

## **EuroISME bookseries – proofing guidelines**

Experience has taught us that the process of checking the proofs is only seemingly easy. In practice, it is fraught with difficulty, because many details have to be verified, while the details are also unequal in nature. Such details may range from the checking of the title of your manuscript in the Table of Contents, via errors in typing, to omissions in the references. Although the reading of proofs is frequently considered to be tedious, it is nonetheless essential. The responsibility for the proof reading of a manuscript lies with the author concerned. Neither EuroISME's editors nor the publisher can be held responsible for errors which the author has overlooked during the proofing process. EuroISME hereby offers you guidelines on how to proofread. If you still have any questions, please consult your editor.

### **General**

- Read your manuscript at least twice, and read it **slowly**. Preferably, read it with a few days between the two. Do not read it at the last moment – if any serious problem arises, you may not have sufficient time to correct it.
- Please bear in mind that you may know your own text so well, that you become 'blind' for a missing word. It may help if a colleague or family member also reads it.
- Firstly, read it against the type-written manuscript which you have submitted: read it for sense, and check whether all the (titles of) sections, paragraphs and sentences of your manuscript have indeed been included. Please note that your manuscript has been converted into different software and on to a page of a different size. Slight changes may have been made by copy editors, such as in punctuation, or the conversion from American English to Queen's English.
- Secondly, read it for detail. This may include questions from the editors or the publisher; it will definitely include typing errors, references to the page number of a given source, year of publication of a given source, etc. All questions from the editors or the publisher should be answered conclusively.
- Check the location of all illustrations, their caption (if any) and acknowledgments. The location of illustrations may have shifted slightly in comparison to your type-written version, in order to create a proper lay-out of the page in the volume. Please bear in mind that the size of a page in the volume differs from a European DIN A4 page. For the same reason, please check that no heading of a paragraph is 'orphaned' at the bottom of a page.

- The phase of the proof reading is **not** an opportunity to commence a substantial redaction of the manuscript. Any change in the proofs costs both time and money. No changes can be accepted if they involve a change in pagination. The latter creates a potential for errors and it is expensive. It may also have its influence on all pages following the changed page. In sum, the number and the size of the corrections need to be kept to a minimum.
- In so far as you need written permissions to use illustrations, statistics, lengthy quotes, etc, this should have been arranged before you submitted the final version of your type-written manuscript. This point has been emphasised in EuroISME's Guidelines for Manuscripts which you can find at: [http://www.euroisme.eu/wp-content/uploads/pdf\\_EuroISME\\_Book\\_Series\\_Guide\\_for\\_manuscripts.pdf](http://www.euroisme.eu/wp-content/uploads/pdf_EuroISME_Book_Series_Guide_for_manuscripts.pdf) The proofs are made on the assumption that you are in the written possession of all authorisations needed, that all copyrights have been paid, etc.
- In so far as you include illustrations, etc, which are your own property, you can assert your copyright in the caption of that illustration or in a footnote, but not in the main text. Please be aware that your entire manuscript will be copyrighted anyway, and that, under the Consent to Publish which the publisher will send you, you authorise the publisher to publish your manuscript and illustrations in the volume concerned.
- If you have co-authored the manuscript, please make sure that you are in full agreement with your co-authors. Both EuroISME's editors as well as the publisher will assume that you act on behalf of any co-authors, and that the co-authors are in agreement with any corrections which you make to the proofs.
- Your institutional affiliation should not be in footnote one. If your institutional affiliation was found by a copy editor in footnote one, it may have been removed. The volume will have an "About the Authors" page, where institutional affiliations can be mentioned.
- In so far as you are employed by a governmental agency and you need to write that any opinions expressed in your manuscript do not necessarily represent the opinion of your government, please make sure that this caveat is in a footnote at the beginning of the manuscript. It may be possible that this has already been done for you, when your manuscript was processed. Please bear in mind that this has probably changed the numbering of the footnotes!

### **How to make a correction**

- You will receive a pdf from the publisher containing the proofs. Please print this.

- If you make a correction, please use **red** ink. Please write **legibly**! If at all possible, write the correction in the margin, near the place where the correction is needed.
- If you wish to insert something, please enter a **√** with your ballpoint at the place the insertion is needed. Then write the word or words which need to be inserted in the margin.
- If a word needs to be deleted, simply strike it through with **red** ink.
- If there is a serious problem, please contact the (volume) editor at an early stage.
- Once you have finished your corrections, you may either scan the pages which contain a correction, or you may return the pages via air mail to the editor concerned.

### **What to look for – in the main text of your manuscript**

- Please check for spelling, punctuation, abbreviations, initials of authors, etc. All spelling must be in Queen's English.
- Check that words which may be spelt in two ways, are only spelt in one way in your manuscript – such as peacekeeping and peace-keeping. The editors, or the person who is drafting the index, may ask you questions about this, since the indexing process requires a single spelling throughout the entire volume. Hence, you may have to conform your spelling to the policy of the editors.
- Make sure that all sentences are grammatically correct.
- Please check the number and numbering of (sub-)sections, as well as the wording of headings.
- If you have more than one illustration and/or statistic in your manuscript, please check whether any reference in the main text is correct. For instance, the main text may read: “As the reader can deduce from statistic three there is ...”. Then, it must be checked whether statistic three is indeed the statistic to which you want to refer, as the number of the statistic might have changed.
- Please check the hyphenation at the end of the line. Inaccuracies can easily occur. This is likely to be the case if your computer is set on American (US) English as its default setting, when we use Queen's (British) English. In American English, hyphenation is based on pronunciation, in Queen's English, it is based on etymology.
- In so far as you refer to websites, do not only mention the date when you visited the site, but please also check whether the website is still ‘in the air’.

### **What to look for – in your footnotes**

- As a matter of course, all references to sources must be in conformity with the Guidelines for Manuscripts as published on EuroISME’s website.
- In so far as you make references in your main text to a particular footnote, please check whether the number of the footnote is correct. Experience shows that the number of a footnote may inadvertently change during the editing process, and, if left unobserved, this leads to an erroneous reference in the main text. For example, if your main text reads: “As was listed in footnote 56, there is ....” Then please check that it is indeed footnote 56 to which you wish to refer. This is particularly true if one of your footnotes also refers to another footnote.
- Please check all your references to sources for accuracy: the name and initials of the author, the title of the publication, the year of publication, the page number to which you wish to refer, etc. The checking of the initials of authors is particularly important when you refer to authors with the same, or nearly the same surname: for instance: A. McIntyre and A.J. Macintyre.
- If you have consulted a translated source, please mention, if at all possible, both the source in its original language, as well as in the English language, and make the references (plus the page number!) to an English language translation. For example: Cicero, *De Officiis*, (Oxford World Classics, translation consulted: P G Walsh, *On obligations*, 2001), at p 13. There is no objection to refer *also* to the referenced publication in the original language. It is unproductive however to refer to a, say, Portuguese or Greek translation of an originally English language source, since few readers will be able to access it.
- Since we use OSCOLA, as our system of referencing, it is not necessary to have a bibliography at the end of your piece. The full titles plus the names of the authors will be in the footnotes anyway. If the copy editor found a bibliography at the end of your piece, it has probably been removed.

### **What to look for – elsewhere in the volume**

- Please check whether your contribution is correctly listed in the Table of Contents of the volume. This concerns the wording & spelling of your chapter, your name (plus the name of the co-author) and the page number referenced to. Experience teaches us that typo’s in the Table of Contents or in headings are frequently overlooked.
- Please check whether you are correctly listed on the “About the Authors” page – if any.

- Check whether any special scientific words which need to be included in the index, are correctly listed. There is no objection to use a special scientific word in another language, if it is common to do so. For instance, the Latin term *ius ad bellum* is commonly used and may be indexed as such.
- If another author in the volume in which you publish refers to your manuscript, please check if the pagination is correct.
- If the lay-out of the volume includes headers and footers, check their correct wording and location. The header should refer to the paragraph *of that particular page*, and not to paragraph which is two pages earlier in the book. Each separate page should be checked on this point.