



PUBLISHING A MONOGRAPH

Dear Author,

Your book has been accepted for publication in one of the book series in RoL's History list. This document provides information on procedures and requirements for the final manuscript to book. (*When you deliver the manuscript for review, you do not have to fulfill these requirements!*) Most of the information is also available on our website (www.RoL.nl), on the "Author Gateway" tab (under "Guidelines and Instructions").

When submitting a manuscript for publication, please use the checklist at the end of this guide ([Appendix](#)).

THE MANUSCRIPT

When you submit the final manuscript we need a good printout either in hard copy or PDF format (main text should be double-spaced), which shows correctly any non-standard characters, (e.g. Š, ñ), or foreign language (Greek, Hebrew). When submitted as hard copy, your manuscript should be printed on white paper, either one-sided or two-sided. Lines should be double-spaced, and all margins should be at least 2.5 cm (1 inch) wide: this space is needed for manuscript mark-up. All manuscript pages should be numbered consecutively.

The manuscript should be accompanied by electronic copy of all pages (text documents, e.g. .DOC or .RTF). Each chapter preferably is submitted as a separate file with a clear name (e.g. starting with a number to indicate the position of the file in the manuscript files order). Please send any fonts used other than the standard ones ("non-western" scripts and/or special characters not normally available on desktop computers, e.g. Greek, Hebrew, Coptic, Arabic and Syriac) with your files and embed fonts in the electronic files if possible (in MS Word this may be done by ticking this option in the "Options" menu).

Files may be submitted as email attachments or on CD-Rom. Manuscript files should preferably be made in (a recent version of):

- Windows users: MS Word or WordPerfect, or
- Macintosh users: MS Word or Mellel [export Mellel files to RTF (Rich Text Format)]

Please retain *a copy of the printed manuscript* as well as a separate backup of all files in their final version.

STYLE

The preferred style guide for publishing with RoL is the *Chicago Manual of Style* [Chicago-London: The University of Chicago Press, 14th (1993) or 15th (2003) edition], but other accepted styles for your discipline are allowed. Some other useful suggestions for style handbooks are:

- R.M. Ritter (ed. & comp.), *The Oxford Style Manual*. [Oxford: Oxford University Press, 2003]
- Patrick H. Alexander et al. (eds.), *The SBL Handbook of Style for Ancient Near Eastern, Biblical, and Early Christian Studies* [Peabody, Mass.: Hendrickson Publishers, 1999].

Some general rules

- An author's priority should be consistency. Footnote references and spelling should be consistent throughout; the structure of your manuscript (chapters, headings and subheadings)



should be clear. For footnote references and bibliographies, RoL books generally follow the *Chicago Manual of Style*.

- Distinguish in typing 0 (zero) and O (capital letter); 1 (one) and I, l (letters).
- The first line of a paragraph should be indented, except after a blank line, a (sub)heading or a 'block quotation' (see below). Use a tab, not spaces for indentation. Normally, paragraphs should not be separated by insertion of a white line.
- You can distinguish text which is to be italicized in print either by using proper *italics*.
- Do not use bold type.
- Quotation marks: Single quotation marks (' ') are used to distinguish words, concepts or short phrases under discussion. Direct quotations of fewer than twenty-five words should be enclosed in double quotation marks (" ") and run on in the text. Double quotation marks should also be used for titles of articles from journals and reference works.
- Block quotations (larger sections of quoted text, i.e. anything over two lines): set these off from other text by adding a blank line above and below the section, and indent the block of text on the left. Block quotations should not be enclosed in quotation marks.
- Notes: you may use either footnotes or endnotes, but endnotes will be converted to footnotes during typesetting. Footnote numbering should be per chapter. Footnote reference numbers in the main text should follow any punctuation mark(s).
- Subheadings: please make sure that each level of subheadings is clear from the copy. If necessary, indicate the level of a subheading in the left margin of the printout by writing 'L1', 'L2', 'L3'. The use of more than three levels of subheadings is discouraged. We prefer unnumbered subheadings, but when you do use them, please do not include the chapter number in the numbering. In the Table of Contents, please do not include more than the first level of subheadings
- Capitalization: please consult relevant handbooks.

ILLUSTRATIONS

Illustrations may be submitted as glossy photographs, slides, transparencies or electronic files and should be clearly marked. When necessary, crops, horizontal or vertical orientation, enlargement of details, etc. should be indicated on a photocopy of the original. Line drawings (e.g. diagrams, maps) should be supplied on clear white paper, with lines and/or hatchings drawn in black ink. Never use a pencil or colored ink.

NOTE: The covers of (most) RoL book series also carry an illustration; please see below, "The cover".

Electronic files

The required format is JPG, TIFF or EPS (for maps); a printout should always be supplied when you submit your manuscript as hard copy. When supplied as electronic files, line drawings should have a minimum resolution of 600 dpi [dots per inch]. Photographs should have a minimum resolution of 300 dpi. Files should be the size of the original or sized to the approximate size of reproduction, with a minimum of 9x13 cm or 10x15 cm (standard photo format).

Maps should be supplied as electronic files, including the names that need to be inserted in an electronic file.

Please note:

- to enclose a List of Illustrations. If the captions are different from the texts in the List of



Illustrations, please provide a separate file for the captions. Credit lines and permissions should be included in the captions.

- to mark the approximate insertion point of illustrations and maps in the manuscript with red pen or post-it notes.
- that most illustrations found on the internet are unsuitable for print reproduction; they may look good on screen but are usually the size of a postage stamp with a resolution of about 72 dpi.

Permissions

If you need to quote extensively from other works or wish to include other copyrighted material, you should seek permission (in writing) from the copyright holder. In most cases this will be the publisher of the original work; the author or originator of the original material should be asked for permission as well. Authors are responsible for taking care of reproduction fees, if any.

Permission should be requested for reproduction of any of the following, and should be secured prior to submission of the manuscript for publication:

- extensive quotations of text; it is very hard to define ‘extensive’ exactly, so when in doubt, ask for permission;
- any quotation from a poem, a song, a newspaper article, or unpublished sources, whether in whole or in part;
- any illustration (drawing, table, map) — whether redrawn or not
- any photograph

In your letter to the original publisher’s Rights and Permissions Department the following information should be provided:

- the nature of your own work (e.g., a scholarly monograph with a limited print run) and its title
- the publisher [RoL Academic Publishers]
- ‘world rights’ are requested
- exact references to the original publication
- the approximate number of words you wish to quote

It may be a good idea to ask for the exact form of acknowledgement required.

MANUSCRIPT CHECKLIST

Although the subject matter determines a book’s structure to a large extent, any monograph will conform to the following general structure, and you are advised to adhere to it. This list contains some items that are optional; these are marked with an *.

Please note that the page layout of pp. i-iv will be done by RoL. However, **we do need exact and complete title page information.**



Front matter (prelims/preliminary pages)

[Pagination in Roman numerals]

- Dedication Page*
- [the verso of this will usually be blank]
- Table of Contents
- List of Illustrations*
[including credit lines]
- List of Maps*
- Foreword*
- Preface*
- Acknowledgements*
[should include all permissions for using copyrighted material]
- List of Abbreviations*

Main text

[Pagination in Arabic numerals]

- Introduction
- Part Title*
- Chapters
[numbered sequentially, even when a book is divided into parts; pagination should be sequential throughout]
- Running headlines
[containing 50 characters max. per running headline]
- Appendices*
- Bibliography and/or List of works cited
- Index (see below, “Indices”)

The cover

The covers of book series in RoL’s History list carry an illustration. The author is required to select a suitable illustration and to submit it with the manuscript. Please make sure that you have acquired permission to use the illustration from the rights holder (see also above, “Permissions”). If required by the rights holder, please also submit the credit line for the image to be included on the colophon page of the book.

For clear reproduction of the cover image, please make sure that the image file (when submitted electronically) meets the minimum requirements as described above (see “Illustrations – Electronic files”).

If your book is not in English, but in French or German, the promotional texts or blurb for the cover (see below, “Author’s Questionnaire”) should be submitted both in English and in the language of the book (if there is space we may also include the English version on the cover). You will receive a proof of the cover as PDF-file for a final check.

THE PRODUCTION PROCESS

Proofs and proofreading: timeline

RoL aims to publish books within six months from the time the manuscript is handed over to the Production department. The production process will be coordinated by a dedicated desk editor. Upon receipt, the desk editor will mark-up the manuscript for the typesetter and send it for typesetting. As soon as the page proofs are ready you will receive a set for correction. A PDF file of the proofs will also be available. We typically allow four weeks for this proofreading stage. Final corrections are checked by the desk editor, who will collate all parts of the book and send the approved print files for printing and binding.

Proofs of illustrations: these are often printed with low resolution and the quality of the proof is not indicative of the final printed version. In the proofreading stage your task is to check the positioning of the illustration on the page and the captions.

The following list highlights the most important points in the process of proofreading:

- word breaks at the end of lines (‘hyphenation’) should always be checked, because computer generated hyphenation is never faultless



- running headlines at the top of each page should be checked
- footnotes: please pay close attention to the positioning of footnotes — are they on the correct page? Also check the footnote numbering; it is rare for this to go wrong, but it does happen
- all captions accompanying illustrations, diagrams and maps should be read word-for-word, because they may have been re-keyed
- special attention should be given to proofreading non-western scripts and transliterations: these should also be proofread character-for-character. Word order in Hebrew, Arabic and Syriac should always be checked
- illustrations: please check if crops, positioning and orientation are as they should be (photographs are sometimes accidentally mirrored!)
- cross-references should be inserted where necessary

Alterations and author's corrections (as distinguished from typesetting errors) are generally not permitted; a small number may be allowed if they do not affect page layout unduly or cause text overrun, but the publisher reserves the right to charge you for the additional costs and delays incurred.

Please make your proof corrections in English with red or blue pen; standard correction marks may be supplied with the proofs, but you may use any notation system you are accustomed to as well. Do not write corrections too close to the edge of the page. Please make sure that you return your corrections to the proofs on time. If there are any problems with the proofs or when you expect serious delays, do let the desk editor know immediately.

INDICES

In principle, all books published in RoL's History list are indexed. The task of compiling index copy falls to the author, who — because of the specialized nature of most RoL publications — is the most suitable person to perform it.

You are asked to provide a word processor file with a list of index terms with your manuscript. The page references for each term should then be added by the author based on the page proofs. Each index entry should be a separate paragraph. Subheadings are allowed. If you are unsure about how you should go about making the index, you may find the relevant chapter in the *Chicago Manual of Style* useful (for the 14th edition, see Chapter 17; for the 15th edition, see Chapter 18).

PRACTICAL INFORMATION

The Author's Questionnaire and Review List

With this, you will probably have received the so-called Author's Questionnaire and Review List. The information provided through the questionnaire is primarily used for marketing purposes. We start the marketing at least four months before the publication of your book, so it is important that we receive the completed questionnaire back in electronic form with the manuscript.

The Review List for the series lists all journals that will be contacted upon publication about a possible review of the book. If you think there are specialized journals or email lists that may be interested in reviewing your book, you can add these to the list.

Posting the manuscript

When you are posting your manuscript and illustrations, it is important that you do NOT give a commercial value on the green Custom's slip as this will seriously delay delivery and may incur taxes which need to be paid on delivery causing all kind of logistic problems here. If you are



worried about parcels with illustrations going astray, we suggest that you use a courier service such as FedEx, or send the parcel by registered mail. Please make sure that the package is addressed to the Acquisitions editor or Assistant editor concerned with your book.

RoL's postal address for courier services is: For ordinary mail services:

RoL Publishers
Singel 205
3311 KR Dordrecht
The Netherlands

ANY OTHER QUESTIONS

If you have any questions, please contact:

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APPENDIX

CHECKLIST FOR MANUSCRIPT SUBMISSION

- ELECTRONIC MANUSCRIPT FILES
- PRINT OUT OF THE MANUSCRIPT [HARD COPY or PDF]
- ELECTRONIC FILE WITH INDEX TERMS
- ILLUSTRATIONS AND MAPS
- COVER ILLUSTRATION
- PERMISSIONS FOR ILLUSTRATIONS AND MAPS
- RoL AUTHOR'S QUESTIONNAIRE (+ SUPPLEMENT)