



Pertinent Press

Guidelines for Authors

The Pertinent Press invites the submission of proposals for scholarly books in the English language on politics, history, philosophy, cultural studies, theology, and religion, including esotericism.

1. These Guidelines must be adhered to in all submissions. In particular, you should ensure that a full submission follows the House Style attached to these Guidelines.
2. A proposal should be word-processed in Microsoft Word (12 pt, 1.5 line spacing) and sent by email only to: contact@thepertinentpress.co.uk
3. Submissions to the Pertinent Press must be exclusive. We do not accept submissions that are submitted elsewhere simultaneously.
4. The Pertinent Press will not publish a book which has appeared previously. However, we are open to publishing books that have previously been published only in a language other than English and which the Editors determine deserve wider readership. Please explain to us why that is the case with your book if it is to appear in translation. English language publication rights must be available.
5. The optimal length for books is between 75,000 and 150,000 words, including footnotes. Longer or shorter proposals will be considered at the Editors' discretion.
6. The Pertinent Press uses a double-blind peer review procedure (that is, manuscripts are rendered anonymous prior to review and referees are not identified to authors). The Editors reserve the right to decline to send submissions out for review if in their opinion a submission is not of a sufficient standard or does not fit well with the publishing house's mandate.
7. Editorial evaluations consider both scholarly excellence in light of referees' reports and publishing priorities.

8. Ordinarily the Editors will respond with a decision on submissions between three and ten weeks.

9. The Editors reserve the right of final decision on all matters of style, grammar, punctuation, citation, etc.

10. If your book is accepted for publication, you will be responsible to prepare a full bibliography and an index.

11. When a book is accepted for publication, you will be expected to ensure that it complies with the guidelines laid out in this document. The Editors strongly encourage you to consult these guidelines, especially the House Style, when revising accepted manuscripts to avoid significant changes at the proofs stage, for which you will be charged.

12. We normally expect to receive a book proposal, rather than an entire manuscript, in the first instance. However, if you have an entire book, perhaps because you have edited and revised your thesis, then please also apply the following Guidelines:

13. Grammar and spelling are crucial matters. We strongly advise you to have someone else read the text and check it before submission.

14. All of the requirements in 'Book Proposal: What You Should Do' continue to apply, except for: Title, Table of contents, Chapter outlines, Length, Illustrations/Figures, Submission date, Pedagogical features and Sample material.

15. A hardcopy may be supplied in addition to the electronic version wherever a manuscript contains graphs, tables or any other significant formatting. Please raise this possibility in the email conveying the electronic version BEFORE couriering the text to the Editors. The hardcopy should be single-spaced and printed on letter-size or A4 paper (using one side of the page only). The hardcopy will not be returned.

For any questions not answered above, please send queries to contact@thepertinentpress.co.uk

The Pertinent Press House Style

Except where noted below, the Pertinent Press House Style follows the MHRA which can be downloaded at <https://www.qub.ac.uk/citezwrite/mhra3b.html>.

Spelling

- Use standard UK spelling in your text: 'colour', '-ise' / '-isation' / '-ising'.
- Retain original spelling when quoting.

Punctuation

- Single space between sentences.
- Use single quotation marks, reserving double ones for quoted matter within a quotation.
- Quotation marks come before a comma, full stop or footnote number.
- Ellipsis: use three full stops spaced from the words on either side to indicate matter omitted from a quotation ... like this. Do not use an extra full stop to indicate the end of a sentence before or after the ellipsis. Do not start a sentence or paragraph with an ellipsis. Indicate missing initial text by putting the first letter of the first word in square brackets, like this: '[F]irst word ...'
- Do not use the serial (also known as the Oxford) comma, that is, the comma before 'and' or 'or' in lists of three or more items: 'red, white and blue'.
- Avoid using exclamation marks. They are very rarely necessary or justified.

Margins, indentation, pagination

- Use A4 as the page size when setting up the document.
- Use a 1 inch or 2.5 cm margin for the top, bottom, left and right margins.
- Do not indent the start of any paragraph. Do not put spaces at the start or end of any paragraph.
- Do not leave empty lines between paragraphs.
- Use page numbers. Continuously consecutively paginate the entire text. Do not start new page numbering for each chapter. Exception: for collections of essay (see below). Other than for collections of essays, the only exception is the preliminary material such as the Foreword, Introduction, Table of Contents, Table of Cases, Table of Legislation, etc. which should have continuous consecutive page numbers using roman numbers.
- Do not use any tabs.
- Do not use multiple spaces.

Italics

- Use italics, not bold, for emphasis.
- Italicise foreign words and terms including *ibid*, *sic* and *passim*. Do not italicise 'cf' or 'see also', etc. Generally, where a foreign word is in common usage, do not italicise.
- Use italics for the titles of books, journals, works of art, films and the names of ships.

Abbreviations

- Abbreviations and initials should not be given full stops, and no extra spaces should be added. Thus: JRR Tolkien not J.R.R. Tolkien or J R R Tolkien; Dr, St (for Saint and Street), Prof. Exceptions: 'e.g.', 'i.e.' and 'etc.', although try to write out 'e.g.' as 'for example' and 'i.e.' as 'that is'.
- Spell out all but the commonest abbreviations at the first mention; thereafter, an abbreviation may be used without explanation. Exception: all journal titles must be given in full always.
- Use 'per cent' in the text unless it appears many times, in which case use %. The latter may be used in footnotes.

Sub-headings

- Number any sub-headings consecutively though each chapter. Re-start sub-heading numbering with the next chapter.
- Number sub-headings using figures, ending with a full stop.
- Every sub-heading must have a title, that is, there cannot be merely a number, but a number and a name. Put one space after the sub-heading figure and before the title. Thus: 1.1. Background, 1.2. Statistics.
- Do not put sub-headings in bold or italics.

Quotations

- Quotations of more than 50 words in length, or particularly significant quotations, should be broken off from the main text. Leave an empty line above and below the quotation. The typesetter will deal with how the quoted text will be displayed. In quotations which are set apart, there is no need to use single quotation marks. Do not indent quotations.
- Do not put quotations in smaller font, italics or bold.

Numbers

- Do not use unnecessary digits in number ranges. The exceptions are between 11 and 99 and between 10 and 19 in any hundred. Thus: 25-26, 120-2, 318-19.
- Do not elide figures when a range of years is referred to crossing between centuries: 1783-7, 1921-34, but 1895-1925.
- Dates are formulated in the order: day month year, without commas: 11 November 1918.
- Spell out numbers up to nine and use figures from 10. However, use figures for: units of measure: '7 kilometres'; dates: '9 September 2001'; people's ages: 'he was 8 years old'.
- Use words at the beginning of a sentence: 'Two hundred and fifty gold bars were stolen', and for approximate numbers: 'At least a thousand people were present.'
- Abbreviate centuries: '2nd century', '3rd century', '18th century', unless at the beginning of a sentence, then: 'Twentieth century'.
- Do not use superscript: nd not nd, th not th, st not st.

Footnotes

- Footnotes should be used, not endnotes.
- Consecutively number footnotes throughout the text. Do not re-start footnote numbering with each chapter. Exception: for collections of essay (see below).
- Pay particular attention if cross-referencing between footnotes since the numbering may change when the text is edited. Avoid cross-referencing if at all possible.
- Use the footnote creation function of Word. Do not add extra spaces, tabs or returns at the start of a footnote.
- Do not put spaces at the end of a footnote after the full stop.
- In the main text, place footnote numbers after the punctuation mark, no matter what the mark is, whether full stop, comma, question mark, semi-colon, closing parenthesis mark, etc.

Bibliography

Crawford, James, *Brownlie's Principles of Public International Law* (Oxford University Press 8th edn 2012)

Goshen, Zohar & Assaf Hamdani, 'Corporate Control and Idiosyncratic Vision', (2016) 125 *Yale Law Journal* 560

Grossi, Paolo (trans Laurence Hooper), *A History of European Law* (Wiley-Blackwell 2010)

Millon, David, 'Corporate Social Responsibility and Environmental Sustainability' in Beate Sjøfjell & Benjamin J Richardson (eds), *Company Law and Sustainability: Legal Barriers and Opportunities* (Cambridge University Press 2015)

Rawls, John, *A Theory of Justice* (Harvard University Press rev edn 1999)

----- *Justice as Fairness: A Restatement* (Belknap Press 2001)

Collection of essays

- Separately paginate each chapter.
- Re-start footnote numbering with each chapter.
- Bibliography for each chapter.

Tables, columns, etc.

- In the case of tables or other similar arrangements of data, send the data both in its formatted version and as an unformatted list making up the data. For example, if a table is made up of three columns, there should be three lists, one list for each column.
- Formatting cannot always be maintained, so make your lists and related data as clear as possible.
- If in doubt, ask the Editors: Editors@RussellSquarePublishing.com

Websites

- Omit 'http://' where the web address begins 'www'; otherwise leave it in.

- Double-check that web addresses are accurate before submitting a manuscript.
- Where several web addresses appear in your footnotes, either indicate in the first (asterisked) footnote, which should have your details as Author, the date on which you double-checked all the addresses or indicate the date in brackets after the website each time it appears.

Examples

* Lecturer, University of Oxford, UK. All websites accessed 6 June 2016.

or

25 <https://www.qub.ac.uk/cite2write/mhra3b.html> (accessed 6 June 2016).

Images, graphs

- Images and graphs must be supplied electronically as greyscale .TIFF or .JPG files, with a minimum resolution of 600 dpi. Images of lesser resolution cannot be used for publication. Image(s) intended for the cover can be submitted in colour.
- Do not crop images. If an image is scanned, leave it full size. Larger files and bigger images are always better.
- If you send materials for scanning, you do so at your own risk. Materials will be returned, if requested, also at your risk.
- Authors are responsible for obtaining permission from the respective copyright holder to reproduce any image and for paying for the use of an image.
- Authors are responsible to ensure that due acknowledgement is made to the copyright holder within the body of their manuscript. A copy of each permission must be supplied to the Editors.
- Images embedded in Word files are not sufficient. Separate files which comply with the above criteria must be provided.
- Indicate where in the text each picture should appear, using the word 'PIX' and the image file name.