Liberty
Publisher of Books

Author Guidelines

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The purpose of this guide is to give you, as a Liberty Publisher author, the information you require to best prepare your text for submission to Liberty, as well as an understanding of the processes involved in taking your manuscript through to publication.

The presentation of your typescript is the critical first stage for the successful production of your book. By following the instructions given here and submitting a well-organized typescript, you will help your team at Liberty Publisher produce your book as efficiently as possible and in time for its scheduled publication date. If your typescript contains material that requires presentation in a special way, it is important to discuss this with your Editor at an early stage.

If you have any questions about the information given here, or about any aspect of your contract, please contact your Editorial Assistant.

The manuscript should be submitted directly to the Editorial Assistant on your list. The commissioning Editor will then read the manuscript and approve it for publication. Your Editorial Assistant will prepare the files for handover to the production team; this includes ensuring that you have provided all of the necessary permissions and that any images supplied are of suitable quality for print. The Editorial Assistant will prepare the book blurb (and be the first port of call about the cover, if needed). They will also ensure that the material appearing on our website is up to date, so you should direct all queries about this content to the Editorial Assistant in the first instance. On publication, the Editorial Assistant will organize the dispatch of your contractual gratis and contributor copies (where applicable).

Overview of the procedures, from submission to publication

Once you have sent the finalized manuscript to the Editorial Assistant, the Assistant prepares the manuscript for production and hands it over to the Production Department.

The flowchart below shows an overview of the production procedures from submission to publication. Approximate timings are listed, but these can vary based on the complexity of your book, or on specific scheduling/publication date needs. Please keep us informed of any changes to your work or travel plans as soon as they come up.

Liberty Publihser often works with out-of-house Project Managers. Once your book is in production, you will be told whether your book will be primarily managed by the Liberty Production Editor or by an out-of-house Project Manager. Please note that when your book is managed by a Project Manager, the Production Editor at Liberty will continue to oversee production, and will always be available as a contact. The use of freelance copy-editors, proofreaders and indexers remains the same in either scenario.

Please contact your Production Editor if you have any queries about the production process.

Please refer to your contract and contact your Editorial Assistant to discuss your access to published material.

PROCEDURES FOLLOWED AND TIMETABLE

Submission

You submit the final manuscript to your Editorial Assistant.

Production begins

A Production Editor (and perhaps a Project Manager) is assigned. They will contact you to introduce themselves and outline the schedule. (1–4 weeks)

Copy-editing

A freelance copy-editor will edit the manuscript and liaise directly with you regarding any queries. You should respond quickly to queries to avoid delay. (4–6 weeks)

Typesetting

The Production Editor (or Project Manager) sends the manuscript to the typesetter to produce page proofs. (3–4 weeks)

Proofreading

The Production Editor (or Project Manager) will send first proofs for you (and perhaps a freelance proofreader) to check. Return your corrections to your Production Editor (or Project Manager). (3–4 weeks)

Indexing

You or a freelance indexer compile the index and send it to the Production Editor (or Project Manager).

Final corrections

The typesetter supplies revised proofs. The Production Editor (or Project Manager) checks that every correction has been made and there are no queries remaining. (1–2 weeks)

Printing

The Production Editor will send the finalized book and cover to press. (4–5 weeks)

Publication

You Editorial Assistant will send your advance and gratis copies to you. (1–2 weeks)

Author's responsibilities

It is the author's responsibility to obtain all necessary written permission to use any third party material, such as copyright works and trade marks, and also to settle any relevant fees unless you have made an alternative arrangement in writing with your Liberty Publisher Editor. Providing gratis copies to third party rights holders, should they require this in their permission agreement, is also the responsibility of the author unless alternative arrangements have been made in writing with your Liberty Publisher Editor.

Permission requests can take considerable time to process, so please start the application process early, as soon as you know which material you want to include. This also applies to re-using your own published work – you still usually require permission from your original publisher.

Permissions must be cleared and your paperwork in order when you submit your final manuscript. We cannot begin any aspect of the work on your book, including text editing, while any permissions remain outstanding.

We suggest you keep the use of third party material to a minimum to save time and costs and seek to discuss material in your text rather than reproduce it. Consider whether the material is essential. When you deliver the final manuscript, you should include with it all permissions correspondence (keeping a copy for yourself). Please also submit a log of the third party material used, recording permissions correspondence or claim of fair dealing/fair use.

Copyright

Copyright is a territorial right and varies from country to country. There are some significant differences, for example, between the Europe and the US. However, many of the basic principles are the same throughout the world.

Permissions guidance: works under copyright General guidance For any copyright work, including the following material, permission should generally be sought to use content (including text used as an epigraph), unless the use will clearly fall into a fair dealing/fair use defence or other copyright exception. ⬜ Advertisements ⬜ Comics/graphic novels – texts and images ⬜ Dialogue e.g. film, television, theater, etc. ⬜ Fiction/literature ⬜ Journal articles ⬜ Magazine and newspaper articles – text ⬜ Music lyrics ⬜ Nonfiction books/essays ⬜ Poetry

Material from the Internet The below guidance pertains to content from such sources as: ⬜ Blogs ⬜ Social media, e.g. Facebook, Twitter, Instagram, Pinterest, Flickr, YouTube, etc. ⬜ Websites ⬜ Wikipedia ⬜ Search engines

There are two main issues to consider when considering reusing content from the Internet.

First, does the source website itself allow you to reuse its content? You should check the website Terms of Use, and if necessary contact the website, to verify this.

Second, is it necessary to clear permission for the content that is being copied? Some content may be available under a creative commons licence or other form of royalty-free licence which permits further use without requiring permission – check the source/copyright line. Otherwise, if the content is in copyright, permission should be obtained unless the new use will clearly fall into a fair dealing/fair use defence or other copyright exception.

Trade marks

A trade mark is a sign that distinguishes the goods or services of the trade mark owner from those of other businesses. A trade mark is typically a word, phrase, symbol, logo, design or shape, but could even be a colour, smell or sound.

A trade mark owner can acquire rights in their trade mark by registering it and/or, in some jurisdictions, by making sufficient use of it.

Care is needed when using a trade mark. Generally, use of a word trade mark in an editorial context in a passage of text would not require clearing. However, any use of a trade mark on a book jacket, and any use of a logo/design, would generally need the trade mark owner's permission.

PART III -PREPARING YOUR MANUSCRIPT

General editorial style

Use a style appropriate to your discipline as a guide for spelling, capitalization, notes and references, etc. Whichever style you use it is important to ensure that you follow it consistently throughout the book – for example, in the use of:

 Spellings Hyphenation Serial comma Capitalization Italics Abbreviations/acronyms Numerals (written or spelt out) Punctuation of lists References (see further below)

If you have followed a specific style guide (e.g. Chicago or Harvard), confirm this when you submit your final manuscript. Your Editorial Assistant can provide you with a 'Notes to the copy-editor' document, where you can also mention any other style notes and preferences. We will then forward any information that we receive to the copy-editor.

Front matter

Any front matter should be saved as a single text file. This material is placed before the main text and should include some (or all) of the following in the order listed below:

 Title page – should carry the exact final wording of the title (and sub-title, if any), the names of the author(s) or editor(s) in the form and/or order you wish it (them) to be used. If you are an editor, state 'Edited by'.

 Dedication – if appropriate, not essential.

 Table of contents – essential and must be final matching wording and capitalization with the chapter headings in the text. o If the book is divided into parts, include the part numbers and part titles in both the table of contents and the main text. o If the book is an edited collection, list contributor names below each chapter title and ensure they match the contributor names cited with the chapter headings in the text.

 Lists of figures, maps, tables or cases – include if appropriate (for more information on the creation of legal tables, please speak to your EA).

 Foreword (or series editor introduction) – if appropriate, not essential. An invited piece written by a luminary figure in the field. If the book is in a series, the series editor may write an introduction.

Preface – if appropriate, not essential. A personal piece written by the author explaining how the book came to be written, or as a brief apologia. A longer, detailed analysis of the subjects to be covered in the book should be treated as an introduction.

 Acknowledgements or credits list – if appropriate.

 List of abbreviations – if appropriate.

 List of contributors – must be included in edited collections. Include names and affiliations and, if appropriate, a short biography. This can also be placed in the back matter for US titles. Ensure the names are presented in exactly the same way as in the table of contents and chapter headings.

Headings

 We prefer the use of Word styles to indicate different levels of headings.

 If you cannot use Word styles, please ensure that you present headings consistently with different levels of headings clearly differentiated. For example, use bold for level 1 subheadings, italics for level 2 subheadings, and roman for level 3 subheadings, i.e.:

Subheading level 1

Subheading level 2

Subheading level 3

 You may wish to make all your headings a font size bigger than the main text, for clarity.

 Avoid using all capitals for subheadings as this makes it hard to see which words you prefer to be capitalized.

 Avoid using more than 3 levels of subheadings. o A note on numbered headings: avoid numbering headings and subheadings unless extensive cross-referencing is essential to the book or it is appropriate to your discipline. If you believe numbered headings to be appropriate you should consult with your Editorial Assistant before submitting your manuscript as they should advise on correct house style for numbering headings.

Notes

 We prefer a dedicated bibliography or reference list rather than end notes containing references. The reason is that if a referenced work appears in a dedicated bibliography or reference section, we can create direct links to the works cited anywhere your text appears online. This is not possible with note references.

 If you do use notes we prefer these to be discursive notes that simply expand on the text.

 Our house style is to have notes numbered from '1' at the start of each chapter rather than the numbers running throughout the entire book.

 Our style is also to have end notes rather than footnotes. The exception is law titles where either style is acceptable as long as it is consistent within the book. For additional information please check with your Editorial Assistant.

Notes should be entered into your manuscript using the Word note function rather than using numbered text. Not only does this allow us to process the notes more accurately and efficiently, it also ensures that the numbering is consistent.

References/bibliography

General rules

• The reference list/bibliography for each chapter should be placed at the end of each chapter. Avoid providing a single reference list/bibliography at the back of the book unless appropriate to your discipline. This will give readers the additional option of accessing your book by chapter.

• Ensure that your references are consistently presented in terms of: the order in which details are listed; use of capitalization; use of italics and punctuation.

• Book and journal titles should always be in italics, regardless of which style guide you are following.

• Ensure that each entry includes all publication details as applicable: author/editor name(s) and initials; date of publication; book or article title; journal title and volume number; place of publication; publisher; page numbers for chapter or journal articles.

• Please include DOIs (Digital Object Identifiers) for all publications you reference (including books) where available, this guarantees that others will be able to easily locate and access your listed references.

• It is essential that the reference list/bibliography includes every work cited by you in the text. • Please do not include search engine or database search URLs (e.g. EBSCO, Google, etc.).

• Please ensure you check that the date for each entry in the reference list/bibliography matches the date cited in the text reference. This will avoid time-consuming queries at copyediting stage.

End matter

This can include some or all of the following in the order listed below:

 Appendices

 Glossary

 List of contributors (if not included in front matter)

 Index (usually compiled at proof stage – see Part IV)

How to supply your manuscript

File formats and layout

 Layout should be simple (we will apply a design to it at typesetting stage, so you do not need to do so yourself), but as a general rule:

o Where possible, ensure the same font and font size is used consistently throughout. Our preferred font is Times New Roman.

o Always use two hard returns at the end of a paragraph, rather than indenting the first line of a new paragraph.

 o Ensure that if you are continuing a paragraph after displayed material (e.g. a quote) you use just one hard return/no line space before paragraph continues.

o Do not use any hyphenation or justification program, but allow your software to make automatic word-wraps without hyphenation (you should insert hyphens only in words that must be hyphenated).

o Please do not present your text in 2 columns, even if the book will eventually be presented as such. If there is content that you absolutely need to submit already in 2-column format, please use a table in Word. Please do not use tabs, as this makes the text difficult to edit and can obscure the proper flow of the text.

 Microsoft Word is our preferred package. We can accept text files in .doc, .docx and .rtf formats.

Figures, tables and boxes

 Figures, tables and 'floating' boxed text should not be supplied embedded into the manuscript itself but rather supplied as separate files. Save each figure/table/box in a separate file and name them by chapter – i.e., Figure 1.1, 1.2; Table 2.1, 2.2, etc.   Ensure that you place a call-out in the manuscript to indicate where each figure/table/box should be placed, e.g.

<FIGURE 1.1 HERE>

 Note that figures, tables and boxes cannot necessarily be placed in the exact location indicated, but rather will be placed as close as possible to that point. Ensure that the numbering of your call-outs matches exactly the file numbering of your figures/tables/boxes so that there is no confusion about what is being referred to.   If you wish to include a list of figures, tables or boxes in the front matter, include this separately in the front matter file that you supply.

Special characters

Please note that we are not permitted to accept separate font files. If your manuscript contains special characters (e.g. Chinese, Japanese, Hebrew, Arabic, Greek, Cyrillic, characters not generally used in Western European languages, symbols, mathematics, IPA characters, etc.) then you should also submit a PDF version of your manuscript and list the special fonts used. This allows us, the copyeditor, and the typesetter to know what these characters are if we do not have the same font you used to display them. Please note that it is your responsibility to check any such special characters in the proofs.

If some chapters do not contain special characters then there is no need to submit a PDF for those chapters.

Mathematics, formulae and equations

If a very simple formula or equation is needed in your manuscript then it can be inserted into the body text, but you should use the proper mathematical characters. Word processing packages normally allow you to insert symbol characters, or alternatively you can use the Windows 'Character Map' to find and select the character you wish.

In other words, please use; × (multiplication sign) instead of the letter 'X', − (minus sign) instead of a hyphen, etc., and use standard mathematical notational style, i.e. italic for variables, roman for constants, bold for vectors and matrices, etc. It is fine to use a solidus (/) rather than a division sign, with parentheses if necessary to avoid ambiguity (e.g. '1/(n+1)').

Fuller formulae or equations should be displayed (inserted on a separate line). If you are working in Word, it is best to insert these using an equation editor. Note that a solidus is not generally used for display formulae or equations – a horizontal line is preferred. Displayed equations should be numbered serially but only if they are referred to in the text. Use the decimal system and number them sequentially by chapter on the right hand side of the page. For example:

$$2x2 + 7y + 8 = 17 \qquad (1.1)$$

Braces, brackets and parentheses are used in the order {[()]} – except where mathematical convention dictates otherwise (e.g. parentheses or square brackets for different types of mathematical interval).

If you are using displayed equations then please also submit a PDF version of your manuscript.

Please note that although the copy-editor working on books containing equations will be familiar with mathematical notation, they will not usually be expected to verify the formulae, so it is your responsibility to ensure that the mathematics in your manuscript is correct.

Comments and instructions in the manuscript

Do not insert comments (such as Microsoft Word's comment boxes) into your final manuscript files. If you do need to give specific instructions (for example, if a line of poetry must align at a particular point relative to the line above, or a certain word is intentionally spelled incorrectly), please supply these separately indicating the location in the manuscript the instruction is concerned with.

Author typeset

Should you wish to typeset your own files you will need to liaise with Editorial prior to beginning. Further guidance can be supplied in this instance.

PART IV -THE PRODUCTION PROCESS

Copy-editing

Editorial will hand over the manuscript to Production once they are confident that the above submission criteria are fulfilled and any contract or permissions issues cleared up.

Production will go through the manuscript as handed over – this is to ensure that no parts of the manuscript have been missed, overlooked or become confused. A Production Editor will be assigned to your title at this stage.

Your Production Editor will send your manuscript to a copy-editor. Our copy-editors are usually outof-house freelancers who have experience working with Liberty and usually some experience in working on books on your subject matter.

If a freelance Project Manager is being used for your title you will be introduced to them at this stage. The Project Manager will send out your manuscript to a copy-editor and will be expected to adhere to the same standards for copy-editing. Your Production Editor will still be contactable and will work with the Project Manager throughout the production process.

Proof correction

As soon as page proofs are available, they will be sent to you for proofreading as a PDF file. Please note that we no longer send hardcopy proofs, but you are welcome to print your proofs yourself. Please note that if your book is in colour, then electronic PDFs will be also be in colour.

Your Production Editor/Project Manager will usually allow around three weeks for you to check your proofs. You should read them against your own copy of the typescript, and check for any factual errors.

When we receive your proofs back your changes will be collated onto our master set of proofs, together with any corrections arising from the Production Editor's/Project Manager's checks and, if applicable, the freelance proofreader's amendments. You may receive some queries from your Production Editor/Project Manager should any arise from the proofreading stage.

Correction costs

Please bear in mind when making any changes to proofs that corrections are expensive to implement. The typescript you submitted to Liberty Publisher should have been the final version; your Production Editor will go through your marked proofs prior to collation and we reserve the right not to implement any proof corrections that we feel should have been incorporated in the original typescript. Therefore, please only make changes that are absolutely necessary, i.e. factual errors in the proofs. Examples of non-essential corrections include:

⬚ Rewording of sentences without changing the actual meaning.

⬚ Stylistic changes if the proofs as they stand are already consistent. (Please also note that for contributed books, the copy-editor will have ensured consistency of style within individual chapters, and not through the whole book, unless this was how the manuscript was originally presented.)

⬚ Adding/deleting notes.

If your corrections exceed the allowance stipulated in your contract, you may be charged for the excess cost.