Scope

Logos is a forum for opinion and the latest research from the world of publishing. The journal is international in scope and invites contributions on authorship, readers, book publishing, librarianship, and bookselling. Articles about the related fields of journals and magazines are also welcome, as are contributions about digital developments such as blogging and multimedia. Submissions are invited from both professionals and academics, and research articles will be subject to peer review. We also encourage publishers to send us books for review. An English-language scholarly journal, published quarterly since 1990, Logos provides a platform for communication between publishing professionals, librarians, authors, scholars, and those in allied professions. It features articles from and about the publishing world, illustrating the unity, commonality, and conflicting interests of those who write, edit, manufacture, publish, disseminate, preserve, study, and read published works. Logos is international and intercultural, bridging gaps between academia and business, the developing and developed worlds, printed and digital media. The constituency comprises professional publishers and booksellers, both trade and academic; publishing studies, book history, new media and communications scholars, researchers and students; consultants, analysts, managers, and owners of publishing businesses; library managers and information professionals; as well as editors, typographers, and designers operating within the publishing industry. Logos welcomes research articles, as well as feature articles, opinion pieces, and stories of personal experience by professionals and academics from the field of publishing and related professions. Feature articles provide professional and/or academic insight into publishing often gained through personal, real-life experience, and are accessible to a wider public. In addition, Logos invites analyses, reviews, book chapters, and interviews related to recent trends or important developments in publishing, librarianship, bookselling, etc.

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**Submission Guidelines**

you should forget your Username and Password, click on the "Send Username/Password" link in the login section, and enter your first name, last name and email address exactly as you had entered it when you registered. Your access codes will then be e-mailed to you. Prior to submission, authors are encouraged to read the 'Instructions for Authors'. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files. A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.

**File Format**

Please upload source files such as .doc, and not .pdf files.

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**Submission Requirements**

This Guide, together with the Logos Authorities List below, are the primary reference for spelling, italicization, and hyphenation. Where necessary beyond these, the Merriam-Webster Dictionary (merriam-webster.com) and The Chicago Manual of Style (16th ed., 2010; online at: chicagomanualofstyle.org/contents.html) are to be consulted.

**Language**

Articles should be written in English. The preferred Logos spelling is American English, with the Merriam-Webster Dictionary as the journal’s main reference work on spelling matters (merriam-webster.com).

However, either British or American spelling is accepted, but should be consistent throughout.
Submission Guidelines

Logos Preferred Spelling
Catalogue
Dialogue
e-book
E-mail
Encyclopaedia/Encyclopedia
Internet
License/licence
Online
Rightsholder(s)
Sizable
The Web
US
Wi-Fi
World Wide Web

Both are acceptable, but please be consistent.
Capitalized when referring to “an electronic communications network that connects computer networks and organizational computer facilities around the world (Merriam-Webster).”
license is the verb, licence is the noun.
Do not use on-line.
Capitalized when referring to the World Wide Web.

Length
Articles can be between 1800 and 8000 words in length.

Punctuation
There should be only one space between sentences.
Semicolons may be used instead of a period to denote a connection between two independent (complete) clauses. They can also be used in complex or wordy lists.
Do not use em dashes (—). An en dash (–) with a space on either side is the preferred punctuation used to set off – for emphasis or clarification – part of a sentence.
Square brackets are used for parentheses within parentheses ([...]) or to indicate editorial additions to a quotation.
Mr and Ms are the preferred references to a male and a female (and not Mr., Ms., Miss, Mrs.).

Hyphenation
Do not hyphenate prefixed words (e.g. with anti, co, counter, extra, inter, intra, macro, micro, multi, non, over, post, pre, pro, pseudo, re, semi, socio, sub, trans, etc.), even when a letter is repeated (e.g. overreaction). Use a hyphen
Submission Guidelines

a. to avoid awkwardness, for long words, to avoid confusion, or to aid pronunciation (e.g. non-geographical, co-opt, re-creation);

b. if the second part begins with a capital or number (anti-Jewish);

c. with “self” (self-understanding).

Capitalization

Please see the Authorities List (below) for specific terms and exceptions to general rules.

Capitalize the first word following a full stop and proper nouns.

North, south, east, west are lowercase unless referring to a fixed title (South Africa) or recognized major region (the West, the Far East). Southwest(ern), northeast(ern), and so on are not hyphenated.

Subject areas such as ancient history, theology, cognitive science, and so on are given in lowercase, except in reference to a specific title of a faculty or school (Department of Biblical Studies, University of Sheffield) or immediately preceding or following a title and a name of a person (Professor of Cognitive Science Stevan Harnad; Paul Hoftijzer, History of the Book Professor at Leiden University).

Italics

Use italics for:

• titles of books, encyclopedias, dictionaries, journals, newspapers, newsletters and magazines

• set-off quotations (usually quotations longer than three lines, not enclosed in quotation marks).

• emphasis

• non-English words (sine qua non, de facto, Wechselwirkung, etc.).

• Common Latin abbreviations: et al., idem, op. cit. (italicized), i.e., etc., e.g., viz., cf., c. are not italicized.

Manuscript Structure

Title

The title of the manuscript should be roman. Capitalize the first letter of all words in the title except for articles, prepositions and conjunctions.

Subtitles should also be in roman.

Authors(s)’ Name(s)

Authors(s)’ name(s) should be roman with capitals as normally used by the authors.

No academic degree abbreviations (such as PhD, Drs., MA, MRes, etc.) should be given.

An author’s academic degrees may be mentioned in their biography.

There should not be any spaces between initials. There should be one space between the last initial and surname. Surname prefixes (e.g. “von”) are not abbreviated.
Submission Guidelines

Affiliation
The author's affiliation or institute where the work has been done may be indicated in an endnote.

Biography
A 50- to 150-word sketch of notable facts and achievements related to an author's professional and/or academic experience should be provided. It should appear before the beginning of the article, and be preceded by the heading Biography in bold. When an article has more than one author, all listed authors should provide biographies, limiting themselves to between 50 and 100 words per biography. It is preferable (though not obligatory) that authors indicate their e-mail addresses and, if applicable, their personal websites, after each biography. These will be included in the final publication.

Author Photo
A recent head-and-shoulder photograph of each author must be included. This should be provided by the author(s) upon submission of their manuscript, and where applicable, explanations on how the picture(s) should be credited.

Abstract
Articles should contain an abstract of up to 150 words in length.

Keywords
Articles should contain three to eight keywords separated by a comma:

Keywords: keyword 1, keyword 2, keyword 3, etc.

Headings
Samples of headings are as follows:

The first level heading
The second level heading

Paragraph Indentation
The first line after a new heading should be flush left. All following paragraphs should be indented, and not separated by white lines.
Paragraphs that come immediately after an in-text illustration, diagram or block quotation should be flush left.

Abbreviations
Please see the Authorities List for specific cases and exceptions to general rules.
Submission Guidelines

Abbreviations such as OUP, IPA, OA, etc., can be used after they have been introduced in full. If, for example, “Oxford University Press” is followed by “(OUP),” then in the next instance the abbreviation can be used.

Common abbreviations such as US, UN, UNESCO, UK, EU, etc. can be used without further explanation. Measurements are abbreviated and not punctuated (km rather than kilometer, but sq. km rather than km2), unless not following a numeral (“a journey of several kilometers” vs. 158 km) or if necessary for ease of reading in running text (“5,000-meter-high pass”). Metric measurements are preferred.

Quotations

Use American-style quotation marks: double quotation marks.

Use single quotation marks for a quotation within a quotation.

Single quotes can be used for a quote of one to two words, to denote irony, or to denote a short quote that might not be immediately attributable.

Quotation marks close after a period/full stop or a comma, but before a colon or semi-colon; a question mark or exclamation point is inside quotation marks only if part of the original quotation.

Short quotations (shorter than two-and-a-half lines) remain run-in with the text, within quotation marks. Punctuation must follow citation: “This is the quotation” (citation in parentheses, or end note).

A quotation, including the capitalization at the beginning, must fit the syntax of the surrounding text; if capitalization of the original material is adjusted for syntax, indicate with square brackets (e.g. “The…” becomes “[t]he…”).

Block Quotes

Quotations longer than three lines should be set off as block quotes without quotation marks.

There is a period/full stop (exclamation or question mark) at the end of the quoted material; optionally, the quote may be followed by the parenthetical citation, with no punctuation after. That is: This is the end of the quote. (citation)

Numbers and Dates

In main text, the numbers from one to ten are usually written out in full. Digits can be used to maintain consistency, as well as for designating book, chapter, and other such numbers (book 3, chapter 12).

To start a sentence, either spell out the number or rewrite.

Ordinal numbers are not elevated/superscripted (e.g. 1st, 2nd, not 2nd).

Centuries can be either spelled out (first, twentieth, etc.) or abbreviated with a numerical and a suffix (1st, 2nd, 3rd, 4th, and so on, is the preferred format [not 1st, 2nd, 3rd, 4th]).

January 1, 201X. Months are spelled out.

Both 1980s and ’80s are acceptable.
Submission Guidelines

Money and Currency:
USD 300 million, $300 million and $300 million are all acceptable, but use consistently throughout. Spell out currency on first reference, if other than GBP, EUR, USD.

Percentages
For percentages, use the percentage sign or “per cent” if using digits, but spell out per cent if spelling out the number (ten per cent, 27%, 9%, 10 per cent are all acceptable).

Time
9:30 am or pm.

References

Citations in the Text
The style of in-text citations is optional, as long as it is used consistently throughout the paper. The following formats are all acceptable for in-text citations: (surname, year, page), (surname, year), or (surname, page). In case the second option is chosen, an end note could also indicate the pages a certain part refers to. Usually, in-text citations appear before, and not after, the closing punctuation mark of a sentence, except in set-off quotes. Secondary literature mentioned in the article should be included in the bibliography.

Endnotes
LOGOS uses endnotes. The style should be
Websites in bibliography should be as follows:
<Available online at: www.website.com (accessed on Month XX, 201X

Reference List
The list of references should be in alphabetical order of the first author’s last name. When a number of publications by the same author are cited the order should be (1) single author references in date order of newest to oldest, (2) two author references in alphabetical order of the second author, and (3) et al. references.
Surnames with prefixes list the prefix last (e.g. Weel, A. van der,).
Surname, first initial(s) (no space between initials), title of work, editor (if applicable), title of journal or volume (if applicable), volume/series number (if applicable), city, year of publication.
There is a period/full stop at the end of each bibliography entry.
Submission Guidelines

Available online at: www.website.com (accessed on Month XX, 201X).

Figures
All figures must be cited consecutively in the text.
Figures should be submitted as separate source files in .eps, .tif, or .jpg format, in a size suitable for the typesetting area of the journal which is 16 x 22 cm. The resolution of these files should be at least 300 dpi for half-tone figures, and 600 dpi for line drawings. Number the files, and indicate in the manuscript where they are to appear (Fig. 1 here).
The text in a figure must be legible, and should not be smaller than corps 7. The size of this lettering for any text in a figure should be the same for all figures in the manuscript.
When providing a caption for a photo or an image, the preferred style is as follows:

Fig. 1 Image description (where applicable: credits).

Tables
Tables should be given short informative titles and be numbered consecutively in Arabic numerals.

Publication

Proofs
Authors of accepted contributions will receive one set of proofs for proofreading, in the form of a PDF file per email attachment. In the event of a multi-authored contribution, proofs are sent to the first-named author unless otherwise requested. The proofs should be returned promptly within the period requested, with no corrections marked other than those made in the typesetting or conversion process.

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