**Peter Lang Submission Guidelines**

January 2018

**Submitting your manuscript**

Please submit your manuscript to your Acquisitions Editor electronically *in one complete package*.

The manuscript should be submitted in Word documents (.doc or .docx file format) and can be emailed directly to your Acquisitions Editor in a .zip file.

If you are including any figures (graphs, charts, photographs or artwork), please provide each figure as a separate JPG, TIFF or Excel file and submit it via WeTransfer, Dropbox or a similar protocol. Alternatively, post the files on a memory stick to your Acquisitions Editor’s postal address.

Please also submit at this time any other materials requested by your Acquisitions Editor, such as permissions information or publicity materials.

**Parts of the manuscript**

*Book Title and Chapter Titles*

As an author in the digital age, please select your book and chapter titles carefully, using keywords and expressions that will attract potential readers searching for subjects online. General chapter titles such as “Methods” should be avoided in place of titles that are descriptive and clear.

*Table of Contents*

Include only part titles and chapter titles, not subheadings.

*Subheadings*

Indicate a clear hierarchy in the subheadings by differentiating between subheading levels using bold and/or italic type. Please do not number subheadings.

*Endnotes or Footnotes*

Please consult with your Acquisitions Editor about whether endnotes or footnotes are preferred. Please create either endnotes or footnotes using the Word tool. Numbers should appear after punctuation, like this.4

*Figures and Tables*

Figures and Tables should not be wider than 11 cm.

Figures, including graphs, charts, photographs and artwork, should be supplied in separate files. Please include a List of Figures in the preliminary pages with the caption for each figure (e.g. artist, work title, credit line), numbered consecutively. Within the manuscript, please include call-outs for each figure in the text (e.g. “see Figure 1.1”) and insert any instructions for formatters about the placement of each figure in bold or highlighted text, including whether it should be reproduced in color or greyscale. Please use the figure caption below as a model.

**[INSERT FIGURE 1.1 HERE: COLOR]**

Figure 1.1. Martin Sheen in *The West Wing* (2001). Reproduced with permission from Warner Brothers TV / Kobal Collection.

Tables should be created in Word and embedded in the manuscript. Each table should have a title preceding it. Please include a List of Tables in the preliminary pages with the title of each table, numbered consecutively. Please use the table below as a model.

Table 4.1. Proceeds from Privatization, 1990–1996 (in US$ millions)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | All LDCs | Latin America and the Caribbean | Argentina(a) | OECD countries(b) | UK |
| 1990 | 12,658 | 10,961 | 891 | 12,988 | 4,219 |
| 1991 | 24,243 | 18,723 | 1,892 | 10,168 | 5,346 |
| 1992 | 26,180 | 15,560 | 2,654 | 18,722 | 7,923 |
| 1993 | 23,651 | 10,487 | 3,823 | 37,930 | 8,114 |
| 1994 | 21,704 | 8,198 | 746 | 55,119 | 4,632 |
| 1995 | 21,802 | 4,615 | 954 | 54,429 | 5,648 |
| 1996 | 25,175 | 13,919 | 272 | 52,949 | 2,426 |
| 1990–6 | 155,413 | 82,417 | 11,232 | 242,305 | 38,308 |

*Note*. Manzetti, 1999, and *Financial Market Trends: Finance and Investment* 82 (June 2002).

(a) These are only cash figures. Debt bonds used in transactions totalled US$17 billion in nominal value (as they were considered), but their actual market value was US$8 billion.

(b) Mexico is not included.

*References*

One or more bibliographies will be required for your book. Please consult with your Acquisitions Editor about the format that these should take.

*Notes on Contributors*

Please include a *Notes on Contributors* section at the end of the submitted manuscript, if your book is an edited volume. This should include a brief biography on each editor and contributor, ordered alphabetically by last name. Each biography should begin with the author’s full name and list his or her current institutional affiliation, research interests and main publications.

*Index: Please see the* **Peter Lang Indexing Guidelines** *for further information*

Please compile the list of terms and names and submit it along with your completed manuscript. Page numbers should only be added to your index during the page proofs stage, when pagination has been finalized.

If you prefer, an indexing service can be provided to you. Please discuss the options with your Acquisitions Editor.

**Illustrations**

Please only include illustrations that are required for reader understanding. Illustrations that only have a decorative purpose should not be included.

Please discuss with your Acquisitions Editor whether or not you can include your proposed illustrations; this will depend on the number and type of figures you would like to use. If you wish to reproduce any illustrations in color and this is not already provided for in your contract, please consult with your Acquisitions Editor.

Graphs and charts should be provided in the file format in which they were created, usually Excel.

Artwork, photographs and images should be submitted in separate high-resolution JPG or TIFF files at a minimum of 300 DPI or 1000 x 1000 pixels each. Lower resolutions will result in your image looking pixellated. Note that images taken directly from websites tend to be low resolution (72dpi) and will therefore not be suitable for printing, even though they may look fine onscreen.

If you are scanning the images from a printed book, please ensure that you *descreen* the image when scanning. Images which have been printed in books have a *line-screen* on them. Unless this existing line-screen is removed when the image is scanned, there will be a “duplication” of line-screen when the image is printed a second time, resulting in unsightly patterns called screen-clash. The only way to avoid this is to remove the line-screen by descreening when scanning. Scanned images should also be free from any marks resulting from the scanning process (images should be checked at 100% enlargement on screen).

Please do not position illustrations within the Word MS itself. But please *do* indicate where the image should be placed by using a call-out (e.g. “see Figure 1.1”) and, if necessary, an instruction to the formatters about placement in bold or highlighted text (see example above). Please remember to include a caption for each illustration in the List of Figures.

Each illustration file (JPG, TIFF or Excel) should be labelled clearly and match the List of Figures (e.g. Figure 1).

Please ensure that you have obtained *all* permissions for the images you plan to use in your book. (Please see the **Peter Lang Copyright Guidelines**.)

**Submission Checklist**

Please make sure all items below have been addressed before submitting the final manuscript.

* Copy-edit the entire manuscript carefully before you submit.
* Review the book to be sure it consistently conforms to the correct style.
* Confirm that all chapter titles match the Table of Contents.
* For edited volumes, make sure all contributor names are consistently spelled and that all editors and contributors appear in the Notes on Contributors.
* Confirm that figures and tables are numbered consecutively and files are labelled clearly and are consistent with the List of Figures/List of Tables.
* Verify that all figures are in the correct file format and that images meet the minimum DPI/pixel requirements.
* Confirm that all necessary permissions have been obtained and check that all required acknowledgments are included in the text.
* Confirm that the final word count does not deviate more than 5 percent from the contracted length. If it does, please consult with your Acquisitions Editor immediately.
* Check that the title throughout the book matches that of the agreed book title. Any title changes must be approved by your Acquisitions Editor prior to submission of the final manuscript.
* Verify that the spelling of your name is completely correct. In the case of multiple authors/editors, please also confirm the names are set in the correct order that they should appear.
* Please assemble the manuscript in the following order before submitting:
  + Dedication
  + Epigraph(s)
  + Table of Contents
  + List of Figures/List of Illustrations
  + List of Tables
  + Foreword
  + Preface
  + Acknowledgements
  + List of Abbreviations
  + Introduction
  + Each chapter in order
  + Bibliography
  + Appendix/ices
  + Notes on Contributors (if an edited collection)
  + List of Index terms
* Check that all items in the submission package are complete and that all files are labeled correctly.