KNOWLEDGE RESOURCES

KNOWRES PUBLISHING'S STANDARDS AND PROCEDURES FOR A NEW PUBLICATION AND AUTHOR'S GUIDELINES

Introduction

Knowres Publishing has developed a set of guidelines/tools to assist authors to deliver their manuscripts in a format that can be converted into a publication quickly and efficiently.

These guidelines cover the following:

a. **Parts of a book** – summary of the various elements of a book
b. **Publishing process** – what happens to a manuscript when it is in production
c. **Preparation of text** – style and design of text
d. **Artwork** – how to prepare
e. **Delivery of final manuscript** – a checklist is provided to guide the author through submission of the final manuscript.

1. **Parts of a book** – A book consists of three parts: (i) Imprint pages, (ii) Body text and (iii) Back pages.

   Imprint pages (front pages) – these pages contain the introductory sections of a book that precede the main text. An author should ensure that the front pages (imprint pages) are carefully prepared, as this information is often used for promotional purposes. The front pages are made up as follows:

   - Title page
   - Title plus subtitle and author's/authors' full names
   - Copyright page (the publisher is responsible for this page)
   - Contents – the content pages should contain the following:

     o List of contributors (if applicable)
     o Foreword
     o Preface
     o Acknowledgements
     o About the author/s
     o Chapter titles and numbers (authors may also add first- and second-level headings within each chapter)
     o Back pages – eg Appendices, Glossary, Subject index and References

   Other front-matter pages

   Some publications may consist of more than the minimum four constituents and may contain some or all of the following:

   - **Dedication page** – this is a personal statement by the author and normally precedes the copyright page.
   - **List of contributors** – this list should contain all the contributors to the book, in alphabetical order, together with a brief curriculum vitae and both mail and e-mail addresses.
   - **Foreword** – this is written by someone other than the author or editor of the book. It should explain the ideas on which the book is based and how the book came to be written. It can also contain acknowledgements, or a separate page can be used for this. The preface, which is written by the author or editor, does not need to be signed or dated.
   - **Lists of tables, diagrams, figures, abbreviations, acronyms and symbols** may be provided, depending on their usefulness to the reader.
   - **Acknowledgements** – this constituent is used to thank those who have assisted the author/s, or if there are a number of permissions to register. However, a full list of permissions must be provided on the Reference pages, or where the reproduced material appears. **Note:** the acknowledgement page is not sufficient for permissions.

Body text

The body text is made up of chapters, which may be grouped into Parts or Sections. Chapters are numbered with Arabic numbers (Chapter 1, 2, 3, …). In multi author publications, each chapter must include its own References or Bibliography – chapters must be self-contained.

Parts/Sections are numbered with Roman capitals (Part I, II, III, …).

Generally, chapters should contain text introducing the reader to the chapters, and a conclusion to each chapter.

Back pages

Back pages include the following:

- Appendices
- Glossaries
- Bibliographies/references
- Answers to questions
- Indexes

2. **Publishing process** – Knowres Publishing is a virtual publishing house and makes use of contract editors, proofreaders, and layout and design artists. Cia Joubert (MD Knowres Publishing) is responsible for seeing a book through all the various stages of the production process and will be able to provide guidance if required.

    Material evaluation – After the first few chapters have been completed, it is advisable and valuable for the publisher to see and evaluate the material. This can be e-mailed to cia@knowres.co.za

    Text design – A book should adhere to Knowres Publishing's standard design/style – see the style sheets below.

    Cover design – The cover is an important element of a book. Apart from its practical value, it is critical for marketing and promotional purposes. To ensure and achieve maximum impact in the marketplace, Knowres Publishing will usually finalise the design as early as possible before publication.

    Knowres Publishing will contract a graphic designer to prepare the cover. Authors are required to communicate with Knowres Publishing at an early stage should they have a definite idea for the cover. Authors will be given the opportunity to approve a cover.

    Submission of a final manuscript – Authors are required to complete the checklist before submitting a manuscript.

    Copy editing (proofreading) – Knowres Publishing contracts with a copy editor to ensure a complete, clear and consistent publication.

    The publication is read and the following are checked:

    - Spelling
    - Grammar
    - Agreement between text and illustrations, references and citation details
    - Correct citation of references and permissions
    - That figures are labeled and sized accurately

    Typesetting – Knowres Publishing contracts with a typesetter, who takes the manuscript, artwork and text into a typesetting software package to produce a final layout of the book. This process is never error-free and, although the copy editor's amendments are incorporated, we prefer to e-mail PDF proofs to the main author for final proofreading. This will provide the author with an opportunity to detect any errors.

    Note: Excessive corrections at this stage are time-consuming and expensive and, as per the Author's Agreement, authors will be liable for 5 percent of the cost of author's corrections for major changes, etcetera.

Proofreading – The final proofreading (after typesetting is completed) is done by the editor to ensure that the manuscript is correct and ready for printing.

Printing and binding – Once all corrections have been made by the typesetter, final electronic files (on CD-ROM and in PDF format) are produced for the publisher. These are sent to a printer to produce the required number of books and to deliver them to Knowres Publishing's offices.

3.   **Preparation of text** – Knowres Publishing has developed a concise set of guidelines to assist authors to structure and style their writing to ensure consistency in the publication. These recommended guidelines regarding style are set out below.

Guidelines regarding style–

(* Indicates a recommendation by Knowres Publishing. The final decision as regards the aspect concerned will lie with Knowres Publishing.)

Abbreviations/acronyms

1   The preferred style is to omit periods after abbreviations**.** For example: Mr Mrs Ms Dr Prof Rev

2   Initials are written without periods. For example: SLM Smith (and no spaces are substituted for the periods).

3   Acronyms (such as Unisa, Eskom, Telkom) are written with an initial capital letter and not as UNISA, ESKOM, TELKOM.

4   In general writing (ie in nontechnical and nonscientific texts), abbreviations are avoided wherever possible in the text, except in tabular matter, figures, diagrams, between brackets and in bibliographies. Thus, "for example", "that is" and "etcetera" are written out in the text. When abbreviated in brackets, they are written as follows: eg; ie; etc (with no periods, except where "etc" occurs at the end of a sentence).

5   Certain institutions are known in their abbreviated form, for example CSIR, Iscor, SABC. Here the abbreviation can be used throughout in the text after first being written out in full the first time in a chapter, followed by the abbreviation in brackets. For example: South African Broadcasting Corporation (SABC).

6   Abbreviations which are not as well known should be written out in full the first time that they occur, followed by the abbreviation in brackets. Thereafter, the abbreviation can be used throughout the particular chapter.

7   Names of countries such as the United Kingdom and the United States of America should always be written out in full in the actual text.

Apostrophe

1   In the case of dates, write as follows: 1950s; 1970s; the 60s (**not** 1950's; 1970's; the 60's).

2   Also: MPs (**not** MP's).

3   With the possessive: the child's friends; the children's books; the princess's duties. But Jesus' teachings; Moses' followers; for convenience' sake; for appearance' sake.

Bibliography/references

Examples of an entry in a bibliography/list of references:

 Books

Blanchard, K. 1997. *Principles of morphology*. 3rd edition. London: ABC Books.

Blanchard, K & Bowles, S. 2001. *Advanced morphology*. London: ABC Books.

Blanchard, K, Bowles, S & Jones, DL. 2004. *Morphology explained*. London: ABC Books.

Journals

Smith, LM. 2004. A study of the Magaliesberg ravines. *South African Journal of Geography* 12(4):139–151.

Contributions in collective works

Gibbs, HI & Wells, G. 1980. The South African microeconomic system, in *The national economy*, edited by JA Joubert & DP Smith. New York: American Publications:354–367.

Examples of the above referred to in the actual text

Blanchard (1997:15) argues that … .
Blanchard and Bowles (2001:38) argue that … .
Blanchard, Bowles and Jones (2004:41–47) argue that … . [In subsequent references, use the surname of the first author followed by "et al". For example: Blanchard et al (2004:79) state that this … .] (Note that "et al" is not italicised.)

"Quotation" (Blanchard & Bowles:2001:135)

1	2	3	4	5	6
Author(s) name/s	Year published	Title	Subtitle (if any)	Place	Publisher

<u>**Capitalisation**</u>

1 The decision whether to follow an "**up style**" (ie to use capitals) or a "**down style**" (ie to use capitals only where absolutely necessary) is one that has been much debated. However, Knowres Publishing recommends that capitals be used only where absolutely necessary.

2 The most important rule in regard to those cases where either a capital or a lower-case letter can be used, is to be consistent. For example, <u>**do not**</u> write "the principal of the New-Age University" and then later revert to "the Principal of the New-Age University".

3 When referring to groups of people in South Africa, use "blacks/black people/the black population", "whites/white people/the white population", etcetera. But: Indian population; Coloured population; Indians; Coloureds.

4 When referring to chapters, sections, tables, diagrams, etcetera, in the text, do not use an initial capital letter. For example: In chapter 7 of this book you will notice that … .; In table 4 below it can be seen that … .

5 For clarity as regards capitalisation, consult the recommended dictionary (*Collins dictionary of the English language***).

<u>**Dates**</u>

1 When referring to a particular century, write out. For example: "During the twentieth century … ." (<u>**not**</u> "During the 20th century). Also use a hyphen when the century is used adjectively, for instance: twentieth-century work of art.

2 A date containing the day, month and year is written as follows: 4 April 2005. In tabular matter, this can be written as: 04/04/2005.

<u>**Dictionary**</u>

1 To ensure consistency with regard to spelling, hyphenation, etcetera, the following dictionary should be used: *Collins dictionary of the English language***.

Figures, tables, diagrams, graphs, maps, etcetera

1   Labels for figures, tables, diagrams, graphs, maps, etcetera, should be in 11 point, italics*****: For example:
Table 1: Statistics in respect of adolescent crime in the United Kingdom

2   Each group (for example tables) is numbered sequentially per chapter from 1 upwards (eg *Table 1:*; *Table 2:*; *Table 3:*; etc.). In the next chapter, start at table 1 again.

Font

1   A uniform font must be used throughout the manuscript. In the case of manuscripts submitted for publication by Knowres Publishing, the font to be used for all text in the manuscript (ie table of contents, footnotes, end notes, bibliographies, glossaries, chapter headings, headings and subheadings within chapters, labels for diagrams, figures, tables, etc, and the main text) is **Arial***.

Footnotes/end notes

1   The preferred system used by Knowres Publishing is the end note system, with the end notes appearing at the end of a chapter just before the bibliography.

2   The end notes contain only text which amplifies the main text, that is, books, journals, conference papers, etcetera, are not referred to in the end notes.

3   References in the text are cited as follows (according to the Modified Harvard System set out under "Bibliography" above): Adams (2005:31). The complete details (surname and initials of author, date of publication, edition, title of work, place of publication, publisher, etcetera) are then listed in the bibliography under "Adams".

Headings and subheadings in chapters

1   Refer to "Point size" below.

Hyphenation

1   For the hyphenation of words, consult the recommended dictionary.

2   Two general rules should however be followed with regard to hyphenation:

(a)   Use a hyphen when it is necessary to avoid ambiguity, for example: a fast sailing ship/a fast-sailing ship; an outstanding rent collector/an outstanding-rent collector.
(b)   Ensure consistency with regard to the use of hyphens. For example, do not use foster-care grant in one instance and then foster care grant in another instance.

3   Words such as cooperate and coordinate should be written without the hyphen.

4   Words with the prefix non should be written without a hyphen, for example: nonmaterial; nonrural; nongovernmental; etcetera. However, where non is followed by an n, the word is hyphenated, for example: non-negotiable; non-native.

5   The prefixes pre and post do not take a hyphen, for example: prehuman; preform; preengage; postseasonal; postdiagnosis; etcetera. However: pre-Germanic; post-Marxist.

6   The prefix re also does not take a hyphen, for example: readapt; redraw. But re-edit; re-enter.

7   No hyphen is used where an adverb ending in –ly and the adjective that it qualifies both precede a noun, for example: a badly structured model; a beautifully designed cathedral.

8   In the following instances a hyphen is used: a well-known author (but the author is well known).

9   Words with the prefix self- take a hyphen, for example: self-assured; self-diagnosis; self-evaluation exercise; etcetera. (But: selfsame)

Listed items (levels)

1   For items listed in a particular section in a chapter, use the following convention:

First level: 1 (no point after 1)
Second level: a (no brackets)
Third level: i (no brackets)
Fourth level: •
Fifth level: –

2   Where a listed item exceeds one line, the text should be aligned as follows:

•   The effects of colonialism on the development of the law in South Africa (discussed in chapter 3)

Listed items (punctuation and sentence construction)

1   Where items listed are full sentences, the list should be structured as follows:

There are three main reasons why small enterprises are important in any country's economy:

1   They contribute to job creation.
2   They enlarge the pool of entrepreneurial skills.
3   They significantly increase the tax base.

Note that each sentence in the above list begins with a capital letter and ends with a period.

2   Where the items listed are merely clauses or phrases, they should be in harmony with the introductory sentence and the list should be structured as follows:

The transformation process is geared to

1   including larger numbers of previously disadvantaged persons in the economy
2   ensuring a more equitable distribution of wealth
3   increasing the skills base

Note that capital letters are not used at the beginning of each item, and that no semicolon or period is used at the end of each item. And no period is used at the end of the last item.

Numbers

1   In non-mathematical/non-statistical/non-scientific text, numbers from one to nine are written out (eg "There are eight different subspecies in Africa."). From 10 upwards, numbers are not written out (eg "There are 14 different subspecies in Africa."). In the case of mathematical/statistical/scientific texts that contain statistical data or calculations, figures are used throughout.

2   Where a number appears at the beginning of a sentence, it is always written out (eg "Fifteen different subspecies are to be found in Africa.")

3   Words and figures must not appear in the same sentence (eg do not use "There were eight students in the German class and 12 students in the Latin class." Rather state: "There were 8 students in the German class and 12 students in the Latin class." Where this practice is adopted, follow such practice throughout the work.

4   Spaces must be used in cases such as the following: 1 700; 115 000;
9 630 570.

5   A comma and not a point must be used in cases such as the following: 1,35; 21,75; 0,05; R15,70.

6 Hyphenate as follows: twenty-seven students; thirty-one hospitals; sixty-seven items; 54-year-old woman (not fifty-four-year-old woman).

7 Where abbreviations are used, use figures before such abbreviations, for example: 15 cm; 11 kg; 21 mm. (Note the space between the figure and the abbreviation.)

8 Use the en rule to separate numbers in a range of numbers, for example: 7–12, 14–16, 21–23, etc.

9 When fractions are spelt out, they must be hyphenated, for example: two-fifths, five-sevenths, three-quarters.

10 Figures given in tables must align on the right, for example:

  43
  71
115

Point size

1 The point size to be used for the main text in each chapter (ie excluding headings, subheadings, footnotes and end notes, and indented quotations) is **11 point***.

2 The point size to be used for footnote text and end note text is **10 point***.

3 Indented quotations (see below under "Quotations") must be in **10 point***.

4 The point sizes for headings and subheadings within chapters must be as follows*****:

First-level heading in all chapters:

1   **INTRODUCTION** (ie ALL CAPS, bold, 11 point)

Second-level heading in all chapters:

1.1   **Trends in social security in Africa** (ie upper and lower case, bold, 11 point)

Third-level heading in all chapters:

1.1.1   ***Social security in southern Africa*** (ie upper and lower case, bold italics, 11 point)

Fourth-level heading in all chapters:

(a)   South Africa and social security (ie upper and lower case, Roman italics, 11 point)

Quotations

1 Material quoted from another source that is integrated into the text appears between double quotation marks (eg In the words of Smith, "planning based on teamwork is essential if the organisation is to succeed", but, obviously, such teamwork must first … .)

2 If the quotation itself includes quoted material, such material is placed in single quotation marks, regardless of whether the original text used single or double quotation marks.

3 Where quotations are set off from the text (are indented), such quotations appear in **Roman, 10 point*** and do not begin or end with quotation marks. However, if such indented quotation itself includes quoted material, such material is placed in double quotation marks, regardless of whether the original text used single or double quotation marks.

4   Generally, quoted material that exceeds five lines is set off from the text, with shorter quotations being run into the text.

5   Note the following examples of punctuation with regard to the use of quotations:

"It cannot be stated unequivocally that all children are susceptible to this disease."

It cannot be stated unequivocally that "all children are susceptible to this disease".

6   Concepts and terms are enclosed in double quotation marks, for example: the term "criminality"; the concept "ethnicity" (but the concept of ethnicity).

<u>Spelling</u>

1   For the spelling of words, use South African spelling and consult the recommended dictionary.

2   Use –ise and not –ize in words such as: realise, organise, materialise, organisation, etcetera.

3   Use South African/British spelling for words such as: labour (not labor), travelling (not traveling), colour (not color).

<u>Typeface</u>

1   Roman to be used for all text, except headings, subheadings, words usually appearing in italics, and words or phrases that are emphasised by the author.

2   All foreign words and phrases must appear in italics. However, note the following exceptions:

(a)   Certain words and phrases, such as Latin words and phrases, are in such common use in English   that they are no longer italicised, for example: ad hoc.

To determine whether such words should or should not be italicised, consult the recommended dictionary.

(b)   Legal cases are always italicised, for example: *S v Smith and Others*.

3   Titles of books and names of journals appear in italics, for example in bibliographies.

4   Words, phrases and sentences which the author wishes to emphasise should be placed in bold.

5   For the typefaces to be used for the various levels of headings in a chapter, see above under "Point size".

4.   **<u>Artwork</u>** – It is preferred that figures, diagrams and line drawings be supplied on separate sheets, grouped at the end of a manuscript. The placing of these in the text must be indicated at the appropriate position – marked "Figure/Diagram X" on a clear line.

5.   **<u>Delivery of final manuscript</u>** – To ensure that all required documents are enclosed, the checklist must be completed and submitted with the final manuscript.

The following should be noted when preparing the final manuscript and electronic files:

- The text must be in double spacing and must be printed on only one side.
- Figures, tables, line drawings, etcetera, must be supplied on separate pages at the end of the text.
- All pages must be numbered.
- Electronic files on disk must indicate the number of the chapter, appendix or whatever the files pertain to.
- All figures, tables, etcetera, should be saved under one directory name if supplied on one disk.
- Label disks with your name, book title and date.