

# CABI Guide for Authors and Editors

## Summary

- **Delivery date:** The delivery date of your manuscript is the date agreed in your contract. If, for any reason at all, you may not be able to meet this date please contact your commissioning editor **as soon as possible**.
- **Submitting your manuscript** (see below *1. Preparation of Copy* and *5. Submission* for more information):
  - The manuscript must be the **final** and **complete** version of your book. We cannot accept subsequent revised files
  - The manuscript files need to be submitted ideally via the CABI submissions portal, or Dropbox or similar. Submission using CD/USB sticks is also possible.
  - Please check that only one version of each file is sent, and that all files are labelled clearly
- **Length:** Any changes from the contracted length need to be pre-agreed with your commissioning editor.
- **Chapter headings:** The structure of the book needs to follow the pre-agreed chapter headings. Please discuss any changes to this structure with your commissioning editor before you make the changes.
- **Contributors:** Changes to the agreed contributors will need to be pre-agreed with CABI.
- **Photos/figures:** The number of black and white photos and line figures needs to be as agreed with your commissioning editor. Colour figures or photographs must be agreed prior to contract. Please contact your commissioning editor if there are any changes to the number of photos/line figures to be included in the manuscript. (See below *3. Figures and Photographs* for more information).
- **Copyright:** It is the author's/contributor's responsibility to ensure that copyright has been cleared for any figures, quotes or images used (see below *4. Copyright and Permissions* for more details). All online (free or paid for) material is subject to the same copyright legislation as in print.
- **References:** References need to be in full and presented consistently in house style (see below *2. References* for more details).
- **Prefaces/forewords:** Should be submitted with the completed manuscript. Please avoid any reference to religious or political affiliations.
- **Indexing:** Unless agreed otherwise, CABI will use an external indexer to compile your index and then send it to you for checking after proofs.
- **Supplementary Material:** If you have been asked by your commissioning editor to provide supplementary material, this should be submitted at the same time as your manuscript. It should be clearly differentiated from the chapters and labelled as supplementary, e.g., a Word document entitled "Supplementary Case Studies", or a jpeg entitled "Supplementary figure 1.1".

## More detailed information:

1. Preparation of copy
2. References
3. Figures and photographs
4. Copyright and Permissions
5. Submission

## 1. Preparation of copy

### General requirements:

- Front matter for book in the following order: half title page (book title and subtitle only); title page (book title and subtitle, editor/author names and brief affiliations); Contents list (with author names, not in table format); Contributors list (alphabetical by surname, with full mailing address and e-mail address for each contributor, not in table format); Foreword (if applicable); Preface (if applicable); Acknowledgements (if applicable).
- Introductions: Include within the prelims, not as chapter 1.
- Arrange material for each chapter as follows:
  - Chapter number/title/authors/brief affiliations/text. Affiliations should include your organization, town, state or county (if necessary) and country. Departments can be included if necessary. For example: University of Colorado, Boulder, USA.
  - Tables, drawn in Word, should be inserted after the paragraph where they are first mentioned. Figure captions should be inserted after the paragraph where the relevant figures are first mentioned, but the figures themselves should not be inserted. Please supply figures in separate files, in their original formats.
- *Headings*: within the chapter text, use a logical sequence of main sections preceded by a heading, with further subsections if required. Do not use more than four levels of headings and ensure that they are styled in Word using 'heading 1' for the first level, 'heading 2' for the second level, etc. If headings are numbered, please number only first- and second-level headings (e.g. in Chapter 1, first-level headings should be numbered 1.1, 1.2, 1.3, etc.; second-level headings should be numbered 1.1.1, 1.1.2, 1.1.3, etc.). Third and fourth level headings should not be numbered.
- *Spellings*: CABI house style follows the Oxford English Dictionary. Unless otherwise agreed with your commissioning editor, your manuscript will be edited to CABI house style.
- *Numbers*: within the chapter text, spell out numbers up to ten, but use figures for 11 upwards. Always use figures if a unit is given (e.g. 7 ml; three samples).
- *Units*: use SI (Système International) and metric units throughout. Leave a space between the numbers and units e.g. 56 ha, 56–78 ml. Use kg/m or kg m<sup>-1</sup>, but whichever style you choose, please apply consistently throughout the book.
- *Tables*: leave each table within the chapter text file and place it after the first paragraph that refers to it. Do not import tables as graphics from other programs. Please ensure tables are created in Word using the table tool. Do not use tabs or spaces! Before each table, on a separate line, add a brief descriptive caption. Tables should be numbered sequentially within each chapter (e.g. Table 5.1, 5.2 etc.). Try to avoid tables that are very long or very short.
- *Footnotes*: Please avoid where possible. Where required use automatic Word footnotes (on menu bar go to Insert and then highlight footnote on dropdown menu) number sequentially throughout each chapter.

- Do not use automatic endnotes. Instead, use superscript characters for reference numbers within the text and include a 'Notes' section at the end of the chapter before the references.
- *References*: see below.
- *Figures*: see below.
- *Equations*:
  - Please use Microsoft Word Equation Editor or MathType when keying all equation text in the Word document (both one line, e.g.  $A+B = C$ , and display).
  - If equations are numbered, please follow the same numbering style used for figures/tables, e.g. in Chapter 12 equations should be numbered Eqn 12.1, Eqn 12.2, etc.
- If you are the editor of a multi-author book, please ensure that you send each author a copy of the final, edited version of their chapter. This should be in exactly the same format as the copy you submit to the publisher, i.e. with lines single-spaced. Our copy-editor will send queries to the author based on the pagination, so it is important that the author has a copy that matches ours.
- It is extremely important that we have an e-mail address for the corresponding author (usually the first-named author, but please specify if not) of each chapter as the copy-editor's queries and chapter proofs will be sent by e-mail. E-mail addresses can be included in the Contributors list or submitted as a separate list that will not appear in the book.

## 2. References

Either use Harvard style references on EndNote automatic referencing software, or follow the rules below:

*In text:*

- Cite references using the Harvard system, namely:

Author (1990) or (Author, 1990), and (Author, 1989a,b, 1990) and (Smith, 1985; Abbott, 1990). Where there are three or more authors, use Author *et al.* (1990) or (Author *et al.*, 1990).
- References to other chapters in the same book should be cited in the text as (see Chapter 4, this volume). These should not be included in the reference list.
- Personal communications should be cited in the text thus: (P.R. Smith, Oregon, 1990, personal communication) (i.e. who, where and when). They should not be included in the reference list.
- If a paper has been submitted but not accepted for publication, please only cite in the text as (P.H. Smith, 1990, unpublished results). Do not include in the reference list unless the paper has been accepted for publication.

*Reference list:*

- Place a list of references in correct alphabetical order at the end of each chapter. Textbooks may also incorporate a further reading section within each chapter
- Order the references alphabetically by the first author. Where there are a number of references with three or more authors but the same first author, place in date order.
- Use 1990a,b etc., where there is more than one reference to a publication by the same author, same date, and also where there is more than one publication with three or more authors and the same date but the same first author.

- For references with multiple authors, name up to the first ten, then use *et al.*
- Please include a DOI wherever possible, as references will be hyperlinked to the online source in the eBook.

#### Style:

Please follow our house style as in the examples – it is *extremely* important that references are cited in a consistent manner. US states should be written out in full: Pennsylvania, not PA.

#### Examples:

##### Journal articles

Franklin, T.L. and Smith, K.L. (1989) Title of article in full. *Journal Name in Full*, 20, 67–69.

##### Chapters in books

Franklin, T.L. and Smith, K.L. (1989) Title of chapter in full. In: Smith, O. (ed.) *Title of Book In Full*. Publisher, City, US State/Country, pp. 34–45.

##### Books

Franklin, T.L. and Smith, K.L. (1989) *Title of Book in Full*, 4th edn. Publisher, City, US State/Country.

##### Proceedings

Franklin, T.L. and Smith, K.L. (1989) Title of chapter in full. In: Smith, O.P. (ed.) *Proceedings of Some Conference*. Publisher, City, US State/Country, pp. 34–45.

##### Unpublished works (such as theses/dissertations)

Franklin, T.L. (1989) Title of unpublished thesis in full. MSc thesis. The University of Queensland, Brisbane, Australia.

##### Titles still in press

Franklin, T.L. and Smith, K.L. (1996) Title of article in full. *Journal Name in Full* (in press).

##### Websites

Please be aware the web pages are often moved or deleted, which can make it difficult for readers to look up references of this type.

#### **A web page without a named author:**

FAO (2001) The challenges after Rio. Available at: [www.fao.org/ag/magazine/0102sp1.htm](http://www.fao.org/ag/magazine/0102sp1.htm) (accessed 2 September 2002).

#### **A web page with a named author**

Peters, C. (2010) International Rice Research. Available at: [www.riceresearch.com/internationalperspectives](http://www.riceresearch.com/internationalperspectives) (accessed 24 July 2012).

#### **A weblog (blog)**

Whitton, F. (2014) Conservationists are not making themselves heard. *Guardian.co.uk* Science blog, 18 June. Available at: [www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground](http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground) (accessed 23 June 2011).

#### **A social networking site (Facebook/Twitter etc.)**

Jones, S. (2009) A gazillion references. Facebook Referencing Group, 5 May. Available at: [www.facebook.com/referencinggroup](http://www.facebook.com/referencinggroup) (accessed 12 May 2012).

### An email from a public domain (discussion board, conference mailing list, etc.)

Lucas, F. (2016) Steps for improving student access. *Library Discussion list*, 12 May. Available at: <http://listmail.ac.uk/lists/profession.html> (accessed 17 June 2016).

#### DOI references

Include the author name(s) and date accessed.

#### NB:

- Both book and journal titles should be italic.
- *Please* ensure that all references cited in the text are listed in the References, and vice versa (**this is the most common cause of problems in editing**).
- Do not use a numbered system of references.

### 3. Figures and photographs

Each figure should be submitted as a separate, clearly named file (e.g. Figure 1.2.jpg). Do not embed figures anywhere in the chapter text files.

Figures should be numbered sequentially within each chapter, separately from Tables and Boxes, e.g. Fig. 1.1, Fig. 1.2; Table 1.1, Table 1.2, etc. Please ensure that all figures are cited in the text, in numerical order.

Onscreen figure quality can be misleading; a figure that looks clear onscreen may print at low resolution. Please ensure all figures meet the resolution guidelines below. This applies particularly to figure sourced online. Please request high resolution images when using figures from external sources.

#### *Line drawings:*

- Please supply original artwork – the quality of photocopies/scans is not good enough for reproduction.
- Do not supply figures pasted or imported into Word or PowerPoint. Figures created originally in Word or PowerPoint are only useable if supplied as original, editable files. Figures should be saved in the program in which they are created with a minimum resolution of 800 dpi (for example, if created in Excel, send the .xls file, if created in Corel Draw, send the .cdr file).
- Figures will be printed in black and white (unless specifically agreed otherwise). A green line and a red line on a graph may be indistinguishable in black and white when printed, so please use different line weights or patterns that can be clearly distinguished when printed.
- Avoid computer grey tints where possible as they do not reproduce well; stippling or cross hatching is better.
- Create artwork to fit approximately A5 dimensions (210 x 148 mm), although we will resize as necessary. Produce all figures to the same scale so that they can all be reduced or enlarged proportionately.
- Make figures as simple as possible – complex three-dimensional graphs can be confusing when they have been reduced to fit the page.

#### *Photographs (see 4. Copyright and Permissions re Model Release Forms):*

- Do not paste or import images into Word or PowerPoint. Do not embed images anywhere in the chapter text files. Instead, insert the figure caption or write 'Insert Figure x here'.
- Supply high quality digital photograph files (e.g. jpeg or png) or high quality scans of original prints (scans produced by a standard office scanner will not be of high enough resolution) – the minimum resolution should be 300 dpi at approximate print size.

- Please check that your photographs remain clear when printed in black and white. Photographs will be in colour in the eBook (if applicable), but only printed in colour (see colour plates, below) if specifically agreed with CABI in advance.

#### *Colour plates:*

- Colour may only be included in your book if specifically agreed. In most cases external funding will be required to cover the additional printing costs.
- If it has been agreed that your book can include colour plates, these should be numbered sequentially in the order in which they are mentioned in the text (i.e. Plate 1, Plate 2, etc.). They are therefore numbered separately from all black and white 'Figures'.
- In most cases, colour plates will be printed as a separate section, to be interleaved between 32-page sections of text. Therefore it is unlikely that their exact location in the book can be specified in advance. A single colour plate may best be placed as a frontispiece.
- Colour plates must be provided as electronic files (at least 300 dpi resolution at approximate print size).

Please provide an Excel spreadsheet detailing each figure number in your manuscript. This should include between two and five relevant keywords and the copyright owner for each image.

## **4. Copyright and Permissions**

Ensuring all permissions have been sought is the job of the author or editor. If there are any outstanding when the book is submitted, please send your editorial assistant a list so they are aware; we generally have up to 6 weeks after manuscript submission before figures without permissions will be removed. Copyright of material published in the UK and US lasts for the author's lifetime plus 70 years.

#### *Guide to Copyright*

- Even if a figure/table is your own work, if it has been printed previously, then you may not hold the copyright. If you are unsure, it is best to contact the publisher of the previous work and ask permission.
- If you have made a table or graph from another person's data, you should not need to obtain permission, but their name should be mentioned in the caption.
- If a figure or table is copied from another source, you will need to seek permission. Citing the original source is not enough, though this is also needed. The owner of the figure/table may request a certain phrase to be included in the caption – please ensure that this is done.
- If a figure/table is adapted from another person's, we ask that your version is sufficiently different to not require permission if you choose not to seek it. This, naturally, is a judgement call. You may wish to seek permission anyway, to be safe.
- Quotes: permission is generally required to reproduce text if a quoted extract exceeds 400 words, or if a collection of extracts from a single source exceeds 800 words – this is known as 'fair dealing', but if in any doubt, permission should be sought.
- Permission is always required to quote poetry or song lyrics (regardless of length) and can prove expensive.

If permission is needed, we will need to see proof that you have obtained it (an email, photocopy of a letter, etc. granting you the right to reprint the figure both in print and electronically). These should be submitted along with the manuscript, in a separate folder named 'Permissions'.

### *Permissions and Photographs: Model Release Forms*

To safeguard against potential future disputes, we advise authors/contributors who wish to use one of their own photographs in which a person is clearly identifiable to obtain written permission from the individual concerned, confirming that that individual has given permission to publish the image of them in print and online format (CABI can provide a model release form if required). Any such permission needs to be submitted with other permissions in a separate folder named 'Permissions'.

#### *Useful information*

- A useful tool for requesting permissions is this website: <http://www.stm-assoc.org/permissions-guidelines/>. If a publisher is on this list, you can use up to 3 figures (including tables) from a journal article or book chapter (but not more than 5 figures from a whole book or journal issue/edition) for free. In some cases, you won't need to request permission – if this is the case, there will be a tick in the 'Opting out of receiving express permissions ('automatic' process)' column. There are some exceptions of types of figures not included, but these are listed, so please check the list carefully.
- CABI is unfortunately unable to pay for any permissions. If you are quoted a price, it is worth mentioning that CABI is a not-for-profit organization as this occasionally results in a reduced or waived fee.

**Material found online is subject to the same copyright laws as printed material.** Rights to be sought should cover print and electronic format throughout the world for all editions and languages.

## **5. Submission**

Please submit your manuscript through CABI's submission portal. Information on how to use this can be obtained from your commissioning editor or editorial assistant. If you are unable to submit using our portal, we can accept submissions via DropBox or by CD/USB. We do not accept submissions by email as files often get lost.

Please only submit when everything is finished, as we are unable to process incomplete manuscripts or accept altered files after submission.

To enable you to prepare your manuscript electronically in the best possible form for editing and typesetting, please follow these guidelines.

- Use Microsoft Word rather than a desk-top package (such as Ventura or Pagemaker). Obtain prior agreement with your commissioning editor if you wish to use WordPerfect or any software other than Word.
- Submit text and figure files for each chapter in a separate folder, clearly labeled with the chapter number.
- Retain an exact copy of every file sent to us. Do not update them after submission, or your files will not match ours.
- Identify files with meaningful file names, e.g. Chapter 1.doc.
- Please ensure there is only one version of everything submitted. It is essential that the files are NOT corrected after submission.

#### *Keying procedures:*

- Keep the page layouts as simple as possible – do not use sophisticated features such as tints, boxes or vertical rules.
- Make use of Word styles for all headings consistently.
- Use only one typeface for the text but within that please use roman, italic and bold consistently.
- Be consistent in the use of spacing and indentation.
- Use the same keystrokes to create special characters throughout.
- Use a hyphen with a space either side for a parenthetical dash.
- A sample chapter is available, for your reference, with regards to formatting.