

ACUMEN **INSTRUCTIONS FOR AUTHORS**

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1. PRESENTATION OF THE MANUSCRIPT

Please supply your text in Microsoft Word.

If special characters or fonts have been used, supply a PDF file of the complete manuscript in addition to the MS Word file.

Number pages consecutively throughout.

Use UK English spelling and punctuation (see §5.8, §5.9).

Use Word's footnote function for notes.

Use bold text for primary subheads, bold italics for secondary subheads and italics for tertiary subheads. Do not use section numbering unless you have cleared this with your commissioning editor.

Include copies of all permissions received (see §3).

2. PROCEDURE

All Acumen books are copy-edited and proofread. Once your commissioning editor has passed the manuscript into production you will be contacted with a suggested schedule. At that stage, please let your contact know whether you will be unavailable for any stretches of time over the ensuing months.

Acumen usually supplies copy-editing queries with first proofs. You have the opportunity at that stage to make amendments to the text, so you will be asked to proofread the text carefully in addition to supplying the answers to queries. Once your corrections and responses have been incorporated, you will be sent revised proofs for final checks and indexing (see §8). At that stage you will be able to make essential corrections only, as the pagination must remain intact for you to prepare the index.

If you prefer not to prepare the index, Acumen can commission an indexer on your behalf, at a cost to you. Please let your commissioning editor know if that is your preferred option.

3. PERMISSIONS

Permission is required to quote from works that are in copyright, and it is the author's responsibility to clear permissions before the manuscript is passed into production. In the UK, copyright is retained until seventy years after the death of the author; in the US works published before 1978 may be protected for seventy-five years from the death of the author.

Quotations used for the purposes of criticism or review are covered by "fair dealing", and permission is not normally required in these cases. The Society of Authors and the Publishers Association guidance states that they would usually regard as fair dealing the use of up to 400 words in a single extract, or 800 words in a series of extracts (each up to 300 words) from a prose work, or up to forty lines from a poem, provided that the extract from the poem does not exceed a quarter of the poem's total length. Longer extracts, or extracts that could be considered to constitute a vital or substantial part of the original work require permission.

Song lyrics always require permission (even a couple of lines), as do tables, illustrations, photographs and maps.

For further information, including guidance on what to include in your permission request letters, see www.copyrightservice.co.uk, Fact Sheets P-09 and P-13, and www.societyofauthors.org, FAQs. Your commissioning editor can advise on print run, distribution and publication formats.

For details of presenting and sourcing quoted material, see §5.1, §6.

4. TABLES, MAPS AND ILLUSTRATIONS

Supply maps, illustrations and tables separately from the main text, and indicate the position in the text, for example [INSERT Table 1].

Supply a caption for each table or illustration.

Use Word's table function to prepare tables.

Simple line drawings will be redrawn. Maps and complex illustrations and photographs should be supplied electronically (TIFF, JPEG or EPS with fonts embedded). We require line artwork at 600 dpi at publication size, and photographs at 300 dpi. We can check suitability before the manuscript is passed into production, so discuss illustrations with your commissioning editor early in the process.

5. HOUSE STYLE

5.1 Quoted extracts

It is the author's responsibility to make sure that quoted extracts from other people's work are reproduced accurately (and see §3). Follow the original text in the use of capital letters, italic or bold text, spelling and punctuation. If you add italics for emphasis, include the words "emphasis added" in the source citation. Indicate the omission of any words by three spaced points ... (an ellipsis), but omit ellipses at the start or end of each extract.

Enclose in square brackets any text that you add to a quotation.

Display quotations longer than four lines of typeset text (approx. forty-five words). There is no need to include quotation marks around displayed quotations. Run on shorter quotations in the text. Use double quotation marks, and single quotes within double.

Closing quotes should precede punctuation unless the quoted sentence is complete.

Take care to source all quotations, and make sure that the sources are listed in the bibliography. See §6.

The remaining advice in §5 is used by our copy-editors to edit Acumen's books to a consistent style. We do not expect authors to follow this slavishly, but it is supplied here as a resource for you in the preparation of your manuscript and an indication of the work that may be done in copy-editing. Other useful resources are The Oxford Dictionary for Writers and Editors (Oxford: OUP, 2005) and New Hart's Rules (Oxford: OUP, 2005) and The Chicago Manual of Style, 15th edn (Chicago, IL: University of Chicago Press, 2003).

See §6 for bibliographic referencing.

5.2 Abbreviations

Avoid contractions "don't", "can't", "I'll" and so on in normal prose.

Spell out "for example", "that is" and "and so on" in the text but use the abbreviations "e.g.", "i.e." and "etc." in parenthetical remarks. Note that these abbreviations are not followed by a comma.

Spell out all abbreviations (except SI units) at their first occurrence, and if the book uses unfamiliar abbreviations, supply an alphabetical list (with explanations) to be printed in the prelims.

Punctuate truncations (Prof., vol.) but not contractions (Dr, Mr, St, vols). EXCEPTIONS: no., pp., ff., cf.

Use English rather than Latin wherever possible (e.g. "see above" rather than "*v. supra*", "namely" rather than "*viz.*") (see §5.4). Avoid: *et seq.* (use a specific page range or ff.), *op. cit.*, *idem* and *loc. cit.* (use short titles in notes; see § X.X); *supra* (use "see above"). EXCEPTIONS: *et al.*, *ibid.*, *sic*

Do not include points in sets of initials/acronyms, except for initials in personal names.

Smith v. Jones in legal cases; otherwise spell out "versus".

In summary:

Initials:	UK US BBC NATO
Measures:	Hz lb m mm per cent
Text:	cf. e.g. <i>et al.</i> esp. etc. ff. Fig. <i>ibid.</i> i.e. no. pp.
Times/dates:	1994CE 300BCE 9.30am 4pm c.1880
Titles:	Dr Mr Prof. St

5.3 Capitals or lower case?

Acumen's preferred style is to keep use of capital letters to a minimum. Use capital letters for proper nouns and trade names and to start headings or titles.

- Enlightenment, German idealism, idealism, scepticism, Stoicism, utilitarianism
- continental philosophy, Copernican revolution, law of excluded middle, principle of sufficient reason
- subjects – economics, biology, history
- government, parliament, Commons, House, Lords

- the foreign secretary, the professor, the president, the king, the university, but President Clinton, Professor Smith, Henry VII, the University of Durham
- lower case for church, but the Roman Catholic Church, Protestant, Catholic, Orthodox Judaism, Judaeo-Christian
- First World War, Second World War, Big Bang
- Suite in F minor, Beethoven's Fifth Symphony, Allegro con brio (movement)
- easterly, eastwards, northwest, western Europe, the North of England, the Midlands, South Africa, southern Africa, the West

5.4 Foreign words

Italicize text in foreign languages except for proper nouns and words that are now commonly used in English (e.g. cafe, naive, avant-garde, status quo). Italicize: *a priori*, *a posteriori*, *et al.*, *ibid.*, *reductio ad absurdum*, *cogito*, *Dasein*, *qua*.

Include translations of foreign words or phrases (including book or article titles) in ordinary brackets in the text and within extracts, and in square brackets in bibliographic references and after displayed extracts.

Translations of titles are capitalized sentence style.

Use English place names (e.g. Munich not München, Florence not Firenze).

5.5 Italics

Titles should be in italics: books, journals, operas, collections of poetry and long poems, paintings and plays.

EXCEPTIONS: the Bible, the Koran, books of the Bible, song titles.

Also use italics for emphasis (*sparingly*).

See §5.4 for foreign words.

5.6 Lists

Use 1, 2, 3, ... only if the list is a *sequence* of events (e.g. points in a proof).

For both run-on and displayed lists, use (a), (b), ... followed by (i), (ii) ... but use bullet points (•) for displayed lists in which the items are not again referred to.

Points in an argument are indicated by “First, secondly, thirdly, ...” (not “First, second, third” or “Firstly, secondly, thirdly”).

5.7 Plural or singular?

Data, errata, media, strata and criteria are all plurals. Collective words “government” and “administration” should be treated as singular.

“A number are” (i.e. plural), but “the number is” (i.e. singular).

“None” means “not any”, and so may be followed by a plural verb (“none were taken”), but “neither” as an adjective or pronoun must be followed by a singular verb (“neither was available” *not* “neither were available”).

5.8 Punctuation

No serial (Oxford) comma (A, B and C; not A, B, and C) except in complex sentences, where the comma helps the reader.

Use double quote marks, single within double, for both quotation and scare quotes (unless special usage of single quote marks has been agreed).

Possessives

Form the possessive for singular names ending with an s, x or z with 's (e.g. Marx's theories, Williams's practice). Form the possessive for plurals or for singular words that look like their plurals with the apostrophe alone (e.g. ethics' basis, the United States' role).

EXCEPTIONS

Form the possessive without the “s”:

- throughout books on ancient philosophy (Plotinus' work)
- for names of two or more syllables ending in the “eez” sound (e.g. Socrates' teaching)
- for names ending in a silent “s” (e.g. Camus' works, Descartes' theories).

Dash, solidus and brackets (parentheses)

Use a solidus, “/”, to denote a boundary (e.g. Iran/Iraq frontier, air/water interface). Take care to use “and/or” if that is what is meant, rather than a solidus alone.

Use an en-rule, “–”:

- to separate words of a compound noun or adjective if they are of equal status (e.g. mind–body dualism, analytic–synthetic distinction).
- to separate pairs of dates and numbers in a page range (e.g. 1914–18).
- to set off a parenthetical phrase – as here – but not at the end of a phrase in place of a semicolon or colon.

For normal text, use parentheses, “()”. Use brackets “[]” for editorial comment (in quoted text for example). Use brackets within parentheses.

5.9 Spelling and hyphenation

Use UK English spelling, unless directed otherwise by the volume or series editor. Do not rely on your word-processor spellchecker alone, but make sure its language is set to UK English if you do use it.

Use the “-ze” ending rather than “-se” for words such as organize, but note that the following words *always* take the “-se” ending:

advertise	advise	apprise	chastise	circumcise
comprise	demise	despise	devise	disguise
emprise	enterprise	expertise	excise	exercise
expertise	franchise	improvise	incise	merchandise
misadvise	premise	prise (open)	revise	supervise
surmise	surprise	televise	treatise	

Hyphenation

Hyphenate compound structures when the hyphen is essential for meaning. There is an appreciable difference between a “deep green sea” and a “deep-green sea”. NOTE: the use of commas to divide multiple adjectives can resolve uncertainty in some cases.

Check a dictionary for prefixes such as anti-, extra-, inter-, non-, over-, pre-, post- and under-. Some can be run on, and some require a hyphen.

Some Acumen spelling preferences

although (not though)	analyse	among (not amongst)
ant climax	anti-realist	arch-rival
break-even	by-law	clear-cut
coordinate	counter-example	common sense
common-sense (adj.)	court(s) martial	court-martial (vb.)
day-to-day (adj.)	decision-making	end-point
enquiry (but official inquiry)	homeowner	in so far as
interrelated	judgement	ice-sheet
life-long	macroeconomics	make-up
metaethical	Muslim	non-circular
nonetheless	nonexistent	overestimate
over-optimistic	policy-maker	postmodern
postwar	pre-exist	pre-war
scepticism	single-minded	space-time
spatiotemporal	standpoint	starting-point
supranational	truth-value	twofold
underestimate	up-to-date (adj.)	viewpoint
while (not whilst)	worldview	

5.10 Style and miscellaneous preferences

Bias and parochialism

The book will be sold around the world. Substitute “Britain” and “British” for “this country” and “our” respectively.

Use “in the late 1990s” and “in the twentieth century” rather than “recently” and “in the last century”.

Avoid “he/she” or “his/her” by reworking the sentence. Or select one or the other (using a mixture throughout the book to avoid gender bias)

That or which?

Use “that” for defining clauses and “which” (preceded by a comma) for non-defining clauses. Consider the difference, for example, between “the sound, which was coming from the street, was loud” (there was only one sound) and “the sound that was coming from the street was loud” (there were more sounds, but we’re talking about the one coming from the street).

Miscellaneous Acumen preferences

- Describe countries, ships and so on as “it” not “she”.
- Use “a” *not* “an” in “a historical ...”, “a hotel”.
- Position “both”, “neither” and “only” as closely as possible to the phrase they qualify.
- Something is inherently “complex” but it can be “complicated” by something external.
- Move “towards” something; or “forwards” (*not* toward or forward).
- “around the round object”;
- “although” *not* “though”;
- “while” *not* “whilst” (ideally, restrict “while” to temporal usage – alternatives include “whereas”, “although”);
- “among” *not* “amongst”.

Avoid:

- “last” when you mean “past” or “previous” (e.g. in the past twenty years) because “last” implies finality;
- “less” when you mean “fewer”, “numerous” when you mean “many”, “a small number of” when you mean “few”, “a number of” when you mean “some” or “several”, and “the majority of” when you mean “most”;

- “due to” (except after a noun phrase); use “owing to” or “because of”;
- “likely” when you mean “probably” and “envision” when you mean “envisage”; take care to avoid other Americanisms.

5.11 Numbers

Spell out one to ninety-nine in text. EXCEPTIONS: dates (see §5.12) and exact measurements accompanied by units. Higher round numbers (e.g. “two hundred”) should be expressed in words. Avoid ambiguity (i.e. 2,000–3,000 NOT 2–3,000).

Elide page numbers and dates as far as possible. NOTE: 11 to 19 in each hundred retain the “tens” digit (e.g. 11–14, 4513–17), and repeat the “tens” if the first number ends in zero (e.g. 30–34, 4750–54).

Write per cent *not* percent, and use digits: 25 per cent. Use % only if there are many such numbers and in tables.

An American billion is a thousand million and a British billion is a million million. Use 1,000 million to avoid confusion. Use commas in thousands, and put decimal points on the line.

5.12 Time and date

- 21 June 1994 (no commas).
- 1980s (NOT 1980’s, ’80s, eighties, nineteen eighties) and fifteenth century (NOT 15th century). NOTE: mid fifteenth century (noun), but mid-fifteenth-century (adjective).
- BCE and CE (NOT AD and BC). NOTE: small caps.
- 18.00h, six o’clock or 6pm – but be consistent!
- past ten years – avoid the finality of *last* ten years. And a ten-year period, but in ten years’ time.
- When writing of a stretch of time between two years use “from 1945 to 1950” or “1945–50”, NOT “from 1945–50”, and elide to the shortest pronounceable form (e.g. 1904–7, 1970–75, 1923–34, 1914–18, etc.).

5.13 Money and SI Units

Do not use £ and p or \$ and c in the same expression – £5.25 NOT £5.25p.

Use imperial measurements only in historical context. The basic SI units are: metre (m), kilogram (kg), second (s), ampere (A), kelvin (K), candela (cd) and mole (mol).

6. BIBLIOGRAPHIC REFERENCES

Acumen’s usual style of referencing is name–date format. Note the punctuation, abbreviations (eds, edn, trans., vol.) and order and positions of parts of the reference in the bibliography.

Text and notes citation

- Text and notes citations require surname, date and specific page reference (where necessary). EXAMPLES: Smith (2001: 34), (Smith 2007).
- Use the ampersand (&) in pairs of author names in citations in parenthesis, but “and” in the text. EXAMPLE: Smith and Jones (2001); (Smith & Jones 2001: 34).
- For more than two authors, use *et al.* after the first author’s name. EXAMPLE: Smith *et al.* (2001).
- Where two or more authors with the same surname are cited, include initials. EXAMPLE: (G. Smith 2001; J. Smith 2007).
- Separate publications using semicolons (except where citation does not include page numbers). EXAMPLE: (Smith 2001: 27–54, esp. 42; Smith & Jones 2003: 34; 2007: 30–31). EXCEPTION: (Smith 2001, 2003).
- For a recent publication of a much older title, the reader may find it helpful if the original publication date is included in square brackets before the recent publication date in both text citation and bibliography listing.
- For translations of foreign books, use the date of the version quoted from and ensure that it is included in the bibliography.

Bibliographic reference

- Always italicize volume titles, and journal names, and spell out journal names. It is not necessary to include the name of the series that books appear in, but if required it should be listed just before the publisher details.
- List in full all authors in multi-author works, unless there are more than seven of them. Note that the initials for the first author follow the surname.
- For books include both place of publication (the head office of the publisher) and the publisher; journal publishers are not identified.
- Use letters a, b, c, etc. after the date to distinguish multiple references from the same year.

- Multiple entries for a single author appear in chronological order. Joint works with one other author should then be listed in alphabetical order by surname (and chronologically within each author pairing), followed by joint works with three or more authors listed chronologically.
- If an edited volume is referred to three times or more, list it as a separate entry in the bibliography, and refer to it as shown below (CHAPTER IN EDITED BOOK CITED MORE THAN TWICE).

Examples of bibliographical references

Books

Martinich, A. P., F. Allhoff & A. J. Vaidya 2007. <i>Early Modern Philosophy: Essential Readings with Commentary</i> . Oxford: Blackwell.	MULTIPLE AUTHORS
Ayer, A. J. (ed.) 1959. <i>Logical Positivism</i> . New York: Free Press.	SINGLE EDITOR
Michael, M. & J. O'Leary-Hawthorne (eds) 1984. <i>Philosophy in Mind</i> . Dordrecht: Kluwer.	TWO EDITORS
H. G. Liddell, R. Scott & H. S. Jones, 1968. <i>A Greek-English Lexicon</i> , 9th edn. Oxford: Clarendon Press.	LATER EDITION
Peirce, C. S. 1960. <i>Collected Papers</i> , 8 vols, C. Hartshorne & P. Weiss (eds). Cambridge, MA: Harvard University Press.	MULTI-VOLUME WORKS
Broad, C. D. 1933. <i>An Examination of McTaggart's Philosophy</i> , vol. 1. Cambridge: Cambridge University Press.	SINGLE VOLUME OF MULTI-VOLUME WORK
Bridgman, P. W. [1927] 1954. <i>The Logic of Modern Physics</i> . New York: Macmillan.	RECENT PUBLICATION OF OLDER TEXT
Habermas, J. 1987. <i>The Philosophical Discourse of Modernity</i> , F. G. Lawrence (trans.). Cambridge, MA: MIT Press.	TRANSLATION
Adorno, T. W. 2000. <i>Metaphysics: Concepts and Problems</i> , E. Jephcott (trans.). Stanford, CA: Stanford University Press. Originally published in German as <i>Metaphysik: Begriff und Probleme</i> (Frankfurt: Suhrkamp, 1965).	RECENT TRANSLATION OF OLDER FOREIGN TEXT

Chapters, papers, newspaper articles, websites

Names appear in the same form as for books. Use issue numbers in addition to volume numbers where they are available. For other information, see the examples below.

Quine, W. V. 1961. "Two Dogmas of Empiricism". In his <i>From a Logical Point of View</i> , 2nd edn, 20–46. Cambridge, MA: Harvard University Press.	CHAPTER IN AUTHORED BOOK
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Moore, A. W. 2007. "Realism and the Absolute Conception". In <i>Bernard Williams</i> , A. Thomas (ed.), 24–46. Cambridge: Cambridge University Press.	CHAPTER IN EDITED BOOK
Moore, A. W. 2007. "Realism and the Absolute Conception". See Thomas (2007), 24–46.	CHAPTER IN EDITED BOOK CITED MORE THAN TWICE
Moran, R. 1994. "The Expression of Feeling in Imagination". <i>Philosophical Review</i> 103 (1): 75–106.	JOURNAL ARTICLE – PRINTED
Bongie, C. 2003. "Exiles on Main Stream: Valuing the Popularity of Postcolonial Literature". <i>Postmodern Culture</i> 14 (1), www.iath.virginia.edu/pmc/issue.903/14.1bongie.html (accessed November 2008).	JOURNAL ARTICLE – ONLINE
Bunting, M. 2009. "Big on Morals – But Big on Moralising Too". <i>Guardian</i> (7 July): 9. www.guardian.co.uk/world/2009/jul/07/madeleine-bunting-popes-message (accessed August 2009).	NEWSPAPER ARTICLE – PRINT AND ONLINE
Bersch, D. 2009. "Serious Political Philosophy and Nietzsche". Paper presented at the annual meeting of the Midwest Political Science Association 67th Annual National Conference, 2 April, Chicago, IL.	UNPUBLISHED CONFERENCE PAPER/ MEETING PAPER
Held, V. 1999. "Feminist Ethics". In <i>Proceedings of the Twentieth World Congress of Philosophy, vol. 1: Ethics</i> , K. Brinkmann (ed.), 41–9. Charlottesville: VA: Philosophy Documentation Center.	PUBLISHED CONFERENCE PROCEEDINGS
Clarke, B. 1994. "Are There Intrinsic Values in Nature?". Master's thesis, Department of Philosophy, Lancaster University.	THESIS
deVries, W. "Sellars, Animals, and Thought", www.ditext.com/devries/sellanim.html (accessed May 2005).	WEB-PAGE
Allende, Isabel 2008. "Elders Part 3 – Isabel Allende". In <i>Enough Rope with Andrew Denton</i> , 30 June 2008. Australia: ABC 1. Transcript available at www.abc.net.au/tv/enoughrope/transcripts/s2289911.htm (accessed February 2009).	TELEVISION TRANSCRIPT

7. INDEXING

We usually publish one index incorporating both author and subject indexes. If there are any reasons why your book should have separate indexes, please discuss this with your commissioning editor. Keep your intended readership in mind. You need to consider two things: the most significant words in each discussion; and the information the reader is likely to look up under a particular word or phrase. You do not need to include the main theme of the book or any of the chapter titles. In most cases it is best to prepare the index in the traditional way, making a manual alphabetical word list while reading the text. The index could be edited, so include too many terms rather than too few.

- Capitalize terms only if they are capitalized in the text.
- Entries with more than a dozen page numbers are not useful to the reader – break them up with subentries.
- Use qualifiers in parentheses next to the word rather than treating them as index subheadings: e.g. Mercury (the planet).
- Alphabetize subentries according to the first principal word, ignoring any preceding prepositions and articles.
- Make sure no entry consists of an adjective alone.
- Refer to other entries using *see* (for a direct cross-reference) or *see also* after the list of page numbers.
- Type the index double-spaced in a single column.
- Distinguish text, tables and illustrations by typing the numerals in roman, bold and italic type, respectively. Insert a lower case italic *n* directly after the page number if the index entry refers to a footnote (but not where notes are collected at the end of the book or chapter).
- Indent subentries with one tab, sub-subentries with two.
- Elide page numbers (see example below), and separate page numbers in a list with a comma and a single space: 45, 54, 90–91, 97–8, 102, 113–15, 130–33, 200–201.
- Place a double space after the main entry and before the first page number. Note that there is no punctuation here, just the double space.
- Remember to space initials e.g. Wodehouse, P. G. – not Wodehouse, P.G. or Wodehouse, P G
- Leave one line space between alphabetical groups.

Examples of index entries

aboutness 10, 51–4, 59–60, 101, 134, 169, 173, 176, 267, 272, 282; *see also* intentionality

access consciousness *see* consciousness

Allison, Henry 78, 78*n*, 81*n*, 83, 85–6, 285

Arnauld, A. ix, 16–17, 43, 110*n*, 128–31, 283, 287

authority (first person) 45, 76, 112, 151–2, 243–4, 257

Cartesian introspective model (inner observation model) 25–6, 29, 242, 279

causal closure of the physical 50, 167, 213, 219, 263, 266

conscience 162–3

consciousness

- access 44, 48–9, 51, 134, 149, 260, 265, 290
- introspective 34, 40–41, 243, 257–8
- organism (minimal) 34, 35–6
- perceptual 34, 37–8, 40–41, 124, 255, 280
- phenomenal 22, 34, 39–40, 124, 255, 258, 280

contiguity 247, 251–5, 259–60, 263

Cornman, James W. 190*n*, 286