



PlutoPress
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STYLE GUIDELINES FOR AUTHORS

These guidelines are designed to help smooth the progress of your work from typescript to bound copy. Please take a few minutes to read through, even if some of this may not be relevant to your script. Speed and accuracy in editing and book production are greatly aided by the quality and presentation of the typescript.

All our scripts are copy-edited. Our copy-editors sometimes work on the hard copy of a script, and the typesetter then takes in their corrections on the disk; sometimes they edit on-screen. Unless we agree otherwise, you will not see the edited script before it is typeset.

Our copy-editors generally follow the house style outlined here, although we have editors and proofreaders who are just as familiar with American-English, so if that's the style you have followed consistently, this will present no problem. Consistency and clarity are more important in the long run than any minor detail of house style. We hope that the following notes will help you achieve that.

All the points here are important: especially the first section which gives details on how to prepare and present your script, which should be read through as soon as possible.

If anything here is unclear, please contact me.

ROBERT WEBB
Managing Editor

Monday, Tuesday, Wednesday: 01603 453250
Thursday: 020 8374 2190
Friday: please leave messages

Email: robert.webb@plutobooks.com

PREPARATION AND PRESENTATION

Electronic Files

- Save each chapter, bibliography, graphs/charts and any endmatter in a separate file.
- Each file should be named clearly (e.g. CHAP01.DOC).
- Files can be supplied as email attachments or on CD.
- We prefer files written in Word, but can read most files easily, whether prepared on PCs or Apple Macs, but a charge may be made for converting from other formats. If in doubt, contact our Managing Editor before delivery.
- Switch off the autoformat option which automatically converts URLs (website addresses) to hyperlinks. This can cause problems for our screen editors and typesetters.
- Avoid footnotes. When we typeset, endnotes will be gathered at the end of the book, arranged chapter by chapter. In an edited collection, notes will be kept at the end of each chapter.
- Note text should be double spaced and in the same font and size as the main text.
- Typos are easy to make, so we suggest running a spell-check over each file.
- In a separate file, provide a word count for each chapter. Remember to include the notes.
- Remove any ‘comments’ from files and switch off ‘track changes’.

Printing Your Script

- We require one copy of the entire manuscript printed double spaced – including notes, bibliography and acknowledgements, full table of contents (with chapter titles and, if you think it is necessary, first level subheadings), lists of figures and tables, and figure captions, if required.
- If possible please print in Times New Roman 12pt type or a similar font/size and leave good (2.5 cm or 1 in) margins to right and left.
- Avoid the temptation to ‘style’ your manuscript with drop caps, varying fonts and sizes and other DTP design features. Designing your book is among our responsibilities.
- Begin each chapter on a fresh page.
- Leave the text unjustified on the right.
- Number all pages consecutively throughout the script. If this is not possible, number them within chapter but include the chapter number before the page number: 1/1, 1/2, etc.
- Do not staple any pages or bind the manuscript in any way. Leave pages loose.
- Once you have saved your files to disk and printed them out, do not make any changes to the file. The files must be identical to the printout, although line spacing in the files can be single. Any last-minute changes you wish to make can be indicated on the top copy in pencil. Larger changes, additions or alterations should be typed on a separate sheet as a, b, c, etc. – e.g. 17a, 17b. Make sure deletions are clearly marked.

- Keep one set of files with you as a back-up, together with a copy of the double-spaced printout (with the same page numbering as the set submitted to Pluto).

Illustrations

For all line drawings, maps, graphs, charts and photographs:

- Supply reproducible artwork – unless you have made alternative arrangements with Pluto. This can be either hard-copy or electronically. We can arrange for simple diagrams and maps to be drawn for you, although you will be charged at cost for this work.
- For electronic delivery, artwork should be saved either as TIFF, JPG or EPS files, if possible, as these are more easily accepted by our page composition software. They should be saved as high-resolution (300dpi minimum) wherever possible.
- Where possible, size artwork to around 100x200mm (or around 4x8ins).
- Clearly label (ideally on the reverse) hard-copy artwork with the number (usually within chapter, e.g. Figure 1.1, Figure 1.2, etc.). Ensure orientation is clear.
- Indicate approximately where any illustrations are to appear in the text. It is never possible to guarantee their exact position on the page, so avoid using phrases like ‘the following graph shows’ – we prefer: ‘as Figure 1.1 shows’.
- Ensure that you have the appropriate copyright clearance and that you are supplying copy for the acknowledgement and for any source/caption. Captions and source lines will be typeset and should not be part of the artwork.
- If you are creating graphs yourself, do not embed these in the chapter files. Save them in separate files (in Word or Excel, preferably) and ensure the files are named sensibly, e.g. FIG1.1.DOC.
- Please keep graphs and maps simple. Avoid excessive tints and shading, and please, no colour.
- Any lettering that is part of the artwork should be as large and clear as possible (remember, artwork may need to be scaled down to fit the available space).
- We strongly recommend that original artwork is sent by registered courier or Special Delivery.
- Supply sources, where appropriate, to tables, line drawings, photos and any other illustrations (see also the guidelines on Permissions, below).

STRUCTURE AND STYLE

- There are too many differences between British-English and American-English, especially in respect of punctuation, spelling and phrasing to list here. Follow whichever you are used to, consistently, but avoid parochial phrases or references that may be alien to readers beyond your own country.
- If you are following a British-English style, *The Oxford Manual of Style* (Oxford University Press, 2002) is a useful guide to spelling, grammar and general points of style, particularly for some proper names or where there are alternative spellings. *Chambers 20th Century* is the dictionary we use. *The Oxford Dictionary of the World’s* spelling of place names is preferred.

- Consistency is all important, especially with non-English names and words that can be variably transliterated in English. Retain the original spelling in quotations.
- Avoid using accents for foreign words in common usage in English, but do use them on proper names and where necessary in quotations.
- –ize/–ise spellings (e.g. ‘organization’ / ‘organisation’): We prefer ‘s’ spelling but if you have used ‘z’ spelling consistently throughout your manuscript, leave it.
- Do not change spelling, punctuation (except quote marks) or capitalisation in quoted material.

Headings

- Keep chapter headings brief and to the point.
- Type sub-headings flush with the left-hand margin on a new line, with extra space above and below. Avoid too many varieties of heading: they only serve to confuse.
- Type subheadings as follows: first-level all in capitals; second-level in upper and lower case; and third-level in upper and lower case italics. Headings should not be indented and should have no other stylistic alterations.

Lists

- Asterisked, bulleted or numbered lists are often the best way of summarising.
- Restrict numbered lists to arabic (1, 2, 3), with roman for sub-lists (i, iii, iii)
- Leave a line space above and below the list.
- Three or more points of at least 50 words or so each should ideally be under sub-headings, rather than a list.

Quotations

- Indent quotes of longer than about 40 words as display matter and separate from the main text with a line space top and bottom. Do not type tabs at the beginning of each line in order to do this: use the indent feature on your word processor.
- Use square brackets [] in quotations for text you have inserted, not in the original.
- Do not enclose display quotations in quote marks. Quotations within displayed matter should be in single quotes, if that’s the style you’ve followed in the main text (or double, if that’s the style you’ve followed).
- Try to avoid long blocks of display quotes: they should not be more than around 200 words. See also the guidelines on Permissions, below.

Paragraphs

- Avoid too many short paragraphs, or over-lengthy ones.
- Indicate after display matter whether or not the text following should be indented as a new paragraph, or set full out as a continuation.

- If you want a line break in the text please indicate this by typing [line break]. Otherwise we shall assume that any spaces are accidental and close up and indent.

Tables

- Use the table facility in Word to create tables, but avoid shading in cells.
- Avoid confusion – think about how best to head columns.
- Double-check totals.
- Keep them short!

Abbreviations, Acronyms and Contractions

- Avoid unnecessary abbreviations and acronyms – but if they are essential, please provide a separate list at the beginning of the typescript. If any unusual abbreviations are used, explain them when they first appear.
- If you are following a British-English style, there should be no full-stop, or period, after contractions if the final letter is the same as the word it is abbreviating, e.g. Dr, Mr, St, Ltd; eds (for editors), but ed. (for editor). American-English tends to include the period.
- Most other abbreviations drop the full point, particularly units of measurement: mm, lb, ft. Also note: 65 lb (no ‘s’), 65 hrs, 65 yds – no full-stop.
- Use full-stop after et al., no., vol., p. and pp. Remember to insert a space after the full-stop in all cases.
- Spell out ‘for example’, rather than using ‘e.g.’ and ‘that is’, in preference to ‘i.e.’.
- Full-stops are generally not required in abbreviations and acronyms, such as US, UK, NATO, EC.

Names

- Call companies, corporations and organisations by the name they call themselves, e.g.: Rolls-Royce, AT&T, Coca-Cola, Lloyd’s (insurance), but Lloyds Bank, ‘American Labor Party’, ‘Labour Party’ (i.e. of Great Britain). Many will have websites where you can double-check the spelling. We won’t be doing this for you. We prefer to spell ‘World Trade Center’.
- Ensure consistency of transliterated names, especially those from Arabic and Hebrew.
- Ensure spellings of place names on any maps you are including are consistent with the main text.
- Distinguish between job titles and personal titles: ‘President Bush’ is correct, but ‘Prime Minister Tony Blair’ is not – use ‘the British prime minister, Tony Blair’.

Capitals

- Avoid too many capital letters – they are often unnecessary. As a rule, use initial capital letters to distinguish the specific from the general – titles, brand names, institutions, etc.

- Political subjects are tricky, such as State/state, party/Party – so aim for consistency, and let your editor know which approach you have adopted.

Apostrophes

- Use ‘s’ for the possessive case in names and surnames ending in ‘s’ wherever possible, such as in Charles’s, St Thomas’s, etc. Queen’s College, Oxford, but Queens’ College, Cambridge; Goldsmiths (College), not Goldsmith’s. Check if you are unsure.
- No apostrophe in All Saints, Earls Court, Johns Hopkins, St Albans.
- No apostrophe in plurals of capital abbreviations such as NGOs, or in decades, e.g. 1970s.

Hyphens

- Use double hyphens (or the longer en rule – if you can) in elisions, e.g. 1970--79, pp. 114--25
- Modern usage tends to omit the hyphen in words such as socioeconomic, macroeconomic etc.
- Use double hyphens or en rule for parenthetical hyphens in the text.

Money

- Use standard currency symbols where possible – generally this will be £, \$ and € (but US\$, AU\$, CA\$ etc. if necessary for clarification). Not 2000 dollars, 2000 euros. However it is often acceptable to use e.g. 2000 lire.
- British pre-decimal currency can be expressed as either £5 2s 6d or simply 2 shillings.

Note numbers in the text

- Superscript note numbers should always be placed directly *after* the punctuation mark that follows the word or phrase to which the number applies.

Numbers and Dates

- Ideally, spell numbers one to twelve inclusive; digits thereafter.
- We have no preference on the use of the comma in e.g. 1,000 but do include it in e.g. 10,000 (i.e. not 10 000).
- Spell out ‘per cent’ in the main text; the symbol % should only be used in tables.
- Use digits for all numbers with per cent or measurements, e.g. ‘8 per cent’, not ‘eight per cent’.
- Dates should appear either as 4 October 1989 – no commas – or October 4, 1989.
- As long as it is clear it refers to September 11, 2001, ‘9/11’ is fine.
- Spell out centuries, i.e. ‘the nineteenth century’, ‘twentieth-century madness’
- We prefer ‘10 o’clock’ to ‘ten o’clock’.
- Use points in a.m. and p.m. but not in e.g. AD 1000 and 1000 BC.

Italics

- Use italics: for foreign words not in common usage (see *The Oxford Manual of Style* for guidance on this); titles of published books, journals, long poems, plays, films, operas, works of art, and TV and radio programmes; names of ships; for emphasis (do not use caps or bold for emphasis), but sparingly; for parties in legal case references: e.g. *Regina v. Smith*.
- Do not use italics for article titles, chapter titles, titles of poems, or song titles. These are generally enclosed in quote marks.
- Government Acts and Bills, and books of the Bible, should be in title caps, without quote marks, and not in italics.

NOTES AND REFERENCES

The numbered note system and the Harvard (author/date) reference system are our two most commonly used systems of notation – we have no particular preference, but whichever you chose, consistency is vital. (See guidelines for Volume Editors, below.)

Please do not use software such as EndNote to create your references: this can introduce problems which will prolong the copy-editing.

Numbered Notes

- In authored works (as opposed to edited collections), endnotes will be gathered at the end of the book, prior to the bibliography (if there is one), chapter by chapter.
- Short footnotes may, with the agreement of one of our editors, be retained on-page, although we prefer to avoid footnotes altogether.
- Notes should be numbered consecutively through the chapter. Never use 1a, 1b, 1c, etc. Avoid asterisks, and never use a combination of parallel systems.
- Our preferred style is to give the full reference at first mention in each chapter with the surname and short title for subsequent occurrences, e.g.:

1. J.L. Lewis, *Great Balls of Fire*, 2nd edn, Harmondsworth: Penguin Books, 1985, pp. 12–18.
2. Kenneth Dodd, *The Tears of Happiness: Arguments for and Against*, Oxford: Oxford University Press, 1989, pp. 34–9.
3. Bing Presley, ‘The semiotics of crooning’, in Michel Foucault (ed.), *Singing and Dancing: Discourse and Deviancy*, New York: Pincushion Press, 1979, pp. 13–47.
4. V. Principal, ‘J.R. Ewing and the promise of fulfilment’, *Journal of Nineteenth-century Literature*, Vol. 1, No. 2 (August 1989).
5. Dodd, *Tears of Happiness*, p. 44.
6. Principal, ‘J.R. Ewing’.

- Alternatively the place, publisher and year can be in parentheses. Either way, be consistent!

- *Ibid.* can only be used to refer to an immediately preceding reference – but don't use this if there are two or more references in the note preceding. *Idem*, *op. cit.* and *loc. cit.* should be avoided.
- A translation is helpful if the reference is in Arabic or Hebrew (put it in square brackets), but it is not essential, especially if it is in French, German or Spanish.
- Do aim to include the full title and subtitle at first mention, e.g if the book is called *The World's Religions: Our Great Wisdom Traditions*, don't reference as just *World's Religions*.
- For newspapers, the title and the date of issue – i.e. *Guardian*, 8 September 1987 – is usually sufficient, although you can include a headline if necessary.
- With the exception of *The Times*, the definite article is omitted from titles of most national newspapers.
- *The London Times* is incorrect. *The Times* (of London), *The New York Times* and *The Times of India* are.

Harvard (author-date) System

- This system gives the author's surname, year of publication and page number in parentheses in the main text, and lists the full details in a list of bibliographic references at the end of the book.
- We prefer: (Hendrix, 1970, pp. 3–8) or simply (Hendrix 1970:3–8). Be consistent.
- If you are citing a new edition of a work, give the original year of publication in square brackets: (Smith, 2004 [1956])
- If the author published two or more titles in the same year, these should be labelled as, for example, 1967a, 1967b, etc.
- Use four hyphens in place of the name for multiple entries in the list of references.
- If three or more authors are involved in any one reference, the ampersand is acceptable in the text (e.g. Page, Beck & Clapton) but use 'and' in the bibliography.
- Where several references are cited together in the text, they should appear either in chronological order or in alphabetical order. Again, be consistent.
- Bibliographies must be arranged so the surname precedes the forename or initials:

Hendrix, J. (1967a) *Hey Joe* (New York: Blues Books).

---- (1967b) *Purple Haze* (London: Routledge).

---- (1970) *Woke up this Morning* (Harmondsworth: Penguin).

Hooker, J.L. (1975) 'Blues keep calling', *Journal of Contemporary Blues*, Vol. 9, No. 3.

Page, J., Beck, J. and Clapton, E. (1975) *The Fender Stratocaster* (Berkeley, CA: University of California Press).

Field codes in Microsoft Word

Please remove ALL field codes before submitting your Word file. Field codes are used in Microsoft Word to link your citations to your bibliographic references. (Please note that once you remove all hidden codes, you can no longer reformat or unformat the citations or bibliography so always make a copy of your document prior to removing any codes.)

- In the new file, go to the Edit menu and choose Select All. Press Ctrl+Shift+F9 or Cmd+6 to unlink all fields. Your in-text citations and bibliography become regular text, without field codes or any hidden links.
- If you want to do further editing or change citations in any way, make the changes to the original file. When you are ready to submit your manuscript, make another copy of the original file to unlink field codes

URL (Website) Addresses

- URLs do not have the same longevity as paper (book, journal, etc.) references. They can disappear or change. Our advice is that URLs are the least attractive form of referencing available and if you can use other more permanent sources, you should.
- It is the responsibility of authors to thoroughly check URL references, before delivery of the finished manuscript. Because it is so easy to copy and paste URLs, errors can easily occur. Your copy-editor will not be checking URL sources.
- Where you do include URLs in your references, they should be in plain text, not underlined, in <angle brackets> or in blue.
- If you have a lot of long URLs, we suggest using <http://tinyurl.com/> which will provide you with shortened forms of URLs.
- Provide a ‘date last accessed’ – either against each, or if there are too many for this to be feasible or sensible, one umbrella date at the top of the references section.
- Don’t insert hyphens if an address runs over to the next line.
- Switch off the autoformat option, which converts a web address to a ‘live’ hyperlink. This can cause problems for our typesetter and screen editors. In recent versions of Word this is in *Format: AutoFormat: Options: Internet paths with hyperlinks*.

Law Books

- If your book has extensive legal references, or deals with a subject from a legal perspective, then please contact us for specific guidelines on preparing your script.

PERMISSIONS AND COPYRIGHT

- Unless you have made alternative arrangements with Pluto, you will be expected to obtain any permission needed to make use of extensive quotations, photographs or other illustrations in which you do not hold copyright – and for any diagrams taken from other books – and cover the costs of clearing all such permissions.

- Review the list of material you want to reproduce in good time before your script is delivered, eliminating any expensive material, and excluding any material for which, for whatever reason, you have not been able to obtain clearance and agree a fee.
- It is crucial that the clearance of permission and payment of fees are properly documented. Provide us with all relevant paperwork (or copies). Without it we may not be able to include the copyrighted material in your book.
- Clear permissions for the territory covered under your contract: for example, World All Languages, World English Language (including North America), or British Commonwealth. Most Pluto contracts cover world all languages – check with your sponsoring editor if you are unsure.
- Supply the required acknowledgement or credit line (as provided by the copyright holder).
- If you have difficulty in obtaining permission, please let us know – we may be able to help.
- Make sure you clear for quotation use, unless you are quoting in an anthology, in which case you will need to clear for anthology use.

Fair Dealing

In the UK (and throughout the EU), copyright applies to all unpublished work, artistic creations and work published in the lifetime of the author for a period of 70 years from the end of the calendar year in which the author died. The exception to this is material falling within ‘fair dealing’. Unfortunately, ‘fair dealing’ is difficult to define, but the following are generally agreed to be the main points:

- A single prose extract from one source up to 400 words.
- A series of prose extracts from the same source up to 800 words, provided each is less than 300 words.
- ‘Fair dealing’ does not apply to poetry or song lyrics and you will need to apply for permission if one or more lines of verse are being reproduced.

LIBEL

Take every possible precaution to prevent libel claims arising. If you are in any doubt as to whether or not your book contains libellous statements about any living person, you should consult your solicitor or authorise us to put you in touch with one who is conversant with libel problems.

EDITED COLLECTIONS

- A common and consistent style should be followed by each contributor.
- Following these guidelines will also enable us to begin work on the typescript sooner rather than later, and will save time in the constructive editing of your volume.
- Where possible, try to ensure all your contributors follow the same spelling, punctuation, number and date conventions (e.g. American-English or British-English).

- Please brief all your contributors to follow a consistent style in respect of references, boxes, charts, tables, subheadings, abbreviations, acronyms, short titles, capitalisation, etc. You may find it easiest to forward each of them a copy of these Guidelines, together with any notes specific to your prospective script.
- In particular please ensure that all contributors are given clear guidance on referencing style. Whichever system is adopted (e.g. numbered endnotes or Harvard author/date system) please make sure it is followed by each author. Please ensure the sequence for the various bibliographic details is consistent in each set of notes or bibliography (e.g. author first, then title, publisher, place, date, page numbers, etc.). Full details of this are given in our Style Guidelines.
- Please provide full a biographical note on each contributor as you would like it printed in the book (e.g. their professional position and main previous publications).
- The volume editor is responsible for fielding copy-editing queries, checking the page proofs, compiling the index, and approving the back cover blurb. It is not possible for us to liaise with individual contributors on these stages. In the case of joint volume editors, we would prefer to work with one person on each of these stages.