

How to supply your book to Facet Publishing

Following the advice given here will help us to edit and typeset your book efficiently, not only saving time and cost but also preventing errors and misunderstandings. If you are unsure of any of the points made please contact Facet Publishing before starting work. We will be happy to answer any specific questions you may have.

1 The file

Delivering your book

Please **deliver** the text of your book to the editor who commissioned it **as an e-mail attachment**. If you have any separate illustration files that are too large (i.e. above 5 MB) to e-mail, please contact us.

Back-ups

It is essential that you keep an identical set of back-up files when submitting the files for our use. It is your responsibility to ensure that your files are securely backed up.

The book file

- We prefer **MS Word for Windows**. If you are using other software, please save the files in Rich Text Format (.rtf).
- Save your file with the default file extension (.doc or .docx) produced by Word, disabling the Fast Save option if present.
- Please submit the **whole text** of the book **as one file**. (See below for how to supply illustrations.)
- There is **no need to number the pages**, as this will be done at copy-editing stage.
- Please supply a **table of contents** including chapter titles and level-1 headings for a monograph and chapter titles and authors for a contributed volume.
- Please precede each chapter by a Next Page Section Break.

Format and layout

- **Keep it simple**: supply straightforward unjustified, single line spaced text with the minimum formatting necessary.
- **Bold and italic** may be used, e.g. for emphasis or to indicate titles, do not use underlining.
- **Do not use text boxes** and embedded objects.
- **Number your subheadings** (e.g. 1.1, 1.2, 1.2.1) to show the hierarchy (numbering may or may not be retained in the published book).
- **Subheadings** should **have an initial capital** but other words should begin with a lower-case letter, unless they are proper nouns.
- **New paragraphs** should be indicated by pressing the **Enter Key twice**, not by indenting or using a paragraph style space above or below.
- Use only **single spaces after punctuation** (press the space bar only once).
- **Accented characters** that are typed using the appropriate keystrokes in MS Word should be interpreted correctly by the typesetting program, however, it is helpful to have a list of any less usual characters used.

Figures and tables

- Only include illustrative matter that is vital to the understanding of your text. Before including a screen-shot, consider whether it will quickly become dated.
- Bear in mind that the book page size (234 x 156 mm) is much smaller than A4. **Very large tables or figures** may be difficult to display legibly.

- Remember that the book will be printed in **black and white**. Will an original created in colour be meaningful? Pie-charts are often a problem in this respect.
- Ensure that the all **figures and tables are referenced in the text** (e.g. 'Table 1.2 shows ...', 'Figure 2.4 is a graph showing...').

Tables

- Use the Table feature in Word to create tables.
- **Number tables per chapter** (e.g. Table 4.3 for the third table in Chapter 4).
- Each table should have an **explanatory caption**.

Figures

- **Number figures per chapter** (e.g. Figure 5.2 for the second figure in Chapter 5).
- All figures should have an **explanatory caption** including any necessary **copyright permission** information.
- **Do not use clipart**.
- **Line diagrams and charts** that have been created in Word **should be included in the Word file** near their text references, along with their captions.
- **Photographs and screen-shots should be supplied as separate files**, not pasted into Word.
- Photographs should be supplied as **JPEG or TIFF** files, with a minimum resolution of **300 dpi** if possible. Photographs pasted from the internet will *not* be adequate.
- **Screen-shots** should be supplied as **.bmp** files as described below.
- The **captions** for photographs and screenshots should be placed in the text at the point where the figure is to go.

How to create and supply screen-shots

- Use the biggest monitor you can: an image captured on a laptop is unlikely to be satisfactory.
- In Windows Control Panel – Display – Settings, set your screen area to 1024 x 768 pixels and Colors to True Color (32 bit).
- Open the web page you want to capture and press F11 to display full screen.
- Press Print Screen to capture the page.
- Open the standard Windows accessory program, Paint (Start – Programs – Accessories – Paint) and press Ctrl+V to paste.
- You will probably get a message saying 'The image in the clipboard is larger than the bitmap. Would you like the bitmap enlarged?' Press 'Yes'.
- Save the file as a 24-bit bitmap (.bmp). File name should be in the form: YournameCh04Fig05.bmp, for example.

Key points checklist
One single-spaced text file as an e-mail attachment
Minimum formatting
Numbered subheadings
New paragraphs: Enter x2
All figures and tables captioned and referenced in the text
Screen-shots and photos supplied separately from text

2 House style

Your book will be edited by a professional copy-editor. Following this style sheet will result in a clean text requiring intervention, which will save costs and time and make proof-checking easier. NB: Quotations should not be altered for house style.

Chapter titles

Chapter titles that are excessively long or widely varying in length may cause design problems. Aim for short, explanatory chapter titles.

Abbreviations

Full stops after abbreviations, *except* for organizations, countries, acronyms, capitalized abbreviations, degrees and qualifications, company names, symbols, units and contractions. Some commonly occurring examples:

- Organizations:** CILIP, ALA, IFLA, JISC, MLA, OCLC, EU
Countries: UK [not United Kingdom], USA [not United States of America or United States], PRC
Capitalized abbreviations/acronyms: DVD, PCs [not PC's], CD-ROM, RAM
Degrees and qualifications: MLib, DPhil, DipLib, DipLIS, MCLIP
Companies: IBM, UPS
Units: Gb [gigabyte] Kb [kilobyte] Mb [megabyte]
Bibliographic terms: c. [circa], cf., ed. [for editor] but eds [no full point: contraction]; edn [for edition], et al., *ibid.*, *op. cit.*, vol.

Preceding indefinite articles should agree with the way the abbreviation is usually pronounced:

'an MLE' (not 'a MLE')

Please ensure that acronyms and abbreviations for proper names are fully expanded in parentheses at first occurrence in the text:

RDA (Resource Description and Access)

Symbols

Ampersands Ampersands may be used in company names (Secker & Warburg) and are correct in some journals (*Catalogue & Index, College & Research Libraries, Library & Information Update, Online & CD-ROM review*) but should not be used in running text.

Percentages Use the % symbol with a numeral and in tables:

More than 25% of libraries use these systems.

Bulleted lists, numbered lists, etc.

Bulleted lists These are easily created in Word, and should normally be used for short points. If bullet points are short no punctuation is needed apart from a full stop at the end of the final one. Points consisting of one or more sentences may have initial capital and full stop at end but may be better treated as a numbered list (see below). Ensure that bullet points agree grammatically with an introductory sentence:

In assessing input and output devices a number of general features that are important for any hardware must be considered. They are:

- delivery time
- simplicity of installation
- reliability
- stability and credibility of the supplier.

In addition, human-aspects criteria must be considered.

Numbered lists that consist of whole paragraphs should appear as below.

1. Duis autem vel eum iriure dolor in hendrerit in vulputate molestie consequat.
2. Ut wisi enim ad minim veniam, quis nostrud. Duis autem vel eum iriure dolor in hendrerit in molestie consequat, zzril delenit augue duis dolore te feugait nulla facilisi.

Capitalization

Use initial capitals for proper nouns only. Do not capitalize unnecessarily, for example, it is not necessary to capitalize 'library' and 'librarian' unless a particular library or librarian is referred to, e.g.:

Bodley's Librarian
The London Library
The fate of public libraries under successive governments . . .

Or referred back to:

at Leeds University. The University has...
the British Government. The Government...

CILIP: the Chartered Institute of Library and Information Professionals: 'the' has no initial capital letter. The Library Association: 'The' has an initial capital.

CILIP Groups

...instigated by the Community Services Group. The Group...

Cross-references in the text

Other chapters in a book:

See Chapter 5 for more information.

Figures and tables:

Figure 2.2 shows that . . .

Figures and tables

Please ensure that you distinguish between figures and tables. A table may not always contain numbers but if consisting only of text, will be laid out in columns and rows. A figure may consist only of text or might be a diagram, photograph or screen-shot. Bear in mind that our standard book page (Royal Octavo: 234 x 156 mm) is considerably smaller than A4 size so you need to consider whether very large tables or figures will work if they have to be split over several pages.

Ensure that figures and tables are cited in the text in correct sequence: they should be referred to by number (e.g. 'see Figure 1.1') rather than 'below', etc. They should be numbered per chapter: 1.1, 1.2, 2.1, 2.2, etc.

Please ensure that you give a textual reference to each one, explaining its relevance to the text.

Figures

Line diagrams and charts created in Word should be placed in the book file close to their references in the text. When

typesetting, we will endeavour to place the figures as close to their textual reference as possible, given the limitations of page breaks, etc.

Photographs and screenshots should be supplied separately in individual files according to the instructions given on page 1 of this document. Make sure that they are referenced in the text.

Inclusive language

It is now acceptable practice to use a plural pronoun to get round the problem of gender:

The user needs to be able to find what they require.

but where possible we prefer to recast the sentence to use the plural:

Users need to be able to find what they require.

Numbers

Use words for numbers one to ten, except for exact measurements or ranges of measurements, and reference numbers (in numeric system):

This project took six days.
The shelves occupied 3 m².

The same applies to ordinal numbers:

The ninth meeting of the committee . . .
In the 20th century . . .
Reference to 20th-century literature shows . . .

Spell out numbers at the beginning of a sentence, or preferably, recast the sentence.

Spelt out numbers should be hyphenated:

Thirty-five libraries were involved . . .

Fractions when spelt out should be hyphenated: two-thirds, three-quarters, etc.

Percentages should be expressed in figures: 98%.

Page numbers: 21–4, 130–5 but 111–15.

Use en-rules (hold down Alt and press numeric keypad 0150) between all ranges of numbers.

In text 1000, 1200, etc, but 12,000, 250,000. In tabular columns, numbers should align decimally.

Dates

19 October 1956; 2 May 1978; 1 June 1994 [no 'th', 'nd', 'st', etc.]

eighth century, tenth century, 18th century, 21st century.

1974–7, 1981–5 but 1914–18, 1770–1827.

1990s not 1990's.

Do not say 'from 1987–1997' but 'from 1987 to 1997'.

Similarly, do not say 'between 1939–1945' but 'between 1939 and 1945'.

Punctuation

No punctuation at end of subheadings, figure captions or table captions.

No comma before final 'and' or 'or' in lists:

Bliss, Library of Congress, Dewey and UDC.

Quotations

Use single quotation marks, with double quotation marks for quotations within quotations. Quotations of more than 60 words should start on a new line and be indented. Do not alter quotations for style. (See *Copyright Permissions: a guide for authors* if your book contains extensive quotations.)

Subheadings

Use subheadings to help the reader understand the structure of your book. This can usually be achieved with three levels of subheading. Number your subheadings to indicate hierarchy. Headings should begin with an initial capital with remaining words lower case unless proper nouns. No full stops at the end of subheadings.

Website names and URLs

Please avoid including long URLs in running text if possible. Where URLs must be included the style is roman (initial letters upper case) for website name and roman (all lower case unless, rarely, upper-case specific) for URL. 'http://' should be omitted for sites beginning 'www.' URLs no longer need to end with a forward slash '/', so please avoid these unless for a specific reason.

CyberAlert at www.cyberalert.com is an internet monitoring and alerting service for market intelligence.

Spellings

Z-spellings

In accordance with the preference of the *Oxford Dictionary for Writers and Editors*, we use -ize spellings except for the following:

advertise, advise, analyse, apprise, arise, braise, chastise, circumcise, comprise, compromise, concise, demise, despise, devise, disguise, emprise, enterprise, excise, exercise, expertise, franchise (and compounds), guise, improvise, incise, merchandise, disadvise, disprize, mortise, practise, precise, premise, prise (open), reprise, revise, seise (in legal sense), supervise, surmise, surprise, televise, treatise

Parts of verb

benefited/ing
budgeted/ing
canvassed/ing
combated/ing
focused/ing
formatted/ing
marketed/ing
targeted/ing

Frequently occurring words

back-up (noun and verb)
biased
bookstock
case study
checklist
cognizant
co-operate
co-ordinate
co-worker
cybercafé
data bank
database
desktop
disc (optical, compact, video, digital video (DVD))
downtime
e-book, e-business, e-commerce, e-mail ('E-' at the beginning of a sentence)
encyclopedia (but retain -ae- spelling used in actual titles)
end-user
fibreoptic
hard copy
hardware
home page
in-house
interlibrary
internet
intranet
judgement (exception: 'judgment' in legal context)
Library 2.0 (cap.)
local-area network
metadata
multimedia
net (short for internet)
network
Newcastle upon Tyne (no hyphens)
offline
off-site
ongoing
online
on-site
over-react
over-riding
printout
re-enter
screen-dump
screen-shot
Semantic Web (caps)
social media (can be treated as singular or plural)
software
standalone
turnkey
Twitter (cap.) but tweet, re-tweet (l.c.)
UK MARC (space)
USMARC (no space)
Unesco
the web, the world wide web, website, web page, webmaster
Web 2.0 (cap.)
wide-area network
Wi-Fi
word-processor/ing
workstation
World War 1, World War 2 (preferred to any other style)

Bibliographic references

Please let us know if you are using citation software. It may be possible for your software to output references in a standard style that is acceptable to us.

The Author–Date system is preferred. Footnotes should not be used.

Text reference

The author's name, date of publication (and page reference if necessary) are given in the text:

The discovery of new methods (Smith, 1998, 34–8) gave rise to improvements . . .

If the name forms part of the sentence do not repeat it:

Jones (1997, 39–43) states that ...

If no date is given, insert '(n.d.)'.

If the author published more than one listed work in the same year these should be distinguished with lower case letters closed up to the date:

Research carried out in England (Brown, 1996b) showed that . . .

For more than three authors use 'et al.' in the text reference (but include all authors in the list of references or bibliography):

Practices derived from management theory (Williams, et al., 1994) resulted in beneficial . . .

Separate publications by different authors with semicolons:

Several authors (Caxton, 1996; Worde, 1996; Pynson, 1996) indicated that . . .

List of references

The list of references, organized alphabetically by author's surname, should appear at the end of a monograph before the index, or at the end of each paper in a contributed volume.

Works by a single author precede those written in collaboration with others. All works attributed to one person should be listed together and arranged chronologically by publication date.

As mentioned above, if an author published more than one listed work in the same year these should be distinguished with lower case letters closed up to the date, e.g. 1998a, 1998b, 1998c. They should be listed alphabetically by title.

If the reference is a report or a Command Paper, the institution or government department should be cited as author, even if there is a chairperson. In Command Papers, do not alter usage of C, Cd, Cmd, Cmnd and Cm, as these refer to different series.

Department for Education and Skills (UK) (2003) *The Future of Higher Education*, Cm 5735, www.dfes.gov.uk/highereducation/hestrategy.

National Committee of Inquiry into Higher Education (UK) (1997) *Higher Education in the Learning Society* (Dearing Report), HMSO.

Journal and newspaper titles: initial capitals for all important words: e.g., *Library & Information Update*, *Library Journal*, *Journal of Librarianship and Information Science*, *European Journal of Information*, *The Times*, *The Daily Telegraph*.

Book titles: initial capitals for all important words in main title, but no initial capitals in sub-title; e.g., *The Electronic Library*, *Rediscovering Public Library Management*; *How to do Research: the complete guide to designing and managing research projects*.

Acts of Parliament should be in roman, not italic, likewise titles of BSI and ISO standards. British Standards have a space between BS and number: BS 5605:1990. Green Paper/White Paper followed by title in italics.

Television and radio programmes: Roman, single quotes.

Preferred form of reference for various types of publication

For a book or report:

- Audit Commission (1992) *The Citizen's Charter Performance Indicators*, HMSO.
- Chalcraft, A., Prytherch, R. and Willis, S. (1998) *Walford's Guide to Reference Material*, 7th edn, Vol. 3, Generalia, Language and Literature, the Arts, Library Association Publishing.
- Sturges, P. (2002) *Public Internet Access in Libraries and Information Services*, Facet Publishing.
- Streatfield, D. Shaper, S and Rae-Scott, S. (2010) *School Libraries in the UK: a worthwhile past, a difficult present – and a transformed future?*, CILIP, 78–86, www.cilip.org.uk/get-involved/special-interest-groups/school/Documents/full-school-libraries-report.pdf.

For a book in a series:

- Bluck, R. (1996) *Team Management*, Library Training Guide, Library Association Publishing.

or a chapter in a contributed volume:

- Elcock, H. (1994) Strategic Management. In Farnham, D. and Horton, S. (eds), *Managing the New Public Service*, 2nd edn, Macmillan Press.

References to websites (URLs) are often impossible to date, so rather than trying to fit them into the Author–Date system of referencing it may be easier either to quote them within the text if they are short or to make a separate numbered list at the end of the chapter.

Please consult Facet if uncertain how to proceed.

References to publications online:

- Bertot, J. C. and McClure, C. R. (1997) *Policy Issues and Strategies Affecting Public Libraries in the National Networked Environment: moving beyond connectivity*, US National Commission on Libraries and Information Science, www.nclis.gov/statsurv/publibpo.pdf.

If 'author' is organization cited in URL, no need to cite 'publisher':

- Museums, Libraries and Archives Council (2005) *What We Do*, www.mla.gov.uk/home/whatwedo.asp.

Access dates to be expressed thus: [accessed 1 January 2004]. These are not necessary unless desired.

For a contribution to a conference proceedings:

- Ingram, C, and Grout, C. (2002) A Distributed National Electronic Resource for Learning and Teaching. In Brophy, P., Fisher, S. and Clarke, Z. (eds), *Libraries Without Walls 4: the delivery of library services to distant users: proceedings of an international conference held on 14-18 September 2001, organized by the Centre for Research in Library and Information Management (CERLIM), Manchester Metropolitan University*, Facet Publishing.

For a journal article with a volume number and part number (journal volume number is in bold):

- Boyer, I. (1996) The Public Sector Entrepreneur – a Definition, *International Journal of Public Sector Management*, **9** (2), 36–51.

For a journal article with a month of publication:

- Bates, M. E. (1997) Avoiding the Ax: how to keep from being downsized or outsourced, *Information Outlook*, October, 18–21.

For a newspaper:

- Leadbeater, C. (1998) Innovation and Risk: taking that break free of democracy, *Financial Times*, (28 April), 16.

For a standard:

- ISO 15489-2:2001 *Information and Documentation – Records Management - Part 2: Guidelines*, International Standards Organization.

For an unpublished work

- Bloggs, F. (1997) *New Research in Librarianship*, unpublished.