



## House Style Guide

## 1) House Style

Journal articles and book chapters should be submitted to the Editor or Press as Word files with the text in Arial 12-point font and double spaced.

UK spelling should be used throughout, unless forming part of a quotation.

### ***Punctuation***

Punctuation should consistently follow UK conventions (except in quotations from other sources, where the punctuation convention of the original should be retained).

UK style uses single inverted commas, except for quotations within quotations (which have double inverted commas).

### ***Hyphenation***

Please consult the [Oxford English Dictionary](#) (OED) for guidance. Hyphenation must be used consistently throughout your text.

### ***Capitalisation***

Keep capitalisation to a minimum and use only for proper nouns and formal names of organisations, etc.

### ***Italics and bold***

Use both minimally. Use italics and not bold for emphasising words within the text.

Use italics for the following: book and journal titles, newspaper titles, film titles, play titles, stage directions, foreign words/phrases (that are not in common usage), song titles, etc.

### ***Numbers and dates***

- Spell out numbers up to but not including 10.
- Elide numbers to minimum digits, e.g. 233-4; dates, e.g. 1993-4. Do not elide in titles and headings.
- Centuries should be written as words not numbers, e.g. eighteenth century. Hyphenate if used as an adjective, e.g. eighteenth-century masterpiece.
- Dates as UK usage: 18 August 2015.

## **Quotations**

- Quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations.
- Indent quotations of more than 50 words and do not use quotation marks for these.
- Quotations should remain exactly as they are in the original.

## **References**

- Use endnotes rather than footnotes, at the end of an article or chapter, unless otherwise agreed (exception for [Postgraduate Perspectives on the Past](#) and [Performance and Mindfulness](#), where footnotes are preferred).
- A reference list should generally contain all the sources cited in the text and notes and any other important titles that you think should be included. It should aim to provide a useful and concise reference guide to works relevant to the subject of your publication.
- Use APA6th referencing system except for the following exceptions:
  - Performance and Mindfulness – Harvard
  - Journal of Performance Magic - Harvard

## **2) Figures, tables and illustrations**

### **Figures**

Images must have a resolution of at least 300dpi at the final printed size. Images that don't meet this are low-resolution and can reproduce very poorly.

- Figures should be sequentially numbered.
- Include placement indicators for all figures in numerical order in the manuscript at the ends of paragraphs where you want them to appear. For example: Insert figure 1 here.
- Figures supplied as JPEG, TIFF or EPS files, not added into the main body of text.
- Colour photographs and halftones must be saved in CMYK, not RGB.  
Photographs taken with a digital camera: most digital cameras produce JPEG images as their standard format, but some can be set to TIFF. If your camera

can be set to produce TIFF format, please select this option when taking photographs.

- Scanned images: it is always better to supply the original artwork rather than scan from a printed copy, where possible. If you are providing scanned copies of the original image, make sure they are scanned to a final resolution of at least 300dpi at the size they are to be reproduced.

### ***Tables***

Tables should be placed at the correct point in the text, numbered sequentially with clear captions and referred to in the main body of the text.

### ***Illustrations***

Illustrations are welcomed; however, Authors are responsible for obtaining permissions from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere.

## **3) Permissions**

It is your responsibility to clear copyright for all text and illustrative material that is not your own work. You must clear English language and world distribution rights and it should be made clear to the copyright holder that you are seeking permission to use the material in an Open Access publication. Please use the [Permission Form](#) (Appendix 1) to obtain permission.

## **4) Copy-editing**

We understand your submission to be the complete and final manuscript (post peer review). The Press is not obliged to carry out any further copyediting or proofing of journal articles, but may do so as agreed with the author/editor on a case by case basis.

## **5) Journal articles**

See the [Article Template](#) (Appendix 2) for required formatting and layout, including

headings and placement of figures and tables.

- Articles should be up to 7000 words (5000 for [Fields](#), 2000-4000 for [TiLL](#)), excluding references, unless otherwise agreed by the Editor.
- Some journals are happy to consider non-textual work. To check with your chosen journal, please contact the Editor.
- If accepted for publication, you will be required to sign a standard [License to Publish](#) which includes our [CC BY License](#).

### ***Abstract and keywords***

Your abstract and keywords are particularly important in the discovery of content by readers. Abstracts should be between 100-200 words with 5-10 keywords and you may want to include details on:

- Purpose of the article
- Brief literature review
- Design/methodology
- Findings
- Value
- Limitations
- Implications

## **6) Monographs**

### ***Structure***

You must create a separate document for every major subdivision of the text:

- Prelims sections
- Individual chapters
- End matter sections (with individual items in individual files)
- Any illustrations, figures and tables, etc.

### ***Typesetting and page proofs***

Your manuscript will be sent to a typesetter who will produce PDF pages

of your book. The pages will be designed and laid out as your printed book will appear. Your typeset page proofs will be sent to you in PDF format for review once typesetting is complete.

If your book is comprised of contributed chapters it will be the general editor's responsibility to distribute chapters amongst the contributors. To promote consistency throughout the book, we ask the general editor to take overall responsibility on queries relating to style, punctuation, etc. It will also be the responsibility of the general editor to collate the chapters and corrections from each contributor, check the corrections for consistency, and return as one set of corrected proofs.

You should do a word for word check of the proofs. Please note the text is in a relatively fixed state at this point and we can only allow for corrections to genuine typographical or factual errors. Larger alterations such as adding or removing text cannot be considered because they can cause page reflow and this can hinder the work on the index and lead to delays and extra costs. After taking in the final corrections the typesetter will prepare the final printer files.

### ***Marketing***

A tailored marketing plan for your book will be presented closer to the publication date. As standard, every book we publish will feature on our website and be made available in various formats.

Our social media campaigns are largely content led – we will use our own channels and work in collaboration with your own personal social presence where possible. Our PR focus will be targeted to your specialism subject audiences. We will explore all the potential marketing opportunities to ensure the successful promotion of your book.

## **7) Contact Us**

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Twitter: <https://twitter.com/HudUniPress>

## Appendix 1

### Permission Form

It is your responsibility to clear copyright for all text and illustrative material that is not your own work. You must clear English language and world distribution rights and it should be made clear to the copyright holder that you are seeking permission to use the material in an Open Access publication.

Description of the material (artwork, photograph, figure, table, quotation, etc.)

Name of the owner of the material and the context in which it was created (artist, author, web designer, etc.)

This is a request for non-exclusive permission to use the above-referenced material in an Open Access publication (including, without limitation, adaptations, revised and condensed versions, and excerpts), in all media, formats and languages for distribution throughout the world. The publication is written mainly for an academic audience and permission is requested to cover the lifetime of the work. If you require a specific form of acknowledgment, please provide details in the box below.

Required Acknowledgment:

### **FOR IMAGES**

If a person or people are depicted in the image, please confirm below that you have obtained a signed model release for all.

If any property, design, artwork or other copyrighted material of which you are not the copyright holder is depicted in the image, please confirm below that you have

obtained a signed property release for such items.

Model Release(s) Obtained

Model Release(s) Not Applicable

Property Release(s) Obtained

Property Release(s) Not Applicable

As the authorised rights holder of the above mentioned material, I hereby grant permission to re-use the material in accordance with the terms stated above.

Signature

Date

Name

Company (if applicable)

## **Appendix 2**

### **Article Title**

Full author name, affiliation and email address

Accepted date:

Published date:

### **Abstract (up to 300 words)**

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### **Keywords (5-10)**

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### **Acknowledgements**

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## **Heading 2**

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### *Heading 3*

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## **Figure 1**

Caption for Figure 1



**Table 1**

Caption for Table 1


**References**

Jarvis, P. (2010). *Adult education and lifelong learning: theory and practice* (4th ed.). London: Routledge.