

## Radical Geography Author Manuscript Instructions

### General Information

- All communication should be with the Series Editors: Jayson J Funke ([radgeogfunke@gmail.com](mailto:radgeogfunke@gmail.com)) or Daniel Niles ([dniles@chikyu.ac.jp](mailto:dniles@chikyu.ac.jp)).
- Please submit your manuscript in **MS Word, in one file** (double-spaced lines).
- The preferred citation and style guide is the *Harvard Style*: <https://www.mendeley.com/guides/harvard-citation-guide/>.
- **Title:** A title of an academic book must be simple and straightforward. Most of the vendors only display the main title. A good title is also important for the searchability of the book, with a good title, people searching for the logical search words will have a far better chance of locating your book immediately.
- **Endnotes** should start with 1 each chapter (because customers can also buy separate chapters). End each chapter with a new page section break, and format the endnotes to begin with #1 for each new section.
- **Important: References and spelling** should be consistent throughout. Please decide beforehand which English spelling will be used: US or UK spelling (for example, *labor* versus *labour*). Use this spelling consistently throughout the manuscript.
- The manuscript should include a **Table of Contents** (so that we can check if the work is complete). Please check if the chapter titles in the main text match the chapter titles in the Table of Contents. Include the first layer chapter subheadings in the Table of Contents. Same goes for illustration/figure/map/table titles in the main text and the **List of Illustrations/Figures/Maps/Tables**. Do not provide page numbers in the Table of Contents.
- **Abbreviations** should be mentioned fully first time mentioned in a chapter. If your text includes many abbreviations, please include a list of abbreviations at the beginning of the book.
- **Quotation marks:** Single quotation marks (‘ ’) are used to distinguish words, concepts or short phrases under discussion. Direct quotations of fewer than twenty-five words should be enclosed in double quotation marks (“ ”) and run on in the text. Double quotation marks should also be used for titles of articles from journals and reference works.
- **Block quotations** (larger sections of quoted text, i.e. anything over two lines): Set these off from other text by adding a blank line above and below the section and indent the block of text on the left. Block quotations should not be enclosed in quotation marks.
- **Weblinks:** Please check if weblinks mentioned in the text or bibliography are still valid as readers will be able to click on these links in the e-book (Brill simultaneously publishes a print and electronic version of your book). It would be helpful to indicate when a web page item was accessed since at times material is removed from a web page.
- Manuscripts should be copyedited before final submission. Especially for non-native English speakers: be sure to have the manuscript carefully checked by a native English speaker prior to

submitting the manuscript for production. Minor copy editing is performed by the Series Editor prior to submission to Brill. **Please be aware that Brill does not provide copy editing.**

- Please make sure to carefully read Brill's **Author Guide**: <https://brill.com/page/PublishingBookwithBrill/publishing-books-with-brill>; it contains more detailed information on how best to prepare your manuscript, usage of special fonts and foreign characters, the book production process at Brill and in the back of the document you will find a useful checklist.

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- Is your book the result of a research project with **funding** (e.g. ERC, DFG, FWF, NWO)? If so, please let the Series Editor know the funder and starting year, and include this information on the title page of your text.

### Illustrations

- Figures and charts should be submitted in Excel or EPS.

- Tables should be submitted in Word or Excel.
- **Images** should be submitted as separate JPEG files, in high resolution (at least 300 dpi). They may not be embedded in Word files or PDF files (as that reduces the quality). Images need to be at least 10 x 15 cm at a resolution of 300 dpi, dimensions approx. 1000 x 1200 pixels.

Please do not try to blow up low resolution files as that will not improve but only worsen the quality. For further information on how to submit illustrations please visit:

[https://brill.com/fileasset/downloads\\_static/static\\_preparingmanuscripts\\_illustrations.pdf](https://brill.com/fileasset/downloads_static/static_preparingmanuscripts_illustrations.pdf).

- **Maps** should be submitted as separate EPS, JPEG or TIFF files - in high resolution (at least 600 dpi).
- The illustrations should be clearly numbered and appear in a List of Illustrations/List of Figures/List of Maps/List of Tables placed after the Table of Contents in the manuscript.
- Please make sure that the image/figure/map/table files have the same name and number as in the manuscript so that they can be easily identified by the typesetter.
- If applicable: do make a distinction between Illustrations, Figures, Maps and Tables, and number them separately (1, 2, 3, etc.).
- Any inserts will be placed in the chapters. Please mark the correct spots in the text by inserting a loud and clear [insert Table 4 here] or [insert Figure 3 on opposite page]? Bold, centered, red.
- **Cover:** You may choose your own cover image. The image needs to be in good quality and a credit line should be enclosed ("On the cover: xxx, by xxx, Courtesy xxx" – to be placed in the colophon of the book), as well as a copy of the permission by the copyright owner (in case the image is not in the public domain – please note that the permission needs to be specifically for inclusion on the cover). Further elaboration on or explanation of the image is welcome.

For examples, please browse the SCSS main page for previous covers: [www.brill.com/scss](http://www.brill.com/scss).

- Permissions for all images and maps need to be arranged by you prior to submission. Please go to the "Copyright, reproduction and funding" section for more detailed information.

## Indexing

- The task of compiling the index falls to the author, who — because of the specialized nature of most Brill publications — is the most suitable person to create it. You have two options:
  - Inserting XE codes: this needs to be done before handing the final work to the Series Editor. The typesetter will then generate the index for you. This is the fastest option. The Series Editor will provide necessary instruction sheets if you take this route.
  - Manually: this is the "old fashioned" way. If you choose this option, we would advise you to already start drafting the term list to limit time loss, so that when the proofs arrive you only must add the correct page numbers.

- ➤ Contract the work with an independent indexer, or consult with the Series Editor on other options for creating an index.

#### **CHECKLIST – please send the following files along with the final manuscript:**

- **Author's Questionnaire (AQ):** we need certain information from you to prepare for promotional and production activities of your book (the requested info is not only on the book cover but also be used for the website of your book as well as for catalogues in which your book will be presented).
- **Cover image** (JPEG / TIFF, high resolution).
- **Other illustration files** (images: JPEG/TIFF; maps: EPS/JPEG/TIFF; figures, charts: Excel; tables: Excel/Word).
- **Permission(s)** for cover image and possible other images and/or reproduction of (part of) any text that has been published before.
- **Bank details form** for royalty payments (these payments are made yearly in the summer).
- Your **final draft manuscript** should be submitted to the Series Editor for review in one complete file (not separate chapters).

#### **Good to know**

- The book will be published in Brill's own **Brill font**; which can be downloaded for free at our website here: <https://brill.com/page/BrillFont/brill-typeface> (using the Brill font will guarantee a smooth transition to our production department), as well as adjusted to Brill's own standard layout.
- Brill's **yearly production deadline** for manuscripts delivered to Brill by the Series Editor is April to be sure your book is published within that year; submit your manuscript to him/her for review well in advance to make that deadline. The earlier we receive the work the sooner and longer we can promote it that at our conferences and other marketing venues that year.
- All **communication** prior to final approval of the manuscript should be directed to the Series Editor. Once the manuscript has been submitted, further correspondence will be with the Production Editor of Brill (copying the Series Editor).
- **What's next after final submission to Brill?** Brill's editor Debbie de Wit will start preparing your manuscript for the production process. As soon as everything is complete and ready, she will hand your manuscript over to the Production Editor. They will send you a detailed timetable of the production process and she will guide you through the production stage. She will send your work to the typesetter and she will ask you to check proofs for errors made during the typesetting process. During the proofs stage Debbie de Wit will of course also be available for any questions you may have.
  - All together **from submission to publication** of your manuscript will take about 6-8 months' time - if everything goes according to plan. However, it could take longer if unforeseen problems

arise but it could also take shorter depending on the quality of the submitted documents and on how swift you are with checking the proofs and making the index (if you don't use XE codes it is best to start drafting your index at an early stage so that when the proofs arrive you only have to add the correct page numbers). The better the preparation the faster the production process usually goes!

- **The proofing process is not an editing or a revision stage.** The proofing process has been implemented into Brill's standard procedures to correct any potential errors which can occur during typesetting. All corrections must be limited to those related to formatting and the correction of any serious errors. No page shifting is allowed! To repeat, this is **NOT** an opportunity to revise your manuscript text.
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