

palgrave  
macmillan

2016

PUBLISHING WITH  
**PALGRAVE MACMILLAN**  
A GUIDE FOR AUTHORS

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## AN INTRODUCTION TO **PUBLISHING**

This booklet offers an introduction to Palgrave Macmillan, a part of the Springer Nature publishing group, and describes both the process of submitting a manuscript for production and the production process itself. Please read through the whole booklet as soon as possible and use it as a reference guide throughout the process.

**Part One** is a general introduction to Palgrave Macmillan and the departments that will be involved in producing your book.

**Part Two** provides information you will need to prepare your final manuscript. Please read this section carefully before completing your manuscript.

**Part Three** explains the production process after your manuscript has been delivered and provides lists to consult before you deliver your manuscript.

**Thank you for publishing with Palgrave Macmillan.  
We wish you every success with your book.**

# PART ONE: WELCOME TO PALGRAVE MACMILLAN

## ABOUT PALGRAVE MACMILLAN

Palgrave Macmillan is a part of the Springer Nature group, one of the world's leading global research, educational and professional publishers established in 2015 through the merger of Palgrave Macmillan, Nature Publishing Group, Macmillan Education and Springer Science+Business Media.

Palgrave Macmillan is a global academic press publishing award-winning research across the humanities, social sciences, and business for academics, students, professionals and libraries. We are proud to be at the cutting-edge of publishing innovation with dynamic formats and tools that support the scholarly community.

Palgrave Macmillan is committed to promoting the discoverability and impact of your work in an ever-evolving digital landscape and we strive to create more opportunities for readers to access our publications. On publication, your book will be available in print and electronically on one of the world's largest eBook platforms, [SpringerLink](#), instantly connecting your research to thousands of institutions and researchers worldwide.

## YOUR PALGRAVE MACMILLAN CONTACTS

Your main points of contact with Palgrave Macmillan will be within the Editorial and Production departments, but you may well deal with other departments at various stages of the publication cycle.

### Editorial

In the time between signing your contract and delivering your final manuscript you should stay in touch with your Editor and Editorial Assistant. It is particularly important that you let them know if your plans for the book change or if you foresee problems in fulfilling any of the terms of your contract. Editorial will answer questions regarding permissions, illustrations, cover design, and endorsements for your book. Your Editorial contact will also be happy to help with any problems that may arise as you work on the manuscript.

On or before your contractual due date, send in your final manuscript. Having checked, approved, and accepted your manuscript (and after a final manuscript review by advisers or a Series Editor if necessary), Editorial will pass it on to Production.

### Production

Production is responsible for overseeing the copy editing, typesetting, proofreading, and publishing of your book. Production will contact you with the schedule for the proofing process as well as the other important stages of the production process.

# PART TWO: COMPLETING YOUR MANUSCRIPT

## LENGTH

Your offer will specify a page or word count for your manuscript (which is intended to include notes, bibliography and figures). If you fear that your work will be significantly over or under, contact your Editor immediately.

## COLLABORATIONS

If the manuscript is the work of two or more authors or editors, you should select one to be the main contact with Editorial and Production during the publication process.

For contributed volumes, you must receive a signed contributor agreement from every contributor to the volume—please see the form that you will receive from your Editorial Assistant. These forms should be sent in together with the manuscript by the volume editor, not individually by contributors. As volume editor, it is your responsibility to submit the manuscript of all chapters in an acceptable form.

Please also note that we should receive only one version of the completed, final book manuscript.

## PERMISSIONS

It is your responsibility to obtain all legally required permissions for your book and securing them can be both expensive and time-consuming. Before including copyrighted material, do think carefully about whether it is integral to your book. We require "nonexclusive world rights in all languages for all media and all editions of your work, including advertising, publicity, and promotional materials for the book."

If you aren't able to obtain all of the requisite rights to reuse copyright material, we won't be able to include it in the book. If anything in your manuscript is not original, you will likely need to obtain those rights, unless the material is covered by a copyright exception (i.e., fair dealing/fair use). If you have any queries on copyright exceptions, contact your Editor/Editorial Assistant.

Read through our online guidelines for using third-party materials in your publication in their entirety on our website: [palgrave.com/gp/using-third-party-material-in-your-publication/792482](https://www.palgrave.com/gp/using-third-party-material-in-your-publication/792482)

List all 3rd Party Material included in your manuscript on the Permissions Tracker. You will need to obtain permission for each of these items, or show that permission is not required (because the material is out of copyright or subject to a Copyright Exception, see our [website](#) for more information on Fair Use or Fair Dealing). To avoid delays/queries, and ensure completeness, please include even the latter on your list, along with your reasoning for believing that permission is not required.

Start that process as soon as you can. It is Palgrave policy to accept manuscripts for Production only where permissions have been granted. If you have questions about what may or may not require permission, please speak to your Editor. In order to give sufficient time for all clearances to be obtained, the permissions application process should be started at least 3 months in advance of the final manuscript delivery date. The issue of unresolved permissions is the most frequent cause of delay to starting the production process.

## MANUSCRIPT PREPARATION

To ensure that we keep pace with all current online and print requirements, our production team structures the content in XML\*. XML is the basis for presentation in print, online and all other digital formats such as e-readers, tablets and smartphones.

To guarantee a smooth publication process and a seamless transformation of your manuscript into both print and various electronic layouts, formatting accuracy is a high priority. We want to make sure that your work is consistently produced across these formats and is available as our digital publishing continues to develop and evolve.

**\*NOTE:** XML (or Extensible Mark-up Language) is a method for storing and structuring content. This method describes the data rather than displaying it so that content can be transformed or developed into multiple display formats.

XML offers major advantages in the world of digital publishing as it allows us to adapt our publications into new formats seamlessly and efficiently, supporting current and future authors in the dissemination of their research for years to come. Using XML-based standards also allows us to include information about our books in industry-standard data feeds such as ONIX.

As you begin readying your work for publication, it should follow this general structure:

- o **Front Matter:** Title page (Required), Dedication, Foreword, Preface (Preferred), Table of Contents (Required), List of Figures, List of Contributors (Contributed Volumes only)
- o **Text Body:** It comprises the introduction and chapters containing the content of the book, i.e., text, figures, tables, and references. Chapters can be grouped together in parts.
- o **Back Matter:** After the last chapter, the back matter can contain an appendix, a glossary, and an index (Required).

### FRONT MATTER

The Front Matter (also called Preliminary Pages) section precedes the content of your book.\* When printed, the front matter is numbered in Roman numerals. Front Matter content is freely downloadable on SpringerLink to provide potential readers with more information about your work.

**\*NOTE:** These sections must be included in the preliminary part of your book before the introduction or chapter 1 to allow for last-minute changes (or changes for future editions) without disturbing the pagination of the main text.

Your book may include the following in this order:

#### Title page (Required)

- Includes the full title, subtitle, and the names of author(s) and/or editor(s). Affiliations are not included on title pages.
- Once the manuscript has been delivered to Production, changes to title or authorship are no longer possible.

#### Dedication

- It is optional to include a dedication.

#### Foreword

- A foreword is usually written by an authority on the subject, and serves as a recommendation of the book.
- The name of the foreword's contributor is always given at the end of the foreword; affiliations and titles are generally not included, but the date and place of writing may be.

## Preface (*Preferred*)

- The preface **should be about the book:** why it was written, who it is for, its organization, or the selection of contributors.
- An introduction to the subject of the book should not be confused with a preface. **A preface is about the book while the introduction deals with the subject of the book.** The introduction does not belong in the front matter and should appear as Chapter 1 of the book.
- A preface should not contain a reference list.
- Acknowledgments of support, funding or other assistance in preparing the book can be included as the last paragraph(s) of the preface. If the acknowledgment is more than one page long, it should start on a separate page under the heading **Acknowledgments**. If needed, you can also include all citations as specified by permission grantors or funding bodies.

## Table of Contents (*Required*)

- **The table of contents starts with** the first chapter of the book. Front matter material is not listed in the table of contents. List all parts, chapters, and back matter material (e.g., an index) in the final sequence.
- If an introduction chapter is provided, it should be numbered as Chapter 1 and can contain references, figures, and tables.\*
- If your chapters are numbered, use Arabic numerals and number the chapters consecutively throughout the book (Chapter 1, Chapter 2, etc.), do not start numbering anew with each part. The chapters and section heads need to be numbered or unnumbered consistently throughout the book.
- If there are parts, use Roman numerals (Part I, Part II, etc.). Please note that there can only be one chapter before the first part.
- Please decide if given names should be written in full or abbreviated to initials. Please be consistent. We will take them over as supplied.
- For contributed volumes, please include the author names after the chapter title. These will be displayed in the form and sequence they are submitted. Degrees and positions of contributors are not included.
- The References section at the end of a chapter is not numbered.

## List of Contributors (*Contributed Volumes only*)

- For contributed volumes, editors should include a "Notes on Contributors" section in which each contributor is briefly described. Contributors can be listed here alphabetically. The descriptions should include each contributor's affiliation and/or profession. Each contributor must approve and agree to this description.

**\*NOTE:** To enable greater sharing and linking of your work, each chapter, including the Introduction and Conclusion, is numbered so that a DOI (Digital Object Identifier) can be assigned to facilitate internal linkage and scholarly referencing. A DOI is a specific alphanumeric string assigned by a registration agency (RA) to identify content and provide a persistent link to its location on the Internet. In the scholarly community, DOI technology is used as a reference linking service for academic publishers with CrossRef being the best known and largest DOI RA. DOIs guarantee that online scholarly citation records are extensive and stable, preserving access and retaining identifiable information for publications when URLs can be discontinued or stop functioning. Consistent and reliable structuring of research is essential for libraries, researchers and students. Palgrave Macmillan gives a DOI to each chapter so that it is available electronically for individual download and within the entire e-book.

## CHAPTERS

### Chapter Abstracts

We ask our authors to supply chapter abstracts to display on our website and eBook platform. All book chapters – **including introductions and conclusions** – require an abstract. Chapter abstracts help readers find the chapters as they provide more text within search engines such as Google, increasing the opportunities for readers to discover and connect to your research. Abstracts also enable the eBook platform and our website to provide users with intelligent recommendations for other titles across our books and journals content.

Please note the following:

- The abstract **summarizes the content of the chapter.**
- If no abstract is submitted, we will use the **first paragraph of the chapter** instead.
- Please submit all of your abstracts in a single Word file along with your final manuscript. For contributed volumes, chapter authors **should write the abstracts themselves**; however, editors are responsible for collating them and submitting them with the manuscript.

Images, Tables, Figures, Graphs, Photos (*See Appendix 1: Illustrations*)

## BACK MATTER

After the last chapter, the back matter of the book **can contain an appendix, a glossary, and/or an index**. Do not include a full reference list (or bibliography) containing the cited literature in the back matter, as they cannot be linked electronically to specific citations in the chapters. Instead, include reference lists at the end of each chapter. A list of further reading may be included in the back matter.

Index (*See Appendix 2: Advice on Indexing*)

The index for your book needs to be submitted together with the final manuscript. Final page numbers will be assigned during the production process and final corrections can be made at proof stage. You can submit an index using one of the following options:

- 1) prepare it yourself (we have sent you our guidelines)
- 2) hire and pay for a freelance indexer to do so for you
- 3) use the index feature in Microsoft Word

## HOUSE STYLE

### Reference Style

Manuscripts will be checked by a copy editor for formal style. If you have any questions concerning grammatical or stylistic points, please refer to *The Chicago Manual of Style*, which is our preferred house style.

In addition to **the Chicago reference style, Palgrave Macmillan also accepts APA style. Select the style that suits your publication best or follow the instructions received from your Editor. Minor modifications have been made to both standard styles and are noted** below.



### *The Chicago Manual of Style*

The Chicago reference style follows the guidelines given in *The Chicago Manual of Style*. Our standard is the 15th edition, but the 16th can be used as well. For guidance, see *The Chicago Manual of Style* website ([chicagomanualofstyle.org/](http://chicagomanualofstyle.org/)).

In addition to the general rules listed, please note:

1. Do not abbreviate journal names; they are always written out.
2. Do not abbreviate the given names of the authors if they were submitted in full.
3. To ensure accurate and persistent citation of internet publications as new digital platforms and formats emerge, please note that the copyeditor will adjust the style of entries for internet publications as follows:

LastName, FirstName. Year. The Title of the Online Publication. Source.  
<http://www.website.com>. Accessed on this Date.

### APA Style

This is style established by the American Psychological Association. For guidance, see the *Publication Manual of the American Psychological Association* and the respective website of the Association ([apastyle.org/](http://apastyle.org/)).

In addition to the general rules listed, please note:

1. Do not abbreviate journal names; they are always written out.
2. Capitalize only the first word in the title of an article, chapter, or book and any proper nouns.
3. Guidelines for in-text citations have been streamlined to guarantee correct hyperlinking within the text and externally. Follow the format listed in the 'Text Citation' section.
4. The citation of internet publications has been modified; please follow the format shown in the previous section.

### Reference List

- **Include a reference list at the end of each chapter** so that readers of single chapters online can make full use of the citations.
- References at the end of the book cannot be hyperlinked to citations in the chapters.
- Include all works that are cited in the chapter and that have been published (including on the Internet) or accepted for publication.
- Entries in the list must be listed alphabetically except in the numbered system of sequential citation.
  - The rules for alphabetization are:
    - First, all works by the author alone, ordered chronologically by year of publication.
    - Next, all works by the author with a co-author, ordered alphabetically by co-author.
    - Finally, all works by the author with several co-authors, ordered chronologically by year of publication.

### Text Citation

As a rule, all the references given in the list of references should be cited in the body of a text. Of course, any reference may be cited more than once. Citation by name and year can be given entirely in parentheses or by citing

the year in parentheses after an author's name used in the text.

The preferred citation style is **Name Year** (with page number when required) included within the text. e.g. (Miller 1998) or (Miller 1998, p.3). Adhere to the following usage:

- One author: Miller (1998) or (Miller 1998)
- Two authors: Miller and Smith (2001) or (Miller and Smith 2001)
- More than two authors: Miller et al. (1999) or (Miller et al. 1999)
- Letters are used to distinguish references whose citations would otherwise be identical (e.g., Miller 1998a, b).
- Do not repeat the names of authors of multiple citations (e.g., Miller 1998a, 2001; Miller and Smith 2001).
- The citations of several references mentioned at one position do not have to be listed in alphabetical order. Leave the order of citation used by the author.
- Generally, the author names are in normal type.

#### Footnotes/Endnotes

- Please consult with your editorial contact to find out whether footnotes or endnotes are preferred for your book. They will appear as superscript numbers in the text.
- Footnotes or endnotes should contain additional sources and/or explanatory text and should not solely be used to provide reference citations.

e.g.

1. See transcript of John Smith. 2013. "Generic title of an article." Website. Available at: <http://www.website.com>. (Date).

• If you are providing a reference citation within the footnote/endnote, you need only provide the name, year and page number(s). The reader can then find the full bibliographic record in the reference list that appears at the end of your chapter.

e.g.

Note:

1. See chapter 2 for an in-depth analysis (Miller, 1998, pp. 15-24)

Full reference in reference list:

Miller, John W. 1998. *Generic Title of a Book*. New York: Palgrave Macmillan.

Short citations (eg., Miller, 1998, pp.15-24) will be hyperlinked to the full reference in the reference list.

#### Spelling and Punctuation

- Use American or British spelling and punctuation consistently (for example, characterized, not characterised) except for quoted material. For spelling, we follow *Merriam-Webster's Dictionary, 11th Edition*.
- In works dealing with foreign languages, especially those with alphabets different from English, it is

wise to decide on the spelling or transliteration style of names and words at the outset and to include your preferences in your list of stylistic decisions.

- Italicize foreign words and phrases—for example, *barranca* (steep bank)—unless they are proper nouns or words that are familiar in the American lexicon—for example, Moscow (Moskva). ***It is up to you to verify that the spelling of foreign words is correct; this is beyond the copyeditor's purview.***
- Centuries should be written out in full: **eighteenth century**. Decades may be written out or written as numerals: the seventies or the 1970s, but be consistent with the style that you choose.
- Acronyms consisting of capital initial letters should be spelled out in full on the first mention in each chapter and put in parenthesis, with the next mention as abbreviation only; for example, World Trade Organization (WTO).
- Common abbreviations such as etc., i.e., and e.g. are fine when appearing in parentheses or in the notes, but in the text, please spell out as et cetera, that is, and for example.
- Ellipses should consist of three spaced dots with a space on either side. Also, when the last part of a quoted sentence is omitted and what remains is still a grammatically complete sentence, a period followed by three spaced ellipsis dots may be used (using only three ellipsis dots is also acceptable, but your style should be consistent).
- End punctuation should fall within quotation marks in the case of commas and periods, and outside quotation marks in the case of colons and semicolons.
- Direct quotations should appear as in the original and not be changed to conform to our house style. However, when doing your own translating, you should match book style.

### Text Citation

Please do not be concerned with the final layout. We feel it is important that our authors concentrate on the content of the book or chapter. To ensure that we always keep pace with all current online and print requirements, we structure the **content in XML as the basis for** presentation in print or in digital formats. We utilize standard layouts with style specifications suitable for multiple display formats. All we need to see in the manuscript are:

- where paragraphs begin and end
- what is italicized and what isn't
- which quotes are to be set off from the text (extracted) and which are not
- some differentiation between chapter titles and different levels of heads and subheads.

We will hire a professional Compositor (Typesetter) to design and typeset your book. **Creating any formatting in addition to that listed above is unnecessary as excess formatting in word-processing programs is usually lost in conversion to typesetting programs.**

# PART THREE: FROM FINAL MANUSCRIPT TO PUBLISHED BOOK

This section provides a list to consult before you deliver your manuscript. Every item must be included with the manuscript as we cannot go ahead with the production of your book without them. We aim to put your manuscript into production as soon after we receive it as possible. If you have a suggestion to improve the title of your book, please put this to your editor for consideration before or at the time of submitting your manuscript. Later changes are not accepted as the details of your book will be announced to the market at this point.

## Before You Send Your Final Manuscript

- Ensure that the files are complete (no missing information or chapters still to come).
- Check that all comments, queries and highlighting have been removed from each chapter.
- Verify that you have followed our house style guidelines.
- Ensure that the chapter titles in the text and the table of contents match up exactly.
- Wording and content of all quotations and extracts must be the same as the original source.
- Use of epigraphs is strongly discouraged unless the quotations fall in the public domain. If you wish to discuss this further, contact your Editor.
- Check and include any credit lines from rights holders as per the permissions documents provided.
- Save each chapter or contribution, including the accompanying references, figure legends, and tables, in a separate file in the original source file format and give each file your name and the chapter number (e.g., Myers-Chap1).
- Save the original figure files separately and name them with your name, the chapter, and figure number (e.g., Myers-Fig1.1).
- Make sure all track changes and notes have been removed from the final manuscript.

## FINAL MANUSCRIPT

When you deliver your final manuscript to Palgrave Macmillan, a new stage of your work will begin.

The Manuscript should be final when you deliver it. We expect that all suggested revisions from the Editor, Series Editor (if applicable), and peer reviewer(s) will have been fully incorporated.

Delivery of your final manuscript should include the following:

- **Manuscript:** Original source files (Word, LaTeX) and original figure files (Word, PowerPoint, Excel), each submitted as separate chapter and figure files.
- **Permissions:** Your Permissions Tracker and all related forms
- **Manuscript Submission Checklist**
- **Contributed Volume:** Ensure that all signed contributor agreement forms are enclosed in a separate folder.
- **Illustrations:** Ensure the text and figures of your manuscript are complete and final and that you have kept to the agreed-upon length.
- **Abstracts:** Submitted for each of your chapters including introduction and conclusion, saved separately.
- **Index**
- **Other Materials (if applicable):** Provide any other material if applicable such as interview release forms, model release forms, and OA documents.

Before you submit your final manuscript, use the following Manuscript Submission Checklist to make sure you have covered everything.

<b>Title page</b>	Title (and subtitle)	<input type="checkbox"/>
<b>Authors/Editors</b>	All author/editor names included	<input type="checkbox"/>
<b>Front Matter</b>	Complete with the following elements (if applicable): <input type="checkbox"/> Dedication <input type="checkbox"/> Foreword <input type="checkbox"/> Preface <input type="checkbox"/> Acknowledgements <input type="checkbox"/> Table of contents (required) <input type="checkbox"/> List of contributors <input type="checkbox"/> List of abbreviations <input type="checkbox"/> List of figures <input type="checkbox"/> Part of a Palgrave Book Series	<input type="checkbox"/>
<b>Table of Contents</b>	Monographs: 0-2 levels of chapter headings (0 preferred)	<input type="checkbox"/>
	Contributed volume: Chapter titles and author names included	<input type="checkbox"/>
	Headings correspond to those in the text	<input type="checkbox"/>
<b>Book Structure</b>	Number of parts/sections:      Number of Chapters:	<input type="checkbox"/>
	All chapters (introduction and conclusion included) numbered sequentially throughout the book (or not numbered at all)	<input type="checkbox"/>
<b>Back Matter</b>	<input type="checkbox"/> Appendix <input type="checkbox"/> Glossary <input type="checkbox"/> Other features:_____	<input type="checkbox"/>
<b>Abstract</b>	Abstracts provided for each chapter in collated word file (including introduction and conclusion)	<input type="checkbox"/>
<b>Text</b>	Heading levels and special text elements consistently styled	<input type="checkbox"/>
<b>References</b>	Reference lists included at the end of each chapter	<input type="checkbox"/>
	No heading levels skipped	<input type="checkbox"/>
	Reference list style according to style guidelines	<input type="checkbox"/>
	Endnotes/footnotes embedded or hyperlinked	<input type="checkbox"/>
<b>Index</b>	Indexing option chosen for this work (please select one): <input type="checkbox"/> Index prepared from the manuscript, with manuscript page numbers <input type="checkbox"/> Provided list of key index terms <input type="checkbox"/> Highlighted terms to be indexed in the manuscript word file <input type="checkbox"/> Index embedded in word manuscript	<input type="checkbox"/>
<b>Figures</b>	All figures mentioned in text enclosed, complete, and as separate files	<input type="checkbox"/>
	Callouts placed in the text: <FIGURE 6.3 ABOUT HERE>	<input type="checkbox"/>
	Consecutively labeled by chapter and ordered within chapter	<input type="checkbox"/>
	Illustrations created in Word, Excel, or PowerPoint submitted in that format	<input type="checkbox"/>
<b>Electronic Manuscript</b>	File folder/zip archive labeled with book title and author name	<input type="checkbox"/>
	Each chapter saved as a separate file in the original file format	<input type="checkbox"/>
	Figures saved as separate files in the original format	<input type="checkbox"/>
	All relevant images should be at least 3x5 inches or 5x3 inches at 300 dpi	<input type="checkbox"/>
	PDF file with all fonts embedded	<input type="checkbox"/>
<b>Contributed Volumes</b>	E-mail addresses and affiliation included for at least the corresponding author of each chapter	<input type="checkbox"/>
	Signed forms from each contributor	<input type="checkbox"/>
<b>Permissions</b>	Permission Tracker	<input type="checkbox"/>
	Each Permission Granted saved as a separate file	<input type="checkbox"/>
	Permissions obtained for all epigraphs	<input type="checkbox"/>
<b>Endorsements</b>	Understand all endorsements for the back cover need to be sent to your editorial assistant no later than 8 weeks after submission of the manuscript	<input type="checkbox"/>

The Editorial Assistant will also ensure that you have followed our guidelines on formatting and documentation. If all is in order, your Editorial Assistant will transmit your book to Production.

## THE PRODUCTION PROCESS

The following is an overview of the stages that your book will complete during the production process.

### 1. The Manuscript

You will be contacted by Production a few weeks after your Editor has vetted the manuscript and handed the project over to production. They will be in touch with you regarding an exact copyediting/proofs schedule. **Please note that no new materials can be accepted by Editorial from this point on.**

### 2. Cover Design

The design of your front cover, spine, and back cover will be coordinated by Editorial, Design and Production. You will be asked to submit the Manuscript Preparation Form with your design preferences to your Editorial Assistant two months before submission of your final manuscript.

We start the design and layout of your book prior to submission of the final manuscript to ensure an efficient production timeline and begin early publicity of your work online and in our promotional materials. It is important to submit all your proposal documents on time and complete, as these will be your last chance to make color, image, or concept suggestions for the cover. **Do not purchase art for the jacket or cover without your Editor's approval as we may be unable to use it for reasons of branding, copyright permission or some other issue.**

### 3. Endorsements

You must submit your endorsements to Editorial 8 weeks after submitting your final manuscript for back cover copy (these are subject to vetting by Editorial, Production and Design). You can submit endorsements for the website at any time. Please note endorsements are optional.

### 4. Proofing process

You will review your proofs in an online tool (e.Proofing). This tool allows us to combine the reviews of the copyedited proofs and the typeset proofs. This process saves the author time in revising and reviewing multiple rounds of proofs, improving overall accuracy as well as ensuring your book reaches readers in a timely fashion. Please note that this review is your final opportunity to review your book before publication.

The e.Proofing platform provides you with an interactive XML proof where you can enter corrections directly into the text, tables, or figure captions and send them back to Production with a single click. It also includes a link to the copyedited manuscript and a list of any author queries that need to be answered. In addition, the review package contains a PDF version of the page proofs so that you can get an idea of the final page layout. Please note that this will be automatically generated and finer details will be added after incorporating your corrections. Detailed instructions on handling the electronic proofs are given in the proofs themselves.

**For contributed volumes, please let your Editorial contact know if you would like the proofs sent only to the volume editor or to chapter authors and then to the volume editor for final review.**

## AFTER PUBLICATION

*Congratulations on publishing your book with Palgrave Macmillan!*

We publish your work as a print book, an eBook and a MyCopy edition. This unique model is to offer readers an array of formats to choose from, depending on their research interest and their way of working.

All Palgrave Macmillan titles are now available on our parent company's eBook platform, **SpringerLink**, which has thousands of institutional subscribers internationally, significantly increasing the global reach of your work as compared to standalone print copies. Readers can choose to download individual book chapters or full eBooks. eBooks become immediately available for readers around the world. Libraries that subscribe offer their patrons online access to our exciting eBook collections instantly from multiple locations, including library, office, or home.

Our **Bookmetrix** platform measures the impact of your book offering you a comprehensive overview of the reach, usage and readership of your book or chapters by providing various book-level and chapter-level metrics such as citations, downloads, or social media mentions all in one place. This platform was developed in partnership with Altmetric.

**MyCopy** is a unique service that allows library patrons from subscribing institutions to order a personal, print-on-demand soft cover edition of the eBook directly from SpringerLink. MyCopy books have become very popular with students and researchers who appreciate having the advantages of both an eBook and a personal soft cover edition. MyCopy does not replace regular print books, but is an additional offer for eBook customers and increases the reach and distribution of your work. Readers now have the freedom to read and work with your book in all possible formats!

### Gratis Copies

You will receive the complimentary copies of your book as per your contract once the book has been published and updated in our systems. Please allow for processing time and let us know of any address changes for you or your contributors.

### Buying Books with your Author's Discount

You can place an order using your author discount online. Please log in to [palgrave.com](http://palgrave.com) where you will be automatically recognised as an author and your discount will be applied. If you encounter any issues, please email [authors-customerservice@springer.com](mailto:authors-customerservice@springer.com) and they will be able to help you apply this discount to your work or other Palgrave Macmillan publications.

### Book Flyer

You can download the Book Flyer for your book from your book's page on [springer.com](http://springer.com). Just click the "Download Product Flyer" button under the "Services for this Book" header to download the PDF.

### Book Reviews

Palgrave Macmillan offers potential book reviewers several ways to review your work. Upon publication, your book will be included in a monthly email alert sent to book review contacts at academic journals, blogs and websites who have indicated interest in your field. This alert will include a link to access the online review copy.

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## APPENDIX 1: ILLUSTRATIONS

### Numbering

- Illustrations should be labeled by chapter and ordered within the chapter. For example, Table 3.4 is the fourth table in the third chapter, and Figure 2.1 is the first image in the second chapter. In the text, please direct readers to “see Table 1.1” (or Figure 2.3) rather than giving page numbers or using general terms such as “above” or “below.” Capture tables using the table function in Microsoft Word (or other word processing program that you are using). Do not write “the following table”.

### Captions

- Callouts should be placed in the text to reflect these numbers: <FIGURE 6.3 ABOUT HERE>. Add a reference citation to the table source at the end of the caption, if necessary.

### Illustration files

- Each image—table, figure, graph, photo—must be saved in its own file. Images you have created in Word, Excel, or PowerPoint should be submitted in that format.
- Remember that if you are using a piece of art from another source, in its entirety or any part thereof, you must obtain permission.
- Please discuss any ideas for illustrations with your Editor at the earliest stage possible. You should not add illustrations/charts/graphs/maps/photos without agreement from your Editor. If any were included in your original proposal, please confirm that your Editor wants them in the book.
- When providing the art, please supply only pieces that have been approved by your Editor and that are intended for use in the book—please do not send “alternates.”
- To facilitate design, please do not refer to the art in the text by location (“This figure can be seen below”), but rather by title (“see Figure 6.1”). You should designate in the text in brackets the approximate placement of the artwork for our designers (“[Figure 6.1 inserted about here]”). You must provide approximate placement and captions for every figure to be included in the book. This information is due with the final manuscript.
- JPG and TIFF images should be at least 3x5 inches or 5x3 inches at 300 dpi; send us your largest available version. Photos or drawings with fine shading should be saved as TIFF with a minimum resolution of 300 dpi.
- A combination of halftone and line art (e.g., photos containing line drawing or extensive lettering, color diagrams, etc.) should be saved as TIFF with a minimum resolution of 600 dpi.
- Ensure consistency by using similar sizing and lettering for similar figures. Ideally, you should size figures to fit in the page or column width. In our standard format, the figures should be 78 mm or 117 mm (3 or 4 1/2 inch) wide and not higher than 198 mm (7 3/4 inch).
- To add lettering, it is best to use Helvetica or Arial (sans serif fonts) and avoid effects such as shading, outline letters, etc. Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt). Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.

### Tables

- Give each table a heading (caption). Add a reference to the table source at the end of the caption if necessary.
- Number tables consecutively using the chapter number (e.g. Table 1.1 for the first table in Chapter 1) and ensure that all tables are cited in the text in sequential order. Do not write “the following table”.
- Use the table function to create and format tables. Do not use the space bar or multiple tabs to separate columns and please do not use Excel to create tables as this can cause problems when converting your tables into the typesetting program and other formats.
- Simple, one-column lists should not be treated as tables. Use the displayed list function instead.
- Save the tables in the same file as text, references, and figure legends.
- Do not manually insert table rules in the manuscript, because they cannot be retained.

## APPENDIX 2: ADVICE ON INDEXING

### Planning an index

Before you compile the index to your book, you should take time to look through the indexes in several other comparable books and consider which indexes you have found useful in your own work.

Unless there is a special reason for multiple indexes, a single index serving all purposes is preferable: it is simpler to locate and the reader need look through only one sequence of entries. A few books do, however, include one or more small specialist indexes, each dealing exclusively with some principal aspect of the book such as an index of cases in a legal text or a list of first lines in a poetry book. If you think there is a good reason for having more than one index in your book, discuss this with your editor before you start indexing.

### Your readers' needs

Consider your readers' needs when compiling the index and adjust the complexity and language level accordingly. Information should be listed under the term that most readers will probably look at first. Use cross-references to list variations or written-out versions and abbreviations/acronyms. An understanding of the readers' needs will help you determine what to put in and what to leave out. Bear in mind that an index is a tool for the reader and not a summary of a book's content, you should always consider what is likely to be looked up.

### When to prepare the index

- Please supply the index with your manuscript submission.

We recommend the following method for compiling your index:

- o Index prepared from the manuscript → structured with main headings, subheadings, cross references and concepts using the manuscript page numbers. This can be done yourself or by hiring a freelance indexer. Our production partner will then update the index with proof page numbers and an index proof will be provided to you at the same time as the page proofs of your book.

Other indexing options include:

- o Provide a list of key index terms. Our production partner will generate the index with the correct proof page numbers and supply it to you at the same time as the page proofs of your book.
- o Highlight terms to be indexed in the manuscript word file. The index will then be generated as above.
- o Index *embedded* in word manuscript; index terms and page ranges are embedded in the manuscript using Microsoft Word Indexing tool or other indexing software (if available).

### How to hire a Freelance Indexer

As the author, you will be best placed to compile the index for your book as you are the expert in the field and the most familiar with the book's content and the needs of your reader. However, if you are unable to compile the index yourself, an alternative option is to hire a professional indexer. You can find an indexer suitable for your book on the Society of Indexers (UK) website: [indexers.org.uk/](http://indexers.org.uk/) or the American Society for Indexing: [asindexing.org/](http://asindexing.org/).

Here you can search for a professional indexer by their subject specialty, location, name or skill. The responsibility for hiring an indexer and arranging the payment lies with you.

## PREPARING AN INDEX

A typical index entry is composed of the main heading (and page numbers), subheadings (and page numbers), as well as cross-references (as required). An index should include important ideas, facts, names, and terms that receive significant discussion in the text. Items that are only mentioned incidentally in the text should not be included.

## Main headings

*Typically nouns (qualified or unqualified) rather than adjectives or verbs on their own*

For example:

1. Terms or concepts used throughout the book.
2. Names of authors whose work is quoted or discussed at length.
3. Names of people mentioned because of their importance in the text.
4. Names of relevant countries, regions, and jurisdictions.
5. Names of relevant organisations, political parties, and institutions.

## Subheadings

*(Consider creating a sub-entry when a main entry would contain more than six page numbers)*

For example:

1. Aspects or explanations of terms, concepts, and actions.
2. Subdivisions logically related to the main heading.
3. Works by authors listed as main headings.

## Cross-References

“See” references are used to assist the reader in finding a subject or name that may appear in the text in more than one form – e.g. Carroll, Lewis see Dodgson, Charles Lutwidge; NATO see North Atlantic Treaty Organisation; Indians see Native Americans.

“See also” references are used to direct the reader to topics linked to the topic entry – e.g. bodies, falling see also motion; space; speed, time; velocity; weight; post-communist countries see also countries by name.

## Synonyms

Where there are two or more possible synonyms, use the one the reader is most likely to look up, and put all the relevant items in that entry. Under the synonym put a cross-reference ‘see [main heading]’.

## Concepts

You may want to index broad topics, phrases, themes or concepts that are not explicitly referenced in the text but will aid the reader when navigating central arguments in your book. By providing the manuscript page ranges for concepts the production partner will be able to locate the text to be indexed at proof stage.

## Proper Names

References to a peer should be collected under either the title or the family name, whichever is the more familiar to the reader; if both forms are used in the book, or the peerage is a recent one, provide a cross-reference from the other form.

This principle applies to any person or place known by more than one name.

Saints, kings and popes are indexed under their forenames, but places, institutions, acts of Parliament, book and play titles, etc. are placed under the first word after the article:

William IV, king of England (but King William Street)

Lewis, John (but John Lewis Partnership Ltd)

Abortion Act, The

Importance of Being Earnest, The

## STRUCTURING ENTRIES

Wherever possible, related concepts should be grouped together. By this stage, you will probably already have begun to see which words to use as main entries and which as sub-entries. Only occasionally is it appropriate to have sub-sub-entries, and no more than two levels of subentries should be used.

If any one entry or sub-entry seems disproportionately long, consider dividing it into smaller parts. In the case of long entries, consider promoting the sub-entries to main entries in their own right.

### Order of entries

Please note the following rules for alphabetization of entries:

- Entries should be alphabetized letter by letter (not word by word).
- If two headings differ only in that one has an initial capital – as 'grey' and 'Grey' in the example above – put the capitalised form second.
- Punctuation is ignored until you reach the first comma.
- Sort people's names by the family name or the prefix if one is present. Note that many exceptions are made to this rule for well-known persons commonly referred to without the prefix; see for example the biographical names section of Merriam–Webster's New Collegiate Dictionary.
- Cite and position titles of publications according to the first 'significant' word
- If 'Saint' is abbreviated to 'St' in the text, follow this convention in the index. Position names as if 'Saint' were spelt out in full.
- Treat accented and unaccented letters as equivalent – collate 'é' with 'e', 'ü' with 'u', and so on.

### Wording of entries

Here are some general guidelines about capturing entries and subentries:

- Main entries begin with a capital letter. Numbers and prefixes are ignored in this context.
- Subentries begin with lowercase letters unless the term is a proper noun.
- Entries are formatted as in the text (e.g., italics for genus and species names, and the use of subscripts and superscripts)
- Abbreviations at the beginning of a term must be written out. For example, *A. fumigatus* should be *Aspergillus fumigatus*
- An entry is divided from the page number by a comma and a space. Any number coming at the end of a term should be marked as belonging to the term (e.g., with a nonbreaking space).
- "See" and "See also" are always rendered in italics.

Use a main or compound noun rather than an adjective to index information. For example, instead of capturing the terms "Numbering footnotes," "Styling footnotes," and "Verifying footnotes" as three entries, capture them as in this example:

Footnotes  
  numbering  
  styling  
  verifying

Adjectives can be used for sub-headings. Words such as 'of', 'and' or 'for' can be included in sub-entries, as long as they are used consistently:

lifting  
  of patient with spinal injury  
  on to a stretcher  
  with a blanket  
  with webbing bands

Any cross-reference should be the last item in an entry:

prime ministers  
    appointment of  
    constitutional function of  
    *compare* presidents; *see also* under individual names

Use 'see' to provide cross-references to a synonym under which you've chosen to collect page references or introduce new concepts:

paper folding, *see* origami.  
computer, *see* operating system; processor

Use "see also" to draw attention to related aspects of the same subject such as:

elections  
    *see also* electoral reform

## APPENDIX 3: POETRY

There are many different ways of handling poetry citations. What is outlined below is our house style. However, if you wish to handle the quotation of poetry differently, that is fine with us so long as you employ your own style consistently. The style you choose should have an internal logic. Whichever style you use, please enclose a note describing the method you have implemented so that the Copyeditor can edit within your own style, rather than impose another.

### Our Preferred House Style for Poetry:

- Setoff from text (an extract): the method employed to quote more than two lines of poetry. Spacing should match that of the original. If a line is deleted, standard practice is to insert a line of spaced periods [full points] approximately the length of the deleted line. Or, if it is difficult to gauge the lengths of lines of different fonts, insert five spaced periods [full points] for a deleted line (or lines). For example:

The houses are haunted By white nightgowns.

.....

People are not going  
To dream of baboons and periwinkles.

.....

- If you wanted to delete only partial lines:

The houses are haunted  
By white nightgowns.

.....

People . . .  
. . . dream of baboons and periwinkles.

.....

The threedot ellipses can be put in brackets to indicate without a doubt that they are your ellipses and not the poet's (although most readers will not mistake them).

- For poetry run into text: In this case, if you omit one or more lines, use ellipses, but also put solidi around the ellipses. And, if you omit only part of a line, use ellipses only, without solidi:

Wallace writes of "... white nightgowns. / ... / ... baboons and periwinkles."