Sacristy Press

GUIDELINES FOR AUTHORS

It is always exciting to start work on a new book, both for publisher and author. At Sacristy Press we hope to make the process as enjoyable for you as possible; this document is designed to help us work together to achieve the best possible results for your book.

As an author, we expect you to submit your manuscript to us in compliance with these guidelines. Inevitably there will be occasions when mistakes are made, or when rules are broken for good reason and by mutual consent. It is the responsibility of the editor and proofreader to correct the former, and your responsibility to initiate discussions regarding the latter. Manuscripts that do not comply with these guidelines may be rejected for correction by the author, as per your Author Agreement.

Whilst we do not wish for technical considerations to get in the way of creativity, it is recommend that our house style be implemented from the outset to avoid delays in publishing your work; the task of updating your manuscript later in the process can be rather tedious. If there is some reason you have deviated from the style guide, please advise us at the point of submission.

STYLE GUIDE

Every publisher has its own house style to which publications should conform. At Sacristy Press we use the second edition of *New Hart's Rules* (OUP, 2014; ISBN 978-0-19-957002-7; "*NHR*"), along with its sister publications, *New Oxford Dictionary for Writers and Editors* and *New Oxford Spelling Dictionary*, with a few exceptions as indicated below. Our hope is to give readers the most pleasurable reading experience possible through clarity and consistency.

It is worth familiarising yourself with the following sections of *NHR*, where they are relevant to your work:

- 3.1 to 3.3 (Spelling and Hyphenation)
- Chapter 4 (Punctuation)
- Chapter 5 (Capitalisation)
- Chapter 6 (Names)
- 7.2 to 7.5 (Italic, Roman and other type treatments)
- 8.2 to 8.3 (Work Titles in Text)
- 9.2 (Quotations and direct speech)
- 10.1 to 10.2; 10.4 to 10.6 (Abbreviations)
- 11.1 to 11.6 (Numbers and dates)
- 17.1 to 17.2 (Notes and references)
- Chapter 20 (Copyright)

This is the bare minimum for non-fiction authors—the nature of the work may require familiarisation with other sections of *NHR*. Fiction authors should read those parts of *NHR* that apply to their work. Wherever you are uncertain about the spelling, hyphenation, punctuation, abbreviation or italicisation of a particular word, consult the *New Oxford Dictionary for Writers and Editors*.

Exceptions to *NHR* and common errors:

- The differences between a Foreword, Preface and Introduction are explained in sections 1.2 and 1.3.
- Counter to sections 4.14 and 9.2.3, we use double quotation marks (i.e. US-style) to enhance readability. Single quotation marks are easy to confuse with apostrophes and are not as obvious when trying to determine the extent of a quotation.

- Section 6.1.1: Initials should generally be separated with a full point and a space (e.g. J. K. Rowling).
- Section 6.1.6: Please abbreviate "Saint" correctly (i.e. "St" without a trailing full point).
- Chapter 17: Endnotes (either at the end of a chapter or of the work; see 17.2) should be used, not footnotes or the Harvard system. If your manuscript contains footnotes, these will be converted by the editor to endnotes. Endnotes should be numbered using superscript Arabic numerals.
- Chapter 19: An index should not be created by the author until the typeset proof has been accepted—if in doubt, ask the publisher.

REFERENCES AND CITATIONS

All external sources must be referenced. Generally speaking, most of the advice in Chapter 18 of *NHR* can be followed, with the following exceptions:

- The author's name should be cited exactly as it appears on the title page of the work being referenced. The surname can appear first in alphabetical listings (e.g. the bibliography) but not in numbered endnotes.
- The name of the publisher or imprint should be given in preference to the place of publication. Where the place of publication is important to help identify the correct edition (esp. in medieval works), it should be arranged as follows: (Place: Publisher, year).

Sample citations:

Author Name, *Title of Work* (Publisher, year), p. 3.
Author Name, "Section Title" in *Title of Work*, tr. Translator Name (Publisher, year), pp. xii, 23–29.
Journalist Name, "Article Title", *Newspaper* (1 January 2000), <http://www.example.com/article>.

To assist the editor in checking references, it would be helpful to provide, in a separate document, an ISBN or other identifier for each work cited.

COPYRIGHT

Chapter 20 of *NHR* deals with copyright. It is the author's responsibility to obtain permission to use any copyright material within their work. The Society of Authors has published some useful advice on the subject at <http://www.societyofauthors.org/sites/default/files/Guide%20to%20Permissions.pdf>.

However, whilst the concept of "fair dealing" does, in theory, allow short quotations to be used without permission, it is always advisable to seek permission nonetheless. The Publishers Association issued the following advice:

> Previous industry rules of thumb that extracts of up to 400 words are somehow "safe" are now misleading and positively dangerous. The only safe general rule is that quoted by one judge many years ago: "If it's worth copying, it's prima facie worth protecting."
> *<http://www.publishers.org.uk/images/stories/AboutPA/PA_Permissions_Guidelines.pdf>*

Therefore you must obtain permission from the copyright holder to use any material, no matter how short, including poetry, prose and images, and forward copies of letters or emails granting permission to us. You might find it helpful to maintain a spreadsheet detailing the location, rights holder, extent and request status of any third-party extracts used in your manuscript. When requesting permission for shorter extracts of prose, the following wording may be useful:

> Dear Publisher,
>   I wish to quote X words from *Title of Work* in my forthcoming book *Title of Book*, to be published by Sacristy Press as a paperback and e-book. Please could you confirm that this falls within fair dealing.

Biblical extracts can usually be quoted without seeking permission if they fall within certain thresholds, so long as copyright statements are included on the imprint page; details can usually be found on the publishers' websites. The exceptions to this rule are the Authorised Version (King James Version) and the Book of Common Prayer, both of which are protected under Crown Copyright and will require written permission for use from the Crown's Patentee, Cambridge University Press. If you work includes biblical quotations, please advise us which version(s) are quoted when you submit your manuscript.

If in doubt about permissions, ask us. We will do our best to help obtain permissions where possible, especially if rights-holders are not forthcoming within a reasonable period of time or can't be located.

FORMAT FOR MANUSCRIPTS

The production process we use is almost exclusively electronic, from submission to editing to proofreading to typesetting. We expect all manuscripts and other material to be modified and transmitted electronically at all stages of the process. Any physical printouts are likely to be rejected unless approved in advance.

Authors are expected to have at least basic competence in the use of word-processing software, preferably a recent version of Microsoft Word. Please inform us when making your submission if you wish to use some other software. You should be comfortable using Word's built-in proofing tools (i.e. "tracked changes").

The hierarchy of headings must be clear from the formatting; you are encouraged to use Word's built-in heading styles (Heading 1, Heading 2, etc.) if possible. Indented quotations must visually distinct from the body text. This ensures that headings and indented quotations are not re-styled as paragraph text when importing your manuscript into the typesetting software.

Files should be named using the title of your work. When splitting the manuscript into multiple files, each file must be clearly numbered in sequence using two digits (01, 02, etc.).

If your work contains graphics or photographs, sections 16.3 to 16.5 of *NHR* contain some basic guidance, but if you are uncertain about the quality or format of a specific image, or its copyright status, please ask.

To send large documents or other files to us, Microsoft OneDrive <http://www.onedrive.com> is our preference. We also accept files sent via Dropbox <http://www.dropbox.com>.

THE EDITING PROCESS

The editing process, and therefore the time it takes to publish your book, will vary depending on the nature and quality of your manuscript. The first step in the process is usually the Content Editor, who will suggest general changes to be made by the author. This is followed by the Copy Editor, who will make more detailed changes and proofread the manuscript. Once the editors are satisfied, it will be sent for typesetting and a final proofread.