Wolters Kluwer

KLUWER LAW INTERNATIONAL

AUTHOR GUIDELINES FOR BOOKS

Contents

Introduction

Kluwer Law International provides invaluable publications for practitioners and academics worldwide. Authors can expect a high level of professionalism, from the early stages of production through to distribution and marketing. We look forward to working with you and to building a positive and enduring working relationship.

These Author Guidelines contain vital information on the publication process of books. It includes a concise overview of the publication process, a section on the potential components of a manuscript, a guide on writing content to achieve maximum exposure, and finally a checklist before submission of a manuscript. For further information on style, we kindly refer you to the Kluwer Law International House Style Guide.

For your convenience, both the Author Guidelines and the House Style Guide can also be found on the Wolters Kluwer Author Portal (authors.wolterskluwerblogs.com), under the heading 'Guidelines'.

Concise Overview of the Publication Process

Process Steps	Kluwer Law International Action	Author Action
1. Book Proposal	– The Acquisition Manager (AM) reviews the proposal and responds to any queries from the Author about ideas/projects. – If applicable, the proposal will be sent to a Series Editor or Editorial Board for consideration. – The AM submits the official proposal to Kluwer Law International management, and informs the Author of the outcome.	The Author contacts one of the AMs with a proposal for a book by submitting a completed Author Questionnaire (available on the contact form at Wolters Kluwer Author Portal), either via the contact form or via email.
2. Book Contract	– Subject to approval of the proposal, the AM sends a contract to the Author. – In case of a contributed volume, the AM also sends a Consent to Publish form to the General Editor. – Once the contract has been countersigned by Kluwer Law International, a copy will be returned to the Author.	– The Author signs the contract and sends it back to the AM for countersignature. – In case of a contributed volume, the General Editor informs the contributors and sends them the Consent to Publish form for them to sign.
3. Writing Stage	The AM regularly contacts the Author for a status update.	The Author keeps the AM informed on the project, including any changes in content, planning or other important developments that may impact the project.
4. Sample Chapter	*If agreed that a sample chapter is not required, proceed to phase 5.* – The sample chapter is reviewed by the AM, the Kluwer Law International production vendor (NewGen), and, if applicable, the Series Editor. – After review, the AM sends the Author feedback on structure, language, content and/or style.	– The Author submits a sample chapter to the AM. For multi-contributor manuscripts, the General Editor of the project submits one sample chapter to the AM that best represents the book in its entirety. – The Author may receive comments on the sample chapters. Accordingly, the Author may need to resubmit a sample, depending on the comments received. For multi-contributor manuscripts, it is the General Editor's responsibility to pass on all comments to the contributors.

Process Steps	Kluwer Law International Action	Author Action
5. Manuscript Submission*	— The manuscript is reviewed by the AM and, if applicable, the Series Editor. — The AM sends it on to the vendor (NewGen).	— The Author submits the complete and final manuscript, including features & benefits, summaries, chapter keywords and full keyword list for the index (*see also the House Style Guide and the Manuscript Checklist below).* — Whenever (extensive) passages have been quoted and/or tables or illustrations from protected materials have been used, the Author should provide the written consent of the owner(s) of the intellectual property thereof. — In case of a contributed volume, the Editor should include the Consent to Publish forms for all contributors.
6. Manuscript Review**	— After receipt of the manuscript, the vendor (NewGen) sends an introductory e-mail, with an invitation for an 'Author Editorial Review (ER) Intake meeting'. This meeting will be held by phone, during which the vendor (NewGen) will outline the findings of their initial review of the manuscript, and discuss any special requests or questions. — The vendor (NewGen) also sends an e-mail with an initial production schedule, requesting the Author to confirm their availability and overall ability to adhere to the scheduled planning, especially the proof stage. — At the appointed time, the vendor (NewGen) sends the final copyedited Word file (with track changes) to the Author. A Galley PDF will be provided together with the copyedited Word files. The Galley PDF is intended to give the Author a vision on the final print product.	— The Author approves the final version of the manuscript by accepting or rejecting the changes in the Word file. This is the last opportunity for additions, deletions or corrections. The Galley PDF is not meant for marking corrections. Only the copy-edited Word files can be used to insert corrections. — The final Word file must be sent to the vendor (NewGen) within the time indicated in the production schedule. This final, approved manuscript will be typeset without any further editing. — The Author approves the promotional text that will serve as the basis for all marketing content
	Process Time: 5 weeks (or a max. of 9 weeks depending on number of contributors, pages and level of editing)	Correction Time: 2 weeks (or a max. of 3 weeks depending on number of contributors and pages)

Process Steps	Kluwer Law International Action	Author Action
7. Final Stage	— The vendor (NewGen) reviews the corrections for clarity and relevance and consults with the Author if there are any queries. — The compositor incorporates the corrections and adds the final index. — The vendor (NewGen) checks the final PDF against the corrections and ensures that the index is complete and correct. — The vendor (NewGen) prepares a proof of the cover and sends it to the Author.	The Author: — Informs NewGen whether changes are required to the postal address(es) provided during the ER intake meeting for delivery of complimentary copies. — Checks the index, if applicable, and sends his/her approval to the vendor (NewGen). — Checks the spelling of his/her own name and that of the title of the book. The back cover text, if applicable, should be checked for any latent typographical errors only. Any errors on the cover should immediately be reported to the vendor (NewGen).
	Process Time: 5 weeks with index; 4 weeks without index, depending on the number of pages and corrections.	Time: 2 days
8. Printing, Distribution and Promotion	— The vendor (NewGen) sends the final proofs to the printer. — Upon completion of printing and binding, the books will be delivered to the distribution center (unless produced on demand). — Free copies will be sent to the Author once published. — Digital offprints will be emailed to the Author by the vendor (NewGen). — If applicable, the files of the book will be uploaded and published online on one of the Kluwer Law International websites at the same time.	
	Process Time: 3 weeks (excluding distribution/delivery time)	

* The approximate overall publication process, from delivery of the complete manuscript until publication of the book, is estimated to take about four months.

** Definitions of copyediting

All manuscripts submitted into Kluwer Law International's production process are automatically copyedited according to its [House Style Guide](#). Content and language are assessed for the correct 'copyedit level' to be applied (light, or medium-level). These levels are defined as follows:

LEVEL 1: LIGHT

— Kluwer Law International House Style to be applied, unless otherwise stated.

— Grammar checked, with a focus on technically-correct grammar.

LEVEL 2: MEDIUM

— Kluwer Law International House Style to be applied, unless otherwise stated.
— Grammar checked to also show a better understanding of the text, which includes making good stylistic corrections and choices, rather than simply checking that the text is 'technically' correct.

LEVEL 3: HEAVY

— This level is for content that is assessed as 'unpublishable' at time of submission to Kluwer Law International. Such manuscripts will need to be rewritten by a native English speaker, normally at the cost of the author. Only in exceptional cases will this be undertaken by the publisher.

Components of a Manuscript

A. Front Matter or Preliminaries

Please see Annex I for an Example of the Standard Book Format & Layout of our books.

The following pages are added by Kluwer Law International:

Half title page (p. i): Features only the main title, not the subtitle or edition.

Series page (p. ii or final page of the book): If applicable, features information on the series, and otherwise this page is blank.

Title page (p. iii): Contains the full title, Author/Editor name(s), logo, etc.

Copyright page (p. iv): Contains a copyright statement, publisher's address, etc.

Table of Contents: This is based on the headings and subheadings (up to three levels) included in the manuscript. For multi-contributor volumes, it is customary to also add a 'Summary Table of Contents' mentioning just chapter titles and author names.

The Author may include some or all of the following components, to be placed in the order outlined below.

Dedications page: The phrasing is left to the Author's discretion.

About the Author/List of Contributors: Includes a note on the author and a brief biography. For multi-contributor books, an alphabetical list of authors can be added, with their affiliations or brief biographies. Alternatively, the author affiliation can be placed in a footnote at the outset of each Author's contribution.

List of Tables/Figures: This may include the number of each item, followed by a title. Brief descriptions may be included. Footnotes are not necessary.

List of Abbreviations: A list of the abbreviations that are used in the text and their expansions. They should be placed in alphabetical order.

Foreword: A statement regarding the book by someone other than the Author.

Preface: A statement by the Author regarding the purpose and scope of the book, including its genesis, methodology, and any acknowledgements (though if lengthy these may be included in a separate Acknowledgements page, see below). A Preface is mandatory for new editions of books and should highlight earlier editions and what has changed since the previous edition.

Acknowledgements: Personal and professional credits, as well as accreditation for reproducing copyright material, if applicable.

Introduction: Contains pertinent information which does not belong in either the Preface or the Acknowledgements page but which the reader should know before reading the text. Not to be confused with the 'introductory' chapter of the book.

B. Main Text

Please see the drafting guidelines below for suggestions on how to optimize your text for your audience and discoverability. In addition, please consult the Kluwer Law International House Style Guide for instructions on what editorial style to use.

C. End Matter

The Author may include some or all of the following components, to be placed in the order outlined below.

Appendices: May contain any material that is not essential to the text such as texts of laws, treaties and conventions; lists of member states; very long tables, etc. The Appendices should be numbered as follows: 'Appendix 1', 'Appendix 2', etc. Please note the appendices should not constitute more than 25% of the total work. Also, please note that texts that can easily be obtained for free on the Internet probably should not be included in the Appendix.

Bibliography and List of References: A bibliography features all works consulted by the Author for the monograph and other works that are deemed appropriate; a list of references contains only those titles that are cited or quoted from in the text. For a detailed explanation on preferred presentation with examples, please refer to the Kluwer Law International House Style Guide.

Table of Cases/Legislation/Statutes: A table of cases can include all available report references for any cases mentioned in the text. Tables of legislation and statutory instruments are done in alphabetical order. A table of EU treaties and secondary legislation should be listed separately as regulations, directives, etc., in numerical order. For more information, please see the Kluwer Law International House Style Guide. Page numbers will be added by our compositor.

Index (recommended): Including an index, an organized list of concepts covered in a publication, will enhance the publication's practical use. Authors need only provide the list of concepts in the sequence and hierarchical structure desired; page numbers will be added by our compositor.

Drafting Guidelines

When writing a book or a chapter, do so with your audience in mind. The best results are delivered when you provide the audience with what they expect. Keep in mind what information they require, what they are looking for and what terms they might think of when considering the topic you have written about, what they associate it with. Aim to make your content discoverable, for the right audience, both within the Kluwer Law International databases and online.

A. Search Engine Optimization (SEO)

Discovery of online content through search engines like Google, helps users find the content they are looking for, first by making the relevant content appear higher in the search results, and then by accurately describing the work so the user can decide whether the content is truly of interest to them.

Discovery of print and eBook content, help users choose and purchase the content they are looking for.

There are ways to spend an incredibly large amount of money on boosting your presence in search results, but actually, the best thing to do is to produce good, clear, specific, on-topic web content regularly, and encourage other users to share it. Naturally, over time, and pretty much for free, your search engine rankings should improve.

- Parts of your content will always appear online and be freely available on our websites, without the need for access, to facilitate online searching, e.g., when using Google.
- Non-paying users can thereby read the abstract as a teaser for the complete chapter.
- In contributed books, the abstract is also included in the PDF version.

B. Titles

For search engines, but for users as well, the title is the first impression of a book or chapter. It's the most valuable element for search engines to determine the relevancy of an article on a search query. Therefore it is important to use the right keywords in titles, to provide a good description of the content of an article, book or chapter. Guidelines for a good title:

- Use the selected words in the title. Preferably start the title with those words, as words earlier in a title will get more value
- Make the title descriptive, avoiding indirect references
- Remember chapters are individual items indexed and are not always presented in the context of the book.
- On average only the first 55 characters (including spaces) will be shown in Google. So use the most important words within the first 55 characters.

A book about investment arbitration has a chapter explaining confidentiality which is simply entitled 'confidentiality'. In the context of the book it is clear that this chapter discusses confidentiality specific to investment arbitration, but indexed in Google that is not easy to determine. A title like: 'Confidentiality in investment arbitration' would help to confirm that and helps the user to decide if this is relevant for them.

C. Abstracts

An abstract is a short description of your longer piece of work and is used as a free layer of content discoverable online. An abstract should not attempt to summarize the whole work as it is also there to show readers whether or not reading further is warranted. It is used to allow people searching on the internet to see that they have encountered a worthwhile 'hit'. This will encourage them to read further by clicking through to the work in full.

An abstract should provide a clear idea of the main arguments and conclusions of the content, highlighting the most important aspects.

Both chapter/article and full work abstracts, must:

- identify the content they are describing;
- capture the essence of the work in the first sentence;
- summarize the content rather than 'selling' it;
- refer to the content in the 3rd person neutral singular ('it' etc.);
- not refer to specific works cited within the chapter/article, unless the work is essential to the topic
- be between 5 and 10 sentences or circa 200 words in length.

For books, abstracts must be provided for each chapter and for the full work. Alternatively, consider providing an summary for each chapter, with bullet points highlighting the matters that will be addressed. For multi-contributed works, the editors must ensure that the abstracts are edited for consistency of format and style across the work. Finally, for regularly updated (country-based) chapters in (annual) manuals, consider commenting on recent developments, since the last update.

D. Keywords

Keywords are index terms that capture the essence of the topics covered in a piece of work and are essential to improving ranking in search results.

Keywords should be the kinds of words and phrases that readers might put into a search box to find a particular piece of content.

The following points must be observed for producing Keywords for both complete works and individual chapters:

- between 5 and 10 Keywords must be used to describe the work and each chapter
- Keywords longer than a single word may be used only where specialist terms are recognized and necessary; do not exceed three words
- Keywords should be in their basic form (e.g. singular nouns, infinitive verbs, etc.), in contrast to the abstract, where any word form may be used
- be as specific as possible; avoid more general words, which may be identified by many searches
- accurately identify the most important topics covered in the piece of content
- use abbreviations, acronyms and initializations if these will be more familiar to the readership: 'Tony Blair' not 'Anthony Charles Linton Blair'
- use variants as separate Keywords as necessary, e.g. 'RAF' and 'Royal Air Force'
- proper nouns should be presented as John Smith rather than Smith, John

For chapter-based works, keywords must be provided for each chapter and for the full work. For multi-contributed works, the editors must ensure that the keywords are edited for consistency of format and style across the work.

E. Headings

Headings will help search engines like Google and users to better understand the content and structure of your chapter. Just like the title should be a description of the book/chapter, the headings should describe the section or paragraph. Use the relevant keywords. If it is possible and makes sense, combine the earlier selected words for the book or chapter with more specific words for the section.

F. Metadata

Metadata is simply data about data. Metadata summarizes basic information about content and provides context, which can make organizing, finding and understanding content easier. Having the ability to filter through that metadata makes it much easier for someone to locate a specific document. It is therefore crucial you make sure that this data is at least contained in your manuscript and is easily identifiable.

In general, try to identify the scope of a contribution in the document title and/or the abstract. Does the contribution deal with matters within a particular jurisdiction and/or relate to a particular organization or institution?

When submitting a case for publication or reporting on a case, please make sure the party names, court name, case number, case date, and names of judges or arbitrators are clearly identifiable (provided this information is available of course).

When submitting a legislative document or commenting thereon, please make sure the name of the document and the dates of enactment date and of entry into force are clearly identifiable.

Manuscript Checklist

The Author should review the following checklist before submitting a final manuscript to an Acquisition Manager (AM). In certain cases, more information is available in the House Style Guide, which can be found on the Wolters Kluwer Author Portal (authors.wolterskluwerblogs.com), under the heading 'Guidelines'.

MS Word: The final manuscript should be delivered in MS Word.

Format: The manuscript file that you send should be 'clean' (see also the House Style Guide):

- No bookmarks, running document footers, extraneous pagination, tracked changes (unless working on a revised edition), etc.
- Use as little formatting (type sizes, fonts, tabs, etc.) as possible. It does not matter which font type is used in the manuscript, because all formatting will be changed to house style by our compositor.
- The use of underlining and bold to emphasize words is strictly prohibited.
- Use italics only sparingly and where needed, to place emphasis on words.
- Use left alignment, not full justification, without hyphenation.
- Do not use a space before or after a forward slash.
- There should be no double spaces present throughout the manuscript.
- Automatic hyphenation should be turned off.
- Avoid pressing 'Enter' at the end of a line, and only do so at the end of a paragraph, heading, etc.
- Avoid using the space bar for centering or laying out text, or any other line or page formatting, and use it only for separating words.

Document naming: In case the final manuscript cannot be provided as a single document, the documents must be clearly and logically identified (e.g., 'Chapter1', 'Bibliography').

Word count: Please ensure that the length of the manuscript (based on word count) is as agreed in the contract. For large deviations in size (more than 15%), a new proposal will need to be submitted, so this needs to be discussed with the AM first. Furthermore, larger size books greatly affect the production schedule, which in turn affect the Author's writing/proofing timetable.

Style: Make sure that the text is absolutely consistent with the House Style Guide.

Running heads: The Author should provide short titles for running heads if the titles of the main parts of the manuscript (e.g. chapters and appendices) are longer than 70 characters.

Abstracts: Please provide an abstract or a summary with bullet points for each chapter and also for the full work. For regularly updated (country-based) chapters, consider commenting on recent developments, since the last update.

Keywords: Please provide between 5 to 10 keywords for each chapter and also for the full work.

Footnotes, references and citations: It is the Author's responsibility to make sure that all references are complete, that citations follow the preferred ALWD style for citations and that all footnote cross-

references are correct. Please check the House Style Guide for details on style. Authors must carefully check all footnote cross-references in the proof because footnote numbers may change during the typesetting process, and the compositor will not automatically convert cross-references.

Figures: should be submitted as separate files along with the manuscript, indicate the insertion point in the manuscript as: <insert Figure 1>. Figures should be in grey-scale and be in print-quality: .tif or .jpg files with a resolution of at least 600 dpi. Image material that has been downloaded from the internet generally is not acceptable due to low resolution.

Tables: should be submitted as part of the manuscript, created with the Table function in Word. Format the table as you would like it to appear in print. (See the House Style Guide for more information on Tables and Figures.)

Quotations: Quotations must be verbatim from the original source. Short quotations should be embedded in the text; if a quotation extends more than roughly four lines, use block quote formatting. If the source material contains an error, this can be indicated by the use of '[sic]'. See the House Style Guide for more information about how to use brackets and ellipsis to correctly indicate changes in a quotation. Denote any emphasis using the parenthetical phrase '(emphasis original)' or '(emphasis added)' at the end of the quotation. Specify if the quoted material is translated, and whether it has been translated by the author or someone else.

Copyright: It is the Author's responsibility to obtain permission(s) from the copyright holder to reproduce any text (including copyrighted rules and legislation), photographs, tables, charts, figures, diagrams, maps or illustrations in the manuscript. The copyright holder can either be the author or the publisher of a work; a society; a museum; a family, trust or foundation. If the Author is reproducing his/her own work but does not hold copyright of the publication, permission must still be obtained. Credit must either be included in the caption of the material, or annotated in the desired format of the copyright holder. It is also the responsibility of the Author to obtain written permission for quotations from unpublished material and for all quotations in excess of 250 words in one extract, or 500 words in total, from any work still in copyright. Kluwer Law International must be supplied with all letters of request and permission granted, to be submitted with the final manuscript. (See our Rights and Permission Guide for more information and our Permissions Request Letter Template, which are both available on the Wolters Kluwer Author Portal under the ['Rights & Permissions' section](#)).

Index keywords: Though Authors may choose to create their own index, it is preferred that just a list of key terms is sent instead. We recommend that the Author compiles this list of keywords while writing. The keyword list should be sent along with the final manuscript. The vendor will add page numbers once the PDF is final.

Consent to Publish (CTP) forms: In case of a contributed volume, please remember to submit at least one signed CTP form for each contribution, regardless of the number of contributors per contribution.

Deadline: And finally, Authors should deliver their manuscript on the agreed deadline in the contract or earlier. Personal circumstances such as illness should be communicated to the AM as early as possible in order to facilitate alterations in the production schedule. Sending in partially completed manuscripts or a few chapters at a time is not acceptable.

Annex I: Standard Book Format & Layout

[Click here](#) to see the Standard book format & layout