Wolters Kluwer

KLUWER LAW INTERNATIONAL

AUTHOR GUIDELINES FOR BOOKS

Contents

I.   Introduction

Kluwer Law International provides invaluable publications for practitioners and academics worldwide. Authors can expect a high level of professionalism from the early stages of production through to distribution and marketing. We look forward to working with you and building a positive and enduring working relationship.

These guidelines contain vital information on the publication process of books. It includes a process overview, manuscript and proof guidelines. For further information on style, the Kluwer Law International (KLI) House Style Guide is available.

For your convenience, both the Author Guidelines and the House Style Guide can also be found on the Wolters Kluwer Author Portal (authors.wolterskluwerblogs.com) under the "Guidelines" section.

II. Concise Overview of the Publication Process

Process Steps	Kluwer Law International Action	Author Action
1. Book Proposal	− The Acquisition Editor (AE) reviews the proposal and responds to any queries from the Author about ideas/projects. − If applicable, the proposal will also be sent to a series editor or editorial board for approval. − The AE will submit the official proposal for Kluwer Law International management, and will inform the Author of the outcome. Process time: 3 weeks*	− The Author contacts one of the Acquisition Editors with a proposal for a book and submits the Author Questionnaire (available on the Wolters Kluwer Author Portal, under the "How to Become an Author" section)
2. Book Contract	− Based on the approved proposal, the AE will send a contract to the Author. − If it is a contributed volume, the AE will also send a Consent to Publish form to the General Editor. − Once the contract has been countersigned by Kluwer Law International, a copy will be returned to the Author.	− The Author signs and sends the contract back to AE for countersigning. − In case of a contributed volume, the General Editor informs the authors and sends them the Consent to Publish.
3. Writing Stage	The AE will contact the Author regularly.	The Author keeps the AE informed on the project, including any changes in content, planning or other important developments that impact the project.
4. Sample Chapter	*If agreed with AE that a sample chapter is not necessary, jump to step 5.* − The sample chapters are reviewed by the AE, Kluwer Law International vendor (Newgen), and if applicable the series editor. − After review, the AE sends the Author feedback on structure, language, content and/or style.	− The Author submits at least two sample chapters to the AE. For multi-author manuscripts, the General Editor of the project will submit one sample chapter to the AE that best represents the book in its entirety. − The Author receives approval of sample chapters, including comments. If necessary, the Author needs to resubmit a sample, following the comments received. It is the General Editor's responsibility to pass on all comments to authors.

Process Steps	Kluwer Law International Action	Author Action
5. Manuscript Submission	− Manuscript will be approved by the AE and, if applicable, the series editor. − The AE then sends it on to the vendor (NewGen).	− Submission of the complete and final manuscript, including features & benefits and a keyword list, by the Author (*see also KLI House Style Guide, and § 2.A. Manuscript Checklist in this guide*). − In case of a contributed volume, the Editor should include the Consent to Publish forms from all contributors. − The Author should notify the AE at this time of his/her whereabouts during the proof stage (e.g., holidays, long absences, etc.).
6. Manuscript Review	− After the manuscript has been received for processing, the vendor (NewGen) will send an introductory e-mail with an invitation for an 'Author Editorial Review (ER) Intake meeting'. This meeting takes the form of a phone call during which the vendor (NewGen) will discuss with you their findings from their initial review of the manuscript, and any special requests or questions you may have. − During the production process, the vendor (NewGen) will also send an e-mail notification with an initial production schedule − At the appointed time the vendor (NewGen) will send the final copy-edited Word file (with track changes) to the Author. A Galley PDF will be provided together with the copyedited Word files. The Galley PDF is to give the Author a vision on the final print product. − If a second round is necessary, a revised Galley PDF will be provided to the Author with the updated/revised Word file.	− The Author approves the final version of the manuscript by accepting or rejecting the changes in the Word file. This is the last opportunity for additions, deletions or corrections. The Galley PDF is not meant for marking corrections. Only the copy-edited Word files can be used to insert corrections. − The final Word file must be sent to the vendor (NewGen) within the time indicated in the production schedule. This final, approved manuscript will be typeset without any further editing. − The Author approves the promotional text that will serve as the basis for all marketing content
	Process Time: 5 weeks (or a max. of 9 weeks depending on number of contributors, pages and level of editing)	Correction Time: 2 weeks (or a max. of 3 weeks depending on number of contributors and pages)

Process Steps	Kluwer Law International Action	Author Action
7. Final Stage	− The vendor (NewGen) reviews the corrections for clarity and relevance and consults the Author if there are any queries. − The compositor incorporates the corrections and adds the final index. − The vendor (Newgen) checks the final PDF against the corrections, and ensures that the index is complete and correct. − The vendor (Newgen) prepares a proof of the cover and sends it to the Author. − If necessary the Author will receive a second cover proof.	− The Author: − Sends the postal address(es) for the complimentary copies, if asked by the AE or vendor. − Checks Index, if applicable, and sends approval to the vendor (Newgen). − Checks spelling of his/her own name and the title of the book carefully. The back cover text, if applicable, should be checked for any latent typographical errors only. Any errors on the cover should immediately be reported to the vendor (Newgen).
	Process Time: 5 weeks with index; 4 weeks without index, depending on the number of pages and corrections.	Time: 2 days
8. Printing, Distribution and Promotion	− The vendor (Newgen) sends the final proofs to the printer. − Upon completion of printing and binding, the books will be delivered to the distribution centre. Free copies will be sent to the Author once published. − Digital offprints will be emailed to the Author by the vendor (Newgen). − If applicable, the files of the book will be uploaded and published online on one of the Kluwer Law International websites at the same time.	
	Process Time: 3 weeks (excluding distribution/delivery time)	

* All listed process times are approximate.

III. General Manuscript Guidelines

A. Manuscript Checklist

The Author should review the following checklist before submitting a final manuscript to an Acquisition Editor (AE).

MS Word: The final manuscript should be delivered in MS Word.

Running heads: The Author should provide short titles for running heads if the title of the document is longer than 70 characters.

Word count: Please ensure that the length of the manuscript (based on word count) is as agreed in the contract. For large deviations in size (more than 15%), a new proposal needs to be submitted, so this needs to be discussed with the AE first. Furthermore, larger size books greatly affect the production schedule, which in turn affect the Author's writing/proofing timetable.

Copyright: It is the Author's responsibility to obtain permission(s) from the copyright holder to reproduce any text, photographs, tables, charts, figures, diagrams, maps or illustrations in the manuscript. The copyright holder can either be the author or the publisher of a work; a society; a museum; a family, trust or foundation. If the Author is reproducing his/her own work but does not hold copyright of the publication, permission must still be obtained. Credit must either be included in the caption of the material, or annotated in the desired format of the copyright holder. It is also the responsibility of the Author to obtain written permission for quotations from unpublished material and for all quotations in excess of 250 words in one extract, or 500 words in total, from any work still in copyright. Kluwer Law International must be supplied with all letters of request and permission granted, to be submitted with the final manuscript. (See our Rights and Permission Guide for more information and our Permissions Request Letter Template, which are both available on the Wolters Kluwer Author Portal under the "Rights & Permissions" section).

Style: Make sure that the text is absolutely consistent with Kluwer Law International House Style (The House Style Guide is available on the Wolters Kluwer Author Portal under the "Guidelines" section)

Footnotes: It is the Author's responsibility to make sure that all footnote cross-references are correct. Authors must carefully check all footnote cross-references in the proof because footnote numbers may change during the typesetting process, and the compositor will not automatically convert cross-references. (Please see the KLI House Style Guide for details on footnote style.)

Tables: should be submitted as part of the manuscript, created with the Table function in Word. (See KLI House Style Guide for more information.)

Figures: should be submitted as separate files along with the manuscript, and it is very important that they are high quality: .tif or .jpg files with a resolution of at least 600 dpi. Image material that has been downloaded from the internet generally is not acceptable due to low resolution.

Keywords/Index: Though Authors may choose to create their own index, it is preferred that just a list of key terms is sent instead. We recommend that the Author compile this list of keywords while

writing. The keyword list should be sent along with the final manuscript. The vendor will add page numbers once the PDF is final.

Format: The manuscript file that you send should be 'clean' (see also the KLI House Style Guide):

- No bookmarks, running document footers, extraneous pagination, tracked changes, etc.
- Use as little formatting (type sizes, fonts, tabs, etc.) as possible. It does not matter which font type is used in the manuscript, because all formatting will be changed to house style by our compositor.
- The use of underlining and bold to emphasize words is strictly prohibited.
- Use italics only sparingly and where needed, to place emphasis on words.
- Use left, not full justification.
- Do not use a space before or after a forward slash.
- There should be no double spaces present throughout the manuscript.
- Automatic hyphenation should be turned off.
- Avoid pressing 'Enter' at the end of a line, and only do so at the end of a paragraph, heading, etc.
- Avoid using the space bar for centring or laying out text, or any other line or page formatting, and use it only for separating words.

Single file: Authors are urged to send in their final manuscript in a single file document (with the exception of manuscripts which include figures). For multi-author volumes, the general editor is responsible for this task. Separate files are acceptable, as long as the files are clearly and logically identified (e.g., 'Chapter1', 'Bibliography').

Deadline: And finally, Authors should deliver their manuscript on the agreed deadline in the contract or earlier. Personal circumstances such as illness should be communicated to the AE as early as possible in order to facilitate alterations in the production schedule. Sending in partially completed manuscripts or a few chapters at a time is not acceptable.

B. Components of a Publication

1. Front Matter or Preliminaries

The following pages are added by Kluwer Law International:

Half title page (p. i): Features only the main title, not the subtitle or edition.

Series page (p. ii or final page of the book): If applicable, features information on the series, and otherwise this page is blank.

Title page (p. iii): Contains the full title, Author/Editor name(s), logo, etc.

Copyright page (p. iv): Contains a copyright statement, publisher's address, etc.

The Author may include some or all of the following components, to be placed in the order outlined below.

Dedications page: The phrasing is left to the Author's discretion.

About the Author/List of Contributors: Includes a note on the Author and a brief biography. For multi-author books, an alphabetical list of authors can be added, with their affiliations or brief biographies. Alternatively, the Author affiliation can be placed in a footnote at the outset of each Author's contribution.

Table of Contents: This should be based on the headings and subheadings (up to three levels) included in the manuscript. For multi-author volumes, it is customary to also add a 'Summary Table of Contents' mentioning just chapter titles and author names.

List of Tables/Figures: This may include the number of each item, followed by a title. Brief descriptions may be included. Footnotes are not necessary.

List of Abbreviations: A two-column list of the abbreviations that are used in the text and their expansions. They should be placed in alphabetical order.

Foreword: A statement regarding the book by someone other than the Author.

Preface: A statement by the Author regarding the purpose and scope of the book, including its genesis, methodology, and any acknowledgements (though if lengthy these may be included in a separate Acknowledgements page, see below).

Acknowledgements: Personal and professional credits, as well as accreditation for reproducing copyright material, if applicable.

Introduction: Contains pertinent information which does not belong in either the Preface or the Acknowledgements page but which the reader should know before reading the text. Not to be confused with the 'introductory' chapter of the book.

2. Main Text

The structure of the text should be lucid and logical – headings and subheadings should be concise and descriptive. The number of subheading levels should be limited to five, excluding chapter level; any more would make the structure unclear.

If a chapter title exceeds 70 characters, a short title must be provided to use in the running headline.

Chapter numbers should be indicated with Arabic numerals (1, 2, 3, etc.). A number of chapters may be grouped together to form a part, but this is optional.

The following system is used for numbering the headings below chapter level:

(Example Chapter 1)

> **Level 1: §1.01, §1.02, §1.03, etc.**
>
> Level 2: [A], [B], etc.
>
> Level 3: [1], [2], etc.
>
> Level 4: [i], [ii], etc.
>
> Level 5: unnumbered heading

(Example Chapter 2)

> **Level 1: §2.01, §2.02, §2.03, etc.**
>
> Level 2: [A], [B], etc.
>
> Level 3: [1], [2], etc.
>
> Level 4: [i], [ii], etc.
>
> Level 5: unnumbered heading

The Author should carefully check the numbering system and cross references. During the editing process, if the heading numbers do not follow one of the two systems above, and if the Author has not specifically indicated that another logical system has been used, the heading numbers in the manuscript will be adapted to our preferred style.

Parts are introduced by a Part Title Page containing the word 'Part' plus a roman numeral (I, II, III, etc.) and, the title of the part, if applicable.

All style considerations can be found in the KLI House Style Guide.

3. End Matter

The Author may include some or all of the following components, to be placed in the order outlined below.

Appendices: May contain any material that is not essential to the text such as texts of laws, treaties and conventions; lists of member states; very long tables, etc. The Appendices should be numbered as follows: 'Appendix 1', 'Appendix 2', etc. Please note the appendices should not constitute more than 25% of the total work.

Bibliography and List of References: A bibliography features all works consulted by the Author for the monograph and other works that are deemed appropriate; a list of references contains only those titles that are cited or quoted from in the text. For a detailed explanation on preferred presentation with examples, please refer to the KLI House Style Guide.

Table of Cases/Legislation/Statutes: A table of cases can include all available report references for any cases mentioned in the text. Tables of statutes and statutory instruments are done in alphabetical order. A table of EU treaties and secondary legislation should be listed separately as regulations, directives, etc., in numerical order. For more information, please see the KLI House Style Guide. Page numbers can be added by our compositor.

Index (recommended): Including an index will enhance the publication's practical use.

C. Copyedit Definitions

All manuscripts/content submitted into Kluwer's production process are copyedited to Kluwer's own House Style Guide (Which can be found on the Author Portal: authors.wolterskluwerblogs.com). Content and language is assessed for the correct 'copyedit level' to be applied (light, or medium-level). These levels are defined as follows:

LEVEL 1: LIGHT

− KLI House Style to be applied, unless otherwise stated.
− Grammar checked, with a focus on technically-correct grammar.

LEVEL 2: MEDIUM

− KLI House Style to be applied, unless otherwise stated.
− Grammar checked to also show a better understanding of the text, which includes making good stylistic corrections and choices, rather than simply checking that the text is 'technically' correct.

LEVEL 3: HEAVY

− This level is for content that is assessed as 'unpublishable' at time of submission to Kluwer. This type of content is assessed as having to be rewritten by a freelance native English speaker and will only be undertaken after discussion/agreement with the publisher.