Stylesheet Basler Afrika Bibliographien

To guarantee a smooth publication process, it is important that you ensure the text and figures of your manuscript are complete and final when submitted to us. We will then handle all the typesetting and production processes from that point onwards. To help you, there are a few guidelines, and reference standards that make submitting your book manuscript quick and easy.

Manuscript

In general, make the appearance of the manuscript as simple as possible. Avoid desktop publishing effects!

a. All manuscripts must be typed in Microsoft Word.
b. Either *British* or *American* English can be used but be consistent within your book.
c. Avoid unusual fonts.
d. Use a single main font for the entire text.
e. Do not use any headers or footers other than page numbers.
f. Do not insert manual hyphenation and do not use formats such as framing, centring or shading.
g. Check your manuscript for accuracy of language and any references/citations before submission.

Headings and Table of Contents

A well-structured text and meaningful headings make it easier for the reader to get a general idea of the text.

a. Please use the decimal system of headings with no more than three levels:
   1. Chapter
   1.1 Section
   1.1.1 Subsection

   This helps us determine the level of the heading. Please note that the decimals will be deleted in the final layout.

b. In cross-references, please give the chapter or section number (e.g., see Chapter 3.5.1). Please highlight them so we can make sure they still work when the decimals are deleted.

Technical Terms, Abbreviations

a. Ensure that the spelling of names, terms, and abbreviations is consistent, including in tables and figure legends.
b. Abbreviations, except for very commonly ones, must be defined the first time they are used.
c. A complete list of abbreviations used must be supplied with the manuscript.

Quotations

a. Use double quotation marks ("and") for quotes.
b. Use single quotation marks ('and') for quotes within quotes.
c. Short quotations (no more than about three lines) should be run on (i.e., included within the text) and enclosed within double quotation marks.
d. Longer quotations (more than forty words) should appear as a separate block and indented left and right. They are *not to be enclosed within quotation marks*.
e. All quotations should follow the original text exactly in wording, spelling, and punctuation. Any additions by the author should be indicated by square brackets. Indicate omissions by ellipsis points without brackets (with a blank space before and after, like … this).

References
We don't prefer any style of references, but please make sure they are consistent.

Index
a. If an index is desired, please submit the index entries with the manuscript
b. Use the indexing function in Word to identify the index terms.
c. Information should be listed under the term that most readers will probably look at first. Use cross-references to list variations or written-out versions and abbreviations/acronyms.
d. Use no more than two levels – main entry and subentry.

Figures, tables and illustrations

Files
a. Photos or drawings with fine shading must be submitted separately as tiff or jpg files with a minimum resolution of 300 dpi.
b. Graphics and diagrams must be saved as EPS files with the fonts embedded. Scanned graphics in TIFF format should have a minimum resolution of 1200 dpi.

Numbering
Number the figures by chapter using the chapter number (e.g., Fig. 1.1 for the first figure in Chap. 1). Please highlight any references to the pictures in the text.

Captions
a. Give each figure a concise caption, describing accurately what the figure depicts. Please submit the captions for all figures in a separate word file.
b. If a figure is reproduced from a previous publication, include the source as the last item in the caption, usually in the form of a reference citation.

Final Check and Submission

1. Check the table of contents for the correct sequence of part, chapter and heading numbering and update the chapter titles and subheadings if necessary
2. Ensure the text and figures of your manuscript are complete and final
3. Submit your manuscript. Please include:
   a. Original source file (Word) without photo and figure files
   b. Separate folder with photo and figure files
   c. A PDF file of your manuscript with the photos and figure files embedded at the desired position in the text. *Please check the PDF to ensure that the text appears as it should!*
4. Ensure all third-party permissions have been obtained.