

Author guidelines for publishing

Pre-set :

- Word .doc or .docx file
- Typeface: Times New Roman, 12 pt, no alternative styling.
- 1.5 line spacing;

Consistent styling throughout the text :

- **Bold** for headers and subheaders
- *Italics* for titles and paraphrasing.
- Underline for extra highlights (if needed).

Images and graphics :

Indicate the placement of the visuals (image, table, graph, or figure) in the text with the relevant number in square brackets [figure 1].

Place visuals in the document for layout reference, with according title and source.

Share the high resolution version of the images in a separate folder:

- Images must be supplied as .jpg,
- Images must be provided with a title, stating:
 - the image number
 - name of author,
 - title of the work,
 - year,
 - and copyright holder(s)
- Images must be numbered according to the sequence in which they appear in the text.
(e.g. add FIG1/2/3/4/5 in the beginning of the title of the images, corresponding to their placement in the Word document)

[!] for texts with more than 5 visuals; please provide a separate Word document with a list that holds the full titles and captions, according to the sequence in which the visuals appear in

the text. For each item please include: image number, name of author, title of work, year, copyright holder(s), and any additional information, such as format, material, collection.

Footnotes/Citation :

- Anchor the footnotes to the pages where the footnotes are called.
- If needed, clearly list any required credits or permissions for quoted material, images, ‘full’ paraphrasing, etc.
- Use APA style for footnotes

Comments/tracking changes :

If using a Word document, use comments to give instructions or notes.

Extra :

Table of Contents: Include a table of contents if the book is large or has multiple sections.