

Seymour Press



Author and Editor's Style Guide

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Welcome to *Seymour Press!*

To assist in making the experience of publishing your manuscript with Seymour Press as efficient and satisfying as possible, we offer these guidelines. Abiding by these instructions will facilitate smooth creation of a product of which you can be proud in the most timely manner possible.

1. General Guidelines

- All manuscripts should be in Microsoft Word or RTF document format. If you work in another computer or word processing program, please convert the document to one of these two formats before submitting.
- Every page in your manuscript should have 1-inch margins on all sides.
- Manuscripts should be double-spaced, in 12-point Times Roman font.
- The final manuscript should be in *one* document: front matter (containing the title, contents, dedication, lists of illustrations, tables or abbreviations, permissions, acknowledgments, and preface), introduction, each chapter, bibliography, and appendixes.
- If your book contains an index, it should be completed before you submit the final manuscript.
- Use footnotes instead of endnotes. The initial footnotes for each work cited must contain full publishing info on the first reference to the work in each chapter. On subsequent references in that chapter, list the author's last name, short title, and page numbers. For multiple references of the same page, use "ibid."
- Footnotes should begin at 1 in each chapter.

2. Components of your Book

2.1 Front matter

This includes the introductory text that precedes the main text.

Essential:

- Title pages
- Table of Contents,
- Preface (by the author/editor) to explain the idea behind the work, and how it came about, etc.,
- (For edited volumes) List of authors

Optional:

- Dedication
- Foreword (by a person external to the book project/not by authors or editors),
- Acknowledgments (if not included in preface)
- List of symbols/abbreviations

2.2 Main Text

2.2.1 General Instructions

The manuscript is divided into chapters, which are divided into sections which adhere to a common format.

- Double space the entire manuscript, including notes, extracts, and references. Use the line spacing feature in your word processing program to set this; do not manually insert a line space after each line of text.
- The first paragraph in each chapter or section should remain flush left. Indent all subsequent paragraphs 1/2 inch using the tab key; do not use multiple spaces to create an indent.

- Use page numbering option that sets page numbers at the foot of the page. Number your manuscript continuously through the entire manuscript (excluding the front matter).
- Left justify the text. Don't justify the right margins. Turn off the justification option in your software.
- Turn off the hyphenation option in your software to avoid end-of-line hyphens.
- Don't use hard returns to force words down to the next line in text. Use hard returns only when you want to indicate a break for a new line (i.e., at the ends of paragraphs, after freestanding heads, at the ends of poetry lines, in display equations).
- Set index in paragraph or use a single tab, not the space bar, to indent paragraphs. Don't add extra space between paragraphs.
- Use one space, not two, after periods and colons.
- For a long dash, use two hyphens, closed up to the letters on either side of the hyphens.

2.2.2 Headings

- Type each heading on a separate line, flush left with a line of space above and below
- Don't use underline or use boldface for headings.

2.2.3 Spelling

Please consult the latest edition of *The Chicago Manual of Style*, 17th ed. Chicago–London: University of Chicago Press, 2017 and the *Merriam-Webster's Manual for Writers and Editors*. Springfield, MA.: Merriam-Webster, 1998. for style and spelling, respectively.

2.2.4 Text preparation

- Running text should be continuous. Don't make use of manual line breaks. The typesetter will take care of the professional layout and formatting of your text.
- Distinguish separate sections, and sections from headers, by a single blank line.
- Use italics formatting to emphasize text (sparsely).
- In most cases, you will want to formulate footnotes them as brief as possible and incorporate longer passages into the main text.

- Write out numbers up to ten, except when they are used with a unit of measure. For example two experiments, five cases, 13 grants, 2 mg, 5 m, 9%, 1.50 Euro.
- A cross-reference in the text should always refer to a chapter and section, not a page number (e.g. “see Chapter 5”, or “see Section 2.4”). Page numbers may change during the draft and/or correction phase so then will no longer be correct.

2..2.5 Abbreviations

- Make consistent use of standard abbreviations throughout the text (refer to your dictionary or style guide).
- Always define an abbreviation where it appears in the text for the first time (e.g. Society for Pentecostal Studies (SPS)). Subsequence references can use the abbreviation only.

2..2.6 Lists

- Hierarchical lists are numbered sequentially: 1., 2., 3., etc.
- Non-hierarchical lists are indicated by bullets (•).
- Further sublevels are indicated by an “em” dash (-).

2.2.7 Tables

- Tables should be numbered per chapter and in order of appearance (e.g. Table 2.1, 2.2, etc.) and have a title.
- Small tables can be placed in the running text, separated by a blank line above and below the table.
- Tables must be referred to in the text.
- Very large tables must be stored separately from the text. Insert a “placeholder” where you want the table to appear (e.g. <<Table 4.5>>).
- Table titles always consist of the term “Table”, its number, and a brief description.
- Footnotes that appear in tables should be formatted as superscripted small capital letters, enclosed in square brackets. The footnote text is placed under the table.

2..2.8 Quotations

Quotations of more than four lines should be set off from the rest of the text as extracts or block quotes. Indent all lines of an extract one half inch on the left side only. Use the indent feature in your word processing program; do not use multiple tabs or spaces.

No quotation marks are needed around an extract unless you are reproducing dialogue. Any quoted material within the extract should be enclosed in double quotation marks. Enclose your own interpolations and modifications in brackets, not parentheses. If you have added italics to part of the quotation, note “emphasis added” in parentheses after the quotation.

If an extract includes multiple paragraphs, indent the first line of subsequent paragraphs by 1/2 inch, and do not add extra space between paragraphs of the quotations.

Don't use [sic] in quotations to indicate disagreement with another author's wording or opinions. Only use [sic] to indicate factual or spelling errors. Philosophical differences with the author's wording in a quote should be addressed in a numbered note or in the text. It is also not necessary to use [sic] in passages of dialogue or quotations from earlier periods, if variations of spelling or language usage are understood.

Be sure to copy the exact wording, spelling, and punctuation of quotations. Waiting until proof stage to confirm the accuracy of your quotations including accurate spelling of names and make sure that citation information for quotations is accurate and complete.

2.2.9. Graphics

- Graphics and schemes should be numbered per chapter and in order of appearance (e.g. Figure 2.1, 2.2, Scheme 2.1, 2.2).
- Figures should have a caption, which is placed underneath them, and must be referred to in the text.
- Each graphic should be placed in the text but also should be submitted as a separate file.
- File names for graphics data must contain numbers (chapter, number, e.g. 4_13).
- The graphics should be prepared in a consistent style, using the same font type and lettering size and if possible the same scaling).

2.3 Back Matter

2.3.1 Bibliography

Your bibliography should follow the style described in the Chicago Manual of Style.

All entries in your bibliography must match exactly the information given in your notes and in the text; all names, titles, and dates of sources must be identical throughout the manuscript.

When your bibliography includes several works by the same author, present those works in this order:

1. List the books and articles written by this author alone, according to the date of their publication.
2. List books by this author written with one other person, arranged alphabetically by the name of the second author.
3. List titles written by this author with two or more other authors, in order of date.

Do not repeat the author's name for subsequent entries after the first one; begin the entry with a 1½ line instead of the name. If any publications by same author(s) have the same date, list them alphabetically.

2.3.2 Appendices

Appendices may be used to carry information that complements your book: extensive lists of tables or symbols, glossaries, or other material. Multiple appendices should be discriminated by using "Appendix A", "Appendix B", etc.

2.3.3. Indexes

An index enables the reader direct access to relevant topics covered in the book. An early choice of keywords for the index and electronic marking of these in the manuscript itself is useful, and for example in Word possible by making use of the "Index" function. At a later stage, keywords that are manually marked by the author in the finished proofs can be indexed or anchored in the typeset text. However, the subsequently generated index must always be checked by the author or editor.

3 How Your Book is Produced

The submission of your manuscript initiates the following steps in the production process:

Once the editor verifies that the submitted manuscript is complete, the process begins.

- **Copy-editing:** The copy-editor checks and edits the complete manuscript for internal consistency, language usage, and if necessary content. Any queries the copy-editor may have about the content or style will be incorporated as annotations in typeset text, should they not already have been answered after direct contact between copy-editor and author during the copy-editing process.
- **Typesetting:** The typesetter converts the manuscript into the format used by our typesetting systems.
- **Proofreading:** You will receive the proofs, in general as a portable document format (PDF) file, in order to correct typesetting errors and to verify that the proofs are complete. Normally you have 14 days for proofreading. Please refrain from adding or omitting substantial amounts of text, which may considerably alter the page proofs. Changes to the layout can only be carried out in exceptional circumstances. As you proof read, please ensure that all queries to the author, which are either embedded between blockades (black squares in the text) or are numbered in the page margin (for example Q1), are answered. Your corrections will be checked by the editorial office, and subsequently be carried out by the typesetter.
- **Printing and binding** are then carried out. Your book is then available worldwide from every bookstore and via the internet.

4. Manuscript Form

Most publications produced by Seymour Press are created in both print and electronic format.

4.1 Print Manuscript

Your publication will generally be published in trade paperback format. As a higher-quality paper format, trade paperbacks are still weighty, about the same size as hardbacks, and printed on good paper. They exemplify quality craftsmanship at a lower price than a hardback edition and appeals to cost conscience readers who still care about a book's appearance.

A trade paperback, sometimes referred to as a "trade paper edition" or just "trades", is a higher-quality paperback book. If it is a softcover edition of a previous hardcover edition, and if published by the same publishing house as the hardcover, the text pages are normally identical to the text pages in the hardcover edition, and the book is close to the same size as the hardcover edition. Significantly, the pagination is the same so that references to the text will be unchanged: this is particularly important for reviewers and scholars.

4.2 Electronic manuscript

Your book will not only appear in print, will also be "digitized" and converted into eBook format.

5. Mailing Instructions

Keep backup copies of all materials in case of delivery failure.

Address the package to your editor at:

Seymour Press
4200 Forbes Blvd, Ste 114
Lanham MD 20706

240-825-4257

press@wmseymour.org

Your editor will confirm receipt of the package

Appendices

A.1. Sample Letter Requesting Copyright Assignment from a Journal

[date]

Permissions Department
[Journal Name]
[address]

Dear Permissions Manager:

In spring 200[X], the Seymour Press will publish [title], in paper and electronic editions I would like to include in the book my article “[title of article],” which originally appeared in [date, volume number, journal name]. I would like to have the copyright assigned to me; the book will, of course, carry a credit line of your choice acknowledging prior printing.

A copyright assignment form is provided below for your convenience. Please fill in the requested information, sign the form, and return it to me at the address below, keeping a copy for your records.

Sincerely,

(name)
(address)
(telephone number)
(e-mail address)

Copyright is hereby assigned to _____ [name] _____

for his/her article _____ [title of article] _____

which appeared in [journal name], _____ [volume number/date] _____

The date of publication for that issue was _____

The Library of Congress copyright registration number was _____

Permissions Manager

Date

Please include the following credit line:

A.2. Sample Letter 2

[This is a sample to individual rights holder or to the Permissions Manager at company/agency that holds the rights to the material you would like to use.]

[Date]

Dear :

In 200[X], Seymour Press will publish my book, tentatively entitled _____ . In it, I would like to include _____ , originally published in _____ .

Seymour Press is a small, nonprofit scholarly press that would require world rights for all editions, including electronic, of the work.

Please indicate your permission to reprint _____ by signing below. In signing, you warrant that you are the sole owner of the rights granted and that your material does not infringe upon the copyright or other rights of anyone. Credit will be given to the author, publisher, and/or copyright holder as you indicate below. As we are under a strict deadline, I would appreciate a faxed response by [date].

With thanks for your cooperation,

[Your Name]

Permission is hereby granted for use of the material cited above as specified.

Signature _____ Date _____

Name (printed or typed) _____

Title/Company _____

Credit line:

A.3. Sample Consent And Release Form

I hereby grant and assign to _____,
his/her licenses and assigns, the right to forever use all or part of my statements, or any paraphrase
thereof, for any purpose, including advertising, in connection with his/her proposed work
_____,
presently titled _____.

I hereby consent to the taping or recording of any conversations or interviews.

I understand that my name and likeness may be used in **The Work** and in conjunction with the promotion
and advertising of **The Work**.

I agree that I shall have no right, title, or interest in any such material and no claim of any kind
whatsoever arising out of any such use.

SIGNED: _____

NAME: _____

DATE: _____

A.4 Sample Contributor Form

Seymour Press

4200 Forbes Blvd, Ste 114
Lanham MD 20706
240-825-4257/



Publishing Contributor Form

The undersigned hereby grant(s) permission to Seymour Press located at 4200 Forbes Blvd, Ste 114 Lanham MD 20706 to use material specified in this permission form to publish in the *The Spirit and Social Justice*.

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This material may be used in _____ and in any revisions, derivations, editions or electronic versions thereof, including non-exclusive world rights in all languages.

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Author(s): _____

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Date