
AUTHOR GUIDELINES

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PREPARING YOUR MANUSCRIPT

Your manuscript should be presented in as clear a format as possible, with only essential styling applied. It should be submitted electronically as one single file unless otherwise advised by your publisher. A manuscript that is not prepared in line with ACER Press guidelines may be returned to you for attention. Similarly, manuscripts that are considerably over the length stated in the Publishing Agreement may be returned for reduction so please observe the agreed word limit.

Once your manuscript is submitted, it is not possible to make major corrections other than those recommended by the copyeditor, typesetter's errors, or essential updating. Any rewriting or improvements to style and structure must be made before the manuscript is submitted to ACER Press. Please note that the Publishing Agreement contains a clause covering excess correction costs that may be charged against your royalty account.

RESPONSIBILITIES OF THE AUTHOR

If you write for ACER Press as sole author or joint author, you have a number of responsibilities as follows:

- Sign and work to the Publishing Agreement, particularly in terms of length and deadlines.
- Seek any permission to reproduce copyright material (see [Seeking permission](#)) and supply a copy of correspondence.
- Supply necessary photos or artwork (see [Preparing artwork](#)).
- Supply full contact details—phone, email and address—so that you may be contacted by the project editor and copyeditor about any queries during the editing process, and can receive first and second page proofs to check.
- Complete an [Author marketing questionnaire](#) to assist ACER Press marketing staff with the successful promotion of your title.

RESPONSIBILITIES OF THE AUTHOR–EDITOR

If you are submitting a manuscript that includes chapters by other contributors, you are considered an author–editor. The author–editor has a number of responsibilities in addition to those listed above. As author–editor your responsibilities are as follows:

- Act as the main contact person with your publisher at ACER Press during the writing stage and the project editor during the production stage once the manuscript has been accepted for publication.
- Commission authors to write contributions for the book.
- Negotiate the Publishing Agreement and terms for contributing authors, in consultation with the publisher.
- Write a brief for contributing authors so they know exactly what is expected of them, in agreement with ACER Press. This brief would cover the content and length of each contribution, how it would relate to the overall aims and approach of the book, structure (for consistency across chapters), and the deadline for completion. Each contributor must also be clear about the audience for the book and the appropriate language level for that audience.
- Wherever possible and with regard to the above, the author–editor should aim to provide a sample chapter as a further guide for contributors.
- Inform contributors of rules governing the use of copyright material (see [Seeking permission](#)) and provide a [Permissions list](#) upon submission of the manuscript.

- Ensure that each contribution conforms to the brief. Check that the style and structure of the whole manuscript is consistent (e.g. length of each contribution, language level, heading levels, type and number of pieces of illustrative material, form of referencing).
- Liaise with contributors where changes or additional writing is required.
- Submit the final manuscript to ACER Press when satisfied that all contributions are consistent with the original brief and the manuscript is of a publishable standard.
- Liaise with the copyeditor during the editing process and communicate any queries to the contributors.
- Prepare an [Artwork list](#) for the manuscript and discuss any specific matters regarding the artwork brief with the project editor.
- Establish a deadline for each contributor to return page proofs to you.
- Approve and collate any corrections from contributors' proofs onto your set of proofs, and return this set to the project editor at ACER Press.
- Continue to liaise with the project editor throughout the production process until printed copies of the book are received.

ORDER OF THE BOOK

In addition to the main body of text, your manuscript should include preliminary pages (before the main chapters of the book) and any necessary end material (after the main chapters). The parts of a book are listed here in the order in which they usually appear.

Preliminary pages

Preliminary pages (prelims) can include any or all of the following as appropriate:

- Half-title page (optional, prepared by ACER Press)
- Title page (prepared by ACER Press)
- Imprint page (prepared by ACER Press)
- Foreword (optional, by a person recognised in the field who endorses the book)
- Table of contents (prepared by author)
- List of figures and tables (optional, prepared by author)
- List of abbreviations (optional, prepared by author)
- Preface (optional, prepared by author)
- Dedication (optional, prepared by author)
- Acknowledgements (optional, prepared by author, may be supplemented by ACER Press)
- Introduction (optional, prepared by author)

End material

End material (also called 'end matter') can include any or all of the following as appropriate:

- Appendices
- Glossary
- Bibliography
- Endnotes

- Further reading
- List of resources
- References
- Index

The author prepares all end material.

PREPARING YOUR MANUSCRIPT ELECTRONICALLY

It is a contractual requirement to submit your manuscript electronically. You do not need to use a difficult or expensive word-processing package as no formatting is required—the simpler the presentation of your text, the better. The text will be designed and typeset, and any extra formatting you do will have to be undone by the typesetter, adding time and cost to the production process. If you would like sections of the text to receive special design treatment please discuss this with the publisher and note in a cover letter when you submit the manuscript. You may also include instruction within the manuscript, distinguished clearly from the body text to which it refers.

Maintaining consistency

Above all, make sure you are consistent because this will enable the copyeditor to make any changes more easily. Here are some points to look out for:

- unsystematic use of upper- and lower-case letters in both text and headings
- inconsistent use of hyphens (e.g. print-out/printout)
- inconsistent use of bold and italics
- inconsistent use of single or double words (e.g. print out/printout)
- inconsistent use of quotation marks (use single quotation marks, but use double quotation marks within single quotation marks).

The ACER Press house style contains details of our preferred style, including spelling and punctuation. See [ACER Press house style](#) for details.

Word count and spell check

Use the word-count facility on your word processor (under the ‘Review’ menu in Word) to check that your manuscript is the agreed extent. If it far exceeds what was agreed in the ACER Press Publishing Agreement, you may be asked to reduce the number of words.

Use the spell-check facility when you have finished writing each chapter. The copyeditor will make changes to ensure your manuscript uses ACER Press house style and any attempt to adopt ACER Press house style will be welcomed by the copyeditor working on your manuscript. If you do not use ACER Press house style, we do ask you to be as consistent as possible.

File arrangement

Save all chapters of your manuscript in one single file, including end material.

Insert page numbers on the electronic manuscript. Click the ‘Insert’ menu and select ‘Page Number’ (in Word).

Formatting

Use your word processor’s standard defaults as much as possible, for fonts (preferably Times New Roman, Calibri or Cambria, 12 point), indents, numbering, line spacing, and so on.

If you are familiar with the ‘Styles’ function in the ‘Home’ menu in Word, you can use the default headings to create a hierarchy of headings (Heading 1, 2, 3 and 4). This allows you to click on the style every time

you want a particular heading. Alternatively you can indicate heading level in square brackets, [A], [B], [C] and so on, in the electronic manuscript.

Avoid using the space bar and tabs to indent copy. These create an artificial alignment and move when the manuscript is typeset. See [Elements within the manuscript–Quotations](#) for instructions on how to indent text.

Press the 'Enter' key once to indicate a new paragraph.

Please do not justify text. Alignment should be to the left.

Please ensure that any accents or special characters are clear. If an accent or character cannot be reproduced correctly in the electronic file, provide instruction on a separate cover note and/or mark it up correctly by hand on a hard-copy printout of the relevant page or pages.

Use italics for any words that should appear in italics in the completed book.

Preparing a hard copy of the manuscript

In addition to the electronic version of your manuscript, you may provide a printout of relevant pages of the manuscript with hand-written comments if necessary to clarify the following:

- levels of headings unless it's obvious what the heading hierarchy is
- instructions to the copyeditor if you think anything is unclear
- boxes to identify different components
- which diagrams have labels
- any superscripts, subscripts and other special characters (e.g. scientific letters and symbols) highlighted in colour on the hard copy.

Use A4 paper printed on one side only with default margins. Please ensure that page numbers are printed on the hard copy.

Elements within the manuscript

Figures and tables

Figures include graphs, photographs, maps, diagrams, line drawings, computer-generated artwork and other illustrations. Any figures provided electronically should be supplied as a separate, individual file. Figures should be supplied in their original format, for example as an EPS or JPG.

Number each figure consecutively by chapter (e.g. Fig. 1.1, Fig. 1.2, Fig. 2.1, Fig. 2.2). Make sure each file is correctly identified by figure number.

Within the manuscript, key in the figure number to indicate where figures and captions are to be placed throughout (e.g. Insert <Fig 1.1: Caption> here).

Number each table consecutively by chapter (Table 1.1, Table 1.2, Table 2.1, etc.). Tables do not need to be saved in a separate file.

Headings

The following rules apply for headings:

- Use Word's default style headings if you wish.
- Do not type headings in capitals. Type them with an initial capital for the first word and lower case for the rest of the heading (except for words that would normally take an initial capital, such as the name of a person or place).
- Do not put full stops or colons at the end of headings.

Quotations

Quotations of less than 30 words can run on in the text, indicated by single quotation marks.

A quotation of 30 words or more should be separated from text above and below by a paragraph space. Indent the quote by changing the margins, not by tabbing. To do this, highlight the quote and click on the 'Increase Indent' function on the 'Home' tab in Word or drag the hanging indent marker on the horizontal ruler. You do not need quotation marks around indented quotes. You do not need to italicise indented quotes.

Make sure all quoted material is sourced (author, year and page number) and the source included in your list of references. This is necessary regardless of whether permission is required to reproduce. Some authors provide the source as part of the preceding paragraph text. For example:

In his book on status anxiety, de Botton (1998, p. 23) highlighted the 'identity slavery' that dependence on the judgments of others can entail.

The attentions of others ...

Otherwise the source can be provided in brackets right-aligned on the line following the block quotation:

Dependence on the judgments of others can entail a type of slavery to identity.

The attentions of others matter to us because we are afflicted by a congenital uncertainty as to our own value, as a result of which affliction we tend to allow others' appraisals to play a determining role in how we see ourselves.

(de Botton 1998, p. 23)

A note added by anyone other than the author of the quotation should be enclosed by square brackets. Particularly odd or incorrect usage should be followed by '[sic]'.

Footnotes and endnotes

ACER Press prefers the author–date system of referencing over footnote- or endnote-style referencing (see [References](#)).

Footnotes or endnotes containing explanatory comments or extraneous material should be kept to a minimum. If possible, material should be incorporated as part of the main text. Where you do need to use them, ACER Press prefers endnotes over footnotes. They should be numbered consecutively throughout each chapter. Endnotes should be placed at the end of a chapter or book, and should be headed 'Notes'. To insert notes, click the 'Reference' menu on your toolbar in Word and select either endnotes or footnotes.

References/Bibliography

A bibliography generally refers to a list containing the sources used to develop a publication, and other sources the author thinks will be of interest to readers. If the list is only of the sources cited in a particular work it is called a 'Reference List' or 'References'. ACER Press generally uses the author–date system of references. Please refer to the *Style Manual for Authors, Editors and Printers* (6th edition) published by John Wiley & Sons Australia, pp. 188–232, or to [References](#)

Ensure that every in-text reference matches the details given in the bibliography or references; that is, the author's name and date of publication cited in the text should be identical to that given in the full reference in the bibliography.

Cross-references

A cross-reference is when you want to refer a reader to another section of the book. At manuscript stage, it is not possible to quote page numbers, so any cross-references should be marked as follows: '(see page 00)'. The actual page numbers can be inserted at first page proof stage, if you are sure the page order will not change for your book.

Indexes

It is your responsibility to prepare or pay for the creation of an index, if one is required. If you choose to pay for your index, the project editor can commission a professional indexer and the fee will be charged against your royalties. Normally, the index is prepared at second page proof stage. Refer to the *Style Manual for Authors, Editors and Printers* (6th edition) for hints on indexing and consult with the project editor if you need further advice. See [Checking your pages & indexing](#) for more information.

SEEKING PERMISSION

Australian copyright law protects creators of original work whether or not that work is published. If you use copyright material such as textual extracts, photographs, cartoons or tables from books, magazines, newspapers or the internet, you must seek permission and may be asked to pay a copyright or reproduction fee.

In most instances, copyright lasts from the time the work was created until 70 years after the creator's death. However, if the creator died before 1955, copyright in the creator's works have expired. Australia's copyright periods were extended on 1 January 2005 and any copyrights that had expired before this date were not revived. If you are unsure about whether something is still in copyright, please contact your publisher.

The Australian Copyright Council provides comprehensive information on copyright law in Australia and overseas on its website, www.copyright.org.au. Information sheets are available on specific topics including how to find copyright owners. Copyright Agency Ltd also provides a useful website with information sheets at www.copyright.com.au.

Applying for permission

Due to the length of time it can take to obtain permission for copyright material, it is vital that you begin applying for permissions as soon as you have decided to include any copyright material within your manuscript.

It is your responsibility to obtain and pay for all necessary permissions. A [Permissions letter](#) of request for consent to reproduce copyright material is available as a Word document for you to use as a proforma. Your publisher or project editor will be able to help you with details such as print run and the rights you should request. The person from whom permission must be obtained is the copyright owner, usually the original author and/or the original publisher. The best place to start is the imprint page of the source publication, which will give you contact details of the publisher. The publisher will be able to advise who owns copyright.

If you have not received a reply within six weeks, write again. If you still do not receive a reply, you can either decide to do without the piece you wanted, write a third time or discuss your options with your publisher. All permissions correspondence should be submitted to ACER Press when submitting the manuscript, together with details of any items that it has not been possible to clear.

Please fill in a [Permissions list](#) as you work. This form has been provided to help you track your requests and receipt of permissions correspondence. The completed list should be submitted, along with all correspondence to and from copyright owners, when you submit your final manuscript.

Please be aware that fees may be charged by the copyright holder, and that the author or chapter contributor is responsible for all such costs. You will therefore want to be sure that every piece of copyright material, whether textual or illustrative, is essential to the text, to keep your costs to a minimum.

Textual permissions

In the course of writing and presenting the findings of your own research, you are likely to also quote the work of others. If you are unsure about whether you need to seek permission to quote or adapt material, please consult your publisher for advice. However, permission must be cleared for any use where the quoted material comprises a major part of the whole, such as a newspaper article, dedication, epigram or epigraph.

Permission must also be cleared for the use of poetry and songs, as well as quotes by Aboriginal peoples and Torres Strait Islanders, legal, medical, scientific, religious, or contemporary people.

Please include a scan or copy of the page or pages from the original or secondary source together with the title, imprint and source information when you submit your manuscript. The project editor can then check the status of its copyright. The copyeditor may also proofread your quote against the original.

Fees to reproduce newspaper articles depend on the length of the article and the individual journalist, whose name must always be provided. Keep a record of the title of the article and the date of its publication.

The internet and copyright

Please note that material from sites on the internet is subject to the same copyright laws as any other material. Check the websites of the Australian Copyright Council (www.copyright.org.au) and Copyright Agency Ltd (www.copyright.org.au) for the latest information sheets on the internet and copyright.

PREPARING ARTWORK

Artwork includes maps, photographs, graphs, pie charts, diagrams, line drawings, cartoons, and other illustrations, either hand-drawn or computer-generated.

Artwork does not include tables of data—tables are part of the text.

Reproduction artwork is artwork that was produced by someone else, has been previously published, and which you wish to reproduce in your own book.

It is your responsibility to obtain permission for reproduction artwork necessary to your manuscript (see [Seeking permission](#)). Originals of reproductions can be requested at the same time. Include the original artwork, if possible, as well as the letter granting permission to reproduce it, when you submit your manuscript.

New artwork is any piece of artwork that is original and has not been published or produced elsewhere before. If you require new artwork, you may create or commission it, or you may arrange with ACER Press to do so on your behalf. The costs of producing new artwork may be borne by the author. Please consult with your publisher at the earliest possible stage regarding your artwork requirements and any associated costs.

Remember to keep artwork to a minimum to reduce costs. If you have suggested a large number of illustrations, the project editor may ask you to identify any that are not essential. This ‘pruning’ is best done before you send in the manuscript, however.

Illustrations, graphs and diagrams

If you need to request new artwork, either from ACER Press or from an artist you have commissioned, please provide a rough sketch and clear instructions about what you want depicted. A professional designer or illustrator can render finished art from rough hand drawings in either hand-drawn or electronic form from your specifications. Use stick figures for people or animals you may want to appear in a cartoon. Provide photocopies of similar styles of illustrations from magazines or books, or write a description of the idea to be depicted as well as the rough hand drawing, if your artistic skills fail you! Try to be as clear, detailed and specific as possible.

Avoid asking for exact redrawings of diagrams from other published sources. You will need to obtain permission to reproduce a diagram taken directly from another source and may incur a copyright fee, even if we redraw the diagram before publication. If you cannot provide a new concept, then you must supply the original source of the diagram and seek permission to reproduce it.

If you have adapted a diagram from a published source, no matter how simple, it is essential that you supply us with a copy of the page on which the diagram appears in the published source. This is so that we can judge if you will need to apply for permission. You should also supply a copy of the title page, imprint page and any acknowledgements page containing source information, in case permission is required. Copyright law requires that if your desired diagram is ‘recognisably’ the same as the original permission will need to be obtained.

Maps

For almost all maps to be included in a new publication, permission will have to be sought from the original publisher. This is the case if you wish to use an existing map unchanged, or if you wish to make changes to the map to better suit your text. In both cases a fee may be payable to the original publisher.

For maps that you would like to use as reference, scan the original and send the file or printout with changes clearly marked. We will then have the map drawn to these specifications.

If the map that you want to produce is original (i.e. not based on or a modification of a published map), we require a free-hand drawing of the map. We will organise for the map to be redrawn by a professional cartographer.

Images from the internet

Web pages or screenshots can be used for illustrative purposes, but you will need to clear permission with the source. You will need to provide us with an electronic link and the date on which it was available. Please note that photographic images from the internet are not high enough resolution for professional printing. Permission and a high-resolution file must be requested from the owner of the site.

Submitting artwork

Each piece of artwork that you provide electronically should be saved as a separate, individual file and numbered by chapter (e.g. Fig. 1.1, Fig. 1.2, Fig. 2.1, Fig. 2.2). It is essential that files are high resolution: 300 dots per inch or higher at the size at which the image will be reproduced.

You should complete the [Artwork list](#), which serves as a complete list of all artwork included in your manuscript. This list, along with the artwork itself, collectively known as the artwork or illustration brief, should be submitted along with your manuscript (see [Submitting your manuscript](#)).

Caption copy

A description, comment, question or acknowledgement to appear with an illustration or photograph is called a caption. Key captions into the location in the text where the image is to be placed, and be sure to include the figure number (i.e. Insert <Fig 1.1: Caption + Source information> here).

REFERENCES

A list is called 'References' if it lists all works cited in the text and no others.

A list is called 'Bibliography' if the author includes sources in the list that are not cited in the text but are still relevant to the subject.

For a comprehensive list of reference conventions, refer to the *Style Manual for Authors, Editors and Printers* (6th edition) 2002, John Wiley & Sons Australia, Chapter 12, Methods of Citation, p. 187.

The author–date system

ACER Press prefers the author–date system. There are many variants of this system and the one cited here is referred to in the *Style Manual* cited above. The author–date system is concise and easy for the reader to follow. Textual references are brief but easily identifiable against a list of references at the end of the book or chapter. All published works referred to in the text must be included in one alphabetical list of references at the end of the book or chapter. With this system, footnotes and endnotes should not be necessary.

A note on the APA system

Some authors prefer to use the APA (American Psychological Association) system, as this is commonly used in humanities and social science texts. If this is applied consistently throughout the text, ACER Press accepts this method of citation.

Textual references (in-text citations)

The textual reference should give the author's family name or the name of the authoring body and the date of publication. For example:

Johnson (1998) and the Australian Bureau of Statistics (2000) reported ...

or

This approach (Johnson 1998) suggests that ...

Page numbers may also be useful to the reader if the work being referred to is long. Include the page number in the in-text citation, separated by a comma.

Johnson (1998, p.245) and the Australian ...

or

This approach (Johnson 1998, p. 245)

An initial is only necessary if two authors share the same family name. For example:

CT Jones (1997)

W Jones (2000) ...

Two works cited in parentheses are usually in alphabetical order and separated by a semicolon. For example:

This approach (Johnson 1998; Starr 1991) suggests that ...

If a work has two authors, cite both names in the text every time. For example:

Smith and Jones (1989) ...

Use 'and' in the text but '&' within parentheses. This is the same for all works, whether books, journal articles, chapters in an edited book or PhD theses.

If an author has published more than one work in a year, these should be cited as 1997a, 1997b, and so on. Works by a single author should be listed before works that author wrote in collaboration with others. Joint works should then be listed alphabetically by the name of the second author, regardless of how many authors are involved.

The abbreviation 'et al.' can be used in in-text citations for works by three or more authors, provided there is no possible ambiguity, i.e. that Smith et al. (1991), could not refer to more than one work by Smith and colleagues. The names of all co-authors should, however, be given in the list of references.

When personal communications such as conversations and anecdotes are used as sources of information, these should be fully attributed in the text, as they will not appear in the list of references.

List of references

It is essential that references are presented consistently throughout the manuscript. All references cited in the text must appear in the list of references at the end of the book or chapter. Details that appear in in-text citations should match what appears in the list of references. (A common mistake includes discrepancies between the years cited.)

The list of references should give the full details for each work in the following order:

Book references

- 1 Author's or editor's family name or name of authoring body
- 2 Author's or editor's initials
- 3 If author is also editor, include '(ed.)'
- 4 Year of publication
- 5 Title of publication (in italics with initial capital only except for proper nouns)
- 6 Name of publisher
- 7 Place of publication

Examples:

Robertson, S 1999, *The value of literacy studies*, ACER Press, Melbourne.

Ferguson, FT, Stewart, B, & Miller, J (eds) 2002, *Australian education and social justice*, ACER Press, Melbourne.

Please also follow the punctuation convention in these entries. Note that edited books should be referenced as either '(ed.)' for the singular, or '(eds)' for the plural.

Edition and volume information should be recorded as follows:

Robertson, S 1999, *The value of literacy studies*, 2nd edn, vol. 3, ACER Press, Melbourne.

Place of publication should be more specific if there is a danger of confusion, for example, Cambridge, MA' or 'Perth, Scotland'.

Journal articles

- 1 Author's/editor's family name
- 2 Author's/editor's initials
- 3 Date of publication
- 4 Title of article (with single quotation marks)
- 5 Title of journal (in italics with all words except articles and prepositions in capitals)
- 6 Journal volume number or issue details
- 7 Page numbers of article (use pp.)

Example:

O'Toole, E 2003, 'The measurement of student achievement in science', *Australian Journal of Education*, vol. 12, pp. 7–9.

Please also follow the punctuation convention in this entry. Note that place of publication is not needed.

Electronic references

The following information is required for citing a website in a reference list, notes or a bibliography. It is essential that the date that the site is viewed is included in the reference.

- 1 Author—the person or organisation responsible for the site
- 2 Site date—the date the site was created or last revised
- 3 Title of document
- 4 Version number (if applicable)
- 5 Description of document (if applicable, e.g. media release)
- 6 Name and place of the sponsor of the source if possible
- 7 Date of viewing the source
- 8 URL

Example:

Department of Education, Science and Training 2002, *Implementing a national curriculum*, Department of Education, Science and Training, Canberra, viewed 12 May 2003, <<http://www.dest.gov.au>>.

For a comprehensive guide and further examples of citing electronic material such as emails, see 'Citing electronic material', *Style Manual for Authors, Editors and Printers* (6th edition) 2002, John Wiley & Sons Australia, pp. 230–2.

Unpublished material

Unpublished material includes theses, manuscripts, conference papers or abstracts.

- 1 Author's family name
- 2 Author's first name
- 3 Year submitted/presented
- 4 Title of document (in roman type and in quotation marks)
- 5 University (if a thesis)
- 6 Conference sponsor (if a paper or abstract)
- 7 Place of institution/sponsor
- 8 Conference date

Example:

Pascoe, Virginia 2000, 'Career development initiatives undertaken by the mining industry in Australia 1995–2000', Department of Social Sciences thesis, Adelaide University.

Willcox, James 2002, 'Profile of board members of major Australian companies', paper presented to the 10th annual conference of the Careers Association, Sydney, 23–25 April.

For a comprehensive guide and further examples of citing unpublished material see *Style Manual for Authors, Editors and Printers* (6th edition) 2002, John Wiley & Sons Australia, p. 207.

ACER PRESS HOUSE STYLE

The ACER Press house style guide is based on the *Style Manual for Authors, Editors and Printers* (6th edition) 2002, John Wiley & Sons Australia. It is suggested that you refer to the *Style Manual* for useful guidelines for authors in the writing and preparation of your manuscript.

Abbreviations

Spell out 'for example', 'that is', 'and so on' in running text, rather than using 'e.g.', 'i.e.', 'etc.'. It is usual to follow the spelt out form with a comma. Abbreviations such as 'e.g.', 'i.e.' and 'etc.' may be used in tables, illustrations, notes, captions and with material in parentheses. If you do use any of these three abbreviations, use the full stops as shown.

The abbreviations 'a.m.' and 'p.m.' are always lower case and always have full stops.

Abbreviated forms of organisations, countries, psychological terms, and so on expressed in capital letters should be written without full stops (e.g. WHO, US, ALP, VCE, CSIRO, AIDS).

Spell out state and territory names in the text. In addresses and labels, follow post office style (VIC, TAS, WA, etc.) with no punctuation (e.g. Camberwell VIC 3124).

Statistical terms, not the symbols, should be used in text: for example, 'The means were ...', not 'The Ms were ...'.

Use 'per cent' throughout text where figures occur occasionally; otherwise, use % with no space before the symbol: for example, 43%, not 43 %. Use % in tables.

Numbers

Spell out numbers from one to nine, but use numerals for statistics and measurements as well as for any numbers that are accompanied by a symbol (e.g. °C).

Use numerals for numbers in tables.

Avoid beginning sentences with numerals—use words.

Don't leave a space in four-figure numbers (e.g. 5000) and put in a space rather than a comma in numbers with five or more figures (e.g. 34 500) to avoid confusion with European usage of a comma as a decimal marker in the expression of metric quantities.

If the number is less than one, ensure that a zero precedes the decimal point: for example, 0.5 cm, not .5 cm.

Use as few figures as possible in spans of numbers such as page references: for example, 125–8, 225–9 rather than 125–128 or 225–29. The exceptions include years (e.g. 1981–82, not 1981–2) and spans involving teens (e.g. 112–15, not 112–5). Street numbers in addresses should be shown in full (e.g. 41–44 Villiers Place).

Use a hyphen in 'one-third', 'one-fourth', and so on. For example: 'One-third of all Australian students are able to perform complex calculations in algebra'.

If you have several numerals in the one sentence, make them consistent: for example, 'the girl had sixty-three frogs, twenty friends and one headache'.

Units of measurement

Spell out units of measurement when in the text: for example, one metre not 1 m, 300 kilometres not 300 km, 25 square kilometres not 25 km², 25 grams not 25 g, and so on. Exceptions include publications where the text contains many references to units of measurement, and spelling them out would prove cumbersome. Whether you decide to spell them out or use symbols, be consistent within the manuscript.

Note the space between the unit of measurement and its numerical quantity, the absence of an 's' in the plural and the absence of full stops: for example, 14 mL, 8 cm, 9 km. However, there is no space in 45% or 63°C.

Figures should always be used with unit of measurement symbols. For example, 25 km not twenty-five km, 245 cm not two hundred and forty-five cms.

Quotation marks

Use single quotation marks. Use double quotation marks only for quotes within quotes. Note that US style does the opposite.

Use quotation marks for chapter titles, an article in a journal, a short poem, a song, a lecture or an essay. Single quotes are also used for individual episodes in a television or radio series.

Single quotation marks are also used for special terms, or a new or technical use of a word. For example:

Some philosophers wish to distinguish between 'criticism' and 'interpretation' when discussing the practice of literary theory.

When punctuation is used with quoted material, it is placed *outside* the quotation marks unless it is part of the quoted material. For example:

Students are entitled to respond with 'I disagree!'.

Italics

Use italics for titles of books, journals, films, television and radio programs, plays, long poems, artworks, names of ships, words and phrases in other languages, and stage directions in plays.

Do not italicise such expressions as 'et al.', 'a priori', 'élan'. However, retain italics for *sic* because of its use in quoted matter.

Lists

Lists within a sentence in the text may be indicated by figures or italic letters between parentheses: for example, (3), (ii). In a simple series where there is little or no punctuation within each item, separation by commas is sufficient. Otherwise, semicolons are used. An example of a list using commas only is:

Results were recorded for (1) state schools, (2) independent schools and (3) Catholic schools.

Bullet point lists and number lists can also be used. Use numbers rather than bullet points if the order is relevant. Use a colon to introduce bullet point and number lists. It is recommended that a full stop is inserted at the end of a bullet point or numbered list to indicate that the list is complete.

No punctuation is required for lists set off from the text, whether the items listed consist of one word, or a short or lengthy phrase. For example:

Results were recorded by type of school:

- state schools
- independent schools
- Catholic schools.

Use an initial capital and full stops (or question marks, as appropriate) for complete sentences.

Spelling

Please refer to an up-to-date copy of *The Macquarie Dictionary* or *The Australian Oxford Dictionary* for spelling. Note these preferred spellings:

cooperate and coordinate not co-operate and co-ordinate

disk (for computer disk) but disc (for shape and as anatomical term)

email not e-mail

focused not focussed

-ise is preferred to -ize, but note the exceptions, e.g. World Health Organization takes a 'z'.

internet (note lower case 'i')

online not on-line

per cent not percent

program not programme

Inclusive language

Culturally sensitive language

Authors should be aware of the cultural sensitivities regarding the use of language to refer to peoples of various races and cultures.

When referring to cultures and peoples within Australia, ACER Press prefers the term Aboriginal peoples and Torres Strait Islanders over the term Indigenous. The term Indigenous may be retained when it is part of the title of a report, program, or quotation; where this is necessary, the term must take a capital 'I', if it is a proper noun. Please contact your publisher to discuss the use of appropriate and culturally sensitive language.

Gender inclusive language

Where possible, authors should avoid using gender-specific pronouns.

For example, instead of:

The candidate should contact his referees prior to lodging an application.

recast the sentence in the plural.

Candidates should contact their referees prior to lodging an application.

Alternatively, leave the pronoun out altogether. For example:

Referees should be contacted prior to lodging an application.

Repeat the noun.

Use the alternative pronouns— 'his or her'. For example:

Every candidate should contact his or her referees prior to lodging an application.

Use the gender free pronoun 'you'. For example:

You must contact your referees prior to lodging an application.

Use the gender free pronoun 'they/their'. For example:

Candidates must contact their referees prior to lodging an application.

Not all alternatives work equally well for a given sentence, but there are plenty of options for avoiding the generic masculine 'his'.

SUBMITTING YOUR MANUSCRIPT

When you are ready to submit your completed manuscript, send in an electronic version, ensuring that it is the final version of your book.

The text of your manuscript should be submitted electronically as a single file unless otherwise advised by your publisher.

Each piece of electronic artwork should be submitted as a separate file.

Please ensure you supply all accompanying documentation, as listed below.

If you are unable to supply some material at the time of submitting your manuscript, please discuss this with the publisher before submitting. This should also be stated in writing in your covering letter.

AUTHOR CHECKLIST FOR SUBMITTING MANUSCRIPTS

- Electronic file of manuscript, sent by email.
- [Permissions list](#), and copies of all permissions letters from copyright holders. If you have had no success in locating the copyright holder or have not received a response to your letters, please indicate this on the list.
- [Artwork list](#), and all artwork.
- [Author marketing questionnaire](#), to assist us with content for the cover and marketing material.

THE PRODUCTION PROCESS

When your publisher is satisfied that the manuscript is ready to go into production, it will be passed to the project editor. A production schedule will be drawn up, listing the stages of production and the estimated time for each. Your publisher or project editor will discuss your availability to check proofs when they are due. Please advise your publisher or project editor of any forthcoming travel that may make it difficult to meet deadlines.

A designer will be commissioned to prepare a sample text design, in consultation with the project editor, who will identify any special design features of your publication.

A copyeditor will be commissioned to work on your manuscript. In the course of editing your manuscript, the copyeditor may have some queries regarding:

- clarification of text
- confirmation of facts
- requests for further information
- suggested changes, additions, deletions
- copyright material
- references
- general comments.

You will normally be given a minimum of one week to respond to these queries, depending on the nature of the queries and the length of the book. Sometimes little notice will be given and your cooperation and quick response is vital if schedules are to be maintained.

It is the prerogative of ACER Press to decide on the publication's text and cover design, taking the author's ideas and suggestions into consideration where possible.

MARKETING

The marketing and promotion of your publication is an important part of the overall publication process and authors can assist the ACER Press marketing department in a number of ways. The first and most important is to complete and supply the [Author marketing questionnaire](#) when you submit your final manuscript. The details you provide will help to identify specific areas of the market that can be targeted and provide information about individuals and groups who should be informed about the publication. Staff from the marketing department are likely to contact you during the latter stages of the production process to discuss the promotional campaign in detail.

CHECKING YOUR PAGES & INDEXING

The author normally receives two rounds of page proofs for checking:

- first page proofs
- second page proofs.

Your project editor will have advised you of the time allocated in the schedule for checking first and second pages. At first pages you are normally allowed one week to read the proofs. A similar time period is allowed at second pages, which is when an index is compiled (if applicable). It is important that you make every effort to meet these dates as delays will impact on the production schedule.

PAGE PROOFS

First page proofs

First page proof stage is your only opportunity to make any necessary changes to the text. You should read the text for sense. Don't be alarmed if you find typographical errors—this is part of the proofreading process. Your corrections will be taken into account and transferred to a master copy by the copyeditor working on your manuscript.

A professional proofreader also checks the first page proofs.

It is important that you do not rewrite, rephrase or make unnecessary changes or additions on your page proofs. You should answer any remaining queries from the editor, correct typographical errors and/or errors of fact.

Extensive amendments to text cause considerable delays and the cost may be charged to you, so please keep changes to a minimum, particularly if changes would affect the number of characters (letters and spaces) on a line and the number of lines on a page.

You will be sent a PDF of your page proofs, on which to mark up your changes. Your project editor can help you with the Adobe commenting tools, if you are not familiar with them. You may also work on a hard copy, if you prefer.

If you are working on a hard copy, and are familiar with them, please use the [Proofreading symbols](#). Use a red pen so that the editor won't miss any of your corrections. Ensure that any corrections are written clearly, to avoid any misinterpretation.

Check the spelling of your name and other details in the prelims.

Check the names of those you've acknowledged in the Acknowledgements section.

Check the accuracy of all other information: facts, dates, statistics.

Check spelling and punctuation.

Make sure all figures, technical material and equations are in the right place and have been typeset correctly.

Complete cross-references by inserting page numbers, assuming pagination is unlikely to change.

If artwork is in place at first pages, you need to check that it is both correct and in the right place on the page according to the text. Check that captions are correct and match the content and that any textual references to them are correct and appropriate.

If you are coordinating the work of a number of contributors, collate all contributor corrections on your own master copy.

If you think any major changes need to be made, discuss these with the copyeditor or the project editor before proceeding.

Return first proofs by the date given to you by the project editor to maintain production schedules.

Second page proofs

Second page proofs may be sent to you to check that the corrections you requested have been made. Please note that second page proofs do not provide an opportunity to make excessive corrections.

Read the proofs one last time, ensuring that all requested first page proof corrections have been made.

Check that errors have not been introduced into any lines reset as a result of corrections.

Confirm that illustrations are positioned properly in relation to the text.

Check that references to tables, illustrations and chapters are correct.

Check that all captions are correct and appropriate.

Check all cross-references in the text and page numbers on the Contents page are correct.

If applicable, create the index and fill in appropriate page numbers.

PROOFREADING SYMBOLS

Instruction	Textual mark	Margin mark
Correction is concluded	None	/
Insert in text the matter indicated in the margin	/	<i>New matter followed by /</i>
Delete	Strike through /// characters to be deleted	9
Delete and close up	Above and below letters to be taken out	9
Leave as printed	Under characters to remain	<i>stet</i>
Change to italic	<u>Under characters to be altered</u>	<i>ital</i>
Change to even small capitals	<u><u>Under characters to be altered</u></u>	<i>s.c.</i>
Change to capital letters	<u><u><u>Under characters to be altered</u></u></u>	<i>caps</i>
Use capital letters for initial letters and small capitals for rest of words	Under initial letters and <u>≡ ≡ ≡ ≡</u> under the rest of words <u>≡ ≡ ≡ ≡</u>	<i>c. & s.c.</i>
Change to bold type	<u>Under characters to be altered</u>	<i>bold</i>
Underline word or words	<u>Under words affected</u>	<i>underline</i>
Change to lower case	Strike through /// characters to be altered	<i>l.c.</i>
Change to roman type	Encircle <u>cha</u> characters to be altered	<i>rom.</i>
Wrong font. Replace by letter of correct font	Encircle characters <u>o</u> to be altered	<i>w.f.</i>
Change damaged characters	Encircle <u>cha</u> character(s) to be altered	<i>x</i>
Substitute or insert character(s) under which the mark is placed in 'superior' position	/ through character or / where required	<i>7</i> under character (e.g. 2) <i>7</i>

Instruction	Textual mark	Margin mark
Substitute or insert character(s) over which the mark is placed in 'inferior' position	/ through character or \wedge where required	<i>∟ over character (e.g. x)</i>
Use ligature (e.g. ffi) or diphthong (e.g. œ)	Enclosing letters to be altered	<i>⤿ Enclosing ligature or diphthong required</i>
Substitute separate letters for ligature or diphthong	Through ligatured letters or diphthong to be altered	<i>Write out separate letters followed by /</i>
Close up (delete space between characters)	linking characters	⤿
Insert space (amount of space may be indicated)	\wedge	#
Insert space between lines or paragraphs	> Between lines to be spaced	#
Reduce space between lines (amount of space may be indicated)	(Connecting lines to be closed up)	less # close up
Make space appear equal between words	Equal between words	eq. #
Reduce space between words (amount of space may be indicated)	Between words	less #
Add space between letters (amount of space may be indicated)	Between tops of letters requiring space	letter #
Transpose	Between characters or words	trs
Place in centre of line	Indicate position [with]	centre
Indent one em	┌	□ or 1
Indent two ems	┌	□□ or 2
Move matter to right	┌ At left or right side of group to be moved	┌

Instruction	Textual mark	Margin mark
Move matter to left	} At right or left side of group to be moved	}
Move matter to position indicated	[At limits of] required position	<i>move</i>
Move to next line or page	□	<i>take over</i>
Move to previous line or page	□	<i>take back</i>
Raise lines (amount of space may be indicated)	Over lines to be moved ↑ Under lines to be moved ↓	<i>raise</i>
Lower lines (amount of space may be indicated)	Over lines to be moved ↓ Under lines to be moved ↑	<i>lower</i>
Correct the vertical alignment	At left or right of lines to be adjusted	
Straighten lines	Through lines to be adjusted	=====
Begin a new paragraph	□ Before the first word of the new paragraph	<i>n.p.</i>
No fresh paragraph here	Between paragraphs	<i>run on</i>
Spell out abbreviation or numeral in full	Encircle (words) or (numerals) to be altered	<i>spell out</i>
Insert omitted portion of copy	Between the / omitted	<i>out — see copy</i>
Substitute or insert comma	/ through character or / where required	./
Substitute or insert semicolon	/ through character or / where required	:/
Substitute or insert full stop	/ through character or / where required	○

Instruction	Textual mark	Margin mark <small>(words printed in italics in this column are instructions and not part of the marks)</small>
Substitute or insert colon	/ through character or / where required	Ⓜ
Substitute or insert question mark	/ through character or / where required	? /
Substitute or insert exclamation mark	/ through character or / where required	! /
Insert parentheses	/ or //	(/)
Insert brackets	/ or //	[/]
Insert hyphen	/	- /
Insert en rule	/	<i>/ en</i>
Insert 1-em rule	/	<i>/ em</i>
Insert 2-em rule	/	<i>/ 2 ems</i>
Insert apostrophe	/	’
Insert single quotation marks	/	‘ ’
Insert double quotation marks	/	“ ”
Insert ellipsis	/	... /
Insert forward slash	/	①
Refer to appropriate authority anything of doubtful accuracy	Encircle words <u>etc.</u> affected	②

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PREPARING AN INDEX

A good index increases the usefulness of a book and is a valuable source of information. It is your responsibility to compile or pay for the preparation of the index, if one is required.

The full index should be supplied as a Word document with second page proofs.

If you prefer, the publisher or project editor can appoint a professional indexer for your book. The cost of this will be borne by the author. Please discuss this with your publisher as early as possible.

You may find it useful to refer to the chapter on indexing in *Style Manual for Authors, Editors and Printers* (6th edition) 2002, John Wiley & Sons Australia.

What to index

If you, as a reader, would be likely to look something up then include it in the index. If not, don't include it. If it's a 'maybe', put the item in. Do not index passing terms that give no information. A good method is to read your book closely and compile a list of entries during this reading. You can edit this list once you have finished compiling the entries. Break down every main idea into the individual aspects or subentries readers are likely to look for. They will seldom look in the index for the subject of an entire section or chapter that appears in the table of contents.

Obvious items to index are names of people, organisations, institutions, events, places, concepts and so on. Always look for the keyword and index every item under this heading. The language used should reflect the language used in the text. To help readers who may not be familiar with specialised language, you may also wish to use some readily recognisable terms. A good index will cross-reference concepts that are related, so that the reader is led to the information they are seeking.

There is no need to index terms that appear in the Foreword or Preface, or in the Bibliography or References. Footnotes and endnotes should only be indexed if they give additional essential information.

Choosing headings

Include terms or names that have more than a passing reference made to them.

All indexed terms should make sense on their own. For example, 'gifted child', not 'child, gifted'.

Try not to split topics between synonyms, but choose the term the reader is most likely to use and put page numbers under that heading. Insert cross-references under relevant synonyms if necessary. For example, if you use 'aged' as the main heading, insert a cross-reference from the synonym 'elderly'.

When indexing a place that has several different localities, make sure you indicate which one you are discussing, for example, 'Perth, (Scotland)'.

Use lower case for all entries other than proper nouns.

Electronic searching

If you are compiling a list of headings for the index at manuscript stage, it is not sufficient to compose an index by using the 'Find' function in Word—this can create a catalogue of important words, rather than a fully fleshed-out, cross-referenced and thematic index. The 'Find' function should only be considered as a starting point.

Similarly, although the project editor can provide you with a PDF of second pages for your book, this should not be regarded as a shortcut for systematic indexing. A PDF is helpful when searching for specific keywords, but it is important to remember that even though a keyword is used, it may not warrant inclusion in the index. In addition, this method of searching does not locate those discussions of the concept which don't use that particular keyword. Electronic searching does not replace a careful reading of the text for indexing purposes.

Hints for indexing

Arrangement

Headings are arranged in alphabetical order and subentries are arranged in alphabetical order within the entry.

Subentries should be indented below the heading.

Consider creating subentries if the list of page numbers for a heading becomes greater than about six.

Biographical information can be arranged in chronological order.

The index should appear as a single column, double-spaced, with page numbers given beside the heading or subentry.

Alphabetic arrangement

Alphabetise items beginning with Mc or St as though the full form—Mac or Saint—were used.

Alphabetise abbreviations of government agencies, broadcasting companies, publications, and so on according to the order of letters in the abbreviation, not as though the names were spelled out.

Page numbers

If a topic/concept is written about continuously in the text the page numbers will be represented in a span as 103–7. However, if there are separate mentions of the topic/concept, the pages are presented separately as 103, 105, 107.

Page numbers should appear next to each heading or subentry.