

# 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 make sure you use hyphens, m-dashes and n-dashes correctly (see <https://www.merriam-webster.com/grammar/em-dash-en-dash-how-to-use> for more information).
- g. do not use formats such as framing, centring or shading.
- h. Check your manuscript for accuracy of language (use spellcheck) 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. Please ensure that all your headings are capitalised correctly (cf. Heading Capitalisation)
- c. In cross-references, please give the chapter or section number (e.g., see Chapter 3.5.1). Please highlight them in yellow so we can make sure they still work when the decimals are deleted.

### **Heading Capitalisation**

Please ensure that all your titles and headings are capitalised correctly.

- a. Capitalize the first word of the title/heading and of any subtitle/subheading
- b. Capitalize all major words (nouns, verbs including phrasal verbs such as “play with”, adjectives, adverbs, and pronouns) in the title/heading, including the second part of hyphenated major words (e.g., Self-Report not Self-report)
- c. Capitalize all words of four letters or more.

### **Technical Terms, Abbreviations**

- a. Ensure that the spelling of names, terms, and abbreviations is consistent, including in tables and figure legends.
- b. Abbreviations 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 (less than 40 words) should be run on (i.e., included within the text) and enclosed within double quotation marks.
- d. Longer quotations (more than 40 words) should appear as a separate block 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 in square brackets like this: [...]

## References

We do not have a preferred citation style. You may choose between the Modern Language Association (MLA) style, The American Psychological Association (APA) style, or the Chicago Manual of Style (CMOS) but please make sure you **choose one and use it consistently!** Use the following chart for a direct comparison of all three citation styles:

[https://owl.purdue.edu/owl/research\\_and\\_citation/using\\_research\\_documents/2024citationchart.pdf](https://owl.purdue.edu/owl/research_and_citation/using_research_documents/2024citationchart.pdf)

## Index

- a. If you would like to include an index, please submit a **concordance file** with the manuscript. A useful guide on how to create such a concordance file will be provided by us.
- b. 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.
- c. Use no more than two levels – main entry and subentry.

## Permissions

- a. If excerpts from copyrighted works (including websites) such as illustrations, tables, animations, or text quotations are included in your manuscript, please obtain permission from the copyright holder (usually the original publisher) **for both the print and online format**.
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## Figures, tables and illustrations

### Files

- a. All photos or drawings with fine shading must be submitted separately as tiff or jpg files with a **minimum resolution of 300 dpi**.
- b. All 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 figures 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, the 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. **The original source file** (Word) **without** photo and figure files
  - b. A 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!
  - d. A complete list of abbreviations
  - e. A complete list containing the captions for all figures
  - f. **The concordance file** so we can create your index
4. Ensure all third-party permissions have been obtained.