

Author Style Guide

File submission:

- While we prefer manuscripts to be emailed (in Microsoft Word), authors are free to post them to us so long as they are burned onto a CD in Microsoft Word.
- Please provide figures and tables set into the MS Word document as this provides us with clarity
- Pictures, where they have been agreed, must be supplied separately in both high-resolution electronic format and as a hard-copy. Pictures will only appear in black and white within the final product.
- Try not to exceed the agreed upon maximum word count as set out within your contract.

Front matter:

JCharlton Publishing prefers the front matter of its books to be broken into the following seven parts:

1. Title Page(s)

As a minimum the title page would normally have the title of the book and the name of the author and illustrator. Other information may depend on the type of publication. Technical or software manuals may include more information on the specific products covered, safety notices, and warranties, while a book of poetry may have only copyright and publisher information.

- Publisher Name and Address
- Copyright information
- ISBN
- Library of Congress number
- Edition Notice
- Date of publication
- Number of printings
- Disclaimers

2. Table of Contents

A table of contents may be as simple as listing all the main chapter titles and the page they start on or be multi-level with sub-chapters and descriptions.

3. List of Figures / Illustrations

Some books have a separate table of contents for the illustrations, photos, charts, and graphs that might give the name or source of the illustration (if there are multiple contributors / sources), a title or description of the illustration, and the page number.

4. Preface

The preface gets the reader to read the book by briefly describing the contents, purpose of the book, and explaining who the book targets. For example, a software manual may be aimed at beginners or power users. The preface might describe the terminology or special conventions used in the book, such as symbols used for warnings, tips, and trivia.

5. Foreword

Often written by an acknowledged expert in the field or genre covered by the book, the foreword is something of a testimonial for the author or the book itself.

6. Dedication

A dedication section is a separate page that briefly names one or more persons of special significance to the author, often a loved one or someone else the author holds in high esteem.

7. Acknowledgment

An acknowledgment page is where the author acknowledges the contributions of organizations and individuals who he or she feels helped with the book.

It is helpful if the author can provide what they wish to include in the preliminary pages; with the exception of point one above as the publisher must provide this.

Main text:

- Please provide your manuscript Times New Roman, 12 pt, double spaced, and justified
- To clearly show paragraphs, please use the tab key
- Do not use the carriage return within paragraphs. Let MS Word format where the end of the line falls.

Headings

- Align headings on the left of the page, and do not use more than three levels which are clearly differentiated as follows

Heading:

Heading

Heading

Referencing:

Please use APA style when referencing. In-text referencing should give, within brackets, the author's surname and the year of publication, followed by a colon and a page reference if necessary. If your in-text reference is contributing acknowledgement to more than two authors, the name of the first author followed by *et al* is the convention.

Remember to carefully check that all references appearing in the main text are included as full references in the bibliography. Missing references are the primary cause of delay within the copy-editing stage.

The bibliography must be arranged alphabetically by author surname. For an author with multiple entries, order by year (ascending). If the same author has two entries dated the same year, please use 'a' and 'b' to differentiate.

Again, please use APA style.

Index:

JCharlton Publishing Ltd can arrange the indexing of your book if requested. If you prefer, you can undertake this endeavour yourself.

Figures and tables:

- Please provide figures and tables set into the MS Word document as this provides us with clarity
- Number figures/tables consecutively throughout the book by chapter, e.g., figure one in chapter one would thus be ‘Figure 1.1’, while table one in chapter two would be ‘Table 2.1’.

Permissions:

If you are including material under copyright by someone else, you will need to obtain clear permission from the copyright holder to use it.

House style:

Please utilise British rather than American spellings, e.g. centre (not center, programme (not program), colour (not color).

Acronyms and abbreviations

Full stops should be used after abbreviations, but not after contractions or in acronyms.

The following are house styles

- *et al.*
- ed. eds
- vol. vols
- Ch. Chs

On the first mention of an acronym or an abbreviation, please use the full term followed by the acronym or abbreviation in brackets; thereafter the use of acronym or abbreviation is convention.

Capitalisation

Keep capitals to a minimum. Use lower case for government, state, volume, etc. This convention will hold unless a specific entity is named, e.g., the Liberal Party of Canada or the United Church of Canada.

Dates

Please use the following formats: 1 January 2009, 1950’s, 1 Jan, twenty first century, 1951-9, and 2010-15.

Italics

Use italics in-text for book titles, journal titles, film/TV titles, and for emphasis where necessary.

Notes

We prefer to use endnotes over footnotes. The notes appear at the end of each chapter.

Numbers

- Spell out numbers from one to nine
- Use numerals for percentages in the text, but spell out 'per cent', e.g., 25%. The percentage sign (%) is only to be used in tables and figures.
- Use a comma for thousands, etc., e.g., 1,000.
- Use minimum numbers for number spans except in the 'teens', e.g., 25-9, 150-1, 150-75, 10-15.

Quotations

- If the quote is running in-text, please use double quotation marks.
- If a quote is over four lines in length, set it off from the rest of the text. Do not use quotation marks.
- For a quote within a quote, use single quotation marks, e.g., "‘victims’".
- Use square brackets to signal insertion of additional or different wording.

Website addresses

Please underline website addresses as follows: <http://www.jcharltonpublishing.com>

Production process:

- Upon receipt, and approval, of the manuscript a contract will be offered.
- Upon return of the signed contract, the manuscript will go into copy-editing.
- Once the manuscript has been copy-edited, it will be typeset.
- Once typeset, the author will be sent a full, hard-copy, version of the first proof for correction. The author will be informed where to send their corrections and the due date for such. Please keep in mind that extensive corrections, at this point, can cause serious delays.
- Corrections from the author will be incorporated and the work will be typeset. A second full, hard-copy, version of the second proof will be sent to the author.
- If further, minor, corrections are needed, they will be incorporated. Third proofs will be checked. Authors will not normally see the third proofs.
- Once satisfied all corrections have been made, the book will go to press.