

Author Instructions

We only accept complete and final manuscripts. Manuscripts that are not complete or that are not submitted in the right format, cannot be taken in production. A complete manuscript consists of the next elements:

- Text
- Images, Graphs, Tables, etc.
- Cover blurb

Submit files in Word. When using a less common format, please check with your main contact at AUP if the format is acceptable.

If you have agreed to submit your manuscript as a print-ready PDF, you will be supplied with specific guidelines.

For manuscripts with non-western scripts please use a unicode font (e.g. times).

1 Lay out

A professional typesetting firm will be composing your manuscript according to our house-style, so your manuscript needs only to have the minimum of formatting when you send it in. Only use italics, bold or small capitals. Other than that, please refrain from using layout.

Add headings where relevant. If you use headers, make sure these are recognizable as such. If you have more than one level, there should be a clear and consistently used distinction between them. Please avoid numerical levels such as 1.1.1.3 for books in the humanities.

Use tabs for new paragraphs (not spaces). Use blank lines only when absolutely necessary.

Replace double spaces by a single space.

A single space (not two) should follow full-stops at the end of sentences; a single space should follow commas, colons, and other punctuation marks.

Don't use a space to separate each initial of an author or editor's surname (e.g. B.C. Cummings, not B. C. Cummings).

2 Figures, tables, graphs

Submit tables, diagrams, figures etc. in a separate file. These should be numbered consecutively; indicate in the text where exactly you want these to be inserted.

Submit figures and diagrams in their original format and not as a Word file.

Create tables by using tabs (as little as possible), and *not* by using space.

In edited volumes, ensure uniform editing style in all contributions (e.g. references, use of notes, spelling etc.).

3 Submitting visual materials

As a rule, we expect you to supply all visual material. Please send all images separately.

Mark clearly in the text where each illustration needs to be inserted, indicating their desired size on the page. This will be the approximate place where the typesetter will insert the illustration as exact placing can only be determined at the time of typesetting. **Make sure that the illustrations are clearly numbered and that the same number is used in the text. For example: [PLACE ILLUSTRATION 1 HERE]**

Supply captions in a separate Word file.

Digital images must be at least 300 DPI (*dots per inch*) and minimum format of 10 x 15 cm. TIF, EPS and JPG files are all suitable, but pdf files will not be accepted. The quality of the digital images will be determined by the production coordinator. This depends on the purpose for which the image will be used: a colour spread requires images of extremely high quality and resolution, a small black-and-white image much less so; for black-and-white line artwork the minimum resolution is 600 DPI. Images downloaded from the Internet are as a rule not intended for print and will therefore not be accepted.

Large digital files can be sent by www.wetransfer.com.

4 Cover

The cover is designed at an early stage, often prior to the editorial and production processes, as it is needed for the various catalogues. We ask you to come up with suggestions for a possible cover illustration or theme. Likewise, we also welcome the back cover 'blurb'.

5 Copyright

It is the author's responsibility to secure permission to use any approved illustrative materials that is not their own (whether re-drawn or not). In some cases the use of an illustration may be considered to fall under 'the right of quotation' but is better to clarify this officially in advance. It is important to realize that illustrations taken from another book are not owned by the publisher of the book. It is important to find out who the actual owner of an illustration is; this is often the artist or photographer, or the library or museum where it is kept. Note: you must get permission for the use of material in the paper edition of your book as well as *electronic* editions (e.g. e-books or Amazon's *Look inside this book*). Always specify the use, e.g. a scholarly monograph with limited print run. Check whether a specific format for acknowledgement is required.

Make sure that you start clearing permissions as soon as possible, as it often takes much longer than expected. When you submit your manuscripts, enclose a list of illustrations and copies of the permissions you have received.

6 Texts

There are universally accepted guidelines for the use of quotations from other people's works, but these are also a bit vague: when in doubt, seek permission from the owner of the rights.

- For extensive quotations of text; 'extensive' is generally taken to mean more than 100 words (even if spread out over more than one quotation). The [Copyright Clearance Center](#) is a good place to start and often faster than seeking permission from the publisher.
- For any quotation from a poem, song, newspaper article or unpublished sources, whether in whole or in part.