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UNIVERSITY OF NAMIBIA

INSTRUCTIONS TO EDITORS AND AUTHORS

Introduction

Editor(s) of a multi-authored book are responsible for conceptualising the book and making sure that it is not just a collection of disparate chapters by different authors. The book will need to have a clear scope and direction, and be a coherent whole.

The Editors are also responsible for ensuring that the submission of the manuscript meets the required standards and criteria as stipulated in this instruction sheet.

The Editors are the liaison between the Publisher and contributing authors. The Publisher should not have to follow up with individual chapter authors.

The Editor must:

- ensure that each chapter submitted is written in the correct format before the full manuscript is submitted.
- ensure that contributors adhere to the agreed upon schedule and meet deadlines. Failure to meet deadlines can lead to delays in the publication of the manuscript
- provide the publisher with a complete list of contributors, their affiliation and up to date contact information. Make sure that the spelling of names is correct and consistent, in the table of content, list of contributors and the chapter title page.

Please note that as the editor of the publication, if the contributing author has not prepared his/her chapter accordingly you will have to make the necessary changes yourself. UNAM Press will return the chapter and accept it only once it meets the requirements.

The Author must:

- ensure that each chapter submitted is written in the correct format before the full manuscript is submitted.
- adhere to the agreed upon schedule and meet deadlines. Failure to meet deadlines can lead to delays in the publication of the manuscript

Copyright and Permissions

If you have used material from another author's published work, please sign an undertaking that you have permission to use it from the author concerned. If permission has not yet been sought, it will be your responsibility to get it before possible publication of your book.

Elements of the Manuscript

Order the manuscript as follows:

Front Matter. This is the material that comes before the main text.

Title page editors	contains full title of the book including any subtitles and the names of the editors
Copyright Page	will be provided by UNAM Press
Dedication	if so desired; a page set aside for someone particularly special to the book
Table of Contents	list all the chapters and back matter with page numbers as they appear in the book.
List of contributors	list in alphabetical order by surname
Foreword	if desired; usually written by someone respected in the discipline <i>other</i> than the author/editor; it endorses the book, and can be useful in marketing the book. It tells readers why they should read it.
Preface	written by the author/editor about the book; how and why it came to be written
Acknowledgements	if appropriate; lists people who have materially helped authors or inspired them
List of abbreviations	compile a list if abbreviations if there many are used. (Always write out an abbreviation in words the first time with the abbreviation in brackets after the name).

Main Text. This is the main body of the book. It contains the individual chapters including headings, sub-headings, illustrations, tables and figures

Introduction	the first chapter introduces the content of the book, usually by highlighting the individual chapters, or presenting themes and providing historical background and methodology
Chapters	All Chapters must be formatted in MSWord, 1.5 line spacing, Times New Roman 12 UK Spelling should be used throughout.

Photographs and Illustrations

Submit high resolution copies of photographs in **jpeg** or **tiff** format. Clearly indicate where the illustrations should appear in the document with a note to the page designer, e.g. [place Figure 1 here]. Mark each photograph clearly with its number. Graphs, other figures and tables should also be submitted as separate files for the copy-editor or typesetter to work on if necessary. Keep these simple and elegant.

References

Please indicate the reference system you are using and remember that **consistency** is most important. A reference list should be placed at the end of its chapter for multi-authored publications or at the end of the book for single-authored publications. Please ensure that all references in the reference list or notes also appear in the text. The focus of a reference list is to provide the interested reader with all the information s/he needs to find easily a specific publication/website/archival document, &c.

Back Matter. This is the material that comes after the main text. This can include appendices, a glossary and an index (all optional).

Index If an index is required, please mark all entries and sub entries in your Word document using the “Index” function in Word or consult us for advice.

Please ensure that each chapter follows the instructions listed below to meet UNAM Press requirements and to ensure that copy-editing is as efficient and timely as possible.

A **stylesheet** sets up conventions for authors to use so that the manuscript is consistent in grammar, spelling, abbreviations and other elements that may vary. Use ours (below) or set up one of your own.

STYLESHEET

Use MS Word, 1.5 line spacing, Times New Roman 12

Headings: Identify different levels of headings and subheadings using ‘[Heading 1]’ inserted in the text on a line above the actual heading, e.g.

[Heading 1]

Democracy and education

[Heading 2]

The example of Namibia

Figures: Number by chapter and figure, e.g. for chapter 1, Figure 1.1, 1.2, 1.3 &c.

Check the caption is appropriate for the figure.

Captions appear **below** the figure, in a different font or font size, and with a full stop at the end of a sentence or phrase.

Credits appear below the caption in curved brackets. Acknowledge the source and permission to use it if the illustration has been published elsewhere.

Figures **must** be referred to in text in the appropriate place. Text references to figures should be: “(Figure 1.1)”, or: “...see Figure 1.1”.

Photographs must be submitted separately from the manuscript in high resolution jpeg format. Indicate in square brackets in the text where they should be placed, e.g. [**Place Figure 3.1 here**].

Colour: Colour printing being expensive, it must be used sparingly and only where necessary. We prefer the author to plan for **black and white only**. In graphs or figures, use dashed or dotted lines, circles, squares and so on to distinguish between subjects.

Tables: Use a consistent, simple style throughout.

Number tables by chapter, e.g. for chapter 2, Table 2.1, 2.2, 2.3 &c

Captions appear **above** table; follow with a full stop.

Notes and sources should be below table (smaller font).

List information in tables in meaningful order, or alphabetically.

Align numbers on decimal point or right-align; left-align text.

Tables **must** be referred to in the text in an appropriate place.

Leave appendices and long tables at the ends of chapters but suggest appropriate places in text by inserting [**put Table 1.1 here**].

Text boxes: These are for information extra to the text. Identify them accordingly.

Bullet points: Use **numbers** rather than bullets for lists. See below.

Numbered points: Insert a line space before and after the list. Use simple numbers, e.g. 1, 2, 3.

Punctuate according to whether what appears in the list is a continuation of a sentence, a complete sentence, &c.

Language use: Pay attention to correct punctuation, capitalisation, spelling, errors in word usage and grammar.

Passive voice: Avoid the passive voice, and where possible rephrase in the **active voice**, e.g. Instead of “The data is shown in Table 1”, re-phrase to: “Table 1 shows the data”.

Pronouns: For clarity, please use ‘I’, or ‘We’ rather than ‘The present author...’

Repetition: Do not use the same words several times in one sentence; use the Thesaurus under “Review” in MSWord to find synonyms easily.

Italics: Use for Latin names and foreign languages other than English except where words have become assimilated into English usage, e.g. ‘apartheid’.

Roman: Use roman font, not italics for **cf.** and **e.g.** and **i.e.** and **et al.** **ibid.** and **[sic.]**

Emphasis: Use bold or italics to emphasise a point.

Brackets: Use square brackets for an author’s comment within a quotation or for instructions in your manuscript to the page designer, such as placement of figures.

Quotation marks: Use single quotation marks for quotes and double quotation marks for a quote within a quote, e.g. Smith wrote ‘Democracy was “by the people, for the people”’.

Check that the correct quotation marks are used for your font (sometimes Word inserts ‘skinny’ ones (Ariel font) when you are using Times New Roman font where they should be curly).

Quotations: Where quotations are longer than 40 words, indent both sides as a displayed extract with a line space above and below, i.e. give the quote bigger margins than the text.

Use [sic] where appropriate, i.e. to show where the original contains grammar or spelling mistakes; if there are too many aberrant usages, state that the quotations are verbatim.

Check that in text citations follow the style for the system you use.

Dates and numbers:

Write out numbers one to ten, but use number after ten, i.e. 11, 12... etc., except if followed by a unit of measure expressed as an abbreviation, e.g. 2 m

Numbers in a range should be parallel in structure, e.g. from 3,750,000 to 4,000,000 (not 3,750,000 to 4 million); 14, previously 9 (not 14, previously nine).

Numbers should be expressed in full to prevent confusion, e.g. it increased from 2 million to 3 million (not it increased from 2 to 3 million).

Spell out fractions, unless with numbers, e.g. two thirds of the population, two-thirds full. Numbers with fractions are best expressed as decimals.

Mark thousands with a comma, e.g. N\$1,000 instead of a space.

Use an en rule for periods of time, e.g. 2012/13–2016/17 or 1945–50.

20 September 2004 (no ‘th’, ‘st’, etc.) However, 20th Century.

Abbreviations: Define abbreviations and acronyms at the first use, but rather than frequently using acronyms, find alternatives, e.g. ‘the government’, not GRN, etc.

Use space between number and abbreviation, e.g. 5 km; 10.1 kg, 2 mm, 35 °C.

Abbreviate page as [p. 241] with a space after the ‘p.’

HIV/AIDS or HIV/Aids are both acceptable but consistency is essential.

If there are many acronyms, make a list to appear at the front of the book.

Capitalisation: Be conservative, e.g. ‘The Government of the Republic of Namibia’ but ‘the government stated...’

Use for proper nouns, e.g. names of dams, rivers, mountains, titles of acts, reports, e.g.

Orange River, but Orange River valley; Molopo River and Nossob River, but Molopo and Nossob rivers

Namibian Government and Government of Namibia, but ‘the government released a press statement’ (no capital when used in a general sense).

Compass points capitalised, e.g. 20° South

Do not use capitals (title case) in headings, except for the first word and any other usually capitalised word.

Do not use capitals for common names of plants, mammals, birds, etc., except for proper nouns, e.g. Cape wagtail.

20th Century.

Dash/hyphen: Use hyphens in complex adjectives to improve sense and ambiguity, e.g. rain-fed crops, high-value tourism, etc. Hyphenate ‘north-east’ etc

Use an ‘en dash’ between numbers, e.g. 5–10 mm, and dates, e.g. 1963–67.

Use ‘en dash’ words to distinguish sense, e.g. human–wildlife conflict, Kwando–Linyanti–Chobe system, etc.

Use an ‘en dash’ as a sentence break (with a space on either side).

RE-READ YOUR WORK AND CHECK FOR TYPOGRAPHICAL ERRORS.

NB: Only use one space after a full stop. Please check your manuscript does not have extra spaces between words.

Contact the Editorial and Production Manager Dr Jill Kinahan at jkinahan@unam.na, telephone +264 61 206 4764 or +264 81 124 7562 for any queries.