



Inter-Disciplinary
Press
&
Fisher Imprints



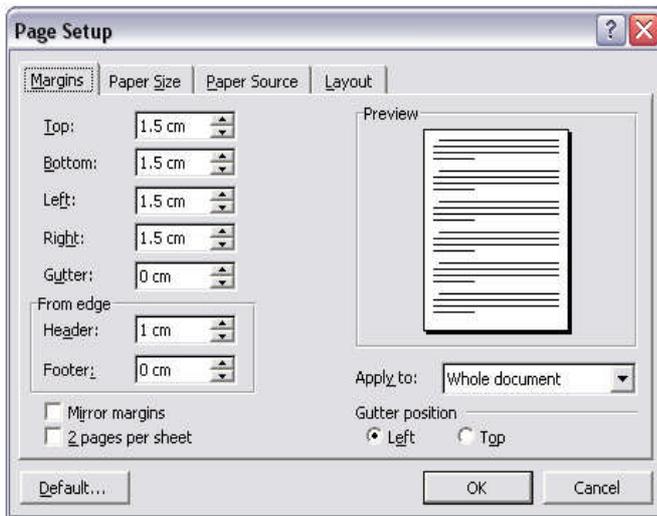
Style Sheet for eBook and Hard Copy Volumes
Version 7.4d (2011)

Before You Begin

1. Please remember - the pages will appear in the book *exactly* as you submit them. It is your responsibility to ensure your chapter is in a camera-ready state.
2. You will need to submit four 'specimen' pages of your chapter to your editor at least 4 weeks prior to the chapter submission deadline. These specimen pages will be checked by your editor to ensure that you have followed the style sheet correctly and bring to your attention any problems that need to be corrected.
3. Whilst the editor will help you with any problems you have, it is not the editor's job to do it for you. Editors are explicitly instructed to return documents to authors with a) a list of corrections to be made and b) a deadline for re-submission. If that date is missed, your chapter will be excluded.

Part One: Page Set-Up

1. Page Set Up:

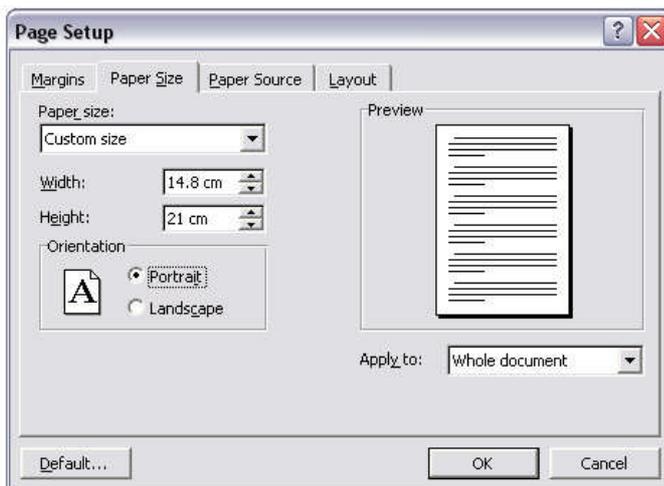


This illustration shows the Margins tab. This is exactly how your margins should be set.

- Top Margin = 1.5 cm
- Left Margin = 1.5 cm
- Bottom Margin = 1.5 cm
- Right Margin = 1.5 cm
- Gutter = 0cm
- Header = 1 cm
- Footer = 0 cm

Apply these settings to the whole document.

2. Page Size

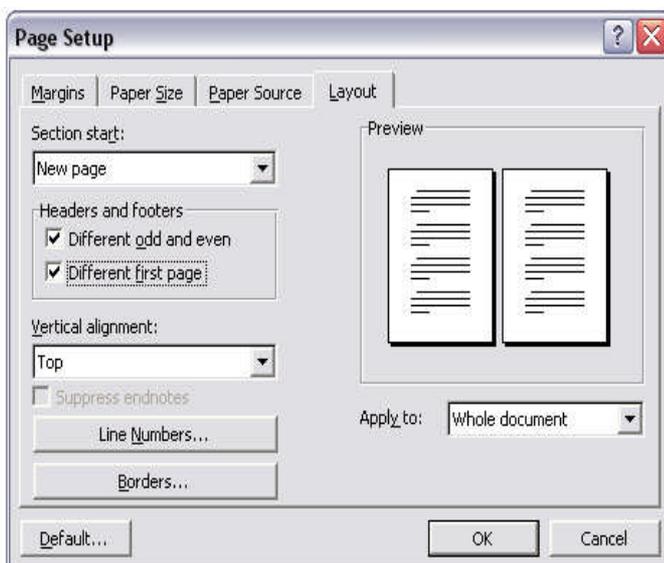


This illustration shows the Paper Size tab. Please note that some versions of MS Word have A5 as a preset size. If your version of MS Word does not have A5 as a preset size, you will need to create a Custom Size paper.

- Width = 14.8 cm
- Height = 21 cm
- Orientation = Portrait

Apply these settings to the whole document.

3. Page Layout

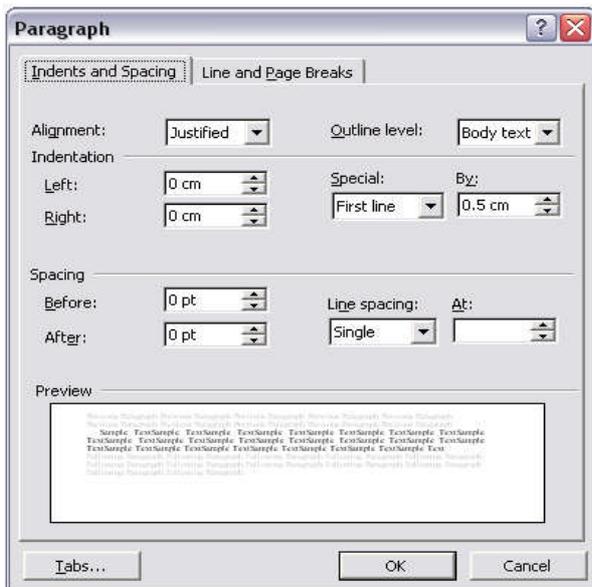


This illustration shows the Layout tab.

- Section start = New page
- Headers and Footer = Check next to 'Different odd and even' and Check next to 'Different first page'.
- Vertical alignment = Top

Apply these settings to the Whole document.

4. Paragraph Settings

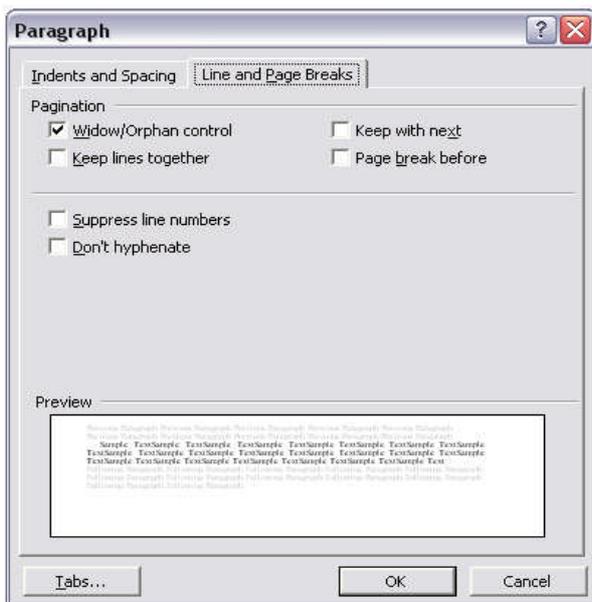


This illustration shows the Indents and Spacing tab in the Format Paragraph settings.

- Alignment = Justified
- Special = First line
- By = 0.5 cm
- Spacing Settings
 - Before = 0 pt.
 - After = 0 pt.
 - Line spacing = Single

Selecting 'OK' will apply these settings.

5. Line and Page Breaks

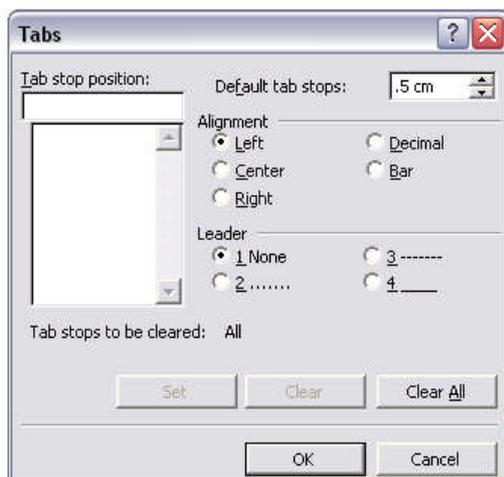


This illustration shows the Line and Page Breaks tab in the Format Paragraph settings.

- Pagination = Check mark by Widow/Orphan control

Selecting 'OK' will apply these settings

6. Tab Settings



This illustration shows the Tabs setting which is found by clicking the 'Tabs...' button shown on the two previous illustrations.

- Default tab stops = .5 cm
- Leader = 1 None

Note: If numbers appear in the 'Tab stop position' box or the text box below, click 'Clear All'.

Selecting 'OK' will apply these settings.

Part Two: The Main Text of the Chapter Body

All chapters will begin on an odd numbered page. In many cases this requires a blank page after your chapter if it ends on an odd numbered page. This will be done by the technical team and should not be added to your chapter.

1. Fonts and Alignments

All areas of your chapter will use the Times New Roman font. Each part of your chapter may use a different font style and font size. Alignments will also vary for different areas of your chapter. Here are the font styles and sizes as well as the alignments that are required for the different parts of your chapter.

	Font Style	Font Size	Alignment
Chapter Title	Bold	12 pt	Centred
Name of Author(s)	Regular, Italic	12 pt	Centred
Abstract	Regular	10 pt	Justified
Key Words (Words)	Bold	10 pt	Justified
Key Words	Regular	10 pt	Justified
Divider Symbols (Shift 8)	Bold	10 pt	Centred
Paragraphs	Regular	10 pt	Justified
Chapter Headings	Bold	10 pt	Justified
Chapter Sub-Headings	Regular	10 pt	Justified
‘Notes’ (word)	Bold	12 pt	Centred
‘Bibliography’ (word)	Bold	12 pt	Centred
Notes Section Text	Regular	10 pt	Justified
Bibliography Section Text	Regular	10 pt	Justified
Page Headers	Regular, Italic	10 pt	Centred
Page Numbers	Regular	10 pt	Outside

2. Spacing

Some areas of your chapter require blank lines between sections or offset areas. Please use the following guide when creating your chapter. All blank line spaces should be set to 10 pt font

	Blank Line Spaces
Between Title and Author	1
Between Author and 'Abstract'	1
Between Abstract Text and 'Key Words'	1
Between Key Words Text and Divider	1
Between Divider and 1st Paragraph	1
Between Paragraph Text and Offset Quote	1
Between Offset Quote and Regular Text	1
Between Last Sentence and 'Notes'	1
Between Last Endnote and 'Bibliography'	1
Between Title or Author and Line in Header	1.5

3. Order of Appearance

The elements of your chapter should appear in the following order:

- Chapter Title
- Name of Author(s)
- Abstract of no more than 300 words
- Key Words (no more than 10)
- Divider (Five *****'s produced by using Shift 8)
- Body of your chapter
- Endnotes (Chicago Style Version 16, August 2010)
- Bibliography (Chicago Style Version 16, August 2010)
- Author Identification (No more than two sentences. Do not use titles such as Dr. or Prof.)

3. Dictionary

UK English spelling only.

4. Formatting the Style of Your Chapter

Please remove all style formatting before submitting your chapter to your editor. Differences in style from chapter to chapter are very noticeable and can make adding your chapter into a finished full-length manuscript very difficult. If you have followed this style sheet, it is not necessary to create a new style for any section of your chapter.

5. Spacing between Sentences

Use only one single space after the full stop of a sentence (period) and the beginning of the next sentence. Examples:

Incorrect: The brown fox jumped over the fence. He jumped very high.

Correct: The brown fox jumped over the fence. He jumped very high.

6. Quotes and Offset Quotes

When using a quote in the text of your chapter that is over 30 words in length, it must be offset from the rest of the paragraph. Note the blank line spacing required. Quotes that are less than 30 words may be left as part of a normal paragraph. Offset quotes do not begin and end with quotation marks.

This is how you would place a quote that is over 30 words long. Use this as an example when you write your paper:

Notice that the indentation is set to 1.27 cm and that the quotation marks at the beginning and the end of the quoted material are removed. This block quote does not have a first line indentation.¹

You will use a single line space before the block quote and another single line space after the block quote. Please do this by hitting your return or enter key twice. Do not set your paragraphs to automatically create a double line.

7. Quotation Marks

Quotes are to be marked using a single quotation mark. For example: ‘The brown fox jumped over the fence,’ said Mr. Barker.

Double quotation marks are used for a quote inside of a quote. For example: ‘Mr. Barker said, “The brown fox jumped over the fence” and I believe it to be true,’ said Mrs. Barker.

8. Hyphenation and Dashes

- Do not use double hyphens as a dash; e.g., Turn left after the church--but before the pub.
- Due to column width of the chapters, use a hyphen to indicate a closed range (3-15 or June-July) and to indicate attributive compounds and prefixes (pre-war).
- Also due to column width of chapters, use an En dash (not the longer Em dash) to demarcate a break in thoughts and place a single space before and after the En dash in a sentence (I bought the full-set of coloured pencils – including metallic colours of silver and gold – and showed them to my friends.).

9. Emphasis

If you are placing emphasis on a word or phrase, do not use bold style font or underlined style font. Please only use italics for emphasis.

10. Headers/Running Heads

Headers are to appear at the top of the second and subsequent pages of your chapter. There is no header on the title page.

- Even page headers will have the chapter’s short title (centred and italicised in 10 pt Times New Roman) followed by a 1.5 blank line space and then an underscore line that stretches the length of the page from margin to margin. For example, if the title of your chapter is ‘Vampires and Werewolves: The Monster in Us All’, your even page header will look like this:

Vampires and Werewolves

- Odd page headers will have the author’s name or names (centred and italicised in 10 pt Times New Roman) followed by a 1.5 blank line space and then an underscore line that stretches the length of the page from margin to margin.

11. Adding Page Numbers

All chapters begin on an odd numbered page. They are to appear within the header on the outside margin of the page. Your editor will add the page number to your chapter.

12. Sub-Headings

Sub-headings are used to divide your chapter into specific sections. Both the number and title should be in bold font style followed by a single indent (.5 cm). The first line of text is to appear directly below the sub-heading with no blank line space separating them. For example:

1. This is a Sub Heading

This sub-heading style should be used for all of your chapter's sub-headings.

13. Sub-Sub Headings

When placing a sub-sub heading within your chapter, a single blank line space separates the last line of text and the sub-sub heading title. Your sub-sub heading title should be in regular font style followed by a single indent (.5 cm) For example:

A. This is a Sub-Sub Heading

This sub-sub heading does not appear in bold font style and is separated by a 1.5 blank line space.

14. Captions of Images and Tables

Tables and images must be labelled. The labels for tables and images should be formatted as follows:

- Table captions appear above the table. It should appear as such:
Table 1 – The Number of Rabbits in the Warren
- Image captions appear below the image. It should appear as such:
Image 1 – Rabbits in the Warren

15. Image Copyright and Release Information

If using images in your chapter, a permission of use must be submitted by the author and signed by the owner of the rights to the image. If the author owns the rights to the image, a permission of use still must accompany the chapter. Your image caption should reference the owner of the image.

16. Original Works

By submitting your chapter to your editor for publication, you are certifying that it is your original work and that any quoted materials are referenced within your chapter.

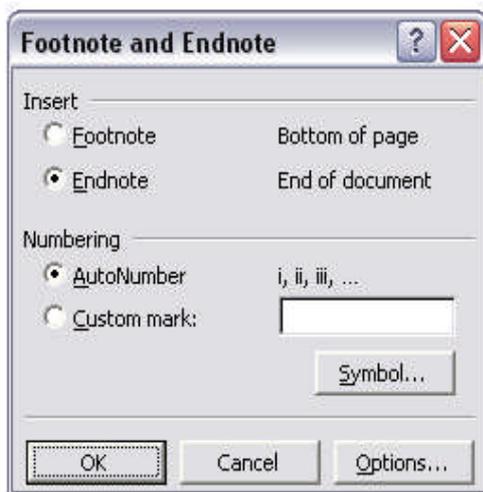
Part Three: Reference Sections

All endnotes and bibliography material is to use the Chicago Manual of Style Version 16 Released in August 2010. Please reference the .pdf file titled 'Chicago Style of Reference 1.2c' for specifics related to the exact format of your 'Notes' and 'Bibliography' sections.

1. Endnotes

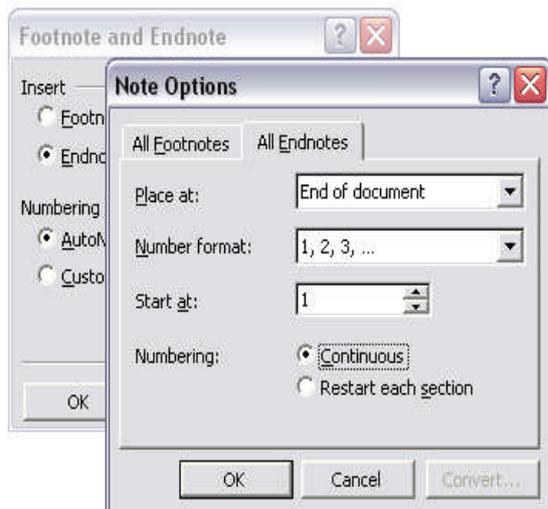
Each chapter will contain endnotes if you have cited any references within your chapter. Endnotes are to be added by the following means:

At the top of the page, click on 'Insert' then choose 'Footnote'.



This illustration shows the Footnote and Endnote dialogue box.

- Select Endnote to have your reference appear at the end of your chapter. Do not use the enter key when you are finished with your endnote text. This creates a rogue line space that is difficult to remove in the final stages of processing the manuscript.
- After selecting 'Endnote', click on the 'Options...' button at the bottom of the dialogue box. This opens a new box as appears below.



This illustration shows the Note Options dialogue box.

- Place at = End of document
- Number format = 1,2,3,...
- Start at = 1
- Numbering = Continuous

Selecting the 'OK' button will save your changes and all subsequent endnotes will appear using these changes.

When selecting this type of endnote, your endnote reference number will appear automatically as a superscript number within your text.

Endnotes are to appear after the punctuation in your text. Here are four examples of correctly placed endnotes:

The brown fox jumped over the fence.¹
The brown fox jumped over the fence;¹ he broke his right foreleg.
The brown fox jumped over the fence,¹ sat down by the pond and made himself comfortable.
Mr. Barker said, ‘The brown fox jumped over the fence.’¹

2. Bibliography

The bibliography section of your chapter should be added after the notes section. It should contain a complete reference of the works that you have cited throughout your chapter as well as any additional source materials that are pertinent to your chapter or that you wish your audience to view for further reading.

3. Appendix

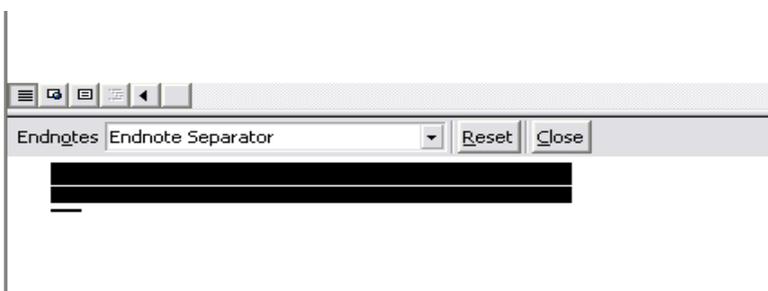
If you have added an appendix to your chapter, it will appear after the Bibliography section. The appendix often contains additional information about your subject matter that if contained within the body of the text would have disrupted the flow. Appendix materials often contain copies of questionnaires, survey forms or schedules that were used in the research of the information that you are writing about.

4. Index

An index is not to be added to each chapter separately, but instead will be added to the end of the full-length manuscript by the editor if the editor so chooses.

5. Removing Endnote Separation Lines

MS Word automatically adds a line to begin an endnotes section and a continuation line on subsequent endnote pages. These must be removed by the following method:



Change the view of the page to ‘Normal’. Click on ‘Insert’ then click on ‘Footnote’. At the bottom of the page, the endnotes will appear as will the following dialogue box. Click on Endnote Separator and then highlight the line that appears and hit the delete key.



Then click on Endnote Continuation Separator, highlight the line that appears and hit the delete key.

Part Four: Further Considerations and Instructions

Your chapter should contain the following:

- Title
- Author's name(s)
- An abstract of 300 words or less
- Key Words
- Text
- Endnotes
- Bibliography
- Appendix (if desired)

Your chapter should not contain the following:

- References within the text body appearing in parentheses.
- Bold or underlined font style for emphasis
- Section breaks
- Page breaks
- Endnote Separator Line
- Endnote Continuation Separator Line

If you have any questions or concerns, contact your editor.