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Guidelines for Authors

Russell Square Publishing, including its imprints Lettou & de Machlinia Press and Pärtmønt Press, invite the submission of proposals for scholarly books in the English language on law (including legal history), politics, history, philosophy and religion, including Western esotericism.

1. These Guidelines must be adhered to in all submissions. In particular, you should ensure that a full submission follows the House Style attached to these Guidelines.
2. A proposal should be word-processed in Microsoft Word and sent by email only to:
Commissioning@RussellSquarePublishing.com
Please see 'Book Proposal: What You Should Do' for full information.
3. Submissions to Russell Square Publishing must be exclusive. We do not accept submissions that are submitted elsewhere simultaneously.
4. Russell Square Publishing will not publish a book which has appeared previously. However, we are open to publishing books that have previously been published only in a language other than English and which the Editors determine deserve wider readership. Please explain to us why that is the case with your book if it is to appear in translation. English language publication rights must be available.
5. The optimal length for books is between 75,000 and 150,000 words, including footnotes. Longer or shorter proposals will be considered at the Editors' discretion.
6. Russell Square Publishing uses a double-blind peer review procedure (that is, manuscripts are rendered anonymous prior to review and referees are not identified to authors). The Editors reserve the right to decline to send submissions out for review if in their opinion a submission is not of a sufficient standard or does not fit well with the publishing house's mandate.

7. Editorial evaluations consider both scholarly excellence in light of referees' reports and publishing priorities.

8. Ordinarily the Editors will respond with a decision on submissions between three and ten weeks.

9. The Editors reserve the right of final decision on all matters of style, grammar, punctuation, citation, etc.

10. If your book is accepted for publication, you will be responsible to prepare tables of legislation, statutory instruments, treaties, cases and illustrations (if applicable), and a full bibliography.

11. When a book is accepted for publication, you will be expected to ensure that it complies with the guidelines laid out in this document. The Editors strongly encourage you to consult these guidelines, especially the House Style, when revising accepted manuscripts to avoid significant changes at the proofs stage, for which you will be charged.

12. We normally expect to receive a book proposal, rather than an entire manuscript, in the first instance. However, if you have an entire book, perhaps because you have edited and revised your thesis, then please also apply the following Guidelines:

13. Grammar and spelling are crucial matters. We strongly advise you to have someone else read the text and check it before submission.

14. All of the requirements in 'Book Proposal: What You Should Do' continue to apply, except for: Title, Table of contents, Chapter outlines, Length, Illustrations/Figures, Submission date, Pedagogical features and Sample material.

15. A hardcopy may be supplied in addition to the electronic version wherever a manuscript contains graphs, tables or any other significant formatting. Please raise this possibility in the email conveying the electronic version BEFORE couriering the text to the Editors. The hardcopy should be single-spaced and printed on A4 or US letter-size paper (using one side of the page only). The hardcopy will not be returned.

For any questions not answered above, please send queries to Contact@RussellSquarePublishing.com or go to our website: www.RussellSquarePublishing.com/proposals

Finally, please look at the following comments from our fellow publishers and ask yourself: 'Am I ready to submit?'

Mila Steele, commissioning editor, SAGE

Can your book be used to teach? The past 15 years has seen a big shift in the economics of academic publishing, with journals taking larger and larger chunks of a library budget. This has reduced library purchases of research in book format - such as monographs. ... Many publishers have switched tactics, from selling books to institutions to selling books to individuals, namely students via course adoptions. So increasingly, it helps to be able to convince a publisher that a book has pedagogic potential.

Alec Gregory, head of marketing, Pluto Press

Potential authors have to actively engage in marketing their book: It would be very unlikely these days for us to publish a book by someone who just wants to submit the manuscript and then sit back and wait for the royalties to roll in, no matter how good it is. We are now much more demanding of potential authors and would need to be convinced that they will actively promote their book to their colleagues, friends and other networks, through writing articles, speaking at conferences and other events, and so on.

Andrew Winnard, publisher, Cambridge University Press

Know the difference between a thesis and a book: For publishers, it would be ideal if all theses were written from the outset with book publication in mind. Invariably and understandably there are other, more immediate imperatives that pull the dissertation in the opposite direction. But if you would like to see your thesis published as a book be wary of the following details: the need to lay out the broad landscape, to 'show what you know,' the huge amount of scholarly apparatus and the 'dissertationese' writing style, which are not suited to book publishing. Make sure your book is readable.

Russell Square Publishing House Style

Except where noted below, Russell Square Publishing House Style follows the *Oxford University Standard for Citation of Legal Authorities* (OSCOLA), 4th edn. OSCOLA can be downloaded at www.law.ox.ac.uk/publications/oscola.php. While OSCOLA is not a style guide, the introduction to it includes a few recommended texts that will prove useful.

Spelling

- Use standard UK spelling in your text: ‘colour’, ‘-ise’ / ‘-isation’ / ‘-ising’.
- Retain original spelling when quoting.

Punctuation

- Single space between sentences.
- Use single quotation marks, reserving double ones for quoted matter within a quotation.
- Quotation marks come before a comma, full stop or footnote number.
- Ellipsis: use three full stops spaced from the words on either side to indicate matter omitted from a quotation ... like this. Do not use an extra full stop to indicate the end of a sentence before or after the ellipsis. Do not start a sentence or paragraph with an ellipsis. Indicate missing initial text by putting the first letter of the first word in square brackets, like this: ‘[F]irst word ...’
- Do not use the serial (also known as the Oxford) comma, that is, the comma before ‘and’ or ‘or’ in lists of three or more items: ‘red, white and blue’.
- Avoid using exclamation marks. They are very rarely necessary or justified.

Margins, indentation, pagination

- Use A4 as the page size when setting up the document. Use 12 point type.
- Use a 1 inch or 2.5 cm margin for the top, bottom, left and right margins.
- Do not indent the start of any paragraph. Do not put spaces at the start or end of any paragraph.
- Do not leave empty lines between paragraphs. Exception: for quotations of more than 50 words or particularly significant quotations (see below).
- Use page numbers. Continuously consecutively paginate the entire text. Do not start new page numbering for each chapter. Exception: for collections of essay (see below). Other than for collections of essays, the only exception is the preliminary material such as the Foreword, Introduction, Table of Contents, Table of Cases, Table of Legislation, etc. which should be in a separate file and should have continuous consecutive page numbers using roman numbers.

- Do not use any tabs.
- Do not use multiple spaces.

Italics

- Use italics, not bold, for emphasis.
- Italicise foreign words and terms including *ibid*, *sic* and *passim*. Do not italicise 'cf' or 'see also', etc. Generally, where a foreign word is in common usage, do not italicise.
- Use italics for the titles of books, journals, works of art, films and the names of ships.

Abbreviations

- Abbreviations and initials should not be given full stops, and no extra spaces should be added. Thus: JRR Tolkien not J.R.R. Tolkien or J R R Tolkien; Dr, St (for Saint and Street), Prof. Exceptions: 'e.g.', 'i.e.' and 'etc.', although try to write out 'e.g.' as 'for example' and 'i.e.' as 'that is'.
- Spell out all but the commonest abbreviations at the first mention; thereafter, an abbreviation may be used without explanation. Exception: all journal titles must be given in full always.
- Use 'per cent' in the text unless it appears many times, in which case use %. The latter may be used in footnotes.

Sub-headings

- Number any sub-headings consecutively though each chapter. Re-start sub-heading numbering with the next chapter.
- Number sub-headings using figures, ending with a full stop.
- Every sub-heading must have a title, that is, there cannot be merely a number, but a number and a name. Put one space after the sub-heading figure and before the title. Thus: 1.1. Background, 1.2. Statistics.
- Do not put sub-headings in bold or italics.

Quotations

- Quotations of more than 50 words in length, or particularly significant quotations, should be broken off from the main text. Leave an empty line above and below the quotation. The typesetter will deal with how the quoted text will be displayed. In such quotations, there is no need to use single quotation marks.
- Do not put quotations in smaller font, italics or bold.
- Do not indent quotations.

Numbers

- Do not use unnecessary digits in number ranges. The exceptions are between 11 and 99 and between 10 and 19 in any hundred. Thus: 25-26, 120-2, 318-19.
- Do not elide figures when a range of years crossing between centuries is referred to: 1783-7, 1921-34, but 1895-1925.
- Dates are formulated in the order: day month year, without commas: 11 November 1918.
- Spell out numbers up to nine and use figures from 10. However, use figures for: units of measure: '15 kilometres'; dates: '9 September 2001'; people's ages: 'he was 12 years old'.
- Use words at the beginning of a sentence: 'Two hundred and fifty gold bars were stolen', and for approximate numbers: 'At least a thousand people were present.'
- Abbreviate centuries: '2nd century', '3rd century', '18th century', unless at the beginning of a sentence, then: 'Twentieth century'.
- Do not use superscript: nd not nd, th not th, st not st.

Footnotes

- Footnotes should be used, not endnotes.
- Consecutively number footnotes throughout the text. Do not re-start footnote numbering with each chapter. Exception: for collections of essay (see below).
- Pay particular attention if cross-referencing between footnotes since the numbering may change when the text is edited. Avoid cross-referencing if at all possible.
- Use the footnote creation function of Word.
- Do not put spaces, tabs or returns at the start or end of a footnote.
- In the main text, place footnote numbers after the punctuation mark, no matter what the mark is, whether full stop, comma, question mark, semi-colon, closing parenthesis mark, etc.

Cases, legislation, etc.

- Case references should be given in full the first time they are mentioned.
- Do not include a full stop after the 'v' in case names: *R v Secretary of State for Transport, ex parte Factortame (No 1)*.
- Do not italicise the titles of legislation and other primary sources: EU Data Protection Directive, UN Convention on the Rights of the Child, House of Lords Act 1999 (UK).
- Refer to OSCOLA for other aspects of house style regarding cases, etc.

Books, journals, etc.

- Authors' first names should appear in full unless the common convention is to use initials only: JRR Tolkien, FW Maitland, but Stephen Hawking, John Finnis.
- Books should be cited in the following form: Author, | *Title* | (publisher [edition if not 1st] year) | page number [if necessary]. Place of publication is not necessary.
- Article citations should be set out as follows: Author, | 'Title', | (year) | volume(issue) | *Journal Name* | start page (*not* the complete page range).
- Please note that, *in contrast to the OSCOLA requirements*, all journal titles should be given in full and italicised.
- Chapters in books should be set out as follows: Author(s), | 'Chapter Title' in | Editor Name (ed), | *Title* | (publisher [edition if not 1st] year) | chapter/page number.
- Articles online should be cited as follows: Author(s), | 'Article name', | *Name of Publication* | (Place of Publication | day month year) <web url>.
- Refer to works already cited as follows: 'See Maitland (n 3) 435.'
- '*Ibid*' should be used where a reference is to the immediately preceding note, while '*ante*', '*post*', '*op cit*', '*loc cit*', '*supra*' and '*infra*' should all be avoided. Do not include a full stop after 'n' or after '*ibid*'.

Examples

- 1 John Rawls, *A Theory of Justice* (Harvard University Press rev edn 1999) 415.
- 2 James Crawford, *Brownlie's Principles of Public International Law* (Oxford University Press 8th edn 2012) 788.
- 2 Zohar Goshen & Assaf Hamdani, 'Corporate Control and Idiosyncratic Vision', (2016) 125 *Yale Law Journal* 560.
- 3 *Ibid* 790.
- 4 David Millon, 'Corporate Social Responsibility and Environmental Sustainability' in Beate Sjøfjell & Benjamin J Richardson (eds), *Company Law and Sustainability: Legal Barriers and Opportunities* (Cambridge University Press 2015) 35.
- 5 Paolo Grossi (trans Laurence Hooper), *A History of European Law* (Wiley-Blackwell 2010) 40-1.
- 6 Jason Grant, 'Danish company fights arbitration of attorneys fees with Boies Schiller', *New York Law Journal* (New York 2 Nov 2016) <<http://www.newyorklawjournal.com/home/id=1202771436246/Danish-Company-Fights-Arbitration-of-Attorneys-Fees-with-Boies-Schiller>>.
- 7 See Rawls (n 1) 95.

Bibliography

Crawford, James, *Brownlie's Principles of Public International Law* (Oxford University Press 8th edn 2012)

Goshen, Zohar & Assaf Hamdani, 'Corporate Control and Idiosyncratic Vision', (2016) 125 *Yale Law Journal* 560

Grossi, Paolo (trans Laurence Hooper), *A History of European Law* (Wiley-Blackwell 2010)

Millon, David, 'Corporate Social Responsibility and Environmental Sustainability' in Beate Sjøfjell & Benjamin J Richardson (eds), *Company Law and Sustainability: Legal Barriers and Opportunities* (Cambridge University Press 2015)

Rawls, John, *A Theory of Justice* (Harvard University Press rev edn 1999)

----- *Justice as Fairness: A Restatement* (Belknap Press 2001)

Collection of essays

- Separately paginate each chapter.
- Re-start footnote numbering with each chapter.
- Bibliography for each chapter.

Tables, columns, etc.

- In the case of tables or other similar arrangements of data, send the data both in its formatted version and as an unformatted list making up the data. For example, if a table is made up of three columns, there should be three lists, one list for each column.
- Formatting cannot always be maintained, so make your lists and related data as clear as possible.
- If in doubt, ask the Editors: Editors@RussellSquarePublishing.com

Websites

- Omit 'http://' where the web address begins 'www'; otherwise leave it in.
- Double-check that web addresses are accurate before submitting a manuscript.
- Where several web addresses appear in your footnotes, either indicate in the first (asterisked) footnote, which should have your details as Author, the date on which you double-checked all the addresses or indicate the date in brackets after the website each time it appears.

Examples

* Lecturer, University of Oxford, UK. All websites accessed 6 June 2016.

or

25 www.law.ox.ac.uk/publications/oscola.php (accessed 6 June 2016).

Images, graphs

- Images and graphs must be supplied electronically as greyscale .TIFF or .JPG files, with a minimum resolution of 600 dpi. Images of lesser resolution cannot be used for publication. Image(s) intended for the cover can be submitted in colour.
- Images embedded in Word files are not sufficient. Separate files which comply with the above criteria must be provided.
- Do not crop images. If an image is scanned, leave it full size. Larger files and bigger images are always better.
- If you send materials for scanning, you do so at your own risk. Materials will be returned, if requested, also at your risk and cost.
- Authors are responsible for obtaining permission from the respective copyright holder to reproduce any image and for paying for the use of an image. A copy of each permission must be supplied to the Editors.
- Authors are responsible to ensure that due acknowledgement is made to the copyright holder within the body of their manuscript.
- Indicate where in the text each picture should appear, using the word 'PIX' and the image file name.