

Preparing manuscripts for Erewhon Press

The Press edits its books thoroughly and does not expect immaculate copy. However, tidy submissions make life easier for everyone, and you are encouraged to follow these guidelines. The prime rule is consistency: whatever style choices you make, follow through with them.

Files

- Submit your text as MS Word files (preferred) or .rtf (acceptable).
- Name each file with a number followed by a clear descriptive title (e.g. 01 Introduction, 02 Great spotted kiwi, etc).
- Submit all images as separate files, either .tiff (preferred) or .jpeg (acceptable), with the Figure number included in the file name. Make sure you have referred to each image at least once in the text, and highlight the reference near to which the image should appear when the book is typeset: e.g. **The great spotted kiwi is much larger (Figure 1)**. Do not insert images into Word files. Remember to provide a separate list of captions.

Layout

Keep your page layout clean and simple: the Press will design and typeset the book at a later stage.

- Double-spaced.
- 12-point font throughout, preferably Times New Roman or Cambria.
- Left-aligned text, with ragged (unjustified) right margin.
- One hard return after each paragraph.
- First-line indent (not vertical space) at the beginning of new paragraphs.
- Italic (not underline or bold) for titles and for emphasis.
- Left-aligned headings, with two hard returns before and one after.
- Type a single word-space, not two, between sentences.

You may format your text with MS Word styles if you are comfortable doing so, but try to use them consistently, and do not insert extra hard returns between styled paragraphs.

Abbreviations, acronyms and contractions

- Write acronyms with no full points: e.g. **USA, NATO, NZ**, not **U.S.A.** etc.
- Write contractions with no full points: e.g. **Mr, Dr, St**, not **Mr., Dr., St.**
- Use a full point for contractions that do not end with their final letter: e.g. **vol., ed., ibid.**
- Do not abbreviate university presses: e.g. **Otago University Press**, not **Otago UP.**
- Do not abbreviate units (e.g. **millimetres, kilograms**) unless you use them frequently.

Capitalization

- Write chapter titles and headings in sentence style (i.e. capitalize only proper nouns): e.g. **The early years of the Massey government**.
- For internal cross-references, refer to e.g. **Chapter 1, Figure 1, Table 1**, not **chapter 1, figure 1, table 1**.

Dates

- Use the form: **3 March 2015**.
- Spell out centuries in full: e.g. **the nineteenth century**, not **the 19th century**.
- **The thirties** or **the 1930s**, not **the '30s**.

Ellipses

- Ellipses indicating omissions in quoted text ... should always be three full points only. Do not add an extra point for ellipses between sentences.
- Do not place brackets [...] around them unless there is a special need to distinguish yours from ellipses original to the quoted text.
- Do not use ellipses at the beginning or end of quoted text unless necessary for the sense.

Foreign languages

- Italicize foreign-language words or phrases used in English sentences: e.g. **The clever *Verfremdungseffekt* was greatly admired**.
- Do not italicize thoroughly nativized terms, such as **per se, au fait**. Do not accent thoroughly nativized words: e.g. **role**, not **rôle**.
- Do not italicize whole sentences in a foreign language.
- Do not italicize Maori words.
- If you include macrons with Maori, do so accurately and consistently.

Headings

- Write headings in sentence style (i.e. capitalize only proper nouns).
- If you use a hierarchy of headings, distinguish clearly between levels (you may do this by prefacing them with letters – e.g. heading **A. The kiwi**, subheading **B. The great spotted kiwi** – though the letters will not be retained in the typeset book).
- Avoid complex heading hierarchies unless strictly necessary.

Hyphens

- Hyphenate compound adjectives and adverbs that precede a noun: e.g. **nineteenth-century building, often-requested song**.
- Do not hyphenate adverbs ending in -ly: e.g. **richly illustrated book**, not **richly-illustrated book**.
- If you hyphenate a particular compound noun, be consistent: hyphenate all instances of it.

Notes

- You may use either footnotes or endnotes in your files. The final decision will be made by the Press.
- Do not repeat information that is included in the bibliography. Author's surname and short title should be sufficient, even for your first citation of a given work: e.g. **Smith, *Great Spotted Kiwi*, vol. 2, p. 25**. Be consistent in your use of short title forms.
- Punctuation *precedes* the superscript note marker: e.g. **There is a note to this sentence.¹**
- Place superscript note markers at the end of a sentence unless clarity dictates otherwise.
- Do not attach notes to chapter titles or headings.
- Do not use Latin scholarly abbreviations, such as *op. cit.* or *ad loc.* You may, however, use **ibid.** and **et al.** Do use first author's surname plus **et al.** to cite works by more than two authors.

Numbers

- Elide number spans to the shortest pronounceable form: e.g. **24–5, 144–5**, not **24–25, 144–45, 144–145**. Note that the teens are *not* elided (because not pronounceable): e.g. **14–15, 114–15**, not **14–5, 114–5**. Use an en-rule, not a hyphen: e.g. **21–2**, not **21-2**.
- Elide dates in the same way: e.g. **1904–8, 1914–18**. But do not elide dates in chapter titles or headings. Do not elide BC dates.
- Spell out numbers up to **ninety-nine** in the text; use numerals for numbers of **100** upwards.
- Do not begin a sentence with numerals.
- Use a comma in numbers with four or more digits: e.g. **1,000, 11,000**.
- Spell out large general numbers: e.g. **about a hundred years ago**.
- For numbers above a million: e.g. **7 million, 7.5 million, 7,638,275**.
- Use numerals with units and currencies: e.g. **\$5.38, 26 kilometres, 5 ounces**.
- Use numerals for percentages, with 'per cent' spelled out: e.g. **25 per cent**.

Punctuation

- Use single quotation marks (and double within single quotation marks for quotations within quotations).
- The Press prefers not to use the serial comma (the one before 'and' in 'red, white, and blue'). But if you use it, do so consistently.
- For dashes use en-rules with a single word-space – **like this** – on either side.
- Do not capitalize the word following a colon (unless it is a proper noun).

Quotations

- A quotation of more than about sixty words should be displayed: type it as a separate paragraph, with two hard returns before and two after, and no quotation marks. Do not format with tabs, indents, etc.
- Quotations of less than about sixty words may be displayed, if so wished, for particular emphasis. But generally they should be in-text within quotation marks.

- A final full point should *precede* the closing quotation mark for grammatically complete sentences starting with a capital: e.g. **The author maintained that ‘This is the best novel ever written.’**
- Otherwise, the final punctuation should *follow* the closing quotation mark: e.g. **The author called it ‘the best novel ever written’.** Or **It is ‘the best novel ever written’, according to the author.**

Spelling

- Use UK, not US spelling. For characteristically New Zealand English words, the *Oxford New Zealand Dictionary* is the recommended reference.
- The Press prefers -ize spellings (e.g. **civilize, civilization**) rather than -ise (e.g. **civilise, civilisation**) for all words where -ize is an accepted UK usage. But if you wish to use -ise, do so consistently.

URLs

- Do not underline: e.g. **<http://erewhonpress.com>**, not <http://erewhonpress.com>.
 - Do not include the http:// if the URL includes www: e.g. **www.aol.com**, not <http://www.aol.com>.
 - Do not enclose within angled brackets < >.
 - Include ‘accessed’ dates either throughout or not at all.
 - Do not include long URLs unless strictly necessary.
-

Bibliography

The Press strongly prefers a full bibliography at the end of the book and author’s surname plus short title references in notes. We discourage use of the Harvard author–date system; do not use it in submitted manuscripts without first consulting the Press.

If surname/short title references are used in notes, arrange bibliography entries on the pattern of the following examples. List items alphabetically by author. List multiple works by one author alphabetically under his/her name, not chronologically. Alphabetize anonymous items by title.

Archival material

List archival material in a bibliography section of its own. Include the repository and its location, the item’s accession number (if it has one), author (if known), document title or description, folio or page number (if known).

Book

Some or all (as applicable) of the following, in this order:

Smith, Edward, *The Great Spotted Kiwi: A Short Natural History*, ed. Leslie Jones, 3rd edn, 2 vols, Birds of New Zealand 12 (Wellington: Brilliant Books, 2015).

Chapter in edited book

Roberts, Mary, 'The secret life of Bishop Selwyn: reassessing the evidence', in Henry Ford (ed.), *Surprising Proclivities: Priesthood and Perversion in the Nineteenth Century* (Auckland: Peerless Press, 1999), pp. 17–34.

Journal article

Eliot, Christopher, 'Infrequent flyers: the extinction of the moa', *Ornithological Quarterly*, 48/2 (2012), 49–68.

Eliot, Christopher, 'Infrequent flyers: the extinction of the moa', *Ornithological Quarterly*, 48/2 (2012), www.expensivejournals/oq/issue48no2/03958/html.

Magazine

Jessica T. Matthews, 'The road from Westphalia', *New York Review of Books*, 19 March 2015, pp. 10–12.

Newspaper

Bob Brown, 'Cat stuck up tree', *Greenville Times*, 31 January 2008, p. 4.

Thesis

Lowell, Patricia, 'The mental health of orphaned wombats: a psychometric approach', PhD thesis (Australian National University, 2008).

Website

McKinnon, Malcolm, 'Otago places – Dunedin', *Te Ara – the Encyclopedia of New Zealand*, www.teara.govt.nz/en/otago-places/page-6 (accessed 12 February 2007).