

Author duties

The Author must:

1. Ensure that his/her chapter is written in the agreed format.
2. Keep to the agreed schedule and meet deadlines.
3. Double check for errors before submitting.

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Elements of the Manuscript

Overview of your chapter manuscript:

Your chapter must have:

1. Chapter heading and author name
2. Introduction
3. Main text – with sub headings (only three different levels), illustrations, tables and figures
4. Summary/Conclusion
5. Acknowledgements (if appropriate)
6. References
7. List of abbreviations/acronyms with their written-out equivalents (NB in text, always write out an abbreviation in words the first time with the abbreviation in brackets after the name).
8. List of words/phrases for the index

Text

Text in MSWord, 1.5 line spacing, Times New Roman 12, set default for UK Spelling.

1. Only use one space after a full stop.
2. Use numbered points rather than bullets.
3. Use single **quotation marks** for quotes and double quotation marks for a quote within a quote, e.g. Smith wrote 'Democracy was "by the people, for the people"'.
NB: Do not use single quotation marks for a quote within a quote.
4. Where **quotations** are longer than 40 words, indent the quote both sides with a line space above and below.
5. Write out **numbers** one to ten, but after ten, use number, i.e. 11, 12... etc. Mark thousands with a comma, e.g. N\$1,000 instead of a space.

Language use:

1. Pay attention to correct punctuation, capitalisation, spelling, errors in word usage and grammar.
2. Avoid the passive voice, and where possible rephrase in the **active voice**, e.g. Instead of "The data is shown in Table 1", re-phrase to: "Table 1 shows the data".
3. For clarity, please use 'I', or 'We' rather than 'The present author...'
4. Do not use the same words several times in one sentence; use the Thesaurus under "Review" in MSWord to find synonyms easily.

Photographs and Illustrations (plan for black and white only)

1. High resolution copies of photographs in **jpeg** or **tiff** format. Mark each photograph clearly with its number, e.g. Fig. 1.1 (i.e. Chapter 1, Figure 1)
2. Clearly indicate where the illustrations should appear in the text with a note e.g. [place Figure 1 here].
3. Captions starting 'Figure 1.1' appear **below** the figure with credits in curved brackets at end.
4. Figures **must** be referred to in the appropriate place in the text, i.e (Fig. 1.1).
5. Make graphs simple and elegant. Submit in text and as separate files.

Tables

1. Keep tables simple and elegant with fine lines.
2. Clearly indicate where the table should appear in the text with a note e.g. [place Table 1.1 here], (i.e. Chapter 1, Table 1)
3. Captions starting Table 1.1 appear **above** the table.
4. Tables **must** be referred to in the appropriate place in text, i.e. 'Table 1.1 shows...'.
5. Notes and sources should be below table
6. List information in tables in meaningful order, or alphabetically.
7. Align numbers on decimal point or right-align; left-align text.

References

1. Place the list of references **used in the text** at the end of your chapter.
2. **Consistency** is most important: use the same reference style for each entry and pay attention to punctuation.
3. Provide the following for each reference: Book author (last name, initials). Date of publication. Title. Place of publication: Publisher.

RE-READ YOUR WORK AND CHECK FOR TYPOGRAPHICAL ERRORS.