Leiden University Press Manuscript Submission and Style Guide

1   Introduction

Please find below instructions for the submission of your manuscript and all materials that belong to it, and information on the Style Guide for your manuscript. With this document, in the Author Submission Pack, you will find a Submission Checklist and an Illustration Checklist for your convenience. We would like to emphasize the importance of using these checklists and would advise reserving some time for solving issues perhaps left unattended earlier.

1.1 Submission-to-Production workflow

Once you have submitted your manuscript, the in-house workflow will be as follows:

- Publishing assistant sends your manuscript in for peer review.
- Peer review report(s) and evaluation by series board or editorial board.
- You will be asked to submit a revision plan and a revision timeline, which will be evaluated by the series board or editorial board of the press.
- Revision and resubmission of the manuscript, again compliant with the instructions in this document. ⬚ Series board or editorial board gives final approval of manuscript.
- Our publishing assistant will check for completeness of manuscript; consistency, style guide conformity, and language.
- Your manuscript and all additional material will be checked against our metadata management system.
- Our publishing assistant will check your contract, financial agreements, publishing costing, etc.
- Your manuscript will be handed over to desk Editing and production, who will contact you about the manuscript preparation and production schedule and will make arrangements with you regarding the various steps in this process. You will be asked, for example, to check the first and second proofs of the laid-out text. You will also be required to create an index with the respective page numbers (on the index, see also section 6 below).

2   Submitting files

We only accept complete and final manuscripts. Manuscripts that are not complete or that are not submitted in the right format, cannot be processed. A complete manuscript consists of:

- Submission Checklist
- Title page
- Table of Contents
- Text
- Cover blurb (max. 150 w.)
- Cover image + caption / credit line + explicit permission to use as cover image
- For each chapter see also below, 2.1 (both for monographs and for edited collections):

- Abstracts (max. 120 w.)

- Keywords (4-6)

- Bibliography / List of Works Cited

- For each author / contributor:

- Name

- Affiliation

- short Biography (max. 50 w.)

- Contact details

- Tables, Graphs, Images, etc. (if agreed with us)

– with - Captions / credit lines

- Author Illustration Checklist

- List of illustrations

- Permissions for print, digital, and Open Access (if applicable)

 - Place markers in the text

- Complete Bibliography / List of Works Cited

2. Submit text files in MS Word. (For files for visual material, see section 4.)

3. We will send you the specific guidelines if you have agreed to submit your manuscript as a print-ready PDF.

4. Please use a Unicode font (e.g., Times) for all languages and scripts you are using.

5. If there are a significant number of special characters in your text, let us know as early as possible. We will consult with the typesetter assigned to your project to determine the best font for you to use. This way, you will be working in a compatible font before you submit the final files, which will ensure that we avoid having to change fonts and files later.

6. If your book contains many non-Roman characters, please supply a PDF along with the Word document when submitting the final text. The typesetter will then check if the typeset font is correct.

2.1 Titles, Abstracts, and Keywords

Titles, abstracts, and search terms, both for the volume as a whole and each chapter or essay play a key role in promoting your book. With these, we can promote your book better on the web by using Search Engine Optimization (SEO). This is why we have agreed with you on a descriptive title for your book. We will use the title we have approved, and no other. Abstracts and keywords also enable us to distribute individual chapters and essays digitally via the platforms that offer such services to researchers. Such platforms require certain 'metadata' for users to be able to find the content they are looking for and abstracts and keywords are among those metadata. As a service to the reader of a single chapter or essay, the abstract and keywords and the unique Digital Object Identifier (DOI), as

well as the name of the author, will be typeset and therefore printed in the book, at the start of each chapter or essay.

Please send abstracts of 120 words each, 4 to 6 search terms per chapter, and a short biography of ca. 50 words for each contributor with the manuscript.

Choosing effective keywords:

1. While most book sales are from people searching for a specific book, there are millions more titles sold each year to people browsing the site through keyword searches. Ask yourself what keywords prospective readers might use to search for a book or essay like yours. Then, be sure to include those keywords in your title, subtitle, and/or abstract. Please note: search algorithms scroll over titles first, then subtitles, so do not mistake not having a great keyword in your title. That way, it will be listed higher in any search results than if the keyword was only in the subtitle; Example good title: Ornament and Monstrosity in Early Modern Art. Example rejected title: Beyond the Window.

2. Use common words that readers may use in searches. It is best to avoid abbreviations, highly technical terms, or neologisms.

3. Check your keywords and different spelling variants with Google (Scholar) to see if they bring up the right type of articles/essays. (But keep the British/American spelling used in your manuscript.)

2.2 Acknowledgements & revised theses, conference proceedings, etc.

Your book will be 'tagged' as belonging to certain categories to benefit libraries ordering new titles. The libraries will order a book if it has the tags they want. There are several tags that they specifically do not want, so we ask you to avoid mentioning these:

- Thesis / PhD / supervisor / committee / doctoral / doctorate / degree, etc. (note that this is not your thesis, it is a book in itself and copying the acknowledgements from your thesis is not fitting);
- Proceedings / conference / symposium / workshop / round table / date of the conference;
- Collection of previously published material / anthology.

3 Style Guide

Series editors may direct you to use a specific Style Guide or add a few specific points. If your book is not part of a series, you are free to choose one, e.g., one of the following options. The book editors will choose the style for edited collections, and all contributions need to adhere to this consistently. - Chicago Manual of Style (CMS) - Oxford University Style Guide - American Psychological Association (APA) - Modern Humanities Research Association (MHRA) - Modern Language Association (MLA) - Transactions of the American Philological Association (TAPA) (can supplement another guide) Link to the respective style guides: CMS: http://www.chicagomanualofstyle.org/home.html Oxford University: https://www.ox.ac.uk/public-affairs/style-guide?wssl=1 APA: http://www.apastyle.org/ and https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html MHRA: http://www.mhra.org.uk/style MLA: https://www.mla.org/MLA-Style and https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html TAPA: https://classicalstudies.org/sites/default/files/documents/TAPA_Style_Sheet.pdf

Leiden University Press Manuscript Submission and Style Guide

It is imperative to fully follow the chosen style guide and specify your choice when submitting your manuscript. All contributions in an edited volume must be consistent with the selected style guide and any other decisions.

3.1 Layout & Spelling

- A professional typesetting company will be converting your manuscript to a file that is ready for print. They will apply our house style (font, margins, headings, etc.). Therefore your manuscript needs only to have the minimum formatting when you send it in.
- Only use italics and bold type. Other than that, please refrain from using a layout. The use of bold type is discouraged unless there is an obvious reason for using bold and used sparingly.
- Add headings where relevant. If you use headers, make sure these are recognizable as such. If you have more than one level, there should be a clear and consistently used distinction between them. Please avoid a profusion of numerical levels such as 1.1.1.3.
- Do not use automated numbering and bullets for lists. The typesetting software will not correctly format them. - Use tabs for new paragraphs (no spaces).
- Use blank lines only when necessary. - Replace double spaces with a single space.
- A single space (not two) should follow full stops at the end of sentences; a single space should follow commas, colons, and other punctuation marks.
- Spelling should conform to British practice and follow the Oxford English Dictionary. [Currently the 3rd edition.] Commonwealth spelling (as given in the Oxford English Dictionary and its derivatives) is preferred (e.g., honour, defence, centre, travelling, etc.). If you wish to use American spellings, please agree on this in advance with the press and follow the MerriamWebsterDictionary.
- Unless otherwise specified, we would like you to adhere to the following:
- The preferred form for words ending in –ize or –ise, is the –ize form; but note where other words demand –ise (e.g. advertise, exercise) and the case of 'analyse'.
- Use the native form of the place-name, except in some cases where the English form can be retained (examples): Prague, Vienna, Florence, The Hague.
- Be consistent in spelling and transcribing foreign names (for instance, either 'Dostoyevsky' or 'Dostoevskii,' but not both).

3.2 Notes and References

Please follow the style guide of your choice and what is common in your field of research as to the formatting of your notes and references. In addition, please adhere to the following technical instructions from LUP.

3.2.1 Notes

- Submit footnotes, not endnotes (except for series which use endnotes by default).
- Place note reference numbers in the main text at the end of a sentence, and after the punctuation, and mark with a superscript number. Create them using the 'insert footnote/insert endnote' function of MS Word to make sure there is a digital link between reference number and note, and the two stay together no matter the work you do on the text file.
- Submit notes using Arabic numerals.

3.2.2 References

- References, including bibliographical citations, should be placed: Within the body of the text or in the notes; In the list of Works Cited / Bibliography at the end of each chapter/essay; and also in a Bibliography at the end of the entire book.
- Give abbreviations in full on the first occasion in each chapter/essay. A list of abbreviations is allowed, but please note that a list of abbreviations will not be available to digital versions of individual chapters/essays and other connotations. Therefore, each chapter/essay should spell out all abbreviations that it uses in full in the (first) notes or include a list of abbreviations in each chapter/essay.

References within the body of the text or notes

- The first citation of a work or author does NOT require a complete bibliographical reference since the complete reference will be made solely in the Bibliography or list of Works Cited at the end of the chapter/essay. This allows you to provide shortened forms for each reference and facilitates the task of ensuring that each reference is cited entirely consistently throughout your work (e.g., if you use the Author-Date system and wish to cite more than one work by an author, the reference should be in the form of: Chitty, 2002a, p. 1; if you cite only one work by an author, the reference should be: Chitty, p. 1; if you use the SurnameShort Form system that is common in the Humanities, then the equivalent form would be: Chitty, Developing Standards, p. 1).
- Divide your Bibliography into subsections (or not) as is habitual in your field of research: Primary Sources and Secondary Sources, or Online-only Sources/Databases and Printed Sources, or Archival Material, Newspapers, Text Editions, Video Recordings, Filmography, …
- Always use page number or page ranges in your bibliographical references to allow - readers to chase them.
- Use p. / pp.
- Repeat the tens and hundreds: 33-38 and 121-157, not 33-8 and 121-57.

References in the list or Works Cited / Bibliography

- The complete bibliographical citation will only be provided in the Works Cited / Bibliography list per chapter/essay and the comprehensive bibliography at the end of the volume.
- References are listed in alphabetical order by author's surname. If you have cited more than one work by the same author, you should arrange them by date, the earliest first and alphabetically within the same year. Repeat the author's name for each work.
- Be consistent in the citation of a particular work.
- When consulting an online version of an article/book/source that also exists in print in the same format, especially with the same page numbers, please refer to this Work as the one in print. Please do not list it as an online source. Add what additional metadata you think is helpful to the reader to locate a version of this publication.

When including online sources in your bibliography

- Include a DOI (Digital Object Identifier) when including online sources in your bibliography. If a DOI is not available, include a URL (Uniform Research Locator). DOIs are more stable than URLs.
- Type DOIs and URLs as plain text (= not as hyperlink).

- For URLs: use the address that appears in the browser's address bar when viewing the - article/source.
- For URLs: add a date accessed.

4   Visual material

1. As a rule, we expect you to supply all the visual material we agreed to include in your book.

2. Always specify the use, e.g., a scholarly monograph with limited print run/eBook. Check whether a specific format for acknowledgment is required.

3. Make sure you have permission to use the visual material in your book. Make sure that you start clearing permissions as soon as possible, as it often takes much longer than expected. You need permission specified for the print publication, the e-book, and (if applicable) the online Open Access-publication. In addition, we need explicit permission to use an image for the cover. (For permissions, see also section 4.)

4. Submit images, graphs, figures, maps, etc., as separate files. You should number them consecutively; indicate where exactly you want to insert these with so-called place markers in the text.

5. Submit all images, graphs, figures, maps, etc., in their original format (not manipulated) and not as an MS Word file, nor pasted in the manuscript file.

6. Create tables in MS Word in the manuscript, using the 'insert table' function. Do not use spaces to create a table. Deliver these in Excel, if they need to be created in Excel.

7. Include with your visual material: - a completed Author Illustration Checklist - copies of the permissions you have received, and - a list of illustrations/captions/credit lines.

4.1 File formats and resolution

For your book to look as good as it deserves, LUP does reserve the right to reject any visual material that does not meet the quality requirements.

1. Digital images

- Digital images must be at least 300 DPI (dots per inch) / PPI (points per inch) and have a minimum format of 10 x 15 cm or 1180 x 1700 pixels.
- TIF, EPS and JPG files are all suitable. We do not accept BITMAP files.
- As a rule, Images downloaded from the Internet are not intended for print and will therefore not be accepted.
- If you take pictures for the book yourself, set the camera on the highest resolution and do not include any text.

2. Graphs (charts, diagrams, figures)

- EPS and Excel-files are suitable, in grayscale.

3. Line Art (line drawing, cartoon, map)

- Use a graphic design program such as [not an exclusive list] Adobe Illustrator, CorelDRAW, Corel Exchange, Computer Graphics metafile, AutoCAD, Windows Metafile (free software: Inkscape).
- For line artwork the minimum resolution is 600 DPI / PPI.
- Printed black-and-white photographs (original photos, book illustrations etc.) must have sufficient colour contrast and size (at least 10 x 15 cm, preferably larger. See also details above under Digital images). Slides are generally suitable. Production will confirm whether the quality of the slide is up to standard. (General rule: PowerPoint is better than MS Word.)

4.2 Colour and grayscale

1. If we agreed to include colour illustrations in your book, be they figures or images, please indicate clearly on your Author Illustration Checklist which ones should be in colour.

2. Convert all other illustrations to grayscale before submitting them.

4.3 Place markers and captions

1. Mark clearly where each illustration needs to be inserted in the text. NB the typesetter can only determine the exact placing when typesetting. Ensure that you number the illustrations clearly and that you use the same number in the text, in the Author's Illustration Checklist, and the captions /credit lines.

2. For example:[PLACE ILLUSTRATION 1 HERE]

3. Supply captions with the place markers in the text or the list of illustrations. Ensure to add the required credit line from the copyright holder, the creator, and the supplier of (the permission for the use of) the image/illustration (see section 4 below).

4.4 Reproductive size

We reproduce all images and figures on half a book page by default. If otherwise specified on the original proposal form for your publication, we can reproduce images and figures full-page. A smaller than half-page is always possible, and in the case of low resolution even required. On the Author Illustration Checklist you can inform us which illustration needs to be reproduced at what size. Please ask whether this is possible if you would like to deviate from your original proposal form.

4.5 Cover image

Even if your book does not have any image, it will probably have an image for the cover. All guidelines above also apply to cover photos, except that colour images are allowed by default. One crucial thing is the portrait right: avoid pictures with people on them or works of art, film posters, or screenshots (by themselves or embedded in larger pictures). If you want such an image on your cover, make sure you have permission to do so from all stakeholders. (See also section 5 below.) Photos in landscape orientation will result in a half-page cover illustration within our house style. Those in portrait orientation may be used for a full-page cover illustration in our house style –if the quality is sufficient. Portrait orientation is not suitable for half-page cover illustrations.

5 Rights

5.1 Visual material

1. It is the author's responsibility to secure permission from the copyright holder to use any approved illustrative material that is not their own (whether re-drawn / photographed or not). For every illustration, there are several stakeholders: the supplier, the proprietor, the creator, the photo/reproduction creator, and the copyright holder. Some of these roles may have merged in some cases, but not always. The proprietor may also be the supplier, the copyright holder, and the creator of the photo/reproduction, but not necessarily. It may also be the case that the proprietor (e.g., a museum) has bought off the creator's rights of the reproduction.

2. In some cases, the use of an illustration may be considered to fall under 'citation right' in Dutch law, but it is better to clarify this officially in advance. The 'citation right' for visual material can only be invoked when all three of the following conditions are met:

- image must be printed in b/w
- image must be included in different dimensions than the original (wxh)
- you discuss the image in the text

3. Please note that 'fair use' does not exist in Dutch law as such.

4. It is essential to realize that for illustrations taken from another book, the publisher of that book is not always the copyright holder.

5. If people are depicted in the image, they have to give permission (right of portrait).

6. The same is true for depicting art works, films, pieces of literature etc., or even film posters. (For example, a photograph of an interviewee with an artist with one of their works of art in the background).

7. Please note that we need explicit permission ifor

- the use of an image on the cover of your book;
- the use of material in the print edition of your book, as well as
- electronic editions (e.g. e-books and a Look inside this book) and, if applicable,
- an online Open Access-edition.

5.2 Texts

1. A quotation or citation is how you tell your readers that specific material in your work came from another source. It also gives your readers the information necessary to find that source again. Giving credit to the original author by citing sources is the only way to use other people's work without plagiarizing. There are universally accepted guidelines for using quotations from other people's works; when in doubt, seek permission from the copyright holder.

- For extensive quotations of text ('extensive' is generally taken to mean more than 100 words), always ask permission.
- This section also applies to quotations in a language other than the original.

2. 'Citation right' (without asking permission) may be invoked provided that:

- the work quoted from has been lawfully disclosed to the public;
- the quotation is following what is generally regarded as reasonably acceptable and the number and size of the quoted parts are justified by the purpose to be achieved –a scholarly treatise is such a justifiable purpose; - the moral rights of the author are observed; and - a complete reference to the source, including the author's name and the translator's name, if applicable, is given.

3. Make sure to add:

- the required credit line from the copyright holder of the quoted source, in addition to the complete reference;
- the relevant CC-BY-licence (with a link to this license), if applicable; and the appropriate URL to the online source, if applicable.

6 Index

You can start compiling your index as soon as your typescript is complete. While you will not be able to attribute page numbers until the proofs are available, you can begin to compile lists of entries and have your index well underway by the time page numbers are available. Please note: Do not send us a list of index entries with your manuscript, as we cannot do anything with it before the page numbers have been added. We ask you to add the page numbers yourself, usually based on the second typeset proofs –the numbering will not be done automatically. Some books benefit from having multiple indices. You might decide, for example, that an index of names or an index of subjects, instead of or in addition to a general index, will be useful for your readers. Otherwise, compile one index only. Use one sublevel as a maximum. You can also create an index by using the index function in MS Word: the so-called "XE-codes." If you do so, the page numbers will be added automatically, and you will only have to check them. Important: In using the index function, do not start terms with an article, as they will be sorted under the 't' of 'the' or the 'a' of 'a(n)'. Also, the typesetting software cannot process complex sorting rules in the index function. Just mark each term without the article.

Appendix 1: Submission Checklist

• Title page	
• Table of Contents	
• List of illustrations (if applicable)	
• Text	
• Cover blurb (max. 150 w.)	
• Cover image + caption / credit line + explicit permission to use as cover image	
• For each chapter (both for monographs and for edited collections):	
- Abstracts (max. 120 w.)	
- Keywords (4-6)	
- Bibliography / List of Works Cited	
• For each author / contributor:	
- Name	
- Affiliation	
- short Biography (max. 50 w.)	
- Contact details	
• Tables, Graphs, Images, etc. (if agreed with us) – with	
- Captions / credit lines	
- Author Illustration Checklist	
- List of illustrations	
- Permissions for print, digital, and Open Access (if applicable)	
- Place markers in the text	
• Complete Bibliography / List of Works Cited	

Appendix 2: Illustration Checklist

Author(s) / Editor(s): …   Title of the book: …

To be completed and supplied with all figures.

Note: List each image separately, even if they will form part of one figure (e.g. Fig. 1a and 1b)

Fig. no	Electronic file type supplied	Image size and resolution	To be printed in		Agreed reproduc-tive size (¼, ½, full page)	Rights managed? 'fair use' not valid!			Party with whom rights managed	Comments Author	Comments Publisher
			Black/ White	Full Colour		print	e-bk	OA			

Appendix 2: Illustration Checklist