Instructions to Authors
on the
Preparation of Manuscripts

Karnac

CONTENTS

PREPARING YOUR MANUSCRIPT

Read these instructions before submitting your manuscript

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. All manuscripts submitted to Karnac Books need to conform to these guidelines otherwise they may not be published.

Footnotes and Endnotes

We prefer authors not to use footnotes or endnotes but give explanations within the text. However, if authors do use footnotes, we always ask our typesetters to change them to endnotes. All you need to do is to edit them as if they were part of the text and check that the numbers tally.

The exception to footnotes is:
Other previous history of a chapter (date of lecture, etc.) can be placed in a footnote at the beginning of the relevant chapter, usually indicated by an asterisk as opposed to a subscript number.

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 may be given in the references.

In all such cases a professionally qualified and accredited translator must be used, and the translator's first language (mother tongue) must be British English.

Manuscript Format

The entire manuscript (including title page with full title and author name, contents, acknowledgements, excerpted quotations, and references) should be supplied on disc or by e-mail. Files should be created and saved as Word documents. They should be identified by content, e.g., main text, biographical file, preface etc.

A list of contents identifying all the files should also be provided for checking purposes. Please supply only the final files. Please be sure to keep an exact backup of your work.

A hard copy print out is not required, as long as this complete list is submitted.

Artwork

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

PLEASE NOTE: If graphics are embedded in Word files, these graphics must also be supplied separately as tif, jpeg, or eps files.

Unless otherwise agreed in advance all artwork must be submitted in black and white, and will appear in black and white.

Resolution required: black and white artwork (bitmap): 600 dpi. Photographs or any shaded matter (greyscale): 300 dpi.

Format: the preferred format is tif, we will also accept jpeg or eps.

HOUSE STYLE

1. Karnac 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).

2. We 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).

3. We prefer to have *that* used in restrictive constructions and *which* in unrestrictive ones (see *Fowler's Modern English Usage,* pp. 625–630, 699–702).

4. Double quotation marks should be used throughout (with single quotes within the double).

5. Any abbreviations (acronyms) used should be explained the first time they occur. (For further information on abbreviations see below)

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

7. Numbers are spelled out in full up to one hundred, and from 100 onwards are given in numeric form, except when they begin a sentence (i.e., 'The study comprised 200 people', but 'Two hundred people took part in the study').

8. Centuries are to be spelt out in full: e.g., "nineteenth century" and not "19th century". (Note: "a nineteenth-century novel" and "written in the nineteenth century".)

9. We prefer that "enquire" is used for general senses of "ask" and "inquire" is reserved for uses of meaning "make a formal investigation".

10. Please use maximum number spans, e.g., 134–136, 112–113.

11. We prefer dates to be set out as 4 July 1998, but will accept other consistent methods (e.g., 4th July 1998; 4 July, 1998; July 4 1998, etc.).

12. Spell out simple fractions with a hyphen (e.g., three-quarters).

13. Insert a comma for thousands and tens of thousands in numbers, e.g., 1,000 and 10,000.

14. Use "first", "second", and "third", not "firstly", "secondly", or "thirdly".

15. When expressing a decade, use, for example, "1980s" (i.e., no apostrophe, 1980's), except in colloquial usage, e.g., 'swinging Sixties'.

16. Numbers in tables should always be numerals.

17. We use parentheses within parentheses, as per the British style. (As opposed to the American style of square brackets within parentheses.)

18. We use square brackets for interpolations only (e.g., to differentiate explanatory remarks made by an author within material published by another author, or to identify words added to make sense of elided material within extracts).

19. It is acceptable for compound adjectives to be hyphenated if this avoids ambiguity in the context: e.g., "best known example" — "best-known example"; "deep blue sea" — "deep-blue sea"; "little frequented place" — "little-frequented place". But note there is no hyphen after an adverb, e.g., "a fully illustrated book", "a widely known fact", etc. For comprehensive guidelines, follow *Hart's Rules* pp. 76–77.

20. There should be no numbering with headings.

21. There should only be initial and essential capitals in all headings (including chapter titles)

22. Preferred style is minimal capitalized words – job titles, qualifications, and degree subjects; institutions or departments unless they are fully titled; and professional practices, concepts, conventions or techniques, unless they are so known, should be given in lower case. Only those that are vital should remain capitalized.

23. If a book is divided into parts, they should be called Part I, Part II, etc. using Roman numerals rather than Arabic and should be Part not Section.

24. Extracted text should not have quote marks around it, as by being extracted shows it is a quote.

25. The full stop at the end of extracted text should go at the end of the text, with the citation given in brackets after the full stop with no full stop after the end bracket.

ABBREVIATIONS

1. i.e. and e.g. (always followed by a comma) can be used within parentheses. Otherwise, they are given in full, again 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.

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

3. Use *vs*. for versus.

4. 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".

5. Use "per cent" in the text and "%" in tabular material. "Percent" (no space) is American and should be used only if the book is to follow US style. 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 . . .").

6. 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
Hl	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:

1. All pages should be numbered consecutively, beginning with the title page, to enable us to check for the correct ordering of elements.

2. 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.

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

4. Cross-references to other specific pages of the book cannot be completed until the book has been paged 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.

5. Any special symbols, accents, Greek letters, etc. should be clearly and unambiguously specified, on a separate list, giving page and paragraph numbers for their locations in the text.

6. 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 found 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.

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

8. Explanatory notes should be avoided. Explanations should be given within the text, in parentheses.

9. 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.

IMPORTANT: Please also provide:

1. A biographical page, giving relevant biographical and professional data for each author and/or contributor.

2. A brief summary of the book, and its importance, relevance, and aims.

REFERENCES / BIBLIOGRAPHY

Text citations

Text citations should appear in the form of the surname of the author(s) and the year of publication in parentheses. For example: (Freud, 1931b).

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

In text citations in parentheses, an ampersand should be used with two authors (and serial comma and ampersand with more than two). List all authors' names, unless they number six or more, in which case abbreviate to first author's name, followed by et al. (in roman, and with no full point after "et").

Where page numbers are quoted, we prefer either (Bloggs, 2003, p. 34), or Bloggs (2003, p. 34), depending on context. Where the quote comprises more than one page, use pp: for example (Bloggs, 2003, pp. 34–35). Page numbers should be in full (e.g., 102–120, not 102–20).

Please note that "ibid." should be in roman font with a full stop at the end. If it starts a sentence, the initial "i" should be upper case – Ibid.

References (for Bibliographies see page 10)

Complete references should be given in a single Reference section at the end of the manuscript, in the case of authored books, and, 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.

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.

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 given in the text, with the current edition in the Reference section, e.g., Bion, W. R. (1970). *Attention and Interpretation.* London: Tavistock [reprinted London: Karnac, 1984].

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 changed without checking throughout 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.

Bibliographies

Please note that if you wish to include a Bibliography section, this should comprise only uncited works (i.e., should be a further reading list) and should be separate from the References section to make the indexer's task easier, as authors of uncited work are not indexed.

Newspapers

When quoting from a newspaper article, the text citation should be (*Guardian*, 2003, p. n). For the References section, the entry should be: *Guardian* (2003). Title of article. 3 June, p. *n*.

If the article has a named journalist, the citation in the text would follow the normal style: e.g., (Travis, 2009), and the entry in the References section should be: Travis, A. (2009). Police increasing searches to "balance race data". *Guardian*, 8 July, p. 9. Available at: www.guardian.co.uk.

Websites

Citations must be in the text and references must be collated together in a section at the end of the book. You can either list the website addresses in the usual alphabetical position in the References section (minus the http://, unless the address does not begin with www.) or you can have a separate section, titled "Web resources", and list them all there. If you take that option, the section should be before the References section.

Please ensure that there is an extra date at the end of the reference, such as [last accessed …]. This is because web pages can be modified or disappear.

PLEASE NOTE: We do not accept any internet sources for works where there is a published version available. This is because internet sites are not authoritative or reliable sources for such referencing.

    For the same reason, we do not accept any material or quotations taken from Wikipedia.

KARNAC REFERENCING STYLE

Karnac has a specific house style for references, that must be strictly followed. 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.

1.   All works cited or quoted from in the manuscript, including citations or quotes contained in the notes, **must** be listed in the References section. In addition, quotations, whether displayed or in line, must have the page number or numbers from the source given.

2.   The place of publication must also be given for each listing. If the entry is an American publication, this should comprise both city and abbreviated form of state name (e.g., New Haven, CT:; San Francisco, CA:, etc. – please see p. 7 for further information), except for New York, where no state need be added. Only the first such place name is required (e.g., if New York and London, just use New York; if London and New York, just use London).

3.   No full names, just initials. If more than one initial, there should be a space between them:
  e.g. Alford, C. F.

4.   If more than one author, & should be used before the second (or last) author's name, and this should always be preceded by a comma:
  e.g. Benvenuto, B., & Kennedy, R.

5.   The structure of the listings is as follows:

   i. Author name(s), presented as above.

   ii. Year of publication, in parentheses and followed by a full point.

   iii. The title of the work, styled as follows:

      (a) book title (in italics), initial capitals on all main words, followed by a full point;
      (b) journal paper title (in roman, no inverted commas surrounding, and initial capital on first word (and proper nouns) only,
      (c) chapter in edited book (title of chapter, styled as for journal paper, followed by In: (name(s) of editor(s), presented with initials first, surnames second, followed by (Eds.), followed by a comma, and then the title of the book, in italics. This should be followed by the page numbers for the cited chapter in parentheses, followed by a full point.
      (d) Unpublished dissertations/presentations to seminars, conferences, etc. Presented as for journal paper.
      (e) Internet sources. Title, in roman, initial capital on first word only, followed by web address (www.etc.), followed by date accessed.

6. (a) If a book (including an edited book), the place of publication, followed by a colon, and then the name of the publisher.
(b) If a journal, the name of the journal, in full, in italics, followed by a <u>roman</u> comma, then the volume number (just the number, the word 'volume' is not required) in italics, followed by either the issue number in roman, in parentheses closed up to the volume number and followed by a colon, or, if no issue number, a roman colon should follow the volume number. The page range numbers (in full, but no pp.) for the paper, followed by a full point should end the listing.
(c) If any other type of publication, such as those mentioned under (d), above, then any other information that might be helpful, such as the title, location and date of a seminar or conference, or, for dissertations, the name and location of the university.

Authored book

Include in the reference the following information in this order
[**Author's surname**, **followed by initial(s)** – list all authors; do not use et al. (Year of publication--in parentheses). Title of Work (italicised). City of publication (anglicised): Publisher.]

Example:

Alexandris, A., & Vaslamatzis, G. (1993). *Countertransference: Theory, Technique, Teaching*. London: Karnac [not Karnac Books].

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): Alexandris, A., & Vaslamatzis, G.

1. All authors' names should be surname followed by initials as in the example above; 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 (e.g., World Health Organization not WHO).

Date of publication: (1993).

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: *Countertransference: Theory, Technique, Teaching.*

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 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: London: Karnac.

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). 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.

Article or 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: Initial(s) and name(s) of editor(s), Title of Work (italicised) (pp. 00-00). City of publication (and state, if an American publication): Publisher.]

Example:

Frey-Wehrlin, 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.

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

1. All authors' names should be surname followed by initials as in the example above; 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 (e.g., World Health Organization not WHO).

4. If a reference is to an entire edited book, see Note under "Example" in "Authored book", p. 8.

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.

Article or 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 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). 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. Invert all authors' names; give surnames followed by initials for all authors, regardless of the number of authors.

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 (e.g., 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, in Capital and lower-case letters; 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.

3. Give inclusive page numbers. Use pp. before the page numbers in references to newspapers and magazines, but not in references to journal articles.

4. Use commas to separate the parts of this element.

5. Finish the element with a full stop.

QUOTATIONS AND COPYRIGHT/PERMISSION TO REPRINT

Please read this section carefully as one of the single biggest causes of delays in processing and publishing manuscripts is the failure to obtain necessary permissions.

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

Permissions

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

1. articles or chapters that have been previously published or printed in another journal or book;
2. more than 500 words (cumulative) cited from the same book, or
3. more than 300 words (cumulative) cited from the same article or paper;
4. significant material complete in itself (maps, charts, tables, figures);
5. more than one line of a short poem, or a few lines from a long one;
6. any words or music of a copyrighted song;
7. epigraphs, where the author's work is still protected by copyright.

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.

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.

Verbal communications should also be acknowledged.

If you are the holder of the copyright, permission is usually not necessary, but credit to the original publication must nevertheless be given.

A letter similar to the one shown below (p. 20) should be sent to the copyright holders, with an additional copy for their files. 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 paged.

Sample Permissions Letter *[to be adapted as appropriate]*

[date]....................

[name and address
of copyright holder]

Dear ....

I would be grateful for your permission to use the material specified below in a book, to be entitled,

....................*[title of book]*....................

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Instruction	Textual mark	Marginal mark
Leave unchanged	▬ ▬ ▬ under characters to remain	✓ (circled)
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	♂ (with tie)
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. ²
Substitute or insert character in inferior position	/ through character or ⋏ where required	⋏ over character e.g. ₂
Underline word(s)	— under word(s)	(underline)
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	⊙
Substitute or insert apostrophe	/ through character or ⋏ where required	?
Substitute or insert colon	/ through character or ⋏ where required	⊙ (colon)
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	⊔ between characters or words, numbered when necessary	⊔
Transpose lines	⊆	⊆
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	⌇