SCOTTISH UNIVERSITIES PRESS

Author Guidelines

Contents

1. Manuscript submission

All files and accompanying forms should be returned electronically to info@sup.ac.uk by the date agreed in the contract. It is also possible to send the files via Microsoft OneDrive or a file transfer service such as Dropbox or WeTransfer. See the **SUP Manuscript Submission Checklist** provided with your Author Pack.

Text Files

1. Manuscripts should be prepared with reference to the **SUP Style Guide** (see separate document provided in your Author Pack).
2. All text files should be submitted in MS Word format as .docx files.
3. Use only one font and size throughout for the main text, and the text should be double spaced.
4. Ensure that all headings are differentiated by size, clearly showing the level of the heading and sub-heading. Use the heading levels available in MS Word if possible.
5. Please create separate files for each element of the book as follows:
   a. Prelims:
      i. Dedication (optional)
      ii. **Table of Contents.** There is no need to provide page numbers as these will be allocated later. Please provide a list starting from the content page onwards and include all parts, chapters and end matter. For edited collections, please include contributor names under each chapter title.
      iii. **List of figures (if applicable)**. Please include the figure number, caption and credit line, ensuring that the wording meets any requirements stipulated by the copyright holder. See the **Illustrations** and **Copyright Permissions** sections below for more details.
      iv. List of tables (if applicable)
      v. List of maps (if applicable)
      vi. List of contributors (if applicable). Please order alphabetically by surname and include a short biography for each contributor.
      vii. List of abbreviations (if applicable)
      viii. Foreword
      ix. Preface
      x. Acknowledgements
   b. Main content:
      i. Part pages (if applicable). If your book is split into parts, please create individual part pages with the number and name of the part.
      ii. Individual chapters
   c. End matter:
      i. Afterword/Epilogue (optional)
      ii. Appendices (if applicable)

iii. References/Bibliography. Please note that for edited collections reference lists and bibliographies should appear at the end of each chapter.

Note: Figures, maps and tables should be sent as separate files and not be included within the text files. More information on how to label the figures within the text can be found in the **Illustrations** section below.

6. Please label the text files clearly and consecutively using the following format (please do not include the subtitle of the book in the file name):

   001_Contents_ TitleOfBook

   002_Listoffigures_TitleOfBook

   003_Chapter1_ TitleOfBook

   e.g. 001_Contents_ JaneEyre

7. If your manuscript includes any special characters or symbols (for example in formulas), please also provide a copy of the manuscript in PDF format so that the typesetters can see how they should appear.
8. Before submission, please ensure that the total word count including all references and bibliography does not exceed the total stipulated in your contract.

Illustrations

1. Illustrations including photographs, paintings, line-drawings, maps, graphs and tables should not be embedded into the manuscript but provided as separately labelled files.
2. Please label each figure and table sequentially according to chapter number e.g.,

   Chapter 1: Figure 1.1, Figure 1.2, Table 1.1

   Chapter 2: Figure 2.1, Table 2.1

3. Please indicate within the text where each figure or table should be placed and include the size required (e.g., quarter page, half page, full page). Please use the following format, including the caption and credit lines:

   [INSERT FIGURE 1.1 HERE – HALF PAGE]
   Figure 1.1 Main roads map of Scotland, 1947 © National Library of Scotland

4. A full list of figures and tables, including captions and credit lines, should be provided with the manuscript (see **Text Files** above)
5. Please make sure that you refer to the figure or table correctly in your manuscript, e.g. see Figure 1.2.
6. Images such as photographs and halftones must have a resolution of at least 300dpi to ensure high quality printing. Colour images should be saved in CMYK, not RGB. They should be provided as JPEG or TIFF files.

7. Line-diagrams, graphs, maps, and any figures containing text should be provided in EPS or PDF format, if provided in JPEG or TIFF format they must have a resolution of at least 1200 dpi.
8. Tables should be provided in separate editable Word documents.
9. Illustrations should not exceed 15MB in size.
10. Please provide the figures and tables in roughly the same size you expect them to appear in the book (e.g., quarter page, half page, full page).
11. Please use the **Alt Text spreadsheet** provided in the Author Pack to provide alternative text for any illustrations. Please clearly describe the content of the illustration.
12. Please note that you must have secured permission to use all third-party content before the manuscript can enter production. See the **Copyright Permissions** section below.

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If your book will contain any third-party material, such as images, it is the author's responsibility to ensure all the correct copyright permissions are in place. Please note the following:

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- Please see the **OA Books Toolkit** for a very useful guide on using third-party content in open access books.

3. Marketing

As an open access press, we are keen to ensure your book is fully discoverable online, reaches the right audiences and that our marketing activities will help increase the impact of your research.

Please complete the **Author Marketing Questionnaire** provided with your Author Pack. SUP will use this information to prepare an effective marketing plan specific to your book.

4. Publishing Process

Manuscript Submission
- Manuscript and accompanying forms submitted to agreed deadline.
- Marketing plan developed.

Manuscript Peer Review
- Manuscript sent to one reviewer for a final report, requested within **eight weeks**.
- Editorial Board make final decision. If substantial revisions are required, subsequent reviews may be requested.
- See the SUP Peer Review Policy for more details.
- **Production charge** collected on acceptance.

Production Handover
- ISBNs and DOIs allocated.
- Manuscript is handed over to production partner.
- Publishing schedule agreed and publication date confirmed.
- Cover design begins and marketing plan implemented.

Copyediting
- Manuscript is copyedited and queries returned to author for checking.

Typesetting
- Manuscript is typeset by production partner. First proofs sent to author for checking in PDF format.

Proofreading
- Second proofs typeset.
- Quality control: production partner checks for any errors.
- Proofs returned to author for indexing.

Indexing

- Authors/editors are responsible for compiling their own index from the second proofs.
- Please underline contact us if you require assistance, we may be able to source a professional indexer on your behalf.

Publication

- Production partner delivers final manuscript in PDF, EPUB and print-ready formats.
- Title is published on SUP Platform and print copy made available to purchase.

Timescales

- **The entire process can take around 6 months from manuscript submission. This depends on the peer review process and the amount of revision required.**