

WALLFLOWER PRESS

GUIDELINES ON PREPARING AND SUBMITTING A TYPESCRIPT

These guidelines are intended to help the Editor(s) and the Publisher.

The better prepared your typescript is, the more efficiently and cost effectively it will pass through the production process.

1 PRESENTATION

Use A4 paper: single-sided, double-line spaced throughout (inc. notes, references and quotations); leave generous margins; indent each new paragraph; use 12 point sized type throughout, including notes and references. Pages should be marked with Arabic numbering throughout, in a single sequence.

You must submit:

- A hard (paper) copy of the complete typescript (the author must keep an identical copy with the same pagination as a reference for editorial queries).
- Disks of the typescript, clearly labelled (must be identical to the printed version). See below.

PREPARING TEXT ON DISK

Mark the disk with the name of the word-processing software used. The following software packages are recommended:

- Microsoft Word for Mac
- Microsoft Word for Windows

Use 3¹/₂ inch diskettes. They should be double-density or high-density. Please provide a full list of file names and indicate what is contained in each file.

2 STYLE

2.1 SPELLING

Spelling should conform to the new edition of the *Oxford English Dictionary*. Only use US conventions for work relating to American subjects.

Use ~ise/~isation/~ising endings throughout (not ~ize/~ization/~izing).

Spell-check your typescript.

2.2 SPACING

Must be consistent throughout. Use *single space* after all punctuation (full points, commas, colons etc.). Initials should be spaced: A. J. Smith not A.J. Smith (NB e.g. and i.e. should not be spaced).

Wallflower Press reserve the right to amend spelling and punctuation as deemed appropriate.

2.3 ITALICS

Italics should be used for titles of films, books, plays, long poems, newspapers and periodicals. Italics should not be used for titles of articles in a journal. These should be presented as outlined below.

2.4 ABBREVIATIONS

Full points [.] should be used after abbreviations but not after contractions or in acronyms: Dr, St, Mr, BBC, USA etc.

2.5 NUMERALS

Spell out numbers under 10. Use numerals for measurements – e.g. 2 km – and ages – e.g. 13 years old. Numerals should be used for percentages in the text, but spell out ‘per cent’ – e.g. 24 per cent. The % sign should only be used in tables and figures. Insert commas for thousands – e.g. 120,000. Ensure that you use the numeral figures on your keyboard, rather than a lower case ‘l’ or upper case ‘O’.

Use minimum digits in elisions for number spans (e.g. 132–3, not 132–33 or 132–133), except for the teens (112–16, not 112–6). See ‘Dates’ below for exceptions.

2.6 DATES

Set out dates as follows: 13 December 1970; on 13 December; on the 13th. Not 13th December 1970 etc.

Do not use minimum digits for years. Use 1985–86, not 1985–6 or 1985–1986. (NB 1985/86 may be used where years form a unit such as a financial year.)

Use 1970s (not nineteen seventies, 1970’s, Seventies or ‘70s.)

Spell out ‘nineteenth century’ (not 19th century) but use 1800s (NB Hyphenate only when attributive – e.g. ‘nineteenth-century furniture’ but not otherwise – e.g. ‘in the nineteenth century’).

2.7 QUOTATIONS

These should be placed within single inverted commas ['] except in the case of quotes within quotes, which should be within double inverted commas [“”].

Use ellipses [...] to indicate missing material within a quote. Do not use at the beginning and end of the quote unless it would affect the sense. Use square brackets round ellipsis only where a large chunk of text is omitted.

Indicate whether italics occurred in the original or have been added by you, in square brackets (e.g. [emphasis in original]; [my emphasis]).

Each quotation must be referenced correctly. See below.

3 REFERENCING

It is imperative that all references be given in full. They must conform to the following system:

- Quotations within the main text. These should be immediately followed by the author's surname, the year of publication and the page reference, e.g. 'Experimental realism is the only radically innovative form of fictional expression at this time' (Cullen 2000: 10).
- It is essential that the bibliography lists every work cited in the text, including those in the notes and endmatter. Where there are two or more works by one author in a single year, distinguish them as 1970a, 1970b etc. Type the bibliography in the order: author, initials, date, title, place of publication, publisher.
- The bibliography must be presented in strict alphabetical order. The entries should be typed as follows:

Corrigan, T. (1991) *Cinema without Walls: Movies and Culture after Vietnam*. London: Routledge.

Please pay particular attention to the placing of punctuation within the bibliographical entries. Note the full point after the title, as opposed to the comma.

- Articles within other books (collections of essays etc.) should be presented as follows:

Balibar, E. (1991) 'Racism and Nationalism', in E. Balibar and I. Wallerstein *Race, Nation, Class: Ambiguous Ethnicities*. London: Verso, 72–99.

Note that page numbers of the article follow the publisher.

1. Titles by a single author should be arranged in date order. There is no need to repeat the author's name. Instead use a double em rule [—]. You can indicate this by typing two hyphens followed by a space.
2. Titles by the author written with one other person should be arranged alphabetically by the second author.
3. Titles by the author with two or more others should be arranged by date and alphabetically. They should be cited in the text as, for example, Borges *et al.*
4. Two authors with the same surname should have their initials included in the text for clarity.
5. Electronic references should be included in the main bibliography and should follow the style outlined below.
6. A text that has been published and is also available on the Internet should contain the usual details followed by the medium (e.g. on-line), what it's available through (e.g. HTTP) and then the actual electronic address with access date in brackets. For example:

Smith, A. *Publishing on the Internet*. London: Routledge. On-line. Available HTTP: <http://www.ingress.com/astanart.pritzker/pritzker.html> (4 June 1999).

- If the reference is to a text that was published solely on the Internet then the entry should be as above but without the place name and publisher.

The following is an example of a correctly presented bibliography:

- Balibar, E. (1991) 'Racism and Nationalism', in E. Balibar and I. Wallerstein *Race, Nation, Class: Ambiguous Ethnicities*. London: Verso.
- Barry, A. (1988) 'Black Mythologies: The Representation of Black People in British Television', in J. Twitchin (ed.) *The Black and White Media Book: Handbook for the Study of Racism and Television*. Stoke-on-Trent. Trentham, 13–62.
- Barthes, R. (1981) *Camera Lucida: Reflections on Photograph*. Trans. Richard Howard. New York: Hill and Wang.
- Baudrillard, J. (1990) *Fatal Strategies*. London: Pluto Press.
- (1988) *America*. London: Verso.
- Benson, R. (1994) 'Religious Imagery and Political Subversion in the Films of Andrei Tarkovsky', unpublished M.Phil. thesis, University of Stirling.

4 PROOF CORRECTIONS

- The typescript you submit to Wallflower Press should be the final version and we reserve the right not to implement any proof corrections that we feel should have been incorporated in the typescript. Only make changes that are essential. If your corrections exceed the amount stipulated in your contract, then you may be charged for the excess cost.

- Any correction should be made in the margin of the text with an indicator in the actual text. The correction should line up with the line of the text to be corrected. If two or more corrections are to be made to one line then follow the order of the corrections to be made. In the case of a complex correction then write the correction on the page and encircle it.
- Red ink should be used to indicate typesetter's errors and blue ink to indicate your essential corrections.

5 LIBEL

Authors' work should always conform to high standards. Texts submitted to Wallflower Press should not contain any defamatory material. All statements should be true and supported where necessary by references to secondary material. We will not publish work if we suspect that it is libellous or defamatory.

In order to lower the risk of defamation you can turn a statement of fact which you cannot prove into an opinion as this is then a comment without malice. Do not simply repeat the opinions of others as this can be read as libellous.

6 WRITING STYLE

Keep your readership in mind at all times. Bear in mind that you need to come straight to the point, avoiding cluttering the text with unnecessary information or opinion. Employ a user-friendly structure, and write in an approachable manner. The text should be clearly written, and strike a good balance between scholarly discourse and popular criticism. If in doubt contact Wallflower Press directly.

Beware of using words that may be unfamiliar to your readers, without explaining them as you intend them to be understood. If you cannot explain the meaning of a word, consider whether it is appropriate. Do not use vague phrases such as 'over the last few decades', 'in recent years', 'currently', which will be misleading for readers the longer the book is in print; be more specific, use 'since the mid-1970s', 'between 1970 and 1982', 'until the late 1990s' etc.