Step by Step
from Manuscript to
Finished Book

Your Publication with
ibidem Press

Style Guide

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Contents

From Manuscript to Finished Book

An academic publication should appear in an appropriate layout and in a linguistically and stylistically flawless form. Our author support team is your contact for formal and technical questions and is available to assist you during the preparation of your print-ready manuscript (author@ibidem.eu).

Over the following pages you will find the necessary hints and tips to turn your manuscript into a neatly designed book. There are special layout specifications for our series in order to guarantee a unified series design. Contact our author support to get the right template for your book.

In addition to an appropriate formal design of your manuscript, the linguistic and stylistic correctness of your text is crucial for the reception of your book in the academic community. Errors in spelling or grammar irritate the reader and distract from the actual content of your study. Appropriate and stylistically confident phrasing and a structured composition, on the other hand, underline your point.

Particularly papers that have been produced under the pressure of a deadline often need to be corrected again before going to print in order to eliminate the last remaining mistakes. This final correction can be done by you. This document contains general tips for revising your manuscript. If you have any questions concerning your manuscript in particular, please contact our author support.

In general: As an *ibidem* author you are not alone with the revision of your manuscript. Our author support is available to answer all your questions about your book. You can also leave layout and final correction entirely in our hands. Upon request, we will prepare an offer for the necessary formatting or proofreading work.

Expert advice—Use your network: The mistakes in your own text are not easy to find. One is often too familiar with one's own work to discover its small im-perfections.
Our advice: Ask a friend for help with the final correction.

Formatting your Manuscript

This document provides you with a comprehensive overview of how your manuscript can be made into a professional publication. Please do not feel overwhelmed by the multitude of recommendations. Our aim is to make your work on your manuscript easier. You are not required to meet all of the guidelines exactly. Even if not all settings in your final document are perfect, we can still design an excellent book!

## Important remarks in advance

- The following guidelines are recommendations to ensure an optimal appearance of your book. Their implementation is not a prerequisite or condition for publication. In consultation with us, your layout may differ from our recommendations.
- All formatting instructions refer to a delivery of your manuscript in DINA5 or 16.8 cm x 24 cm format.
- The following technical references refer to Microsoft Word from version 2007 onwards. If you have difficulties formatting in another program or in an older Word version, our author support will help you.
- In order to be able to implement the following instructions, you need the **appropriate template** for a publication in our regular publishing program or in one of our series. Contact our author support to get the right document.

💡 **Expert advice**—Don't format the entire manuscript in one step: we recommend that you first adapt the first twenty pages of your manuscript to the formal requirements for publication.
Send us this formatting sample by e-mail so that we can identify problems at an early stage and help you redesign your manuscript if necessary.

Page Layout
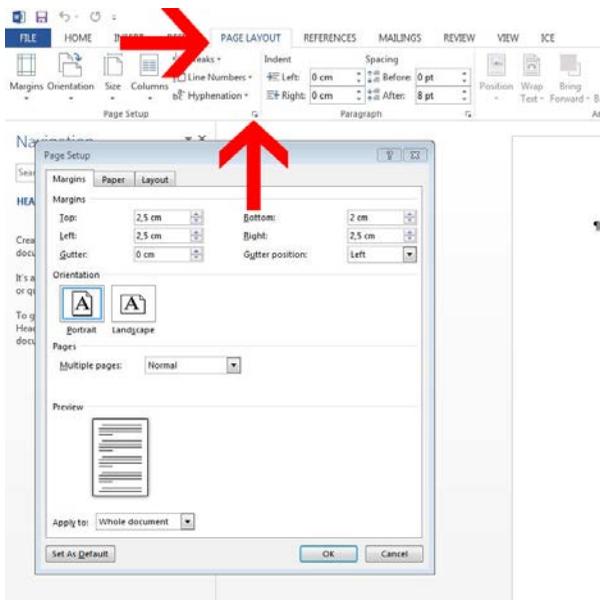
Set the page margins in the "Page Layout|Page Setup" menu. You will find the correct values for your manuscript under "How it works: Apply Template" on page 21). Make sure that "Whole document" is selected under "Apply to". Then switch to the "Paper" tab and set your book format: DIN A5 (14.8 cm x 21 cm) or 16.8 cm x 24 cm. Under "Layout", select the setting "Different odd and even" for the header and footer. Set the spacing of the header and footer from the default 1.25 cm to 0.7 cm. Tick the box "Different first page".

Expert advice—Use shortcuts: The formatting work will be quicker for you if you work consistently with your keyboard. For example, you can quickly highlight words in bold or italics using the appropriate keyboard shortcuts. On page 20 of this brochure you will find an overview of the most important Word shortcuts.

Importing Templates into your Document

The following steps describe how you can import the styles from our template, which you received from our author support, into your manuscript.

1. Open the template and press the key combination "ALT+CTRL+SHIFT+S". This opens the list of styles.
2. Click on the "Manage Styles" icon at the bottom right.
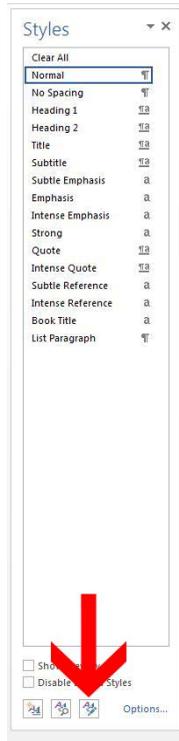
3. A new window will open. Click on "Import/Export".
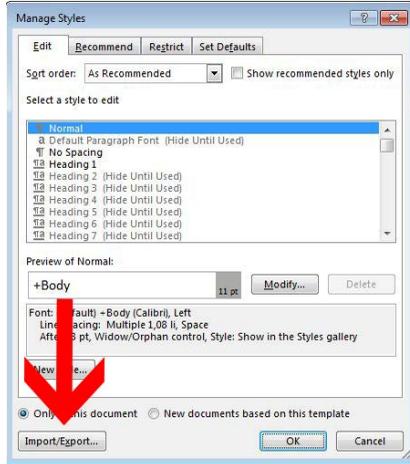
4. In the following window, first select "Close file" (see screenshot below). The "Close file" button will now turn into the "Open file" button, which you now select again. You access your file system. Go to the location of your manuscript and select your manuscript file. To do this, your file format (usually *.doc or *.docx or "All files") must be selected.
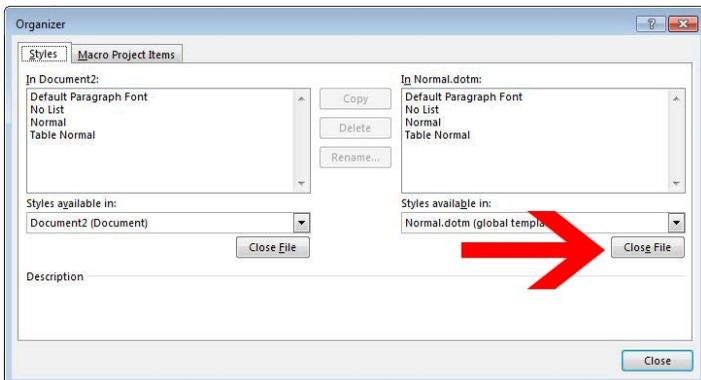
5. Now you can import the styles into your manuscript. To do this, you must select all styles starting from 1.1_First_Paragraph to 8.2_Header_Odd and the unnumbered templates Footnote Text, Footnote Reference, Heading 1 to 5, TOC 1 to 5, Index 1 to 3 and Index Heading (can be found on the left side of the now open window).

6. After selecting the style templates, click on "Copy" (see screenshot below). Confirm the Word prompt "Do you want to overwrite the existing style sheet entry".
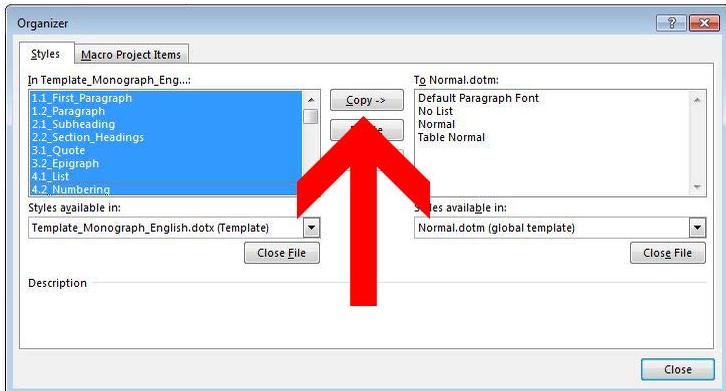
Applying Styles

In your manuscript, open the list of styles ("ALT+CTRL+SHIFT+S"). Apply the styles paragraph by paragraph to your document. To do this, move the cursor to the paragraph and select the style. This procedure is preferable to selecting several paragraphs, because it prevents Word from overwriting formatting of individual words, such as bold or italic highlighting. Remove all blank lines when using the styles. All necessary format spacings are already defined by the format templates. This avoids unwanted blank lines at the beginning of the page and torn lines and headings.

Formatting Footnotes

The basic format settings for footnotes have already been made automatically by importing the format templates. You now have to make sure that the footnote mark is separated from the footnote text to ensure improved readability of the footnotes:

1   This structural transformation of human interactions was analyzed by Hanna Arendt (1958) and Jurgen Habermas (1991).
2   Here we use this term within the methodological framework of the Frankfurt School, that is, as reason based on the effective relationship between means and ends (Habermas 1984; Horkheimer and Adorno 2007).

To achieve this, first switch to the print layout view ("View|Draft View"). In the "References" menu, select the "Show Notes" function. All footnotes are displayed below your text. Now you have to edit each footnote individually. Move your cursor behind the footnote sign and place a simple tab (on the keyboard: →) in the first line of each footnote between the footnote number and the first word of the footnote text.

Long hyperlinks (web links), which often appear in footnotes, should be placed without hyphens and separated manually using "SHIFT+Return" at the end of the desired line. This way, the text in the previous line is not unnecessarily spread out. Please note: Word will only break hyperlinks in block layout if "Word Options|Advanced|Layout Options" is not set to "Don't expand character spaces on a line that ends with SHIFT+RETURN".

Expert advice—Remove hyperlinks: Links should not be placed as hyperlinks, but as text in your manuscript. They should therefore not be blue or underlined. Click on individual links using the right mouse button and select the "Remove hyperlink" function.

Adding Page Numbers

If your book is published in one of our series, please check in our template whether setting a header is one of the series guidelines. Hints and tips for the design of the header can be found on the next page in the section "Optional: Add headers".

The page numbers must appear on the page margins, on even pages on the left, on odd pages on the right; this requires the page layout to be set to "Different odd and even" (see p. 5). To insert the page numbers at

the bottom, double-click on the footer. Then go to the "Insert|Page Number" menu and select "Bottom of Page|Plain Number 1" for even pages and "Bottom of Page|Plain Number 3" for odd pages. The font and font size of the page numbers should be the same as those of normal text.
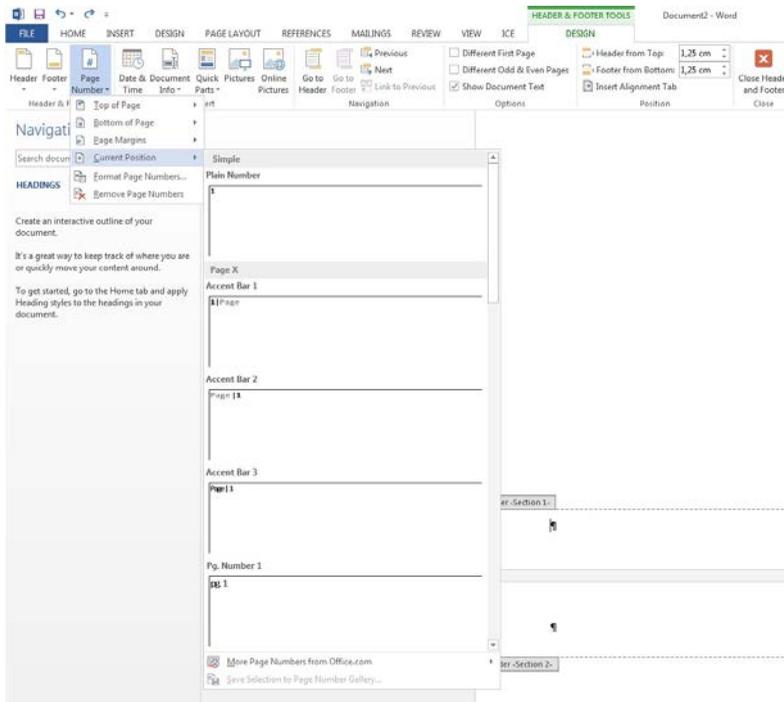
Your table of contents should begin on page 5. The first four pages remain empty, this is where we place the title pages, series information, and imprint.

💡 **Expert advice**—Word automatically sets a pointless paragraph after page numbers. You have to remove this paragraph on one even and one odd page after inserting the page numbers to place the page number correctly.

Optional: Add Headers

In the case of particularly large manuscripts, using headers can be helpful for the reader's orientation. For some of our series, header lines are part of the series layout.

Before you start inserting headers, you need to determine what information you want to include in the headers. You should choose different content for the left and right headers, as both sides face each other in the book layout. For example, you can add the title of the book to the left header and the chapter heading to the right header.

To be able to define a different header for each chapter, you must insert a section break after each chapter. To do this, jump to the end of each chapter and select the function "Page Layout|Breaks|Section Breaks|Next Page" after the last paragraph.
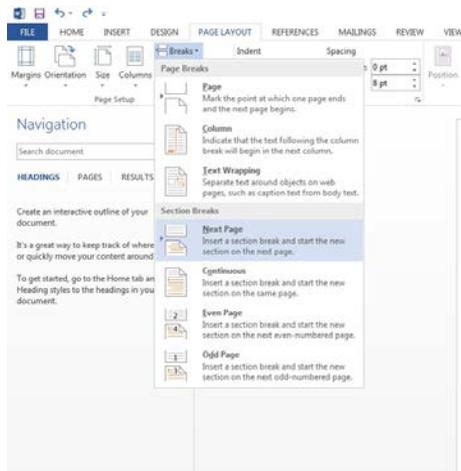
Now click on the first even header, then on the first odd header of the first chapter and insert the desired header texts. Note: If you want to place the page numbers in the header, you must do this first, as Word automatically deletes the header text if you place page numbers in the same space.

Before you insert the header of the next chapter, make sure that you have inserted a section break at the end of the previous chapter as described above. It is also important that you have not selected the "Link to

💡 **Expert advice**—ATTENTION: If you insert a section break after the last sentence of a chapter and no blank line follows, Word blocks the last paragraph. Simply insert a blank line to correct this error.

Previous" function under "Header and Footer Tools". If this function is se-
lected, the previous header will be replaced by your new text.
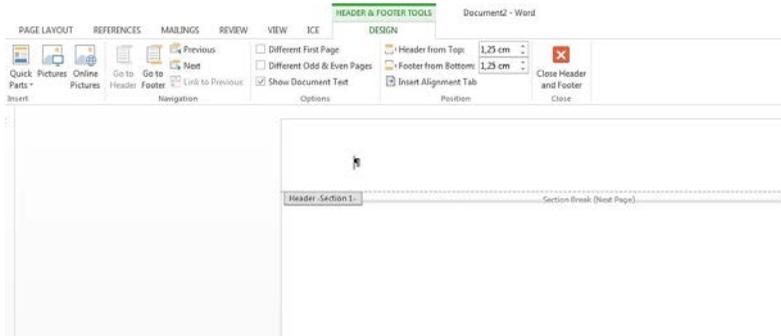
You must repeat this procedure for all sections in which you want to insert
a new header text. Remember: If you do not want the header text to be
centered, it should always be on the outside: On odd pages on the right, on
even pages on the left.

Expert advice—Different first page: If you insert the title of the re-
spective chapter on odd pages, it is advisable to select the function "Differ-
ent first page " in "Layout". This allows you to remove the header on the first
page of each chapter and avoid repeating the same text directly in the
header and chapter heading.

Activating Hyphenation

For a clean line break the automatic hyphenation should be activated. Select the function "Hyphenation|Automatic" under "Page Layout". In the Hyphenation Options, 0.25 cm should be selected as "Hyphenation zone". Please make sure that the language is set to "English (default)", for passages in other languages the corresponding foreign language should be set. Hyperlinks (web addresses) should be inserted manually without hyphens ("SHIFT+Return" at the intended end of line).

Expert advice—Selective hyphenation: Sometimes a certain word in a paragraph should not be hyphenated. However, automatic hyphenation can only be turned off or on for the entire paragraph. You can remedy this problem by selecting the corresponding word. In the " Review " tab, go to "Language" "Set Proofing Language" and select "Do not check spelling or grammar". This setting deactivates hyphenation for this word only. You can also hyphenate individual words manually if the Word proofing tool doesn't recognize them. Use "CTRL+-" to set an intelligent hyphen. If the line break changes, the hyphens now also adjust automatically.

Create Automatic References (Table of Contents, Table of Figures)

Once you have formatted all headings and your figure and table captions with style sheets, you can create automatic tables. Switch to the page on which the table is to be applied. The table of contents usually starts on page 5. Use "References|Table of Contents" to set the table of contents. Make sure that you select at least as many levels in the "General|Show levels" section as you have defined for headings. The function "Use hyperlinks instead of page numbers" should not be selected. The layout of the tables is already pre-defined by the style sheets with the name "Table".

Under "References|Insert Table of Figures" you can create one table for figures and/or images. Click on the "Options" button. Select "Style" and choose the appropriate style ("5.1_Tables_Header" for a list of tables, "5.4_Figures_Header" for the table of figures).

By pressing "F9" you can update your automatic tables if you have made changes in the document.

To create an automatic index, please refer to our index creation guide.

Checking Page Breaks

Before you start the final adjustment of the page break, you should have carried out the following steps:

1. Take a look at the following chapter "For Perfectionists". If you want to put the finishing touches to your manuscript based on these recommendations, now is the time.
2. Check that you have activated the hyphenation aid for the entire document (see p. 13).
3. In the print menu, select the pdf printer that you want to use to convert your Word document into a pdf file.

Under "View", select "Multiple Pages". Now you can conveniently check for each page whether the layout meets your expectations. You should make sure that headings, table and illustration captions are not torn off, i.e. at the bottom of a page without any following text.

Placing Main Chapters

Your main chapters should catch the reader's eye right away. Therefore, they should all begin on odd/right pages. Switch to your automatic table of contents and use "F9" to update the page numbers that should have changed after you adjusted the page break. Now check the page numbers of the main chapters—these are the headings of the first order. If they do not start on odd/right pages, make sure to insert a blank page before the main chapter.

Last Steps

You have completed all the necessary formatting and can convert your manuscript into a pdf file. It is important that all fonts are embedded in the pdf file you send us. To ensure this, you must select the function "Embed fonts in the file" in the Word options under "Save". The checkboxes "Embed only the characters used in the document" and "Do not embed common system fonts" mustn't be activated.

Depending on the pdf printer you are using, the font embedding option must also be selected again in the print menu. Search for entries such as "Embed true type fonts" or "Load as soft font into printer".

Expert advice— Save as pdf file: You can save your documentation directly to a pdf file from Word 2007 onwards using the "Save as" function. Select "PDF" as the file type. Make sure that "Use document resolution" is selected under "Tools|Compress Pictures".

For Perfectionists:
Giving Your Manuscript a Final Polish

Referencing Style: Use parenthetical Chicago-style author-date referencing. Any other notes (which should be kept to a minimum) should appear as footnotes, numbered consecutively in arabic numerals.

Spelling: You may use British-English or American-English spellings, but please be consistent. In general, we prefer American-English spellings.

Space characters: Remove double spaces using the Start|Replace function (CTRL+H). Enter two spaces in the "Search" field and one space in the "Replace" field. You must repeat this procedure until no more replacements are made.

Non-breaking space: In order to prevent the separation of related text parts, it is advisable to insert non-breaking spaces in some places. This applies, for example, to page references in footnotes, to percentage signs, or to dimensions. In these cases, use the function "Start|Replace" (CTRL+H) to set a protected space character instead of a simple space character (selection under "Special").

Dash: Note that there is a typographical difference between a dash (–) and a hyphen (-). The dash is longer than the hyphen and is inserted via "Insert|Symbol|More Symbols|Special Characters|Em Dash". You can also use the function "Start|Replace" (CTRL+H) here. Usage: - (one hyphen) for a hyphen (e.g. 9th-century hermits)—(em dash) for a dash as in "both traditions—the eremitic and the cenobitic—have coexisted on Athos". For time periods (1980–2015), please use the en dash (–).

Expert advice— Carry out all revisions that you perform with the "Start|Replace" function at the end of your manuscript editing, but before checking the final page break. This will prevent errors that you thought had already been corrected from creeping back in during further revisions.

Slash: Before and after a slash that separates individual words or author information, there is either one or no space.

Correct: Smith/Jones or Smith / Jones
Wrong: Smith/ Jones

Emphasis: Emphasis should not be added by <u>underlining</u>, but rather in **bold** or *italic*.

Quotation marks: Quotation marks are not all the same. Whether you use »French« ›quotation marks‹, "normal" 'quotation marks' or „typographic",quotation marks' is up to you. However, a cleanly formatted manuscript must not change the character set throughout the document.

Using the "Start|Replace" (CTRL+H) function, you can replace one type of quotation marks with another relatively quickly. But first you have to make sure that the function Replace "'Straight quotes' with 'smart quotes'" is not selected, both in the tab "AutoFormat" and in the tab "AutoFormat As You Type" in the Word options of the "Document check|Autocorrect" menu. Once you have completed these settings, you can enter the corresponding special characters in the "Search" and "Replace" fields by copying them from the clipboard.

For Anthologies/Collected Volumes: Make sure you have included an abstract and 6 key words for each article.

Expert advice—ATTENTION: Even when the intelligent quotation marks are used, the apostrophe is not curved.

Example: "Lars' brother Matt" – not "Lars' brother Matt"

The French quotation marks – in particular, of course, the single ones – must not be confused with the greater-smaller characters.

Example: 3 > 1,7 vs. the number »3«

Translation and transliteration conventions: If you cite foreign-language titles, please give, in parentheses, the date of publication and the actual title of its translation, if there is a published one. If no published translation exists, please give a literal translation, without italics, in square brackets.

Examples: Title with published translation: … Fin de partie (1957; End-game)
Title with no published translation: … Nye Fortael-linger (1893; New Tales)
If you give quotations in other languages, please provide an English translation immediately following in parentheses.

Cyrillic-English Transliteration
я: ia (except initial я: Ya (eg Yakov)
е: e (except initial e: Ye (eg Yelena)
ю: iu (except initial ю: Yu (eg Yurii)
ё: e
й: i
ы: y
ч: ch
ж: zh
ш: sh
щ: shch
х: kh
ц: ts
з: z
ь (soft sign): ’
ъ (hard sign): ”

💡 **Expert advice—** Proofing: Don't rely on Word proofing for your correction. Many errors cannot be found with the automatic spell checker. However, if you perform a correction run using the spell checker, Word will probably find one or more errors that you missed before.

Tips for Your Final Correction: How to Avoid Common Mistakes

Capitalization: If you are ever unsure about capitalization rules, https://capitalizemytitle.com/ offers a capitalization tool for the four main styles: Chicago style, APA style, MLA style, and AP style.

Spelling/Punctuation: Word is sometimes helpful in finding typos and small mistakes. In case of doubt, a good resource besides MerriamWebster (https://www.merriam-webster.com/) is GrammarBook (https://www.grammarbook.com/punctuation_rules.asp).

> 💡 **Expert advice**—Proof: Do not proofread your manuscript on your computer screen, but go through a paper printout one last time. Many errors are easier to find in this way.

Foreign Language Words, Accents: Word offers European accents and characters, as well as Arabic, Greek, and Hebrew. You can find these under "Insert|Symbol". If you are working with Asian transliterations, Sanskrit, Korean, Chinese, or Japanese, use a Unicode-based font such as Tahoma, MS Mincho, or PMingLiU, which can also be found under "Insert|Symbol".

Extra Resource: Our partner press, Columbia University Press, also offers a guide for authors, which can be found at https://d2xzbm87hekj13.cloudfront.net/wp-content/uploads/2016/03/13170609/cup.authors.guide-2014.pdf

> 💡 **Expert advice**—List of Modifications: If you notice systematic errors or inconsistencies in the spelling of individual words when reviewing your manuscript, note this in a separate Word file. You can review the list at the end of the correction and use Word's automatic search function to find overlooked errors.

Useful Shortcuts in Word

Formatting:

CTRL+SHIFT+B	Bold
CTRL+SHIFT+I	Italic
CTRL+SHIFT+U	Underline
CTRL+SHIFT+=	Subscript
CTRL++	Superscript
SHIFT+Return	Line break
CTRL+Return	Page break
ALT+CTRL+F	Insert Footnote
CTRL+SHIFT+Space bar	Non-breaking space
CTRL+-	Smart hyphen
CTRL+SHIFT+F9	Remove links/hyperlinks
CTRL+SHIFT+A	Capital letters
CTRL+SHIFT+K	Small capitals

Document editing:

CTRL+C	Copy
CTRL+V	Insert
CTRL+A	Mark all
CTRL+Y	Redo last step
CTRL+Z	Undo last step
CTRL+S	Save
CTRL+W	Close document
CTRL+F	Search
CTRL+H	Search and replace
CTRL+SHIFT+(	Show all paragraph marks

How it Works: Applying a Template

Our author support team has provided you with a template for formatting your manuscript. If you use the formatting templates stored in our template correctly, you can easily create a clean manuscript in just a few steps. The following overview shows you which template is suitable for which text type.

Page Layout Details

Page size   DIN A5 (14.8 cm x 21.0 cm) or 16.8 cm x 24.0 cm
(According to your publication offer; if you are not sure which page size you should choose, please contact our author support).

Margins   bottom/top: 1.6 cm

left/right: 2.2 cm

Style Sheets

Headings   Heading 1, Heading 2 etc.

Subheadings   2.1_Subheading
(Headings that don't belong in the table of contents)

Section Headings   2.2_Section_Headings
(Headings for manuscript sections, e.g. "Part 1", "Part 2" that appear on a special page.)

Main Text	1.1_First_Paragraph *(After headings, quotes, tables etc., because the first line should not be indented here.)* 1.2_Paragraph *(For each following paragraph after the first; here the first line is indented.)*
Quote	3.1_Quote
Epigraph	3.2_Epigraph
List	4.1_List
Numbering	4.2_Numbering (When using several numberings, Word sometimes continues counting from the previous numbering instead of starting from 1 again. *In this case, please click right on the first number and select "Restart numbering".)*
Tables	5.1_Table_Heading 5.2_Table_Bold 5.3_Table 5.5_Source/Reference *(Tables should be adjusted to page width: Select the entire table and click right into the table. Now select "AutoFit|AutoFit to Window".)*

Table 1.1   5.1_Table_Heading

5.2_Table_Bold	**5.2_Table_Bold**	**5.2_Table_Bold**	**5.2_Table_Bold**
5.3_Table	5.3_Table	5.3_Table	5.3_Table
5.3_Table	5.3_Table	5.3_Table	5.3_Table
5.3_Table	5.3_Table	5.3_Table	5.3_Table

Source: 5.5_Source/Reference
Reference: 5.5_Source/ Reference

Figures	5.4_Figure_Heading
	5.5_Source/Reference
	(Please check if your image resolution is sufficient for print. In case of doubt, please check with our author support. Please also note that figures/illustrations are printed in black and white as standard, unless you have agreed otherwise with our author support.)
List of Abbreviations	6_Abbreviations
Bibliography	7_Bibliography
Headers (optional)	8.1_Header_Even
	8.2_Header_Odd

Checklist: From Manuscript to Finished Book

- ☐ Book format selected
- ☐ Received the appropriate template file from our author support team
- ☐ Imported style sheets from the template into your manuscript
- ☐ Applied style sheets for the selected format to the first 20 pages of the manuscript
- ☐ Sent sample layout pages to *ibidem*
- ☐ Received positive confirmation on layout sample
- ☐ Style sheets applied to the entire manuscript
- ☐ Final correction based on paper printout
- ☐ Spell check applied
- ☐ Double spaces removed
- ☐ Final check of page break
- ☐ pdf file created
- ☐ Word and pdf file sent to *ibidem*
- ☐ Received a print-ready pdf file from *ibidem*
- ☐ Print-release granted

- ☐ **You're holding your book in your hands!**