

Bahir Dar University Press

Manuscript Preparation Guidelines

Introduction

This guide describes procedures of Bahir Dar University Press (BDUP) for editing and producing a book. It helps writers prepare their manuscripts for delivery to the press. After reviewing this guideline, if questions arise, please contact the editor. We look forward to working with customers interested in publishing books.

The Review Process

The manuscript review process begins with the submission of a manuscript made with the book manuscript submission form given. The editorial committee will review the manuscript to check whether it is qualified for the peer review. When the reviewers accept the manuscript for double-blind peer review, two independent reviewers, one from the internal and the other from the external-either in the national or international institutions, will conduct the review work within **three to four** months. The selection of the peer reviewers will be done on the basis of expertise by the editorial committee and be approved by the editorial board of the press.

Upon acceptance of the reviewers for publishing the manuscript, the author(s) will be required to submit the edited version incorporating the comments given by the peer reviewers within *two to four* months. However, in case one of the peer reviewer declines to accept the manuscript, there will be a possibility of sending it to another reviewer.

The editorial committee consists of four members including the director of the press, and the editorial board has nine members assigned from different specializations. Both committees work together in the process of reviewers' selection, publication approval, review process monitoring and management for ensuring the delivery of effective publishing service.

Manuscript Preparation

A properly prepared manuscript facilitates the publishing process and enables us to provide writers with cleaner and more accurate proof. To ensure an efficient publication process, manuscripts submitted for publication must be prepared based on the instructions given.

Generally, the manuscript publication will have to go through the following publication procedure:

Submission: once the manuscript is ready for delivery, please submit it to the editor directly through the press's email: bdup@bdu.edu.et

Editing: the editor makes changes to the manuscript, sends queries to the author (in cases clarification is required) and assesses the order and structure of manuscript elements (e.g., fonts, headings, extracts, etc.).

Author response: the author checks edited manuscripts and responds to any queries. At this stage, all remaining changes or modifications to the manuscript need to be addressed.

Final manuscript: the manuscript editor produces the last version of the manuscript incorporating the author's responses. Double checking of each element in the manuscript will also be done.

Manuscript Preparation for Authors

Basic Elements for Manuscript Submission

Manuscripts should incorporate the following elements before submission:

- Title page
- Dedication
- Epigraph
- Table of contents
- List of illustrations
- List of tables
- Preface
- Acknowledgements
- A list of special characters used in the manuscript
- All illustrations and tables
- Illustration captions
- Any other front matter
- All text matter including introduction and part titles
- Notes
- Appendices
- Bibliography/references
- Any other back matter

The parts of the book

Bahir Dar University press requires authors to arrange their books using lower case roman numerals for pages in the front matter and Arabic numerals (or Ethiopic numerals) for all the rest, including the back matter.

Front Matter

Book half title	
Series title, fronts piece	
Title page	
Copy right page	
Dedication	i
Epigraph	ii
Table of contents	iii
Lists of illustrious foreword (if any)	Recto or Verso
Foreword	Recto or Verso
Preface	Recto
Acknowledgments (if is not part of preface)	Recto
Introduction (if not part of text)	Recto
Abbreviations (if not in back matter)	Recto or Verso

Text

First text page

Introduction or chapter 1	1
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Back matter

Appendix or first (if more than one)	Recto
Second and subsequent appendices	Recto
Chronology	Recto
End Notes (if not footnotes)	Recto
Bibliography or references	Recto
(List of) contributors	Recto
Index/es/	Recto

Fonts

Prepare the entire manuscript using double-spaced, Times New Roman (i.e., English manuscripts) and Power Geez Unicode 1 (i.e., Amharic manuscripts) 12-point font.

Special Characters, Non-English Terms, and Transliterated Text

If required to insert special characters, use Word's extended symbol set found under Insert a Symbol. If your manuscript contains text in non-Roman alphabets, you need to use a True Type (Unicode) font.

If your book includes non-English words or transliterated text, or if there are special considerations regarding orthography, capitalization, etc., make decisions early about how to handle such issues in the text. Write out the rules you plan to follow as part of your style sheet (see below) and apply them consistently. See the *Chicago Manual of Style* for advice on particular issues.

It is appropriate to italicize only the first occurrence of frequently used foreign terms. In books that are meant for undergraduate or non-specialist readers, it is sometimes appropriate to omit diacritical marks from familiar terms and proper nouns.

Other issues to consider include how to capitalize titles of books in languages other than English and where to place the accents in Greek words. If your manuscript contains a great deal of material from other languages, it is helpful to include a Note on Translation (or Transliteration) in the front matter of the book.

Note your decisions about foreign terms, transliteration, and other issues on a Style Sheet, and include this with your Microsoft Word file when you submit your manuscript.

Formatting Text

Use *italics* to indicate where italics are needed. DO NOT use **boldface** anywhere in the text of your manuscript, unless it is to differentiate headings or subheadings.

Use two hyphens with no spaces—as shown here—to indicate where em-dashes should appear in the printed book.

Insert a single tab indent to indicate the beginning of a new paragraph (i.e., use indented paragraphs). Do not insert blank lines between paragraphs.

Headings

If your manuscript contains multiple levels of subheading, identify these consistently utilizing different types of formatting.

Chapter titles and author names do not count as headings.

Extracts (Block Quotations)

Identify extract quotations by indenting the formatting 0.5 inches in from the left. Separate the extract from the surrounding text with a hard return before and after the extract. Do not indent from the right.

Ellipses

Use ellipses to show that text has been omitted from quoted material. Use three dots separated by spaces . . . to indicate that material is missing from within a sentence, and four dots separated by spaces to indicate the end of a sentence that is followed by missing material.

Notes and References

1. *The Chicago Manual of Style*, 16th edition, comments: “Ethics, copyright laws, and courtesy to readers require authors to identify the sources of direct quotations and any facts or opinions not generally known or easily checked.”
2. Endnotes should appear at the end of chapter files, not at the end of the entire manuscript.
3. Number notes consecutively within each chapter, starting each new chapter with note 1. Use Arabic rather than Roman numerals.
4. Place note numbers at the end of sentences or paragraphs after the punctuation. DO NOT place notes within sentences. It is acceptable to put several citations within a single note and preferable to group citations in a note at the end of a paragraph rather than to place a note at the end of every sentence.

Callouts and Captions for Tables, Figures and Other Illustrations

Image Placement

Place each table, chart, figure, map or other illustration for each chapter in its own electronic file (e.g., tab0_01.doc; fig06_01.tif; fig07_08.jpg), not within the chapter files themselves.

Callouts

To indicate in the text approximately where each item should be placed, insert a “callout” such as <INSERT fig01_01 NEAR HERE> or <INSERT tab01_01 NEAR HERE> or <INSERT exa01_01 NEAR HERE>. Such callouts should be placed between paragraphs and not within them.

Note that the placement of tables and illustrations is determined by the requirements of typesetting in order to accommodate page breaks and other features of the text. Tables and figures may not appear precisely where you inserted callouts in the manuscript. Your references in the text should allow for some flexibility of placement, i.e., refer to “Table 1.1” rather than “the following table.”

Captions

Please include a separate Word document of captions for all illustrations with your manuscript submission. Captions should be identified by chapter and number: “Figure 4.3.” They must also include contextual information and/or a description, and include credit information (Source).

Example: Figure 4.3. Bridal party, 1963, wearing pillbox-style headdress to further heighten their bouffant coiffures. © Amy Picturesque, Inc /Alamy stock photo.

Note: Table captions and attributions should accompany the table. They do not appear in the captions list.

Style

Guides and House Preferences

“Style” refers to spelling, capitalization, punctuation, hyphenation, the formatting of notes and bibliographies, and the like. We follow the guidelines of *The Chicago Manual of Style* and ask that you refer to it for most questions. *The Chicago Manual of Style*, 16th edition, can be accessed in full here:

<http://www.chicagomanualofstyle.org/16/contents.html>

House preferences should be applied, including:

- the final comma in a series;
- American English spelling and punctuation conventions;
- lowercase “internet” and “website”;
- “Ibid.” and “et al.” in roman, not italicized;
- a space between initials in full names.

Authors may follow the conventions of their disciplines as long as the style is followed consistently and we are informed of the guidelines used.

Style sheet

Please let us know your decisions regarding style by listing them on a “style sheet.” Your style sheet will be particularly helpful to us to resolve inconsistencies in the manuscript. For example, you could let us know that you are using “adviser” (instead of “advisor”), “anti-Semitic” (instead of “antisemitic”), and so forth.

If the text contains many transliterated or foreign words or phrases, please provide a list of them in the style sheet showing any diacritical marks as they should appear in the text. A list of such words is all that we need; you do not need to provide page numbers, glosses, or definitions.

Provide a list of any other preferences regarding spelling, capitalization, or hyphenation of English words. This will enable the copyeditor to verify that the words are consistently spelled in accordance with your preferences.

Chapter Consistency

You should make every effort to ensure that your chapters are consistent in style, spelling, and so forth before the manuscript is submitted. Please remove running heads and page numbers from individual chapter files. Instead, make sure that you have the chapter number with the chapter title at the beginning of the Word document.

Notes and Bibliography

We prefer to follow *The Chicago Manual of Style* in most matters related to notes and bibliographies.

Some authors may prefer to follow other disciplinary conventions. We generally allow these other styles as long as they are as clear and helpful to the general reader as they are to specialists in the field. For example, while we find the MLA reference style acceptable in most respects, we do not use the abbreviations U and P for “University” and “Press.”

For bibliographical references, works should be listed with the author's last name first, and the elements separated with periods. Ethiopian names should be listed with the given name first followed by the father's and/or grandfather's name.

For notes, works should be listed with the author's first name first, and the elements separated with commas, with publication information in parentheses.

Reference Formatting Consistency

1. If you copy bibliography entries from a website, a database, or another electronic source, be sure to reformat them to match the entries that you have created yourself.
2. DO NOT insert hard or soft returns within individual entries. Instead, please use Word's hanging indent format.
3. Ensure that citations in text, in notes, and in a bibliography or reference list, match in all aspects, including form of name, diacritics, and publication date.
4. Check with us early if you have any questions about proper reference format. Incorrectly or inconsistently formatted references may cause us to ask you for new, corrected files.

Notes on Notes

In our books, the notes should be placed at the end of each chapter.

Do not ask to add or drop notes after the book has been typeset. The cost of renumbering notes in printer's proof is prohibitive.

Notes on References

1. Notes and Bibliography System

We strongly encourage you to include a bibliography or list of references and to use short citations in the notes (rather than giving sources in the notes alone). That way, the reader needing full bibliographical information can find it without having to skim back through the notes. Also, it will be easier for the copyeditor to ensure that you have included reference information for all cited material.

For example:

1. Pollan, *Omnivore's Dilemma*. (Note citation).

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006. (Reference citation)

Only if the book doesn't have a bibliography or reference list, should you cite the full publication information for each work the first time it appears in each chapter.

Include the bibliography or list of references when you send the final manuscript. The copyeditor will check all works in the text and notes against it.

2. Author-Date System

If you use the author-date system to cite sources in the text—e.g., (Martin 1989)—please use the same style in your list of references. Arrange multiple entries for each author chronologically, not alphabetically, with the year of publication immediately following the author's name:

1. Martin, Sarah. 1989. *A Step Back in Time*. Bloomington: Indiana University Press.
 1. ———. 1993. *A New Approach to History*. Bloomington: Indiana University Press.
2. Multiple works by the same author with the same year of publication should be distinguished with letters whenever cited, as well as in the bibliography—e.g., 1996a, 1996b, 1996c.
3. In a bibliography, please use six dashes followed by a period to represent the same author or editor named in the preceding entry (see above example). Use this only for single author names.
4. If sources with long titles are cited repeatedly, work out a system of abbreviations for your citations. Please provide a list of such abbreviations to include in the front matter of your book.

Other Important Items for Submission

Author Bio

Include a brief author bio in a separate Word file, multiple bios if there are multiple authors. Include name, position, affiliation, and perhaps one or two important publications—*books only*. This should be no more than three sentences long per author.

Example bio - Mr. Mammo is Assistant Professor of Ethiopian History at Wollo University. He is the author of *Adewa Victory*. The book is really interesting.

Please ensure this information is accurate at the time of submission. If you will be changing institutions before the book will be published, please notify your editor so that the information will be accurate at the time of publication.

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The Press will send the copyedited manuscript to you for review in digital format, and must be returned once all files have been reviewed. All files must be returned to the copyeditor at the same time.

Corrections for Future Printings

If you find an error in your published book, please e-mail to the executive editor of the Press.

We look forward to our successful collaboration on your book!