissions have been obtained.

- The full script should be paginated through from 1, including all prelims and bibliography.

- Ensure the text and figures of your manuscript are complete and final and that you have kept to the agreed-upon length.

- The full text for your Element, including the accompanying references, figure legends, and tables, should be submitted in two single files, one word (or LaTeX if using) and one PDF. The file name should be your name and the Element Title (e.g. Myers-Title). Figure files should be submitted as separate files with your name and figure number

(e.g. Myers-Fig1) in the file name.

- Ensure all third-party permissions have been obtained. When your account is set up with ScholarOne ahead of submission you will also be sent a permissions checklist. This should be filled in with details of any relevant permissions for illustrations or other additional materials and submitted into ScholarOne, along with your manuscript and image files.
- If submitting content for Open Access, ensure all permissions have been gathered.
- Submission is through ScholarOne. You will be sent a link, via email, once your editor has let the Press know you are ready to submit. You then follow the simple instructions to upload your files. Once loaded, the manuscript will be sent out for peer review.
- Please see formatting instructions sheet at the end of this document (page 11) for further guidelines on how your Element will ideally be presented at submission.

### 4.1 Abstracts and Keywords

- Abstract – Submit 150 words describing your work within the designated field in ScholarOne.
- Keywords – Submit a maximum of 5 keywords within the designated field in ScholarOne.

**Title** (18 point font, bold, centred)

Author Name (10 point font) – *Affiliation* (10 point font, italic)

**Abstract**: Indent your abstract, and preface with the word "Abstract" in bold. This should be no more than 150 words in length. Use standard 11 point font. The main text can follow immediately on from the abstract.

# 1. A-level Headings (16 point font, bold)

Paragraphs should be written in a standard 11 point font. There is no need to indent the first line of a paragraph. The first paragraph in a section should appear on the line immediately below the heading.

Second and subsequent paragraphs should have a line space before them. Make sure that you use a Unicode typeface (Times New Roman or Arial are good examples) when writing. This is especially important for any non-standard characters, such as Greek or mathematical symbols.

## 1.1 B-level Headings (14 point font, bold)

All headings should appear on a separate line preceded by a line space to distinguish them from paragraphs and running text. They should be numbered decimally by section (see examples given in this guide). Any heading below C-level, if required, should be un-numbered.

### 1.1.1 C-level Headings (12 point font, bold)

Figures and tables can be cited simply in the main text as follows. Figure 1 would show an Elements cover design. The figure call-out has been placed below, along with the caption. Remember to supply your figures as a separate, high resolution file.

[Insert Figure 1 here]

Figure 1. An Element front cover design.

### 1.1.2 Information on Tables

Tables can be cited in the same way. Tables can be inserted directly into the manuscript using the Microsoft Word table function. Table captions should precede the table, as shown with Table 1. Column titles should be in bold.

Table 1. This is a sample table.

| **Column 1 Title** | **Column 2 Title** | **Column 3 Title** |
|---|---|---|
| Data | Data | Data |

**D-level Headings, if Required** (un-numbered, 12 point font, bold)

In the event that you use any quotations that are longer than 50 words in length, these should be displayed as an extract. These should be indented on both sides, and start on a fresh line. As the Elements author guide says:

> 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.

You can then continue writing on a fresh, un-indented line after the extracted material. Ensure the extract is preceded and followed by a line space.