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GUIDELINES FOR AUTHORS

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Dear Author

This document contains guidelines, instructions and suggestions that are helpful and essential in writing your book. You are kindly requested to study them closely and to apply them to your manuscript before submitting it to Van Schaik Publishers.

If your manuscript has already been completed, we would ask you to re-examine it once you have studied these guidelines, although you may be an experienced author. It will save time and eliminate unnecessary expenses if your work meets all these requirements.

Thank you for entrusting the product of your hard work to us! We would like to produce an excellent publication and are looking forward to a pleasant working relationship.

With kind regards

THE EDITING TEAM

This document consists of the following parts:

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Forms accompanying this document:

Author's Details
 Author's Checklist
 Copyright letter

A. Completeness

It is extremely important that your manuscript is complete since this directly influences the production process, planning, timing and finances. Work on a manuscript cannot start until all the information as set out below has been received!

1. Components

It is absolutely essential that text data on disk/CD and hard copy are identical!

On submission, your manuscript may consist of the following components: (see checklist attached)

- Title page: title and name(s) of author(s) (names must appear in the correct sequence on the cover and title page)
- List of contributors (in the case of an edited volume)
- *Optional:*
 - A CV-type description of each author
 - Dedication, Acknowledgements
 - List of abbreviations
 - List of figures and tables
- Preface [by author(s) / volume editor(s)]
- Foreword [usually by someone that did not contribute to the text]
- Table of contents
- Text (with all its components like footnotes, boxes, screens, tables, etc.)
- All graphics, original photographs with captions, and artwork of illustrations, line drawings, etc.
- Bibliography
- Appendix/appendices (optional)
- Glossary (optional)
- Index

The **index** is the responsibility of the author. Should the author so wish, the publisher can have an index compiled by a professional indexer. The indexing fee will then be paid by the publisher as an advance against author's royalties. If your manuscript contains a particularly large volume of data, e.g. a history textbook, please indicate clearly which categories (e.g. names of people, treaties, laws, wars, etc.) must be included or excluded.
- Back cover text ("blurb")

COVER: Please put down on paper if you have a specific idea for the cover.

Use the enclosed "Author's Checklist" to make sure all components required are enclosed with the manuscript before sending it to Van Schaik Publishers.

2. Administrative information

2.1 Co-authors: Names, addresses and telephone numbers, as well as qualifications if necessary (e.g. for a medical textbook):

R.A. Vos MB ChB (Pret) Head: Spinal Unit,
St Brigid Hospital, Canada.

Arrange the names in the order of importance or alphabetically. Mention which names must appear on the front cover and title page, and in which format, e.g.:

Roland A. Vos, Martin S. Carlyle, Ben F. Marais et al.
OR
R.A. Vos, M.S. Carlyle, B.F. Marais et al.
OR
R.A. Vos (Ed.), etc

2.2 Contact numbers

- (telephone, cell, fax, email),
- addresses (work, postal and home – physical address) and
- alternative contact persons (secretary, colleagues, etc.).

2.3 If possible, **dates** when you will not be available (leave, overseas, business trips) to arrange for proofreading etc. Kindly notify the publisher in good time of such dates.

Please use the enclosed "Author's Details" form to return this information to Van Schaik Publishers. Each contributor to your text should complete such a form.

B Editing and queries

Your manuscript will have to be checked for correct language use, spelling, typographical consistency, punctuation, syntax, unnecessary repetition, numbering and basic layout. The publisher or editor will contact you with authors' queries before finalising the editing process.

The copy editor will also allocate certain typesetting style codes to the text, e.g. [h1] for a first-level subheading, [h2] for second level, [t1] and [t2] for text paragraphs, <+>, # and | and many more. Once the text data have been taken up into the desktop publishing program, these codes disappear.

While working through the manuscript the editor compiles a list of queries. You are kindly requested to deal with the queries as quickly and thoroughly as possible. You may also study the edited manuscript and comment on the changes. Please write in neat and legible handwriting, preferably in pen but not black pen.

The copy editor also evaluates the structure and layout of your manuscript. He/she is expected to study the material with regard to "user-friendliness", the ordering of the factual content, the relevance of/lack of appropriate examples or information, whether the level of the material is appropriate for the intended target group, etc.

However, the correctness and relevance of the facts, the scientific nature of the work, the correct use of terminology, and substantiation by means of sources still remain the author's responsibility.

If you are not writing in your mother tongue, it will facilitate matters if you yourself could first hand the manuscript over to a qualified person for light editing.

C Writing style

1. Avoid too short or too long **sentences**, clumsy sentence construction, unnecessary repetition, circumlocution, incomprehensible use of technical jargon, etc.

2. **Dictionaries:** Kindly consult the latest *Verklarende handwoordeboek van die Afrikaanse taal* (HAT) and the latest *Afrikaanse woordelys en spelreëls* if you are writing in Afrikaans. For English manuscripts *The Concise Oxford dictionary* (2001, 10th ed. or any more recent edition) is highly recommended. This is also the dictionary on which Van Schaik bases its house style and spelling.

3. **Consistency:** Decide on a particular convention and apply it throughout the manuscript. At various levels there are many possibilities from which to choose, e.g. single or double quotation marks, % or per cent, round or square brackets, abbreviations or written out in full, arabic figures or figures written in words, British or American spelling, and so on. Feel free to keep a list handy when you write, to which you can refer to make sure which convention you have chosen.

4. You will not be burdened here with a complete list of the most **common conventions** but you may like to note the following preferences:

Spelling: British rather than American.

Gender: He or she, him or her rather than he/she, him/her or, even better, only the masculine form with a note about this in the preface or on the imprint page.

Capital letters: Figure 1.1, Table 1.1, Chapter 1, Appendix A, Section 2.6, but paragraph 1.1.

Lower case: E.g. *specifically* the Gender Equality Committee, but *generally* "the committee decided that ..."; the same applies to parliament, government, minister, president, university, etc.

Ethnic groups: whites, coloured, black, but Indian, German, etc. For example, rather state black workers than only blacks.

Abbreviations: Only an initial capital for acronyms which can be "read", e.g. Unisa, Eskom, Unesco; but other abbreviations in capital letters, e.g. HSRC, SABC, OAE.

Double quotation marks throughout, but single quotation marks for a quotation within a quotation, e.g. He says: "Her statement 'the earth is not round' is erroneous."

Figures: One to twelve or even twenty written out, and also multiples of ten, e.g. "twenty people arrived" (as opposed to "23 people"); except where specific units are involved, e.g. 1 kg, 2 metres, 3 litres (but three years old, four days, five boxes, etc).

5. Also note the format of **lists**, as illustrated below using these simple examples:

Incomplete introductory sentences, e.g.

This is done in order to

- help the students
- distribute the material
- assist the teachers.

(The list is seen as a single sentence and ends with a full stop.)

Complete introductory sentences, e.g.

This is done in order to achieve the following objectives:

- Helping the students
- Distributing the material
- Assisting the teachers

(The list consists of incomplete sentences which therefore do not end with a full stop.)

OR

This is done in order to achieve the following:

- The students are helped to study.
- The material is distributed.
- Teachers are assisted.

(The list consists of complete sentences which all end with a full stop.)

6. Use **footnotes** sparingly. Rather try to incorporate the information into the text.

7. Write an **abbreviation** out in full the first time

that it appears in the text and thereafter use only the abbreviation, e.g.

"In the case of ultra-high frequency (UHF) ..."

8. Avoid **indirect speech** as much as possible, e.g. "Note that ..." instead of "The student should note that ..."

9. References are discussed in paragraph D. The following important matters still need to be mentioned:

- Sometimes a reference is totally unnecessary: Do not "substantiate" a well-known fact, a logicity or a maxim by naming a source, e.g. "Man is a complex being" (Brink 1986). This is an extreme example, but the point is: do consider what is being attributed to a specific source.
- Some manuscripts are literally a patchwork of sections taken from other sources. Practically only the introductory sentence, conclusion and a few other paragraphs in the chapter are original. This is not acceptable. Frequent mention made of sources does not detract from the fact that we are here dealing with "lazy writing" or even a form of plagiarism. A writer must be able to process his material and not simply say it in different words, translate it or summarise it. What are your own observations, opinions and insights? What will you convey or say in a way that it has not been said before?
- In particular, academic manuscripts are sometimes guilty of using stock phrases which one so often comes across in students' work, e.g. "Steyn (1981) alleges/is of the opinion/states that/confirms" etc. This problem is closely related to the one mentioned above. Consider: Is it really necessary to quote every author on the subject directly? Could some general principles or truths not be abstracted from his words and the words of others? Be original, creative and energetic in your work. Think afresh about matters and make your book a new creation! At the same time great care should be taken not to infringe copyright.
- It follows from the above that quotations (direct or indirect) must be restricted to what was really stated succinctly by another person, or where it is crucial to your argument or explanation.

10. Lastly, is your manuscript really *interesting*?

Are there interesting facts, figures, exceptions, examples, case studies, recent research, problems, graphic material, questions, challenges?

Is it as *complete* as possible? The reader should not need to consult a dictionary, encyclopedia, atlas or other specialist texts in order to fully understand or appreciate your book!

Is it as *informative* as possible? Avoid vague references. Explain different concepts and procedures. Define terms. Motivate preferences, choices and rules.

Does the book succeed in effecting a normative or *value* change in the reader? In other words, does it contribute more than only factual information and will it really make a difference to the reader's present outlook on life? Is the knowledge that is being presented directly applicable, inspiring and a challenge?

D References

1. Sources which are not referred to in the text are strictly speaking not included under "References". Rather call such a list "Bibliography" or distinguish between a list of references and an additional reading list (selected reading/further reading).

2. If each chapter concludes with a **list of references** or bibliography, also indicate whether there must be a general, consolidated bibliography at the end of the book. Do not compile such a list yourself – it is easier to compile it at the publisher with the help of the computer once the individual lists of references have been checked and edited.

3. Completeness is also important here. Most of the questions that are referred back to the authors relate to the bibliography! The most common errors are the following:

- The spelling of the source in the text differs from that in the list of references, e.g. Meulenhart / Meulenhardt.
- The date in the text differs from that in the list of references.
- The reference is not taken up at all in the list of references.
- The text only mentions, e.g., *Smit 1995*, but the list of references has *Smit (1995a)* and *Smit (1995b)*.
- The author's name is incomplete, e.g. *Lang, D.M. et al. 1996*.
 - If there are two, three or four authors: mention them all in the bibliography.
 - If there are five or more: name the first three plus "et al."
- The bibliographical information is incomplete, e.g. a paper read at a seminar: where was the seminar held and when?

4. Additional points

- Ensure that the bibliography is arranged strictly alphabetically and, where necessary, is arranged chronologically.
- Our house style: "Editor" in an English source: (Ed.)/(Eds) and "edition": 2nd ed., 3rd ed. "Redakteur" in an Afrikaans source: (red.)/(reds.) and "2e uitg., 3de uitg."
- Sources written in the language of publication, e.g. a German source appears in full in German.

5. References in the text

Sources with *two authors* are written with an **and** in the text and with an **ampersand (&)** inside of brackets, e.g.

The work of Louw and Du Plessis (1987) is ... thoroughly researched (see Louw & Du Plessis 1987).
 "... (Louw & Du Plessis 1987: 93).

(Please note that there is no comma after the author/s' names. Also note the space between the colon and the page number. This makes it easier to read.)

Sources with *more than two authors* are already "abbreviated" at the first reference, e.g.

Green et al. (1995: 16) offer a solution based on

(The abbreviation et al. is not written in italic.)

Direct quotations in the text must be absolutely correct and the reference must include a page number. Special quotes such as excerpts from poems, well-known statements or opinions by famous people (which are often found at the beginning of a chapter or section) are exceptions, e.g.

"..." (Langenhoven)/ "..." (Bill Clinton)

Give an indication of the source in the case of not so well-known people, e.g.

"..." (Tom Peters, *Thriving on chaos*)
 "..." - Tom Peters (*Thriving on chaos* 1987)
 "..." (Tom Peters 1987).

(In the latter instance the full reference must appear in the bibliography.)

6. Examples

The reference style that is preferred is recent, logical and stripped of all unnecessary conventions. (However, please state clearly if you are obliged to adhere to the style of a particular organisation, e.g. that of the American Psychological Association. In

such a case, please provide a copy of the rules in question and ensure that you have the latest version in your possession.)

NEWSPAPER ARTICLES

- Reineck, M.J. 1996. The satellite debate: analog or digital? *The Argus*, 24 July: 16.
The Citizen, 1997. UK bans satellite reception. 11 October: 17.

MAGAZINE ARTICLES

- Matthews, R. 1995. South African unions attack economic policy. *Financial Times*, 26 October: 17–18.
 Smit, P. & Tyson, P.D. 1992. Riglyne vir nagraadse opleiding. *UP Dosent*, 13(1): 40–46.

REPORTS AND LECTURES

- Coetzee, S. 1994. 'n Program vir navorsings- en streek-ontwikkeling. Ongepubliseerde verslag. Potchefstroom: PU vir CHO.
 Raad vir Geesteswetenskaplike Navorsing. 1981. *Onderwysvoorsiening in die RSA*. Verslag van die Hoofkomitee van die RGN-onderzoek na die onderwys. Pretoria: RGN.
 Williams, S. & Fowler, M. 1987. *A study of 50 adult victims of crime*. Paper presented at the American Orthopsychiatric Conference on "Urban crime in the North". Washington, DC, 15 June.

CHAPTER IN A COMPILED WORK

- Brants, K. & Siune, L. 1994. Public broadcasting. In Siune, K. & Truetzschler, W. (Eds), *Dynamics of media politics*. London: Sage, 101–115.

BOOKS AND OTHER WORKS

- Glass, G.V. & Stanley, J.C. 1970. *Statistical methods in education and psychology*, 3rd ed. Englewood Cliffs, NJ: Prentice-Hall.
 Lockman, J. 1986a. *Absolute presuppositions and historical understanding*. Ph.D. dissertation. Hamilton: McMaster University.
 Lockman, J. 1986b. *Absolute presuppositions*. New York: Sage.
 Roos, W.L. (red.). 1984. *Prestasieprofile van hoëvlak-werkkrag*. Pretoria: Raad vir Geesteswetenskaplike Navorsing.

ELECTRONIC SOURCES

- Miller, J. (n.d.) Courtly Literature. Available at: <http://www.millersv.edu/~english/homepage/duncan/medfem/miller6.html> (accessed on 1 June 1998).
 Xiao, D. & Cornish, A. 1997. Library services through the World Wide Web. *The Public-Access Computer Systems Review*, 8(4), 8 paragraphs. Available at: <http://info.lib.uh.edu/pr/v8/n4/xiao8n4.html> (accessed on 8 June 1998).

E Layout and typing a manuscript

1. Chapters must be placed in the correct, final *sequence*. If there are part titles in the manuscript, they must also appear in the text and not only in the table of contents. Decide whether names of co-authors appear with their respective chapters or not.

2. Chapters may consist of the following components:

- Introduction
 - Introductory problem statement or question
 - Pertinent quotation / anecdote
 - Objective(s) / learning outcomes / main points of chapter / framework / questions / definitions
 - Text, illustrated with graphic material and examples
 - Summary / conclusion(s)
Questions / test / self-testing / application
 - Sources / bibliography / further reading / additional reading list
- Learning outcomes are usually found at the beginning of the chapter.

These components must occur in a consistent order.

3. **Subsections** of the text must be clearly and logically defined, e.g. the numbering of subheadings in Chapter 1 to start with 1.1, 1.1.1, (a), (i); Chapter 2 starts with 2.1, etc. In some books (such as general publications) there is no numbering, but other stylistic tools are used to indicate the different levels/values of subheadings. It must nevertheless be very clear to the editor and typographer which heading is at which level. (You can still make use of a numbering system to identify the subheading and then simply give the instruction that the numbers must be omitted.) Should you prefer to differentiate heading values with type, then use point size, leading, bold, italic, underlining and combinations thereof. **Never use caps!!**

For example:

Level 1: **14 pt upper & lower case bold**

Level 2: **12 pt upper & lower case bold italic**

Level 3: *12 pt medium italic u/l*

Level 4: 11 pt underlined u/l

Level 5: * Ordinary typing u/l

Level 6: ** *Ordinary typing italic u/l*

4. **Manuscript pages** are to be **numbered from 1 onward with arabic figures** with the computer's numbering feature or by hand. If a loose page must be inserted after the manuscript has already been finalised, number such a page by hand with an additional alphabetical character, e.g. 12a or 26A, as the case may be, and insert it in the relevant position. Write a note at the foot of the preceding page that such a page is to follow!

5. **Stylistic tools** such as boxes or screens do not have to be physically inserted on the disk. Indications in pen on the manuscript are acceptable. Tables should be displayed the way they are to be typeset.

Please type two hyphens (--) where an en-dash is required. The typesetter will convert it to the correct symbol. You can of course use the "en-dash" symbol (–) from the list of symbols in Microsoft Word or WordPerfect.

6. When transferring data to the dtp program all automatic word processing functions, like bullets, are lost. Use as little formatting as possible – only bold, italics and *asterisks for bullets.

7. **Manuscripts** to be handed in as follows:

- Complete and final manuscript supplied in electronic format: saved on disk/s or CD or email the manuscript
- The size of an email message (i.e. the size of the files attached to the message) should not exceed 1 MB (megabyte)
*** We will make a printout of the manuscript in-house*
- Typed in 1.5 line spacing
- Margins top, bottom, left and right not narrower than 2.5 cm
- Font: 12 pt size, Times New Roman
- **No double spaces** (especially after a full stop)
- Use the "tab" key for indenting text, never the space bar.
- Provide a hard copy printout of figures or any other graphic material (excluding tables)
- Do **not** use the Track changes – Highlight changes (Track changes while editing) function (e.g. in MS Word)!
- Include the completed and signed off **Author's Checklist** with the manuscript (in electronic or hard copy format)

8. The data on the disks or CD must be **saved** in MS Word for Windows version 7 (MS Word 97) or lower, or WordPerfect version 9 or lower.

9. Save each chapter on its own. It is safer to divide a book into a number of **files** rather than one large file.

File names to contain the name of the book and the chapter figure, e.g.: "Economics-01.doc" or in Word Perfect "Economics-01.wpd"

Disk label to be completed with:

- book title
- author's name
- word processing package and version
- sequence of disks: disk 1 of 3, disk 2 of 3, etc.

10. Please ensure that your disks are **virus-free!** If you don't run a current antivirus package on your personal computer, use the services of a computer bureau for testing before sending disks to us.

F Illustrative material

Illustrative material consists of:

Group 1: **graphics** generated on the computer, like diagrams, graphs with line work, screens and half-tone shades, pie charts, figures, maps and tables.

Group 2: **freehand illustrations** created or drawn with pencil, pen or brush in black or in full colour.

Group 3: **photographs:** transparencies, photographs in black & white or colour including X-rays, prints from other medical equipment (sonar, medical graphs).

1. Quality

Graphics supplied in a word processing package or PowerPoint cannot be converted to a desktop publishing program and therefore have to be regenerated! However, having provided a clear "manuscript" for such an illustration enables the typesetter to recreate it in a short time, thus saving cost.

Do **not** take graphic material off the **Internet**. The resolution is too low and these graphics cannot be used for reproduction.

Freehand Illustrations: Please supply only original material for scanning and reproduction. Photocopies are not suitable for a professional publication.

If labelling is required, never draw the pointing lines into the original artwork! The typesetter will insert

such rules and typeset the wording as an overlay. Corrections in either the drawing or the wording can then be carried out very easily.

Never write with a pen on an original artwork, whether front or back, unless it is well away from any reproducible area. The slightest impression by a pen will show up in the scan and cannot be removed.

To indicate the cropping of a photograph, cut an overlay window in paper or make a photocopy and indicate the area to be reproduced.

2. Computer generated graphics. The most common graphics programs used in desktop publishing are Aldus Freehand and Adobe Illustrator, both for PC and Mac, while Coreldraw is purely for PC. Files saved as *.jpeg, *.bmp, *.tif or *.eps files should be tested first as to whether they are of the correct resolution and size.

Always supply such files on separate disks.

Printer files or *.jpg files are not transferable.

3. Outstanding material prevents the book from being made up into pages and therefore will hold up the production process.

4. Numbering. All illustrations must be clearly numbered in the correct sequence and referred to in the text. The most common and logic numbering system includes the chapter number, e.g. "Figure 6.3" means the third figure in chapter six. Figures in each chapter are therefore numbered from 1 onward. The same is applicable for tables or maps. Continuous numbering throughout the book can cause unnecessary corrections should an illustration be added or removed.

5. Reference. In the manuscript, place the table heading or the caption to the illustration in the position where it ideally should stand and add a "catch-line", e.g. [INSERT FIG 6.3 HERE]

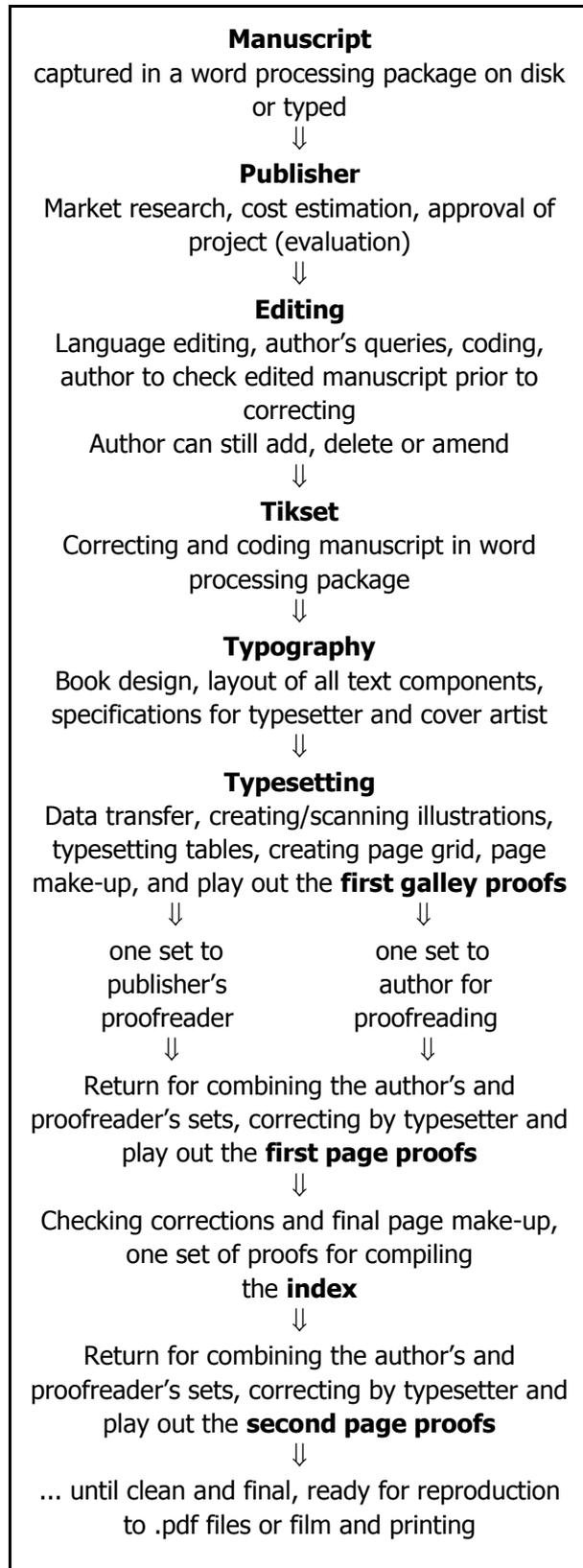
References such as "in the table below / alongside / above" are meaningless.

Page make-up in most cases will not allow such an illustration to appear in exactly that place; therefore an alternative position should be indicated on the manuscript. It is essential for the typesetter to know what the author requires in order to save time and unnecessary author's corrections.

6. Copyright. It is the author's responsibility to make sure copyright is obtained in writing for an illustration taken over from another publication. A copy of such a letter of permission is to be given to

the publisher for his records. If a copyright holder cannot be reached, special mention is to be made either in the preface or on the imprint page.

G Production process and proofreading



1. At first galley proof stage only minimal changes can be made. Adding and deleting text influences the page length and affects the page make-up. Re-make-up is costly and time-consuming – hence the emphasis placed on preparatory work.

- The "search & replace" function (global changes) should be avoided on page proof stage since the search would have to be repeated on every chapter (file), which is time-consuming.

2. Please use a *green or blue pen* (not black) to indicate your corrections on the proofs to make it legible. (The typesetter who physically carries out the corrections is probably unfamiliar with your academic field.)

- If you wish to add an explanatory note or remark, please do this in pencil in the margin or encircle the pen writing so that no confusion can arise as to whether this is a sentence to be added to the text or not.
- Do not compile a list of errors; the typesetter works strictly from the set of proofs.
- Write clearly and legibly.

3. In principle:

- Indicate in the text where a correction has to be made and
 - write in the margin what has to be done.
- Never wipe out text on the laser proof with correction fluid (e.g. Tipp-Ex).

4. Where you differ with the *editor*, no correspondence needs to be entered into; simply indicate your change in the appropriate place on the proofs. Do not wipe out the editor's marks so that the publisher can make the final decision in case of a dispute.

5. Check all *amounts, units, measures* and *figures* very carefully. This is particularly important in the case of medical textbooks.

6. After a book is published and the production process closed off, all preceding manuscript data will be deleted and only the dtp files are kept on CD. Should you wish to retain a word processing version of the final data, you need to request this from the publisher. Saving the dtp data to an ascii file means losing all style commands for page make-up, bold, italic, paragraphs, tables, graphics etc. Only raw continuous text data remain.

H Translation

A manuscript has to be submitted to the publisher in the language in which it will be published. If the author requests that the material be translated, the publisher can arrange it. The translation fee will be paid by the publisher as an advance against author's royalties.

A manuscript that is to be translated (e.g. from the source language Afrikaans to the target language English) must be accompanied by the following material:

Target language versions of any regulations, rules, laws, ordinances, circular letters, etc. which are written about. Any target language sources (e.g. textbooks, guides and other publications) or photocopies of the relevant sections with which the manuscript deals or on which it is based.

A list of the relevant terminology, in particular where one term is preferred to another.

The translator will handle such material with care and return it to you. He or she will also be in regular contact with you to clear up matters as the translation progresses.

If the manuscript is to be published in the source language as well as the target language, it stands to reason that the source language document must be complete and must also already have been edited (language, typographically, coding) before work can commence on the translation.

You will be expected to work through the translation section by section or as a whole and to provide answers to all the queries indicated in the text by the translator. The translator is not responsible for editing the source language document.