

Instructions to authors

on the preparation of manuscripts



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PREPARING YOUR MANUSCRIPT

Please read these instructions before submission

It is essential for the smooth running of the production process that authors prepare their manuscript files and artwork in accordance with their contractual obligations as contained in this set of instructions. Failure to submit your material in the correct manner may result in the return of material for amendment and the subsequent delay of publication.

Footnotes and endnotes

Footnotes and endnotes are to be avoided wherever possible. See p. 6 for further information.

Translations

Translations are acceptable, subject to the following conditions:

- (a) a professionally qualified and accredited translator is used;
- (b) the translator's first language (mother tongue) is British English.

Manuscript format

For an authored work: The entire manuscript (including title page with full title and author name, table of contents, acknowledgements, author biography, and references) should be supplied in a single Word document by email.

For an edited work: Please supply the prelims (title page with full title and editor name, table of contents, acknowledgements, and author biographies) and each chapter in a separate Word file. This is so each contributor can receive their edited chapter to work on. References for each chapter are usually placed at the end of the chapter but on rare occasions, after discussion with the publisher, they may be gathered into a References section at the back.

Please supply the final file(s) only. Please be sure to keep an exact backup of your work. A hard copy printout is not required.

Artwork

FORM: Artwork should be provided in digital form, sized approximately as it will appear in the book.

FORMAT: The preferred format is high-resolution TIFF; we will also accept JPEG or EPS.

COLOUR: Unless otherwise agreed in advance, all artwork must be submitted in black and white.

RESOLUTION: Black and white artwork (bitmap): 600 dpi. Photographs or any shaded matter (greyscale): 300 dpi. Fine tints in the artwork are not allowed as they do not reproduce well once printed.

IMPORTANT: Graphics embedded in the Word file will not be of sufficient resolution for print-quality; they are useful as a guideline for positioning and identification purposes only. Therefore, please ensure that all graphics are also supplied separately in TIFF, JPEG, or EPS format, as specified above. Please note that JPEGs downloaded from the internet will only be 72dpi and, thus, too low resolution.

STYLE

Phoenix books are edited according to the *Oxford English Dictionary* and Oxford editorial style with the exception of the use of “s” spelling, e.g. realise not realize / organisation not organization. In exceptional circumstances, Phoenix will allow US English spelling and grammar but this must be agreed in advance.

Phoenix books use the serial comma: “Where more than two words or phrases or groupings occur together in a sequence a comma should precede the *and*: A great, wise, and beneficent measure.” (See *New Hart’s Rules*, pp. 71–72.)

Defining or restrictive relative clauses are those that cannot be omitted without affecting the sentence’s meaning and are not enclosed with commas. Non-defining or non-restrictive clauses add information that can be removed without affecting the sentence’s meaning and are enclosed with commas. In restrictive relative clauses either **which** or **that** may be used: They did their work with a quietness and dignity that he found impressive / They did their work with a quietness and dignity which he found impressive. In non-restrictive clauses, only **which** may be used: This book, which is set in the last century, is very popular with teenagers. (In US English **which** is used only for non-restrictive clauses.)

Double quotation marks should be used throughout (with single within).

Any abbreviations (acronyms) used should be explained the first time they occur. Full points should be avoided, e.g. IPA rather than I.P.A.

In general with abbreviations, full points should be avoided. For example, USA and BBC rather than U.S.A. and B.B.C; and Mr, Mrs, Dr, in place of Mr., Mrs., Dr. (In US English, these points would be retained.) Further information on abbreviations is on the next page.

Please avoid terminology that might be construed as being sexist, racist, or discriminatory.

Please avoid the use of they/their/them when writing about a single individual and the use of “it” when referring to an infant/child. If using “they” when writing about one person, see if you can change from singular to plural. If that is not possible, you can use “he or she” / “his or her” / “him or her” if there are just a few instances. If there are many, then please choose a gendered pronoun, as prolonged use of “he or she” interrupts the flow of reading. The same applies where using “it” for a child. A note such as the one below can be added to the introduction or prelims:

For ease of reading “she” is used throughout for the counsellor or therapist and “he” for the client or patient, but, at any point, the opposite gender can be substituted.

Where using case studies, please ensure that all possible means of assuring the confidentiality of clients is used. Alternatively, consent must be obtained from the subject(s). Please include a sentence in the introduction or a note in the prelims to make clear either how confidentiality has been assured or that permission has been given.

Numbers are spelled out in full up to ninety-nine, and from 100 onwards are given in numeric form, except when they begin a sentence (i.e., ‘The study comprised 100 people’, but ‘One hundred people took part in the study’).

ABBREVIATIONS

i.e. and e.g. can be used within parentheses (not followed by a comma). Otherwise, they should be given in full (that is, and for example, / such as,) and always followed by a comma. The punctuation that comes before “that is”, and “for example” varies according to the context and grammatical sense of the sentence; sometimes a comma is enough, but sometimes a semi-colon is more appropriate.

etc. is always abbreviated and followed by a full point, even if it occurs in mid-sentence.

Use vs for versus.

Symbols as abbreviations: Use symbols for things such as –K (Bion), but otherwise do not use mathematical symbols in the text (for instance, use “minus a leg” in a description of an amputee, and “plus all their luggage”, and not “–a leg” and “+all their luggage”.

The per cent symbol can be used when the percentage is in numbers (e.g. “A significant proportion of the population (75%) . . .”), but should not be used when the percentage is in words (e.g. at the beginning of a sentence: “Seventy-five per cent of the population . . .”).

The ampersand can be used between authors' names in citations provided these are in parentheses (e.g. “In *The Correspondence of Sigmund Freud and Sandor Ferenczi* (Falzeder & Brabant, 1996), it is stated that . . .”). If the citation is not in parentheses, “and” must be spelt out (e.g. “In Falzeder and Brabant's book, *The Correspondence of Sigmund Freud and Sandor Ferenczi* (1996), ...”).

Abbreviations for US states and territories

AL	Alabama	KY	Kentucky	OH	Ohio
AK	Alaska	LA	Louisiana	OK	Oklahoma
AS	American Samoa	ME	Maine	OR	Oregon
AZ	Arizona	MD	Maryland	PW	Palau
AR	Arkansas	MH	Marshall Islands	PA	Pennsylvania
CA	California	MA	Massachusetts	PR	Puerto Rico
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DE	Delaware	MS	Mississippi	SD	South Dakota
DC	District of Columbia	MO	Missouri	TN	Tennessee
FM	Federated States of Micronesia	MT	Montana	TX	Texas
FL	Florida	NE	Nebraska	UT	Utah
GA	Georgia	NV	Nevada	VT	Vermont
GU	Guam	NH	New Hampshire	VA	Virginia
HI	Hawaii	NJ	New Jersey	VI	Virgin Islands
ID	Idaho	NM	New Mexico	WA	Washington
IL	Illinois	NY	New York	WV	West Virginia
IN	Indiana	NC	North Carolina	WI	Wisconsin
IA	Iowa	ND	North Dakota	WY	Wyoming
KS	Kansas	MP	Northern Mariana Islands		

TYPING / WORD PROCESSING

Please note the following with respect to the typing and organisation of the material:

Headings should reflect the organisation of the chapter in which they occur. Please try to keep to a maximum of three levels; main heading, sub-heading, and sub-sub-heading. All headings of the same level should be typed in the same format.

If a gap is to be left between paragraphs to indicate a change in subject, three asterisks should be inserted on a separate line.

Cross-references to other specific pages of the book cannot be completed until the book has been typeset and should, if possible, be avoided, in favour of reference by chapter or section. If cross-references are necessary, however, please be sure to insert the correct pages at the page-proof stage.

Any special symbols, accents, Greek letters, etc. should be clearly specified on a separate list in PDF format. The sentence where they appear should be given underneath each “special”.

If a chapter has been previously published elsewhere, please give full information regarding the previous publication history plus any necessary credit line. These can be listed together either on the copyright page or in an Acknowledgement section immediately following the Contents page. Credit lines given by the copyright holders on the permission must be followed exactly. Please also supply a copy of each permission from the copyright holder for our records.

Other previous history of a chapter (date of lecture, etc.) can be placed in a footnote at the beginning of the relevant chapter.

Explanatory notes (footnotes and endnotes) should be avoided. Explanations should be given within the text, in parentheses if necessary.

Only acknowledgements of assistance or of information supplied for parts of chapters should appear as end-of-chapter notes; they are referred to with superscript numbers within the text, and the notes themselves listed at the end of the chapter.

Please ensure you include the following with your manuscript:

1. A page listing the full title and author name(s).
2. A table of contents.
3. A biographical page, giving relevant biographical and professional data for each author and/or contributor.
4. An acknowledgements section (if required).
5. A brief summary of the book to explain what it is about and who it is for. This last is for marketing purposes and will not be included as part of the final book.

REFERENCES

Text citations

Text citations should appear in the form of the surname of the author(s) and the year of first publication in parentheses. For example, Bion (1970) gives

If more than one work is cited, the works should be ordered alphabetically by the authors' surnames.

In text citations in parentheses, please use a comma to separate the surname and year (or years if more than one work by the same author is cited), and semi-colon to separate works by different authors, where necessary. For example, (Bion, 1970; Freud, 1931b, 1933a, 1937c; Sklar, 2019).

Text citations should be given in alphabetical order by author.

In text citations in parentheses, an ampersand should be used with two authors of one work. For three or more author names, abbreviate to first author's name followed by et al. (in roman, with no full point after "et" but a full point after "al"). For example, (Frey-Wehrlin & Bosnak, 1978; Frey-Wehrlin et al., 1978).

References

In the case of authored books, complete references should be given in a single reference section at the end of the manuscript.

In the case of edited books, where each chapter has been contributed by a different author, the references for each chapter should be placed at the end of the chapter.

References in the reference list should be ordered alphabetically by the authors' surnames. Please repeat authors' names for each reference; do not replace with em rules or ditto marks.

For example:

Correct:

Freud, S. (1931b). Female sexuality. *S. E.*, 21: 223–243. London: Hogarth.

Freud, S. (1933a). *New Introductory Lectures on Psycho-Analysis*. *S. E.*, 22: 1–182. London: Hogarth.

Freud, S. (1937c). Analysis terminable and interminable. *S. E.*, 23: 216–254. London: Hogarth.

Incorrect:

Freud, S. (1931b). Female sexuality. *S. E.*, 21: 223–243. London: Hogarth.

— (1933a). *New Introductory Lectures on Psycho-Analysis*. *S. E.*, 22: 1–182. London: Hogarth.

“ (1937c). Analysis terminable and interminable. *S. E.*, 23: 216–254. London: Hogarth.

Important information

Text citations and reference list entries must agree, both in spelling and in date.

In the case of two or more authors with the same surname, initials should also be given in the text citation. (The exception being Freud, whereby Sigmund can remain as Freud but Anna (and other Freuds) should be given as A. Freud (etc.).)

If two or more works by the same author were published in the same year, the letters “a”, “b”, etc. must be appended to the date, both in the text citation and in the reference section. (Please note that if references are added later, identifying letters may have to be changed throughout the text.)

Historical dates should be cited in the text and listed in the References with the current edition information following. For example, citation: Bion (1970) / Reference: EITHER Bion, W. R. (1970). *Attention and Interpretation*. London: Tavistock [reprinted London: Karnac, 1984]. OR Bion, W. R. (1970). *Attention and Interpretation*. London: Karnac, 1984. [Depending on whether the original publication details are known.]

Sigmund Freud

In the case of Sigmund Freud references only, citations should follow the *Standard Edition* Freud Bibliography, in terms of both date and identifying letter (e.g. “The Unconscious” is always listed as 1915e, even if no other 1915 work is cited in the book). This means that Freud references can be added or removed without checking through the text for other references. Please note that where there is a discrepancy in the date in the *Standard Edition* between the alphabetical listing and the Freud Bibliography (for example, *Civilization and Its Discontents* is 1930a [1929] in the alphabetical listing, but only 1930a in the Bibliography), we take the date from the Bibliography.

Translations

In the case of translations, if there are any direct quotes in the text, these *must be drawn from an English edition*, if one exists. In this case, the relevant page number should be given in the text reference. If no English version exists, please add [translated for this edition] to the text reference. For books and articles that appeared originally in English, the English edition only is listed. For those that have been translated from another language, both the edition in the original language and the English translation can be given in the references.

Bibliographies

Bibliographies containing uncited titles are not permitted. Only cited titles can be listed in a References section.

REFERENCING STYLE

Below is a detailed explanation of the style for each type of publication. Please ensure that your references are listed in this exact format before submission, including the use of commas, full stops, colons, and all other punctuation.

Authored book

Include in the reference the following information in this order:

Author's surname, followed by initial(s) separated by a single space if more than one initial [NB, all author names must be listed here; do not use et al.] (Year of publication – in parentheses). *Title of Work* [italicised]. City of publication [anglicised]: Publisher [main name only].

Example:

Sklar, J. (2019). *Dark Times: Psychoanalytic Perspectives on Politics, History and Mourning*. Bicester, UK: Phoenix. [not Phoenix Publishing House]

Note: when an entire edited book is cited, the names of the book's editor(s) should be in the author position, but with the abbreviation Ed. or Eds. in parentheses immediately after the last author's name, e.g.

Samuels, A. (Ed.) (1989). *Psychopathology: Contemporary Jungian Perspectives*. London: Karnac.

Detail for each element of the reference:

Book authors (or editors, in the case of an edited book): Sklar, J.

1. All authors' names should be surname followed by initials with a single space between initials if more than one; give surnames and initials for all authors, regardless of the number of authors. List all authors; do not use "et al." irrespective of number.
2. Use commas to separate authors and to separate surnames and initials; with two or more authors, use an ampersand (&) before the last author. This means that there is always a comma before the ampersand.
3. Spell out the full name of a corporate author. For example: World Health Organization not WHO.

Date of publication: (2019).

1. Give the year the work was copyrighted (for unpublished works, this is the year the work was produced). For magazines and newspapers, give the year followed by the month and day, if any.
2. Enclose the date in parentheses.
3. Finish the element with a full stop after the closing parenthesis.

Book title: *Dark Times: Psychoanalytic Perspectives on Politics, History, and Mourning.*

1. Capitalise all main words.
2. Italicise the title. If the reference is to a volume (e.g. Volume 1), that should be placed in parentheses after the title, also in italics.
3. Enclose additional information necessary for identification and retrieval (e.g. 3rd edn) in parentheses in roman font immediately after the title. Do not use a full stop between the title and the parenthetical information.
4. In two-part titles, use Arabic numerals, not Roman numerals, unless the Roman numeral is part of the published title.
5. Finish the element with a full stop.

Publication information: Bicester, UK: Phoenix.

1. Give the city or town and, if it is not well known for publishing or could be confused with another location, the country (or US state) where the publisher is located. For US publishers, use US Postal Service abbreviations for states (see list on p. 5). Use a colon after the location.
2. Give the name of the publisher in as brief a form as is intelligible. Spell out the names of associations and university presses, but omit any superfluous terms such as Publishers, Co., Inc., or Ltd that are not required for easy identification of the publisher.
3. If two or more publisher locations are given, give the location listed first in the book or, if specified, the location of the publisher's home office.
4. Finish the element with a full stop.

Chapter in an edited book

Include in the reference the following information in this order:

Author's surname, initials. (Year of publication). Title of article or chapter (in roman and essential capitals only). In: Initial(s) and name(s) of editor(s) followed by (Ed.) or (Eds.), *Title of Work* [italicised] (pp. 00–00). City of publication [and state, if an American publication]: Publisher.

Example:

Frey-Wehrin, C. T., Bosnak, R., Langegger, F., & Robinson, C. (1978). The treatment of chronic psychoses. In: A. Samuels (Ed.), *Psychopathology: Contemporary Jungian Perspectives* (pp. 205–212). London: Karnac, 1989.

Detail for each element of the reference:

Chapter authors: Frey-Wehrin, C. T., Bosnak, R., Langegger, F., & Robinson, C.

1. All authors' names should be surname followed by initials with a single space between initials if more than one; give surnames and initials for all authors, regardless of the number of authors. List all authors; do not use "et al." irrespective of number.
2. Use commas to separate authors and to separate surnames and initials; with two or more authors, use an ampersand (&) before the last author. This means that there is always a comma before the ampersand.
3. Spell out the full name of a corporate author. For example: World Health Organization not WHO.
4. If a reference is to an entire edited book, see "Note" under "Example" in "Authored book", p. 9.

Date of publication: (1978).

1. Give the year the work was copyrighted (for unpublished works, this is the year the work was produced). (For magazines and newspapers, give the year, with the day and month at the end of the entry, after the title of the publication.)
2. Enclose the date in parentheses.
3. Finish the element with a full stop after the closing parenthesis.

Chapter title: The treatment of chronic psychoses.

1. Capitalise only the first word of the title and any proper names; do not italicise the title or place quotation marks around it.
2. Use Arabic numerals, not Roman numerals, in two-part titles unless the roman numeral is part of the published title.
3. Enclose non-routine information that is important for identification and retrieval in square brackets immediately after the article title (e.g. [Letter to the editor]). Brackets indicate a description of form, not a title.
4. Finish the element with a full stop.

Book editor: In: A. Samuels (Ed.),

1. Do not invert the name: use initials followed by surname.
2. Give initials and surnames for *all* editors, regardless of the number of editors.
3. With two names, use an ampersand (&) before the last name and do not use commas to separate the names. With three or more names, use an ampersand before the last name and use commas to separate the names.
4. Identify the editor(s) by the abbreviation "Ed." or "Eds." in parentheses after the surname. To identify a translator, use "Trans." in parentheses after the surname.
5. Finish the element with a comma.

Book title and article or chapter page numbers: *Psychopathology: Contemporary Jungian Perspectives* (pp. 205–212).

1. Capitalise all main words.
2. Italicise the title. The volume number (e.g. Volume 16) follows the title and is also italicised.
3. Enclose additional information necessary for identification and retrieval (e.g. 3rd edn) in parentheses immediately after the title. Do not use a full stop between the title and the parenthetical information.
4. In two-part titles, use Arabic numerals, not Roman numerals, unless the Roman numeral is part of the published title.
5. Give inclusive page numbers of the article or chapter in parentheses after the title.
6. Finish the element with a full stop.

Publication information: London: Karnac, 1989.

1. Give the city and, if the city is not well known for publishing or could be confused with another location, the country (or US state) where the publisher is located. For US publishers, use US Postal Service abbreviations for states (see list on p. 5). Use a colon after the location.
2. Give the name of the publisher in as brief a form as is intelligible. Spell out the names of associations and university presses, but omit any superfluous terms such as Publishers, Co., Inc., or Ltd that are not required for easy identification of the publisher.
3. If two or more publisher locations are given, give the location listed first in the book or, if specified, the location of the publisher's home office.
4. Give date of publication of book in which chapter appears only if different from original publication date.
5. Finish the element with a full stop.

Periodical

Include in the reference the following information in this order:

Author's surname, followed by initials. (Year of publication). Title of article. *Name of Journal*, vol. no. [italicised], inclusive pages of article. [Journal titles in the reference list should be spelled out in full.]

Example:

Bernstein, I., & Glenn, J. (1988). The child and adolescent analyst's reaction to his patients and their parents. *International Review of Psycho-Analysis*, 15: 225–241.

Article authors: Bernstein, I., & Glenn, J.

1. All authors' names should be surname followed by initials with a single space between initials if more than one; give surnames and initials for all authors, regardless of the number of authors. List all authors; do not use "et al." irrespective of number.
2. Use commas to separate authors and to separate surnames and initials; with two or more authors, use an ampersand (&) before the last author.
3. Spell out the full name of a corporate author. For example: World Health Organization not WHO.
4. In a reference to a work with no author, move the title to the author position, before the date of publication, and treat the title like a book title (see elements of a reference to an entire book).
5. Finish the element with a full stop. In a reference to a work with a corporate author, the full stop follows the corporate author. In a reference to a work with no author, the full stop follows the title, which is moved to the author position. (If an author's initial with a full stop ends the element, do not add an extra full stop.)

Date of publication: (1988).

1. Give the year the work was copyrighted (for unpublished works, this is the year the work was produced). For magazines, give the year; for newspapers, give the year followed by the month and day.
2. Enclose the date in parentheses.
3. Write "in press" in parentheses for articles that have been accepted for publication but that have not yet been published. Do not give a date unless the article has actually been published.
4. Finish the element with a full stop after the closing parenthesis.

Article title: The child and adolescent analyst's reaction to his patients and their parents.

1. Capitalise only the first word of the title and of the subtitle, if any, and any proper names; do not italicise the title or place quotation marks around it.
2. Use Arabic numerals, not roman numerals, in two-part titles unless the roman numeral is part of the published title.
3. Enclose non-routine information that is important for identification and retrieval in brackets immediately after the article title (e.g. [Letter to the editor]). Brackets indicate a description of form, not a title.
4. Finish the element with a full stop.

Journal title and publication information: *International Review of Psycho-Analysis*, 15: 225–241.

1. Give the journal title in full; italicise the title.
2. Give the volume number and italicise it. Do not use Vol. before the number. If, and only if, each issue begins on page 1, give the issue number in parentheses immediately after the volume number, in italic, e.g. *International Review of Psycho-Analysis*, 15(2): 225–241.
3. Separate the journal title and journal volume number with a comma.
4. Give inclusive page numbers. Use pp. before the page numbers in references to newspapers and magazines, but not in references to journal articles.
5. Finish the element with a full stop.

QUOTATIONS AND COPYRIGHT/PERMISSION TO REPRINT

Quotations

Quotations from other sources must be typed, precisely as the original, including any errors, typographical and otherwise. They should then be double-checked against the original to ensure that they are identical. For all quotations, the page numbers must be provided in parentheses immediately following the quotation.

Quotations of three or more lines should be typed as a separate indented paragraph, with a line space above and below. Deleted material is replaced with three points of ellipsis, with a space on either side.

Permissions and copyright

Written permission must be obtained for the use of all previously published material that is in copyright. Where you are not the copyright holder, as a general rule, permission must be obtained for the following:

1. more than 500 words (cumulative) from the same book, or
2. more than 300 words (cumulative) from the same article or paper;
3. significant material complete in itself (maps, charts, tables, figures);
4. more than one line of a short poem, or a few lines from a long one;
5. any words or music of a copyrighted song.

If you are the holder of the copyright, permission is usually not necessary for quoting material as listed above, but credit to the original publication must nevertheless be given.

If you wish to use a previously published paper where you are the copyright holder, permission must be sought from the original publisher to reproduce the article.

The term of copyright is the life of the author plus 70 years.

For any previously unpublished paper, lecture, etc., a written consent to publish must be obtained from each contributor or discussant.

Verbal communications should also be acknowledged.

Full credit must be given for each permission granted. If the holder of the copyright indicates a preferred form, this must be followed exactly. The credit line and acknowledgement should be given in an Acknowledgements section, either on the copyright page or on the page immediately following the Table of Contents.

Please note that any permissions costs are the responsibility of the author and must be paid by the author.

Permissions can be requested via publisher websites or email. An email similar to the one shown on the next page should be sent to the publishers. The request should include future editions and revisions and should be for English-language rights throughout the world.

Permissions should be requested as soon as the book has been accepted for publication. Publishers are often very slow to reply to permissions requests, and all permissions to use previously published text, tables, and figures and consent letters for unpublished material must be cleared before the book can be pagged.

Sample permission email – to be adapted as appropriate

Dear [name]

I am writing to request permission to use the following material:

[cite author, title, page numbers, and exact opening and closing sentences of material to be reprinted]

The material will be reproduced exactly as it appears in the original in my new book, *[Title]*, which will be published by Phoenix Publishing House.

I request permission for English-language rights throughout the world. Full credit will, of course, be given to the original publication. I plan to acknowledge permission as follows:

[Give full bibliographic citation and end with: Reprinted with kind permission.]

Could you please let me know whether permission is granted and whether the suggested credit line is sufficient.

Please confirm receipt of this email.

Best wishes

Permissions material required

When you send in the final manuscript, please include:

- a complete list of permissions obtained, including credit lines required
- a copy of the consent given by the rights holder for each permission.

FINAL CHECKLIST

Your manuscript is now finalised – congratulations! Here is what you need to ensure is included when you send it to the publisher via email:

- The **complete** manuscript: title page, dedication (if required), table of contents, acknowledgements, author biography, preface/foreword/introduction, main text, references. For authored books: in a single Microsoft Word document. For edited books: each chapter supplied in a separate Microsoft Word document.
- Any artwork in a separate file in TIFF, JPEG, or EPS format.
- A short summary of the book (for marketing purposes – this will not be included in the book itself).
- Permissions summary. (If no permissions were required, please state this.)
- Copies of all permissions (if relevant).

BRITISH STANDARD INSTITUTION PROOF CORRECTION MARKS

Instruction	Textual mark	Marginal mark
Leave unchanged	--- under characters to remain	⓪
Insert in text the matter indicated in the margin	⋈	New matter followed by ⋈
Substitute character(s) or word(s)	/ through character(s) or ⋈ through word(s)	New character(s) or word(s) followed by /
Delete	/ through character(s) or ⋈ through words to be deleted	Ⓜ
Delete and close up	Ⓜ through character(s) or ⋈ through words to be deleted	Ⓜ
Set in or change to italic	— under characters to be set or changed	Ⓜ
Set in or change to even small caps	= under characters to be set or changed	=
Set in or change to capital letters	≡ under characters to be set or changed	≡
Change to lower case letters	Encircle characters to be changed	≠
Change to roman	Encircle characters to be changed	⋈
Change to bold type	~~~~ under characters to be set or changed	~~~~
Substitute or insert character in superior position	/ through character or ⋈ where required	Y under character e.g. Ⓜ
Substitute or insert character in inferior position	/ through character or ⋈ where required	⋈ over character e.g. ⋈
Underline word(s)	— under word(s)	<u>underline</u>
Substitute or insert hyphen	/ through character or ⋈ where required	⋈

Instruction	Textual mark	Marginal mark
Substitute or insert semi-colon	/ through character or ⋈ where required	;
Substitute or insert full stop	/ through character or ⋈ where required	⓪
Substitute or insert apostrophe	/ through character or ⋈ where required	ʹ
Substitute or insert colon	/ through character or ⋈ where required	⓪
Close up. Delete space between characters	linking () characters	()
Insert space between characters or words	Y	Y
Insert space between lines or paragraphs	⋈	Mark extends into margin
Transpose characters or words	5 between characters or words, numbered when necessary	5
Transpose lines	5	5
Move matter to right	⋈ at left side of group to be moved	⋈
Move matter to left	⋈ at right side of group to be moved	⋈
Take over character(s) or line to next line, column or page	⋈	Mark extends into margin
Take back character(s) or line to previous line, column or page	⋈	Mark extends into margin
Begin a new paragraph	⋈ before first word of new paragraph	⋈
No new paragraph here	⋈ between paragraphs	⋈