ABC ◯ CLIO™

Explore. Connect. Understand.

WELCOME TO ABC-CLIO

Thank you for working with us! We are looking forward to our collaboration, and we hope your experience is both productive and enjoyable.

The transformation of a manuscript to bound book and e-book is a cooperative process between author and publisher. ABC-CLIO welcomes the opportunity to work with you to publish a book that is intellectually sound, visually appealing, and marketable to its target audience.

The ABC-CLIO book publishing program consists of three different divisions with four different imprints:

ABC-CLIO/Greenwood – Authoritative Reference

Praeger – Scholarly and General Interest Nonfiction

Libraries Unlimited – Professional Development and Advocacy

Your book will be published under one of these imprints.

Note:
The documentation you receive on style and format guidelines are specific to your book's imprint, but please be mindful of which examples are most relevant to your specific project.

If you are unsure whether certain guidelines or examples apply to your project, please ask your Acquisitions Editor for clarification as soon as possible.

Contact Information

- **ABC-CLIO Headquarters**
  ABC-CLIO
  130 Cremona Drive
  P.O. Box 1911
  Santa Barbara, CA 93117

- **Website**
  HTTP://WWW.ABC-CLIO.COM

- **Corporate Headquarters Phone Numbers**
  800-368-6868
  805-968-1911

- **Project Questions / Concerns**
  For questions about your specific project's content, formatting, deadlines, etc., contact your EDITOR(S) directly via phone or email.

- **Contract Matters**
  For author/volume editor contracts: contact your project's ACQUISITIONS EDITOR
  For assistance with contributor contracts: PROJECTCOORDINATOR@ABC-CLIO.COM

Key Documents You Will Receive

The documents you have received from ABC-CLIO contain the most relevant information you will need to complete your project, such as deadlines, content and formatting specifications, and personalized log-in information to access the author center.

> **Note:** We realize that these documents contain a lot of information! **Please take the time to read them** over the course of your project – the answers to many questions can be found here. Don't hesitate to ask your editors for clarification on anything along the way.

The following information will:
- Prevent you **from submitting material that doesn't meet the requirements**
  Prevent the **delay of your payments**
- Make the writing, editing, and submission process more **enjoyable and efficient**
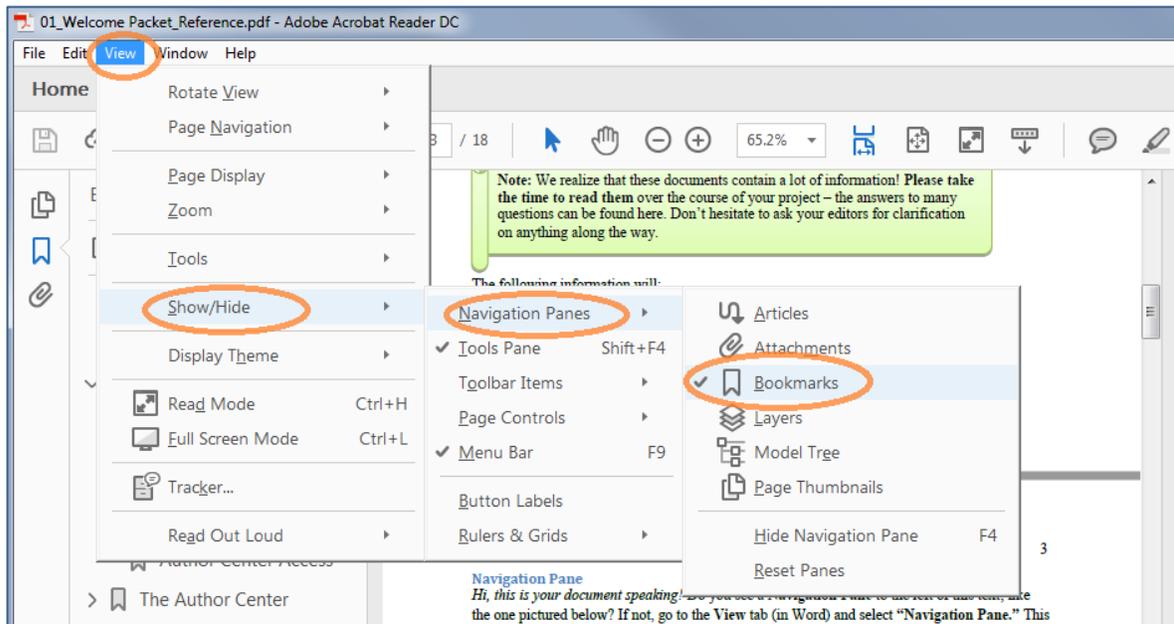- Increase the likelihood of **boosting your book's sales**

Navigation Pane

Hi, this is your document speaking! Do you see a **Bookmarks Pane** to the left of this text, like the one pictured below?
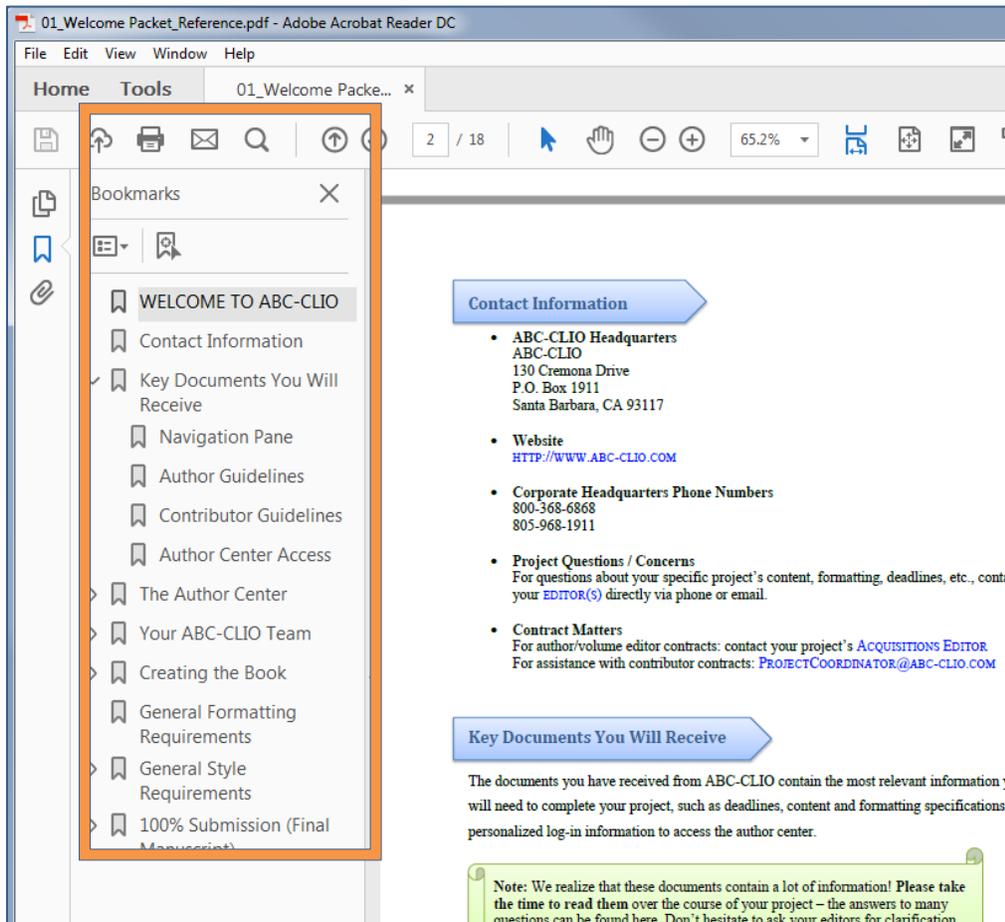
If not, go to the **View Tab** > **Show/Hide** > **Navigation Panes** > select **"Bookmarks"**

Use this to navigate the document.

Countersigned Author/Editor Agreements

- o This is your **contract**; you will receive one copy per author/editor
- o Refer to your contract throughout your project to ensure that your project matches the agreed-upon format, content, style, scope, word count, and benchmarks

Author Guidelines

- o WELCOME PACKET (this document)

  Start with this first! It contains the most important information to know at the onset of your project, and contains the most important general information that applies to all segments of your book.

- o FRONT MATTER

  Skim this and all following documents before working in-depth on your project to familiarize yourself with the requirements. You will likely work on the Front Matter closer to the end of your project.

- o MAIN TEXT

  You will likely start by working on this section of your book, writing the Front and Back Matter later in the project. Remember that you'll find details on content, scope, length, and style guidelines nested within each of these documents.

- o BACK MATTER

  Same as Front Matter and Main Text; please briefly review this before starting your project, and refer to it in depth once you're actively preparing this material.

- o PERMISSIONS

  Copyright infringement is critical to understand as you work on any publishing project! Please review this before starting your book.

- o GRAPHICS

  What "counts" as a graphic, and what's your role in the graphics process? The answers might surprise you! Review this document before writing to ensure you understand what type of images – if any—will be used in your book, and how.

- o PRIMARY SOURCE DOCUMENTS

  If your project will include primary source documents, this document will explain what counts as a primary document, what you are responsible for, and a bit about permissions. A word of warning: do not leave documents until the end of your project! They take much longer than most people expect.

- o WORKING WITH CONTRIBUTORS

  If you will be assigning any sections of your book to contributing authors, this document will help you assign entries, coach authors on the guideline requirements, edit their entries, and submit them in an organized manner.

Contributor Guidelines

- o In the earliest phase of your project, you and your acquisitions editor (possibly with the help of your development editor) will collaborate on the contributor guidelines. Be sure to get approval from your editor(s) before forwarding the final guidelines to your contributors.
- o This information is similar to the Author Guidelines, written just for contributors, and will be tailored even more closely to your specific project.
- o Includes the volume editors' contact information, style guidelines, formatting requirements, word length, content notes, word counts, deadlines, and more.
- o Includes specific samples for reference, as needed.

Author Center Access

- o Author center login credentials (sent via email from ABC-CLIO)
- o Author Center Guidelines

The Author Center

The Author Center is ABC-CLIO's online book management tool. It is very important that you use it, since it helps you and your publishing team to track the progress of the manuscript, contributor contracts, and compensation. Payments cannot be processed unless the author center is kept up-to-date.

In the Author Center, you will:

- Update your author/editor profile
- View and update headword lists
- Assign entries to contributors

- Send and monitor the status of contributors' contracts

- Track benchmark due dates, word counts, and more

> **Note**: Remember to use the Author Center to update the headword list with **revised headwords**, **contributor names**, and **actual word counts** to keep your project on target.

Signing Into the Author Center

Link

- HTTP://EXTRANET.ABC-CLIO.COM/AUTHORS/

Username

- Your email address

- If you do not know or forget your username, email the project coordinator PROJECTCOORDINATOR@ABC-CLIO.COM

Password

- Emailed to you when your signed contract is received by ABC-CLIO

- If you forget your password, you can reset it on the landing page of the AUTHOR CENTER

- See the AUTHOR CENTER GUIDELINES you'll receive in your email for more information.

Your ABC-CLIO Team

After you sign you contract for your book, you will work directly with your Acquisitions and/or Development Editor. It's essential that you keep your editor(s) apprised of the progress of your project with a brief status report at frequent intervals, and that you and your editor(s) adhere to a realistic manuscript preparation schedule in order to meet your contractual manuscript delivery deadline. Missed deadlines and content that does not meet required guidelines can disrupt your project's production schedule, disturb the marketing plan, and delay payments to you and to contributors.

For books with multiple authors/editors:

- To prevent mistakes, delays, and extra work, one author/editor must be the primary contact for ABC-CLIO throughout the publishing process.

- The primary contact is responsible for sharing information about the project and deadlines with his or her co-authors/editors.

Acquisitions

Acquisitions Editors: This editor assumes overall responsibility for the manuscript and will remain your main contact person throughout the development process if you have not also been assigned a Development Editor (see below).

In the earliest stages of your project, your Acquisitions Editor will assist you with:
- Completing the contract phase
- Approving project plans and outlines
- Discussing your questions and concerns about the project
- Approving headwords (if your book is an encyclopedia) and detailed tables of contents (for all projects)
- Ensuring that writing gets under way on time

Throughout the rest of the project, he or she will also remain your primary point of contact for:
- Contract matters
- Approving significant changes to content (cutting or adding new entries, documents, etc.)
- Book design (book cover approval, etc.)
- Marketing and promotional queries
- Approving proposed changes to co-editor/author/contributor assignments
- Sales (intended audience, price point, etc.)

Development and Editorial Operations

Development Editors: If a Development Editor has been assigned to your project, your Acquisitions Editor will introduce you. If a separate Development Editor has not been assigned, your Acquisitions Editor will also act as your Development Editor.

The Development Editor will:

- Work closely with you to develop and complete your manuscript
- Serve as your primary contact from the time of his/her introduction through the 100% completion deadline
- Edit your early submission samples to show you how he/she will be reviewing your content
- Review the entire MS for content, scope, reading level, length, and adherence to other publisher-specific guidelines
- Help you stay on top of deadlines and other important benchmarks
- Check on progress of contributor contracts (as needed)
- Field your questions and concerns (forwarding queries to other team members—staff in the media, production, permissions, or contract departments, for example—as needed)
- Make proofreading / copyediting suggestions, questions and comments for authors
  - Development Editors are not responsible for thoroughly proofreading your work; see PRODUCTION DEPARTMENT notes, below. However, Development Editors will often suggest copyedits / proofreading marks when possible, in order to help submit the cleanest first draft possible
- Ensure that all required elements have been received; organizing and submitting your 100% completed manuscript files for transmittal (see below)

Transmitters: Transmitting a book is the process of preparing the MS to be sent to the Production Department.

Transmitters typically work on your book "fast and furiously." They are responsible for:

- Vetting the manuscript (doing a final check) to ensure it meets the requirements for the production process.
- Ensuring that all elements of the manuscript are complete:
  - All permissions (if necessary) are in place
  - Illustrations, graphics, or photos meet publisher's intellectual property and format requirements (if your contract says you are to provide them)
  - Primary documents are acceptable (if your book has them)
  - Ensuring all contracted entries, chapters, and front and back matter items are accounted for and properly organized

Transmitters also work with you and the project coordinator to ensure that all contributor contracts are signed and contributor information is in place in the manuscript. Additionally, Transmitters can help you and your Acquisition / Development Editors solve permissions-related challenges during your book's development.

Project Coordinator: Our project coordinator handles all matters dealing with contributor contracts and some author center issues.

If you need to send a revised contract to a contributor, or if you have any questions about contributor contract procedures, please send an email to PROJECTCOORDINATOR@ABC-CLIO.COM

Media Department

If you are editing a large reference work, your project will likely have a Media Editor assigned to it. Typically, a Media Editor is assigned to a project at the end of the development process—after the 100% submission—as the manuscript is being finalized for the production phase.

The Media Editor is responsible for:

- Researching and acquiring visual images (photos, illustrations, and – in specific cases-- maps) for your titles
- Collecting requests from you if you have specific wishes for images
- Notifying you when images are ready for captions

Note: Authors / volume editors are responsible for writing captions for all images. This process is done through the AUTHOR CENTER.

If, however, you are responsible (according to your publishing contract) for acquiring the artwork for your title, all image files, permissions, and invoices must be submitted along with the complete manuscript as part of the 100% submission. All images must be in an acceptable format—please refer to the GRAPHICS document for further details.

The Production Department

After your manuscript's 100% submission has been approved by your editor(s) and the project is transmitted, the production department will take control over it. At this point, you will be introduced to a **Production Editor**, who will oversee the process of preparing your book for printing and e-book formats. The production editor will work alongside an employee of one of our **full-service vendors** (a company we outsource our work to). Both of these people will be in contact with you during the production phase; the vendor will be your primary contact until the book is published.

The production department and full-service vendor handle all matters related to readying the manuscript for printing and ebook production, especially:

- Copyediting (vendor hires the copyeditor and contacts author/volume editors when copyedited MS is ready for review)
- Composition, design, and layout
- Indexing (consult your contract/Acquisitions Editor regarding whether you or the publisher are responsible for creating an index.)

As an author/editor, you will see your manuscript again during the **copyediting review stage** and the **page proof stage**. All reviews will be done electronically. After you return your page proofs

and index (if applicable), your book will be sent to our manufacturing department and then the printer, and your work is done!

Due to time restraints, the vendor will only send the copyedited manuscript and page proofs to the **primary volume editor** of any contributed project. It is the main editor's responsibility to confer with contributors or coeditors as needed, but it is not recommended that you send the chapters to the contributors for review because that can delay a project.

Copyediting
At the copyediting review stage, no major rewriting should occur. You will answer queries, review the copyediting, and make sure everything appears as it should.

Page Proof
At the page proof stage, you will review the pages in PDF format. At this stage, corrections need to be kept to a minimum. You will be allowed to revise grammatical errors, errors of fact, and typesetting and composition errors. We **do not** allow stylistic or editorial (rewriting) changes.

> **Note:** the pages will not be proofread by ABC-CLIO after the page proof phase, so please review them carefully. This is the last time you will see the pages before the book is printed.

Index notes
Keeping edits to a minimum during the page proof phase is particularly important because these pages will be used to prepare the index, and changes that affect how the content falls from page to page must be avoided. If you are responsible for preparing your index, you will need to work on it during the page proof stage.

Marketing Department
The marketing department ensures that the title is publicized and brought to the attention of potential purchasers. These tasks cover everything from cover design, to press releases, to placement of the title in the catalog.

What to Expect from Marketing
- While you are working on your manuscript (roughly 11 months before the expected publication date), marketing will email you a Sales and Marketing Questionnaire

- o Please fill out and return this within the requested deadline (typically 3 weeks)
  - o This questionnaire helps our team write copy for the book, and promote it accurately.
- You'll also hear from Marketing when your book has been published, to discuss how you and the publisher can collaborate to market the title
- Marketing welcomes your questions. Please send queries to your Acquisitions Editor to forward on your behalf.

More Marketing Tips

On the ABC-CLIO website, under **AUTHORS > FOR CURRENT AUTHORS**, you will find:

- Marketing tips for authors
- A description of the marketing services that ABC-CLIO will offer
- Information on purchasing additional books for personal use or events and appearances (beyond complimentary copies listed in your contract)

Creating the Book

Author and Volume Editor Responsibilities

Authors/volume editors are responsible for ensuring that all entries, bibliographies, and other book content conforms to the content, length, and format agreed upon with the acquisitions editor at the beginning of the project, and are consistent throughout the manuscript. (Note: for contributed works, volume editors are responsible for ensuring all contributions meet style requirements, either by sending them back to contributors or making changes themselves. Copyeditors will not switch reference styles.)

Sample submissions

Send in early samples of your project so your editor(s) can review the content and formatting, and discuss questions or concerns with you before you complete the manuscript. Please discuss deadlines and expectations for sample submissions with your editor(s).

Audience

Since ABC-CLIO publishes books for several different audiences and markets through our various imprints, our books vary in some particulars. For all of our books, however, it is important to keep the prospective audience in mind while you write the manuscript.

Using highly academic language and professional jargon is not appropriate for a reference work aimed at high-school and introductory college students; similarly, flippancy and generalities would not work in a textbook intended for professional development. Take the time to carefully discuss your book's intended audience with your editor(s), and review the content with those specific readers in mind.

Content

It's crucial that your work and that of any contributors meets the criteria that you agreed upon with your acquisitions editor. Please do not make significant changes to the content of your project without the approval of your editor(s). Your contract serves as a helpful reminder of the content and scope agreed upon with your Acquisitions Editor.

Please write for our primary audience: We market and sell our books to libraries, schools, and others, and our audience is primarily upper-level high school through undergraduate level, as well as the general public.

- Write clearly and directly, assuming that your reader is largely unfamiliar with the topic.
- You may need to explain unfamiliar terms the first time they are used, but often a simple synonymous term or phrase in parentheses will suffice
  - e.g. "A variety of skin lesions can result, including folliculitis (infections of the hair follicles)"
- Content should be appropriate for our audience, and not written at a level for academic or professional colleagues, or with a heavy use of citations.
- Do not reference only specialized academic journals and professional publications
- Do not provide a lengthy list of references; especially for encyclopedia entries. Please try to keep lists to fewer than ten references.

- Conversely, don't write down to the audience or attempt a chatty or commentary style.
- Avoid slang terms or references that will date either the publication or you as the author.

Assigned content: Entry headings (known as *headwords*), chapters, and other content have been reviewed and approved by the acquisitions editor. If you want to change any of this content, please discuss with your acquisitions editor.

General Formatting Requirements

Our production department will compose and lay out your work. There is no need to spend time on creating boxes, special fonts, or the like.

- Always use indent settings or the tab key for paragraph indents; **never use** the space bar to position text.
- Left-align your text.
- Quotations longer than approximately 75 words should be set off from the main text by creating narrower margins for the extracts on both sides, never by spacing over.
- File names for an **encyclopedia entry**: Use the first few words of the headword, so that the files may be sorted alphabetically. For entries on individuals, use last name first e.g., "`ArmstrongLouis.docx`"
- File names **for chapters or sections**: Use numbers to arrange, e.g., `ch01.docx`
- Use the *italics* feature in your word-processing program; do not use underlines.
- Please don't use "headers" on the manuscript. The title, headword, or author name should never be in a header or footer.

General Style Requirements

Important Style Note:

Unless otherwise advised, follow the latest edition of THE CHICAGO MANUAL OF STYLE for all style matters. Refer to these guidelines regarding spelling, punctuation, treatment of numerals, abbreviations, titles, quotations, and much more.

Use the **AUTHOR-DATE** style of in-text citation and reference / bibliographies unless otherwise directed by your editor.
(HTTP://WWW.CHICAGOMANUALOFSTYLE.ORG/TOOLS_CITATIONGUIDE/CITATION-GUIDE-2.HTML)

For spelling, use the latest edition of MERRIAM-WEBSTER'S COLLEGIATE DICTIONARY for correct spelling (use the first spelling; American, not British spelling).

Unbiased, Objective Writing

Reference works should not argue for a point of view. Don't state your own beliefs or take a stance. Instead, use a survey approach, as a news story would. Cite **facts and examples**.

To present **a point of view or controversy**, use such techniques as:

- "Some experts believed that the study was flawed because…"
- "Supporters believe that she was unfairly criticized because…."

Or add descriptions of experts:

- "Feminist scholar Jane Smith notes that…."
- "Prominent conservative writer Malcolm Jones writes…."

Citations

The *Chicago Manual of Style* says that you should cite a source for "any facts or opinions not generally known or easily checked."

Required citations:

- All quotations

- All statistics

- Any mention of specific studies, research, and theories developed by others

On the other hand, *do not follow* the academic or professional journal style of offering numerous citations.

Acceptable Sources to Cite
Why Can't I Use Wikipedia and Certain Other Online Sources?

Due to its ever-changing nature, and the fact that students, among our primary audience, are often not allowed to use Wikipedia as a cited resource themselves, we do not consider it a valid source.

We cannot accept any quotations or information sourced to Wikipedia within your text, or from other easy-answer online sources, such as about.com, or most websites that sell products related to the information they provide.

(Exception: if you are writing about Wikipedia, as might happen in a book aimed at librarians teaching a class on how to use it, Wikipedia references are acceptable.)

Original work
All work submitted to ABC-CLIO should be original. All manuscripts submitted are checked for plagiarism. We discourage the use of your previously published material, unless you hold both the copyright and all reprint rights to your material. (See PERMISSIONS for more details)

Expletives or obscenities
Generally, these should not be used in a reference work, but if found in quotations, use an em dash to fill out the word, e.g. "s—t."

In some cases, especially historical documents, offensive words can be used without redacting the word to preserve the intent of the writing, but a brief note should be added to warn readers.

Staying on Schedule

Over the course of your project, return to your contract to ensure that your manuscript meets the criteria laid out by your editor. Keeping your running word counts, contract statuses of contributing authors (if applicable), and entry/chapter status updated in the Author Center also plays a key role in staying on schedule.

Your contract will specify a final submission date and will also likely specify a schedule for interim (benchmark) deadline dates. **It is critical that you keep to those dates.** If you foresee any challenges meeting any benchmark dates, please talk to your editor as soon as you identify any potential challenges. Submitting your work by the date(s) on the contract is essential to the success of the book.

Size of the Book (Pages and Word Counts)

Your book has been planned for a certain size, specified in your contract by the number of words expected. It is your responsibility to submit a manuscript that meets the word range indicated in your contract.

Note: "Further Reading" (the reference list sections) is included in the word count for entries and chapters.

100% Submission (Final Manuscript)

Use Exhibit A from your contract as a final checklist to help prepare for your 100% submission. Your 100% submission must include:

- o The most current, revised, complete version of all materials (the entire manuscript, including Front Matter, Main Text, and Back Matter).
- o All contributor contracts and bios must be in house.
- o Any necessary permissions (related contracts, emails, etc.)
- o Any graphics

> **Reminder:** If you are responsible for compiling your own index, this is not due until later in the production process (see **Production** section in **WELCOME PACKET** document).

- **If you are responsible for acquiring the graphics (e.g. artwork) for your title:** all image files and captions must be submitted alongside the complete manuscript as part of the 100% Submission. See GRAPHICS document for details.

- The 100% submission will NOT be accepted until your manuscript has been officially transmitted to the production department, with ALL materials received by ABC-CLIO, and all editorial requests sufficiently addressed.

- The acceptance of the 100% submission is determined by your editor(s) and transmitters.

Submitting Manuscript Files

Do not send your manuscript as one large text file. Instead, split the manuscript into logical files.

- For **encyclopedias**, save each entry as a separate file.

- For **non-encyclopedias**, each chapter or section should be saved as individual files.

- Each GRAPHIC (e.g. table, chart, graph, photo, illustration, or sidebar) should be saved as an individual file unless otherwise directed by your editor(s).

- If you have a large number of files to send, please put them in zip (compressed) files.

- Name each file so that it's clear which headword / element in the TOC it corresponds with.

  For example:

  Alphabetical entries: "JeffersonThomas.docx"

  Chapters: "Chapter01.docx"

  Sidebars: "JeffersonThomas_Sidebar1.docx"