

### **Author duties**

The Author must:

1. Ensure that his/her chapter is written in the agreed format.
2. Keep to the agreed schedule and meet deadlines.
3. Double check for errors before submitting.
4. Guarantee the work is original – **DO NOT PLAGIARISE**. The Committee on Publication Ethics (COPE) defines clear plagiarism as ‘unattributed use of large portions of text and/or data, presented as if they were by the plagiarist.’ **PLEASE ENSURE PROPER ATTRIBUTION OF QUOTED MATERIAL.**

### **Editor duties**

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 the chapter integrated into 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.

One of the editors must be selected as the Corresponding Editor to liaise between the Publisher and contributing authors. The Publisher should not have to follow up with individual chapter authors.

The Corresponding Editor must:

1. Ensure that each chapter submitted is written in the correct format before the full manuscript is submitted.
2. Ensure that contributors’ work is original and that they have not plagiarised published work.
3. Ensure that each chapter has been proofread, is free from errors and the references are correct.
4. 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.
5. 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 contents, 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.

### **Copyright and Permissions**

1. It is the responsibility of the author to get permission if he/she has used material from another author’s published work.
2. This material includes text, tables, photographs, diagrams and other illustrations.
3. UNAM Press requires written proof that the author has obtained permission from copyright holders for any reproduced material, including Creative Commons.

## Elements of the Manuscript

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

- |                           |   |
|---------------------------|---|
| 1. Title page             | contains full title of the book including any subtitles and the author's name   |
| 2. Dedication             | (optional)  |
| 3. Table of Contents      | this page should list all the chapters as they appear in the book. Also include the back matter   |
| 4. Preface                | (optional)  |
| 5. Abbreviations/acronyms | with their written-out equivalents (NB in text, always write out an abbreviation in words the first time with the abbreviation in brackets after the name). |
| 6. Acknowledgements       | (optional)  |
| 7. Foreword               | (optional)  |

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

- |                 |   |
|-----------------|---|
| 1. Introduction | this is the first chapter and should introduce the subject of the book usually by highlighting the individual chapters, providing historical background and methodology |
| 2. Chapters     | All Chapters must be formatted in MS Word, 1.5 line spacing, Times New Roman 12. UK Spelling should be used throughout.   |

**Back Matter.** This is the material that comes after the main text.

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|---------------|---|
| 1. References |   |
| 2. Glossary   | (optional)  |
| 3. Appendices | (optional)  |
| 4. 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. |

## Text

Text in MSWord, 1.5 line spacing, Times New Roman 12, set default for UK Spelling.

1. Only use one space after a full stop.
2. Use numbered points rather than bullets.
3. 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"'.  
NB: In the original image, there is a typo 'by' which has been corrected to 'by'.
4. Where **quotations** are longer than 40 words, indent the quote both sides with a line space above and below.
5. Write out **numbers** one to ten, but after ten, use number, i.e. 11, 12... etc. Mark thousands with a comma, e.g. N\$1,000 instead of a space.

## Language use:

1. Pay attention to correct punctuation, capitalisation, spelling, errors in word usage and grammar.
2. 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".
3. For clarity, please use 'I', or 'We' rather than 'The present author...'
4. Do not use the same words several times in one sentence; use the Thesaurus under "Review" in MSWord to find synonyms easily.

## Photographs and Illustrations (plan for black and white only)

1. High resolution copies of photographs in **jpeg** or **tiff** format. Mark each photograph clearly with its number, e.g. Fig. 1.1 (i.e. Chapter 1, Figure 1).
2. Clearly indicate where the illustrations should appear in the text with a note e.g. [place Figure 1 here].
3. Captions starting 'Figure 1.1' appear **below** the figure with credits in curved brackets at the end.
4. Figures **must** be referred to in the appropriate place in the text, i.e. (Fig. 1.1).
5. Make graphs simple and elegant. Submit in text and as separate files.

## Tables

1. Keep tables simple and elegant with fine lines.
2. Clearly indicate where the table should appear in the text with a note e.g. [place Table 1.1 here], (i.e. Chapter 1, Table 1).
3. Captions starting Table 1.1 appear **above** the table.
4. Tables **must** be referred to in the appropriate place in text, i.e. 'Table 1.1 shows...'.  
5. Notes and sources should be below table.
6. List information in tables in meaningful order, or alphabetically.
7. Align numbers on decimal point or right-align; left-align text.

## References

1. Place the list of references **used in the text** at the end of each chapter or after the last chapter.
2. **Consistency** is most important: use the same reference style for each entry and pay attention to punctuation.
3. Make sure that all references in the list have been cited in the text.
4. Provide the following for each reference: Book author (last name, initials). Date of publication. Title. Place of publication: Publisher.

RE-READ YOUR WORK AND CHECK FOR TYPOGRAPHICAL ERRORS.