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Anthem Press Style Guide

This guide outlines our preferred house style, but our main priority is stylistic consistency. If you follow this style guide when writing your book, it will facilitate the editorial process, particularly if several authors are contributing to the same volume. However, if you are strongly in favour of a different style, feel free to discuss this with your editor at an early stage to avoid unnecessary editorial work and changes. Our normal procedure is to request a sample chapter of a forthcoming publication in order to iron out problems before the whole book is written. We welcome any queries and/or suggestions from our authors, and we look forward to supporting you throughout the production process.

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MANUSCRIPT SUBMISSION

WHAT TO SUBMIT

You will need to submit all or most of the following. Please contact us if you have any queries. If you would like to see samples of these components from previous titles, please ask **before** you start work.

1. **Title Page:** This does not have to be formatted, but should include the full title and subtitle of the work and the names of the author(s) or editor(s) as you would like them to appear.
2. **Contents List:** Do list all front matter (foreword, preface, acknowledgements, etc.) and all end matter (appendices, list of contributors, notes, references, index, etc.) that will be included in your volume.
3. **Acknowledgements:** If necessary.
4. **List of Figures and Tables:** If necessary.
5. **Introduction**
6. **Chapters**
7. **Conclusion:** If necessary.
8. **Explanatory Notes:** If necessary.
9. **References:** Please supply full publication details of all works cited in your editorial material in our house style.
10. **Figures and Tables:** If necessary. Editable versions must be provided.
11. **Permissions:** We require written confirmation of permission granted by the copyright holder(s) to reproduce ALL copyrighted material in your work. Please ensure that you have obtained all necessary permissions well in advance of submitting your manuscript. Copyright material may include both textual and visual material – for further guidance, please refer to the ‘Copyright and Permissions’ part of this guide (p. 21). A standard permissions letter is available to download from the Anthem Press website here: <http://www.anthempress.com/authors>.
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HOW TO SUBMIT

Please use Microsoft Word or a compatible programme and submit your material on a PC-compatible CD, posted to the London offices of Anthem Press, c/o Editorial Department (see full postal address on the front page of this guide). If you prefer, you may zip your manuscript files and submit them via email to your editor, but please do ensure all files are named for easy recognition.

Please note that we do not accept hard copy submissions of manuscripts, neither bound proofs nor printed manuscripts. This is because our editorial workflows are now electronic and paperless. With our prestigious worldwide network of readers, reviewers and advisors, we need to be able to share and discuss projects quickly and easily. Please supply separate files for each chapter and for each front and end matter section (e.g., foreword, references, etc.)

Please number all pages (it is acceptable if pagination restarts on each file).

If submitting via CD, do label your CD clearly with your name, date, project title and volume number (if relevant), and list the file name(s) on each CD.

If there are any mathematical formulae in your volume, it is particularly important that you also send us PDFs of the relevant pages containing these formulae. Our typesetting team will need to refer to these to ensure correct typesetting and symbol placement.

If your manuscript contains any nonregular characters (Greek/Cyrillic letters, letters with Slavic diacritical marks, etc.), please provide us with any fonts needed to view and typeset the text correctly.

Do ensure that you include a **cover note** with your submission. This cover note should state your full name, contact information, and the title and subtitle of your manuscript, as well as the total number of files included in your submission, the correct order of files, the word count for each file, and the total word count of the manuscript.

PREPARING AND SUBMITTING DOCUMENTS

When preparing your work for submission, please do not attempt your own page layout, and keep formatting to a minimum. The typesetter will apply standard formatting to the layout of all documents. Do adhere to the following guidelines.

Formatting: Font – Times New Roman, 12pt.

Text should be double-spaced.

Please only insert one bar-space between the end of each sentence and the start of the next (e.g., <...walked by the house. Then he...> NOT <...walked by the house. Then he...>), so that our typesetters can easily standardize the justification when they typeset the manuscript.

Do not indent the first lines of paragraphs. Indicate paragraph breaks by inserting a 1-line space.

If a paragraph is to be set as an indented quotation or a poem within the main text (a ‘block’ quotation), please inset the whole paragraph by 1cm.

Headings: Please format all headings as follows:

Chapter titles: **BOLD, ALLCAPS**

Headings within chapters:

Level 1 headings: **Bold, Headline-Style Capitalization**
e.g., **The Return of Democracy**

Level 2 subheadings: ***Bold, italics, sentence-style capitalization***
e.g., ***The return of democracy***

Level 3 sub-subheadings: *italics, sentence-style capitalization*
e.g., *The return of democracy*

Figures: Please provide all figures separately as high resolution .jpeg or .tiff files (300dpi minimum, and ideally 600dpi for colour photographs).

Graphs and charts: For graphs and charts in Excel, please supply the original spreadsheet files in case we need to refer to them during the production process.

HOUSE STYLE

STYLE AND USAGE

This section provides brief guidelines on style. For further guidance, refer to *The Chicago Manual of Style*, 16th edition (Chicago: University of Chicago Press) – a free month’s trial is often available via the *Chicago Manual* website: <http://press-booksweb.uchicago.edu/MOSSSF/FreeTrial.aspx>. The following works will also be helpful: *Copy-editing: The Cambridge Handbook for Editors, Authors and Publishers* by Judith Butcher (Cambridge: Cambridge University Press) and the *Oxford Dictionary for Writers and Editors*, now available in paperback as *The Oxford Writers’ Dictionary* (Oxford: Oxford University Press).

US and UK Style

Authors should stick to their own style of English (in punctuation, spelling, etc.) – either US (e.g., double quotation marks; all commas and full stops (periods) within quotation marks; US spellings, e.g., <judgment>, <jewelry>, <program>, <catalog>) or UK style (single quotation marks; full stops (periods) only within quotation marks if quoting a complete sentence, otherwise all commas and full stops outside; UK spellings, e.g., <judgement>, <jewellery>, <programme>, <catalogue>).

US style: <As Smith argues, librarians often catalog items “according to their place of origin,” usually without realizing the finer points of the indexing program. His conclusion is thus: “The greatest challenge facing the discipline is one of greater understanding.”>

UK style: <As Smith argues, librarians often catalogue items ‘according to their place of origin’, usually without realizing the finer points of the indexing programme. His conclusion is thus: ‘The greatest challenge facing the discipline is one of greater understanding.’>

Remember, all other punctuation marks (colons, semicolons, exclamation points, etc.), if not part of the quoted material, always fall outside of the quotation marks, in both US and UK rules.

Translators should use either US or UK style depending on which style they are used to. Usage of US/UK spelling and punctuation must be consistent throughout the text, even in edited volumes (though spellings in quoted material should be presented exactly as they appear in the source material, irrespective of the conventions of the manuscript).

In multi-authored volumes, it is important that contributors use the same style of spelling and punctuation and the same reference system. Before they begin writing, please send all contributors a style sheet containing instructions drawn from the ‘House Style’ part of this guide (e.g., <Please write in US (American) English, follow American punctuation rules using author-date (Harvard) referencing system>, etc.)

Avoid the use of <he> (when <he or she> is meant) wherever possible, either through the use of the gender neutral <they> or by repeating the noun.

Quotation Marks

If following UK rules, always use single quotation marks for dialogue and quoted material in the text. Reserve the use of double quotation marks for quotes within quotes, e.g., <Smith states that ‘Edward found the trappings of “royalty” hung heavily’.>

If you are a US author, follow US style and use double quotation marks for quoted material in the text, with single quotation marks for quotes within quotes, e.g., <Smith states that “Edward found the trappings of ‘royalty’ hung heavily.”>

Avoid using scare quotes wherever possible, either by just omitting them or by omitting them and using phrases like <so-called>, e.g., <the people>, not <“the people”>; <the War on Terror> and <the so-called War on Terror>, not <the “War or Terror”>.

All quotation marks (and apostrophes) should be curled “” rather than straight "", and should be curled in the right direction.

Spelling and Punctuation

Spelling should be consistent. US spelling and punctuation should be used by US authors – *The Chicago Manual of Style* is a useful reference book. UK authors should use British spelling with Oxford rules (words ending in <-ize>, e.g., <realize>, take a <z>, not an <s>), with spelling conforming to *The New Shorter Oxford English Dictionary* (Oxford: Oxford University Press). For more details, please see http://en.wikipedia.org/wiki/Oxford_spelling. Note that Oxford spelling differs from US spelling in that it does not place a <z> in certain words, e.g., <analyse>. Note also that some words never take a <z>, even in US English, such as <advertise>, <advise>, <circumcise>, <compromise>, <despise>, <devise>, <enterprise>, <exercise>, <franchise>, <improvise>, <revise>, <surmise>, <supervise> and <televise>.

Commas: Use commas sparingly. For lists, do not use the serial or ‘Oxford’ comma. Thus: <red, white and blue>, not <red, white, and blue.>

Ellipses: Please present ellipses using the ellipsis character (<...>, keyboard shortcut: CTRL+.), rather than as three consecutive full stops (<...>). When used to indicate removed text in quotations, ellipses should always be surrounded by square brackets, with a space between the brackets and the preceding and subsequent words, e.g., <Smith stated: ‘It was a travesty [...] that money should run so short.’>.

Brackets: Round brackets should be used within round brackets where necessary. Square brackets should be reserved for use in quoted material: for inserting ellipses or authorial insertions/adjustments, e.g., <As Smith might say of today’s predicament: ‘It [is] a travesty [...] that money should run so short.’>

Italics

Use italics for titles of books, plays, films, long poems, newspapers, journals (but not for articles in journals) and ships. Please do not use underlining for these items. Use inverted commas for short poems, chapters within books, titles of articles from newspapers/journals, etc.

Use italics for emphasis if necessary, but use sparingly. Bold should never be used for emphasis. When italics are used for emphasis within quotations, please ensure that it is indicated clearly whether the emphasis is from the original text or whether it is an editorial addition.

Use italics for foreign (i.e., non-English) words. Note, however the following exceptions: foreign/Latin terms that are common in the English language, e.g., <carte blanche>, <zeitgeist>, <ibid.>, <per se>; foreign words used many times throughout a single work after the first usage; and foreign proper nouns, such as locations or organizations, e.g., <the Bundesliga> vs. <Der Spiegel>. See the 'Foreign Languages' section (p. 12) for more information.

Capitalization

Keep the use of capitals to a minimum.

Proper nouns: These should be capitalized, but generic terms referring to a proper noun should be presented in lowercase: <Magdalene College was founded in 1428. The college has some illustrious alumni.>; <The Labour Party gained five seats. The party members were content.>

Titles (civic, religious, military, academic): Titles are capitalized when they immediately precede a personal name, and are thus used as part of the name, e.g., <Prime Minister David Cameron>. Note that this is the case even when the plural form is used, e.g., <Presidents Clinton and Obama>. Titles should be lowercased when following a name or used in place of a name, e.g., <...the president was the first...>, <...Lincoln, the president of the United States...> vs. <...President Lincoln was the first...>. Note the following exceptions:

When a title is placed before a name in apposition (i.e., as a descriptive tag) it should not be capitalized, e.g., <the current prime minister David Cameron>, <the American president Barack Obama>, <the then secretary of state Madeline Albright>.

In certain cases, historical conventions on capitalization should be allowed to override this rule, e.g., <Lord Privy Seal> and <the Speaker> have traditionally always been capitalized.

Titles of nobility should also be capitalized, e.g., <the Duke and Duchess of Windsor>, <John de Vere, the 13th Earl of Oxford>. Generic terms should still be placed in lowercase, e.g., <the duke>, <the earl>.

The names of mountains, rivers, oceans, islands, etc., follow similar rules to titles. The generic term ('river', 'mountain') is only capitalized when used as part of the name, e.g., <the

Great Barrier Reef>, <Stone Mountain>, vs. <the reef can be seen from space>, <this US mountain>.

Places: Recognized countries and regions should be capitalized. Places not officially or conventionally recognized as proper nouns should be presented in lowercase, e.g., <France>, <Western Europe> vs. <western France>. Recognized geopolitical entities should also be capitalized, e.g., <the West>, <the Global South>, <the Third World>.

Academic subjects: These are generally placed in lowercase, with components derived from proper nouns staying in upper case, e.g., <mathematics>, <chemistry>, <Russian studies>, <French>.

Artistic and cultural movements: These are generally placed in lowercase, unless derived from a proper noun, e.g., <impressionism>, <postmodernism>, <art deco> vs. <Platonism>, <Keynesianism>. If a movement is comprised of a proper noun and a prefix, the prefix should also be capitalized, e.g., <Pre-Raphaelite>, <Post-Marxism>, <Neoplatonism>. Sometimes caps will also be needed to avoid ambiguity (e.g., with terms such as <New Criticism> or <Romantic>).

Other items that should be capitalized include:

Names of ethnic and national groups, e.g., <Jews> <a Jew>, <Jewish identity>; <African Americans>, <African American culture>.

Terms of respect, e.g., <the Right Honourable David Cameron>, <the Reverend Dr John Hardcastle>.

Well-known epithets or nicknames, e.g., <Ivan the Terrible>, <Babe Ruth>.

Traditional names for historical periods, e.g., <the Age of Reason>, <the Dark Ages>, <the Enlightenment>. Historical events, e.g., <the Industrial Revolution>, <the Great Depression>, <the New Deal>, <the Great Fire of London>.

Days of the week, months, holidays and festival days, e.g., <Tuesday>, <March>, <Halloween>, <Boxing Day>.

Religious orders/movements: <Sufism>, <Wicca>, <the Catholic Church>, <the United Methodist Church> (but <the church> when not used as part of a name of a formal denomination or congregation).

Officially recognized names of armies, battles, wars, etc., e.g., <the Allied Expeditionary Force>, <the United States Navy>, <the Royal Navy>, <the Gulf War>, <the Norman Conquest>. Generic or unofficial terms should not take caps: <the force>, <the British navy>, <the war>, <the conquest>.

Brand names: <Coca-Cola>, <Apple>, <Ford>, <Google> (® and ™ signs are not necessary). If appropriate, brand names that have been adopted as common nouns may be lowercased, e.g., <a hoover>, <a kleenex>.

Hyphens

In general, please aim to follow the hyphenation rules suggested by the *Chicago Manual of Style*. For a good summary of these, please see http://www.chicagomanualofstyle.org/16/images/ch07_tab01.pdf, as well as the points below.

Adjectival phrases: Hyphenate adjectival phrases only when they appear before the noun that they are modifying, e.g., <it was a short-lived phenomenon> vs. <the phenomenon was short lived>. Note the following exceptions:

Do not hyphenate adjectival compounds formed from proper nouns: <the United States basketball team went to an Elton John concert>, not <the United-States basketball team went to an Elton-John concert >.

Hyphenation should never be used in adjectival phrases where the first word is an adverb ending in <ly>, e.g., <a successfully completed mission>, not <a successfully-completed mission>.

Use hyphens between all words if an open compound is used adjectivally, e.g., <science-fiction-like style of writing>, with two exceptions. When using an ordinal number and a century in an adjectival compound, multiple hyphens should be avoided, e.g., <late eighteenth-century artefacts>, not <late-eighteenth-century artefacts>; <twenty-first century children>, not <twenty-first-century children>. Note that the prefix ‘mid-’ always takes a hyphen: <mid-twentieth-century music>. In addition, if the open compound is a proper noun, a single en dash must be used, e.g., <Olivier Award-winning play>. See ‘En Dashes and Em Dashes’ section (p. 10) for more information.

Prefixes: Hyphens are not necessary when adding a prefix to a word – the two should be presented together as a solid compound, e.g., <postmodernism> (not <post-modernism>, <socioeconomic> (not <socio-economic>), etc. Note, however, the following exceptions:

Hyphens should always be used when prefixing a proper noun (<anti-British>) or a numerical figure (<pre-9/11>, <post-1990s>).

Hyphens can also be retained to avoid creating words that are difficult to read, e.g., <anti-industrial> rather than <antiindustrial>.

When adding additional prefixes to an already-prefixed solid compound, a hyphen is needed, e.g., <anti-postmodernist>, <sub-subentry>, etc.

Care should be taken when the insertion/omission of a hyphen affects the meaning of a word, e.g., <recreation> vs. <re-creation>, <procreation> vs. <pro-creation>.

Compound gerunds: Do not use hyphens in compound gerunds (e.g., <decision making>, not <decision-making>) or noun-agent compounds (e.g., <truck driver>, not <truck-driver>). However, please do use hyphens for clarity if necessary (e.g., <old machine-operator> vs. <old machine operator >).

Note in general that, if the second part of a hyphenated or solid compound is omitted, the first part carries a hyphen and is followed by a space. E.g., <eighteenth- and nineteenth-century music>, <over- and underpaid>.

En Dashes and Em Dashes

En dashes: An en dash/rule (–) is longer than a hyphen (-). It can be inserted into text by typing ALT+0150. It serves several purposes:

An en rule should be used when adding a prefix or suffix to an open compound formed of a proper noun, e.g., <the post–World War II era>, <a Nobel Prize–winning novel>.

En rules should be used instead of hyphens in number spans, e.g., <24–28>.

They should be used to link two items of equal weight (i.e., that don't modify one another) in an adjectival compound, e.g., <Nazi–Soviet Pact>, <Military–Industrial Complex>, <mother–daughter relationship>.

Spaced en rules are used as parenthetical dashes or pauses in UK English.

Em dashes: An em dash/rule (—) should only be used as a parenthetical dash without spaces in US English, or to indicate a deliberately obscured word.

Abbreviations, Acronyms, Contractions

Spell out all abbreviations when first mentioned, followed by the abbreviation in brackets. The abbreviation can then be used every subsequent time the term occurs: e.g., first time <the United Nations Development Programme (UNDP)>, subsequently <the UNDP>. Very well-known abbreviations can be used without spelling out (e.g., <UK>, <USA>, <AIDS>, <HIV>, <NATO>).

In UK English, full stops should appear after abbreviations only when the last letter of the word is omitted; contractions (i.e., abbreviations where the middle letters of the word are removed) should not take a full stop, e.g., <Dr>, <Drs>, <Mr>, <Mrs>, <St>, <Mt>, vs. <Prof.>, <Rev.> <Hon.> <Pvt.>, etc. Note especially: <ed.> / <eds>, <vol.> / <vols>, <ch.> / <chs>. Note also the exceptions: <no.> / <nos.> and <vs.> In US English, periods should be used where the last letter is lowercase, e.g., <Dr.>, <Drs.>, <Mr.>, <Prof.>, <ed.>, <eds.>, <vols.>, etc. Don't duplicate the full stop if the abbreviation ends a sentence.

Where initials are given for people's names, e.g., <T. S. Eliot>, stops should be used and there should be a space between initials.

When contracting a word/phrase by removing its opening letters, an apostrophe is needed, e.g., <'Tis>, <'twill>, <'twas>, etc. The apostrophe should always curl to the left, i.e., <'Tis>, not <'Tis>. When working with quotation marks, take care to ensure that all items are curled in the right direction, e.g., <'Tis a muddle,' he said.>

Numerals

In general, spell out single-digit numbers, and use figures thereafter, bearing in mind the following rules:

The above also applies to ordinal numbers, e.g., <It was his third birthday> vs. <It was the 173rd victory for the party>. Do not use superscript letters when presenting ordinal numbers as figures, i.e., <173rd> is correct, not <173rd>.

Spell out numbers opening a sentence. If a sentence begins with a year, spell it out or consider rephrasing, e.g., <Nineteen ninety-nine was marked...> or <The year 1999 was marked...>

Spell out simple fractions (always with a hyphen), e.g., <two-thirds>, <three-quarters>.

Spell out figures used approximately, e.g., <over two hundred people>, <at least twenty-five cats>, unless they are measurements with abbreviated units or percentages (see below).

Use numerals for measurements with abbreviated units, e.g., <2 m>, <4 kg>, <52 kg>. Always leave a space between figures and units. Follow the general rule for numbers used with non-abbreviated units, e.g., <two metres>, <12 metres>, <four kilograms>, <52 kilograms>, <three years>, <22 years>, <over fifty-two years>.

Use numerals for percentages in the text but spell out <per cent>, e.g., <24 per cent>. The percentage sign (%) should only be used in tables. Approximate percentages should be presented using numerals, e.g., <around 5 per cent>. Note that the US spelling is <percent>.

Use figures to avoid a mixture of words and figures, e.g., <cycles of 14, 13, 11 and 9 days>. If mixing different numerical measurements, spell out those of one category and use figures for those of the other, e.g., <There were twenty-seven 5-year-olds, and forty-eight children over the age of 10>.

In general, insert commas in large numbers, e.g., <1,000>, <35,678> or <12,300,000>, etc. Note that they should not be inserted into number ranges which use an en dash (see 'Number spans' subsection below).

Make sure you use the numeral keys on your keyboard for '1' (one) and '0' (zero), and not a lowercase 'l' or an upper case 'O'.

Number spans: Inclusive number ranges must be presented using an en dash, e.g., <234–48>. In general, the second part of a number range should display only the digits that have changed, e.g., <114–203>, <3225–325>, <6480–7567>, but it should not be contracted to fewer than two digits, e.g., <47–48>, <109–15>, <360–63>, <3231–41>. Note the following exceptions:

Where the first part of a number range is a multiple of 100, all digits should be used for both parts, e.g., <100–121>, <700–783>, <2300–2346>.

Where the first number in the span ends in <01> through to <09> (e.g., <101> to <109>, <201> to <209>, etc.), the second number in the span should show the changed part only, e.g., <101–8>, <1103–4>, <808–33>.

Time and Dates

Dates: Set dates out as follows (in general, day/month/year): <8 July 1995>, <on 8 July>, <on the 8th>; <1990s> (without apostrophe); <1995–97>, <1914–18>. Abbreviated years should be preceded by an apostrophe, e.g., <the class of '99>, <she was famous in the '80s>.

Date spans follow exactly the same rules as number spans (see 'Number spans' subsection above), e.g., <1995–97>, <2000–2004>. Note that date ranges spanning the life of a person should never be contracted, e.g., <David Hume (1711–1776)>

Spell out ordinal numbers with centuries, e.g., <second century>, <eighteenth century>. Use a hyphen when centuries are used attributively, e.g., <eighteenth-century artefacts>. See 'Hyphens' section (p. 9) for more information.

Spell out months and days in full.

Use <in> before dates: <He was awarded a Nobel Prize in 1993.>

Use round brackets around dates after works of art, publications, etc., e.g., <*The Prelude* (1805)>.

Era designations should be used consistently (e.g., either BCE/CE or BC/AD, not a mixture of both), and should be presented in capitals without full stops: <2000 BC>.

Time: Spell out hours of the day when discussing half or quarter hours, or when using <o'clock>, e.g., <quarter past five>, <half past three>, <five o'clock>. When stating exact times use numerals, dividing the hours from the minutes with a colon, and using either <a.m.> or <p.m.> to indicate the time of day, e.g., <The flight left at 5:22 a.m.>.

Foreign Languages

Foreign words and phrases inserted in the text should be italicized if they are not commonly used by English-speakers. Note that if a foreign term is repeated throughout the manuscript, it should be italicized in the first instance, and then appear in Roman type thereafter. Capitalized proper names of foreign organizations, institutions, political parties, trade unions, etc., should be kept in Roman type, not in italics. See 'Italics' section (p. 7) for more information.

Quotations in foreign languages should not be placed in italics. Translations following foreign quotations in the main body of the text should be placed in round brackets. Translations following block quotations should appear as a separate block below the original

in square brackets. Thus, <As De Vere argues, ‘Il a dit qu’il était malade’ (He said that he was ill).> If set as a block quotation, this should appear like so:

Il a dit qu’il était malade

[He said that he was ill]

Translations of foreign book/film titles can, if desired, follow the original in round brackets. If a translated version of the book/film has actually been published or released under the English translated title provided, then it should be set in italics. If not (i.e., the translated title is merely conventional, or perhaps has been translated by the author themselves), then it is placed in Roman type, in headline-style caps. Note that foreign-language titles must be placed in sentence-style capitals, following the capitalization style of the original language, e.g. <*Roman de la rose*>, <*Die Philosophie im tragischen Zeitalter der Griechen*>. Please refer to the *Chicago Manual of Style* for further details on specific languages.

For words or symbols not found in the English alphabet, please ensure that you also supply us with the necessary font in order to view and typeset these words correctly.

NOTES AND REFERENCING

Either the note referencing system (endnotes keyed to superscript numbers in the text using Word’s referencing function) or the author-date (Harvard) system (name, date and page number of a source placed parenthetically in the text) may be used so long as one system is used consistently throughout the manuscript. The author-date system is not recommended if archival citations are used frequently. Editors of collections should inform their contributors of the method to be used so that the same form of referencing is used in all chapters.

The Note Referencing System

For guidance on what information to include in endnotes (and how to present them), please see the *Chicago Manual of Style* quick citation guide, available at http://www.chicagomanualofstyle.org/tools_citationguide.html, as well as the guidance below.

Note formatting: Please take note of the following formatting requirements:

Notes *must* be embedded using Word’s ‘Insert References’ function.

Do ensure that all notes are formatted as endnotes, to appear at the end of each chapter Word file. Depending on the type of your manuscript (monograph, edited volume, etc.), our typesetting team may consolidate all endnotes into a separate notes section to appear in the end matter of the volume.

Note numbering should restart with each new chapter. Notes should be presented using Arabic rather than Roman numerals.

Note markers should always be placed outside punctuation rather than within it (e.g., after a closing quotation mark, parenthesis, comma or full stop), and should be placed at the end of either a clause or, preferably, a sentence.

Examples of note references:

¹ L. Harrison Matthews, *Sea Elephant: The Life and Death of the Elephant Seal* (London: MacGibbon & Kee, 1952), 140–63.

² *Ibid.*, 143, 150.

³ Sven Gillsater, *Life and the Sea* (London: Allen & Unwin, 1964), 2: 120–22.

⁴ *The Complete Tales of Henry James*, ed. Leon Edel, vol. 5, 1883–1884 (London: Rupert Hart-Davis, 1963), 32–33.

⁵ Harold Taggart, ‘Sealing on St George Island and Its Ecological Implications’, *Pacific Historical Review* 28, no. 3 (1959): 352–58 (353).

⁶ Gillsater, *Life and the Sea*, 2: 128.

⁷ Aristotle, *Metaphysics* 3.2.996b5–8.

⁸ Augustine, *City of God*, trans. J. Healey and R. V. G. Tasker (London: J. M. Dent, 1967), 202.

⁹ John Smith, diary, 1937, Doc 435.AaT, Royal Naval Collection, British Library.

¹⁰ William H. Keating, ‘Fort Dearborn and Chicago’, in *Prairie State: Impressions of Illinois, 1673–1967, by Travelers and Other Observers*, ed. Paul M. Angle (Chicago: University of Chicago Press, 1968), 271–79 (275).

In long notes, full publication details for all items referenced must be included – for books: location, publisher, date (see note 1); for journals: journal name, volume, issue, date, page number range, specific page(s) referred to (see note 5); for chapters in books: all the information of the book, plus the chapter author, chapter title, chapter page number range and specific page(s) referred to (see note 10). References to archival material should aim to include the following: the title and date of item (and author, if applicable); item or series identification number; name of collection; name of depository (see note 8). However, often this can prove difficult, so it is best just to try and provide as much information as possible.

Shortening notes: Notes can be shortened in several ways. The use of <op. cit.> and <loc. cit.> is strictly forbidden, but the term <ibid.> (meaning in the same place) may be used if the note replicates the information in the note preceding it. <Ibid.> should not be italicized, and should always be followed by a full stop (see note 2).

When referring subsequently to a work that has already been cited in a chapter, it is preferable to state only the author’s surname, the title of the book or article (or a shortened form of it), and the volume/page number (see note 6). However, this practice should not be carried across from chapter to chapter: the first time a work is cited in a chapter it should be referenced in full.

If a complete bibliography is to be included, shortened notes (see note 6) may be used universally. An accompanying bibliography is desirable but not strictly necessary in works that use the note referencing system, but can only be left out if the notes are fully comprehensive and provide full publication details for all items referenced. Note that if a bibliography is not to be included, articles in journals, chapters from books, etc., will require their full page ranges citing, with the specific pages referenced in each instance included

afterwards in parentheses (see notes 5 and 10). See ‘Bibliographies / Reference Lists’ section below for more information on bibliographies.

The Author-Date Referencing System

Authors working in the area of the social sciences may wish to use the author-date system of notes and references. Please see the ‘Author-Date’ tab of the *Chicago Manual*’s quick citation guide, available at http://www.chicagomanualofstyle.org/tools_citationguide.html, for reference, as well as the guidance below.

Examples of in-text author-date references:

(Pratt 1975, 121–25)
(Barnes 1981, 3: 125)
(Garcia 1982, vol. 2)
(Smith and Hall 1998a)
(King et al. 2012, 10)
(Davidoff 2001; Johnson 1996, 1997)
...as Eleanor Wise (1982, 312) demonstrates...

Cite the author’s surname, the year of publication and the page reference immediately after the quoted material. Note in particular that round brackets should be used, there should be no punctuation between the surname and year, and a comma should separate the year and page numbers.

Volumes: Where a volume number is needed, use a colon to distinguish the volume and page numbers, e.g., <(Barnes 1981, 3: 125)>. If only the volume is given without a page number, use <vol.>, e.g., <(Garcia 1982, vol. 2)>.

Multiple authors: If a work has two authors, then both surnames should be referenced in the text, e.g., (Smith and Hall 1998a). For texts with more than two authors, the lead author’s name should be used and followed by <et al.>, e.g., <(King et al. 2012, 10)>.

Multiple works: Where two or more separate works are referred to in one note, the details of each should be separated by semicolons if by different authors, and commas if by the same author, e.g., <(Davidoff 2001; Johnson 1996, 1997)>.

When using the author-date system, a full list of references will need to be included at the end of the volume (or at the end of each chapter in edited volume: edited volumes should not have a compiled list of references). Author names in the reference list should be identical to those used in the text.

Bibliographies / Reference Lists

Reference lists and bibliographies should follow the format shown in the *Chicago Manual*. Again, please refer to http://www.chicagomanualofstyle.org/tools_citationguide.html, as well as the guidance below.

The bibliography/reference list should be divided into as few sections as possible. It is preferable that the only divisions be between archival and printed sources, or, in some cases, primary and secondary sources.

N. B. There is a difference in layout between entries in bibliographies in note-referenced texts and reference lists in author-date texts. There are also important differences between the layout of long notes and entries in the bibliography.

Note referencing bibliographies:

Keating, William H. 'Fort Dearborn and Chicago'. In *Prairie State: Impressions of Illinois, 1673–1967, by Travelers and Other Observers*, edited by Paul M. Angle, 271–79. Chicago: University of Chicago Press, 1968.

Matthews, L. Harrison. *Sea Elephant: The Life and Death of the Elephant Seal*. London: MacGibbon & Kee, 1952.

———. 'Elephant Seal Breeding Grounds: An Investigative Study'. *Journal of Marine Biology* 10, no. 2 (1960): 109–69.

———. *Making Waves: The Future of the Elephant Seal*. London: Viking, 1960.

Taggart, Harold F. 'Sealing on St George Island and Its Ecological Implications'. *Pacific Historical Review* 28, no. 3 (1959): 351–60.

Author-date reference lists: If the author-date system is used, the date of publication is placed immediately after the author's name, rather than at the end of the listing.

Keating, William H. 1968. 'Fort Dearborn and Chicago'. In *Prairie State: Impressions of Illinois, 1673–1967, by Travelers and Other Observers*, edited by Paul M. Angle, 271–79. Chicago: University of Chicago Press.

Matthews, L. Harrison. 1952. *Sea Elephant: The Life and Death of the Elephant Seal*. London: MacGibbon & Kee.

———. 1960a. 'Elephant Seal Breeding Grounds: An Investigative Study'. *Journal of Marine Biology* 10, no. 2: 109–69.

———. 1960b. *Making Waves: The Future of the Elephant Seal*. London: Viking.

Taggart, Harold F. 1959. 'Sealing on St George Island and Its Ecological Implications'. *Pacific Historical Review* 28, no. 3: 351–60.

Note that when using the author-date system, multiple entries by the same author from the same year should be labelled using letters after the year, as above. Parenthetical citations in the main text should reflect this convention, e.g., <(Matthews 1960b, 351)>.

General comments: Be sure to include the name of the publisher – giving only the place of publication provides much less information for the reader. Note that the location of publication must be a town or city rather than county, state or country, i.e., <Cambridge, MA>, not just <MA>; <Basingstoke>, not <Hampshire>.

Divide titles from their subtitles using colons, not full stops or commas.

In both bibliographies and reference lists, when there are multiple texts written by the same author, order them chronologically and blank out subsequent repetitions of the author's name with three em dashes.

Electronic References

Whether in the notes or a bibliography, these should include some additional details, as outlined here. A book, part of a book, a journal, or a journal article which has been published and is also available on the internet should contain the electronic address (URL) and, if there is no date of publication, the date on which you accessed the webpage.

For material taken directly from websites (rather than from web-accessed publications), such as government databases, personal or organization websites, etc., it is necessary to provide as much information as possible about the author, editor, date of last revision and publishing organization of the material.

Note reference examples:

¹ A. Smith, *Publishing on the Internet* (London: Routledge, 1997), <http://www.ingress.com/~astanart.pritzker/pritzker.html>.

² 'McDonald's Happy Meal Toy Safety Facts', McDonald's Corporation, accessed 19 July 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.

³ Doug Kempster, 'Hunt for Vandals Who Targeted Otford Medical Facilities', *Sevenoaks Chronicle*, 24 April 2014, <http://www.sevenoakschronicle.co.uk/Hunt-vandals-damaged-defibrillator/story-21005741-detail/story.html>.

⁴ BBC News, 'Bank Shares Jump on New Business Support Plans', 15 June 2012, <http://www.bbc.co.uk/news/business-18448636>.

Note referencing bibliography examples:

BBC News. 'Bank Shares Jump on New Business Support Plans'. 15 June 2012. <http://www.bbc.co.uk/news/business-18448636>.

Kempster, Doug. 'Hunt for Vandals Who Targeted Otford Medical Facilities'. *Sevenoaks Chronicle*, 24 April 2014. <http://www.sevenoakschronicle.co.uk/Hunt-vandals-damaged-defibrillator/story-21005741-detail/story.html>.

McDonald's Corporation. 'McDonald's Happy Meal Toy Safety Facts'. Accessed 19 July 2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.

Smith, A. *Publishing on the Internet*. London: Routledge, 1997. <http://www.ingress.com/~astanart.pritzker/pritzker.html>.

Author-date reference list examples:

BBC News. 2012. 'Bank Shares Jump on New Business Support Plans'. 15 June. <http://www.bbc.co.uk/news/business-18448636>.

Kempster, Doug. 2014. 'Hunt for Vandals Who Targeted Otford Medical Facilities'. *Sevenoaks Chronicle*, 24 April. <http://www.sevenoakschronicle.co.uk/Hunt-vandals-damaged-defibrillator/story-21005741-detail/story.html>.

McDonald's Corporation. 2008. 'McDonald's Happy Meal Toy Safety Facts'. Accessed 19 July. <http://www.mcdonalds.com/corp/about/factsheets.html>.

Smith, A. 1997. *Publishing on the Internet*. London: Routledge. <http://www.ingress.com/~astanart.pritzker/pritzker.html>.

PREPARING AN INDEX

The index for your book will be prepared after the first proofs have been read. When the production editor knows the schedule for your book, you will be asked to confirm the arrangements made with your editor for indexing: to either prepare your own index or for Anthem Press to arrange for a professional freelance indexer to compile the index for you. If the index is prepared by a freelancer, it will be sent to you for approval before the book is sent to print and the cost will usually be charged to your account. If you prepare your own index, you will be given some guidance and a return date for the index copy. Sample indexes and guidance are available [here](#).

For more information on how to compile an index, consult the pamphlet *Book Indexing* (Cambridge: Cambridge University Press) by M. D. Anderson, or contact your editor for guidelines. The following guidelines should be followed in preparing your index.

Alphabetization: All entries must be in strict alphabetical order, word by word, for example:

church altarcloths 32–36
church lighting 41
Churchill 311, 314

Entries for names beginning with Saint or Mac should be spelled or put as they appear in the manuscript, and placed in alphabetical order as normal. Accents should be ignored when alphabetizing:

eggs 42
Évreux 89, 28
executions, public 109

MacDonald, Trevor 90, 92, 103, 205
Matthews, Stanley 5, 32–36, 71, 73–84
McDonalds iv
microeconomics 287

Formatting: Each new entry should begin on a new line. Leave an extra line space between entries for different letters of the alphabet.

Capital letters should only be used for words capitalized in the manuscript (i.e., proper nouns). Other formatting present in the manuscript (e.g., inverted commas, italicization) should be replicated in the index.

Entries themselves should be nouns or noun phrases; adjectives alone should never be used as entries. Noun phrases should be inverted when necessary so that their key term comes first:

foreign policy, Thatcher's approach towards 54

For the names of books/poems etc., please place the name of the author/poet after the title, in parentheses. Articles ('The', 'A', etc.) should be placed after the main title of the item. For *Anthem Press Style Guide v.7 – April 2014*

multiple items with the same names, a short explanatory note in parentheses may also be necessary. For example:

History of Tom Jones, a Foundling, The (Fielding) 21, 23, 84
Italian Job, The (1969) 112–18
Italian Job, The (2003) 112, 119–20
Jones, Tom (character) 21, 23
Jones, Tom (singer) 2
Tom Jones (Fielding): *see History of Tom Jones, a Foundling, The* (Fielding)

Subentries: These should be included in entries that feature more than six page numbers. They can either be presented in run-in format, or list format. Only one subentry style should be used across the index. The run-in format is best used when indexing arts/humanities/literary texts; the list format is better suited to scientific texts. Sub-subentries, if absolutely necessary, should follow a subentry in brackets in the run-in style, or should be further indented in the list style.

Run-in subentries: These should follow the main entry directly (after a colon), and should be separated using semicolons. Subentries in this format often form a grammatical relationship with the main entry, whereby the entry and subentry combine into a single phrase. Subentries should be presented in alphabetized according to their key term:

France: and relations with Belgium 2–3, 87; in modern world politics 90, as a nation-state 89–90; and relations with Spain 4, 16, 22; as a utopian society 23, 65 (in modern literature) 66;

Listed subentries: These should be placed below the main entry and indented. In the list format, subentries should comprise of subcategories, and should not form a grammatical relationship with the main entry. They should be listed alphabetically:

economic policy trends
 African 34–40, 67
 European
 British 12
 German 12–16
 East German 14
 West German 15
 South American
 Argentinean 50
 Brazilian 46–48, 50

Cross-references: These should be included if likely to be of help to the reader. If an entry is purely a cross reference, it should be followed by a colon, the word <see> (in italics), and the name of the referenced entry as it appears in the index. For example:

Tolkien, J. R. R.: *see Lord of the Rings, The* (Tolkien)

If an entry has page locators but is also to feature a cross-reference, the reference should follow the final locator, after a semicolon and the words <see also> (in italics). Multiple cross-references can be added if necessary, and should be separated using semicolons:

gastronomy: British 12–13, 16, 67, 102; and television 34–36; *see also* alimentary science; gourmet cuisine

Cross-references relating specifically to subentries should be placed directly after them, in parentheses:

New Labour: economic policy of 103–12; and leader democracy 3, 5, 60 (*see also* Blair, Tony); and trade unions 120–24, 134

Pagination: Inclusive number ranges must be presented using an en dash, e.g., <234–48>. In general, the second part of a number range should display only the digits that have changed, e.g., <114–203>, <3225–325>, <6480–7567>, but it should not be contracted to fewer than two digits, e.g., <47–48>, <109–15>, <360–63>, <3231–39>. Note the following exceptions:

Where the first part of a number range is a multiple of 100, all digits should be used for both parts, e.g., <100–121>, <700–783>, <2300–2346>.

Where the first number in the span ends in <01> through to <09> (e.g., <101> to <109>, <201> to <209>, etc.), the second number in the span should show the changed part only, e.g., <101–8>, <1103–4>, <808–33>.

Lists of consecutive numbers should always be condensed into ranges, i.e., <8, 9, 12, 13, 14, 15, 18, 19, 20> should be presented as <8–9, 12–15, 18–20>.

Do not index notes or prelims, except where there is lengthy argument which is really an extension of the text. If you do index a note, add ‘n’ plus the note number after its page reference, e.g., 48n2.

When indexing text within tables or figures, put the number span in bold.

Do not insert a comma between the entry and the first page number.

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