

PROMOTING PROPERTY / COMMUNICATING CONSTRUCTION

CHAPTER AUTHOR GUIDELINES

1. Editorial style

- Please use only UK spellings
- Capitalise proper nouns only
- Use single, rather than double, quotation marks
- Use a single space after a full stop, colon or semi colon
- Use italics for names of publications
- Avoid punctuating acronyms (eg, USA rather than U.S.A.)
- Numbers below 10 should be shown in words; numbers above 10 in numerals
- Avoid punctuation in bullet pointed lists (ie, use of a semi colon at the end of a line) *unless* the points within the list are whole sentences
- For referencing, please use the Harvard referencing system
- For further guidance, refer to *Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders* by Judith Butcher, Caroline Drake and Maureen Leach, and the New Oxford Dictionary for Writers and Editors: The Essential A-Z Guide to the Written Word, Oxford: Oxford University Press – or ask Penny Norton or Liz male who will be happy to help.

2. Headings

- Use Word styles to indicate different levels of headings
- Use sentence case for subheadings
- Avoid using more than 3 levels of subheadings
- Avoid numbering subheadings.

3. Formatting

- Please provide text in Calibri size 11 font
- Use 0 pt spaces before and after each line and single line spacing
- Use two hard returns at the end of a paragraph, rather than indenting the first line of a new paragraph
- Use endnotes rather than footnotes. These should be entered into your manuscript using the Word note function.

4. Endnotes

- Provide sources for all quotes and full references for any books quoted.

5. File types

- Provide text in Word
- Provide diagrams in Word

6. Images

- Please provide images as jpeg or TIFF files
- Ensure that all digital images are 300dpi or higher
- Supply captions for all figures and tables, and headings for all boxed text.

7. Figures, tables and boxes

- Figures, tables and 'floating' boxed text should not be supplied embedded into the manuscript itself but rather supplied as separate digital files (Word or Excel). Save each figure/table/box in a separate file and name them by chapter – i.e., Figure 1.1, 1.2; Table 2.1, 2.2 etc.
- Ensure that you place a call-out in the manuscript to indicate where each figure/table/box should be placed – e.g., << Figure 1.1 HERE>>
- Format tables as true tables (e.g., using Microsoft Word's 'Insert Table' function) rather than using another method. Avoid the following, as they can make processing problematic and subject to error: the use of tabs to create pseudo-columns; the use of a proper table, but rows created using returns or line breaks rather than inserting a new row in the table; a table supplied as an image; tables with so many columns that it cannot fit on a page.
- Please supply captions for all figures and tables, and headings for all boxed text
- Include the caption with the table and list any source line beneath the table

8. Further reading sections

- The reference list/bibliography for each chapter should be placed at the end of the chapter, if relevant.
- Ensure that your references are consistently presented in terms of: the order in which details are listed; use of capitalization; use of italics and punctuation.
- Book and journal titles should always be in italics.
- Ensure that each entry includes all publication details as applicable: author/editor name(s) and initials; date of publication; book or article title; journal title and volume number; place of publication; publisher; page numbers for chapter or journal articles.
- It is essential that the reference list/bibliography includes every work cited by you in the text.

9. Appendixes

- Appendixes can be included at the end of the book if required. If you wish to do so, please supply the material and as separate Word document.

10. Glossary

- There will be a glossary at the end of the book. Please provide any content for this document as a separate word file.

11. Your details

- When providing your manuscript, please provide the information to be used to describe you – ie, name, company, position.
- Please also supply no more than 100 words summarising your experience for the *Notes on Contributors* section of the book.
- Please also supply your mailing address and email (not for publication).

12. Company / client logos

- Please supply any logos that you wish to be included on the book's back cover. Please note that we cannot guarantee the inclusion of logos.

13. Editing

- Following receipt of all chapters, PN / LM may make suggestions for improvements, or to maintain a consistent style across all chapters. We will provide two weeks for you to respond to any queries and will aim to work constructively with you. However, please note that in the event of any disagreement, the editors' decision is final.

14. Copy-editing queries

- It is possible that further queries may arise at the copy-editing stages. We will provide two weeks' for you to respond to any queries and will aim to work constructively with you. However, please note that in the event of any disagreement, the editors' decision is final.

15. Libel and defamation

- Please refer to the [Taylor and Francis Author Guidelines section 5](#) for your legal responsibilities in relation to libel and defamation.

16. Permissions

- Provide written permission for all case studies, screenshots, and images in writing.

17. Secondary use of chapters

- Chapters should not be reproduced in any form (on or offline) prior to the book being published. Copyright will be held by Penny Norton and Liz Male. We encourage reproduction of material produced for the book but it should always be cited with reference to the book and a link to the Routledge website.

For examples of all of the above, see [Public Consultation and Community Involvement in Planning](#) chapters and accompanying information in Word format available from Penny Norton.

If you have any questions, please get in touch with Penny Norton (01480 471000; penny@pnprlimited.co.uk) or Liz Male (01234 712 279; liz@lizmale.co.uk).