

Leiden University Press Manuscript Submission and Style Guide

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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. If you have agreed to submit your manuscript as a print-ready PDF, you will be supplied with specific guidelines.

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 then 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, and this will ensure that we avoid having to change fonts and files at a later stage.

6. If your book contains a large amount of such non-Roman characters, please supply a PDF along with the Word document when submitting the text, so that we may check the font reflects what is intended.

2.1 Titles, Abstracts and Keywords

Titles, abstracts and search terms, both for the volume as a whole and for each chapter or essay individually, play a key role in the promotion of your book. With these, we can promote your book better on the web, for example 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 digitally distribute individual chapters and essays, whether from monographs or from edited collections, 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 the majority of 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 don't make the mistake of 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 for the benefit of libraries ordering new titles. The libraries will not look at your book themselves, but they will order it if it has tags they want. There are a number of 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 may add a few specific points.

If they do not do so or if your book will not be included in a series, you are free to choose one, e.g. one of the following options. For edited collections, the book editors will choose the style 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

It is imperative to fully follow the chosen style guide and to inform the Press of your choice when submitting your manuscript. For edited collections, it is essential that all contributions are consistent with the chosen style guide and any additional choices.

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 when doing so (font, margins, headings, etc.), therefore your manuscript needs only to have the minimum of formatting when you send it in.
- Only use italics and bold type. Other than that, please refrain from using layout. The use of bold type is discouraged, unless there is a very clear reason for using bold and it is 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. They will not be correctly formatted by the typesetting software.
- Use tabs for new paragraphs (not spaces).
- Use blank lines only when absolutely necessary.
- Replace double spaces by 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 this in advance with the press and follow the Merriam-Webster Dictionary.

Unless otherwise specified, we would like you to adhere to the following:

- For words ending in -ize or -ise, the -ize form is preferred; 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).
- Note reference numbers should be located in the main text at the end of a sentence and after the punctuation; they should be marked with a superscript number. Create them using the 'insert footnote/insert endnote' function of MS Word so as 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 in the first occasion in each chapter/essay. A List of Abbreviations is allowed, but please note that a list of abbreviations won't be available to digital versions of individual chapters/essays and other connotations. Therefore it is best for each individual chapter/essay to spell out all abbreviations that it uses in full in the (first) notes or to 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 only one work by an author is cited, the reference should be: Chitty, p. 1; if you use the Surname-Short 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 in order 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 list of Works Cited / Bibliography per chapter/essay and in the complete 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. Do not list it as an online source. Add what additional metadata you think helpful to the reader to locate a version of this publication.

When including online sources in your bibliography:

- Include a DOI (Digital Object Identifier). If a DOI is not available, then 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, which we agreed with you 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 acknowledgement 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, explicit permission is needed to use an image for the cover. (For permissions, see also section 4.)
4. Submit images, graphs, figures, maps etc. as separate files. They should be numbered consecutively; indicate in the text where exactly you want these to be inserted with so-called place markers.
5. Submit all images, graphs, figures, maps etc. in their original format (not manipulated) and not as a 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. If they need to be created in, for example, Excel, then deliver them as an Excel file with the figures.
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

In order 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, but BITMAP files will not be accepted.
 - Images downloaded from the Internet are as a rule 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 with you to include colour illustrations in your book, be they figures or images, then please indicate clearly on your Author Illustration Checklist which ones need to be set in colour.
2. Convert all other illustrations to grayscale before submitting them.

4.3 Place markers and captions

1. Mark clearly in the text where each illustration needs to be inserted. This will be the approximate place where the typesetter will insert the illustration as exact placing can only be determined at the time of typesetting. Make sure that the illustrations are clearly numbered and that the same number is used in the text, in the Author's Illustration Checklist, and in the captions / credit lines.
2. For example: **[PLACE ILLUSTRATION 1 HERE]**
3. Supply captions with the place markers in the text or in the list of illustrations. Make sure to add the required credit line from the copyright holder, the creator, and the supplier of (the permission for use of) the image/illustration (see section 4 below).

4.4 Reproductive size

By default, we reproduce all images and figures on half a book page. Only if otherwise specified on the original proposal form for your publication, can we reproduce images and figures full-page. 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. If you would like to deviate from your original proposal form, please ask whether this is possible.

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 images, except that colour images are allowed by default. One thing that is very important, is the portrait right: try and avoid images with people on them or works of art, film posters or screen shots (by themselves or embedded in larger pictures). If you do want such an image on your cover, then make absolutely sure you have permission to do so from all stakeholders. (See also section 5 below.)

Images 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 really 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 creator of the photo / reproduction
- the copyright holder.

Some of these roles may have merged in some cases, but not always. The proprietor may also be the supplier and the copyright holder, as well as 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 rights of the creator 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 (bxh)
- the image must actually be treated / discussed in the text

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

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

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

6. The same is true for the depiction of 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 and a page of their book on a computer screen.)

7. Please note that explicit permission is needed for

- 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 the way you tell your readers that certain 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 the use of 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 in accordance with 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 licence), if applicable; and the relevant URL to the online source, if applicable.

6 Index

You can start compiling your index as soon as your typescript is complete. While you won't 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 on the basis of the second typeset proofs – the numbering is not 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 just 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, complex sorting rules in the index function cannot be processed by the typesetting software. Just mark each term without the article.

Author 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	