



International Federation of
Library Associations and Institutions



DE GRUYTER

Shortened IFLA Publications Guidelines

1. Introduction

These Guidelines are for authors and editors. Most books are typeset by De Gruyter, which means that the **final layout will be prepared professionally**. Nonetheless, successful publications result from the provision of flawless manuscripts by authors and editors who ensure standards and quality of content in the various text elements. Books are available as ebooks with some in open access which is changing the way in which content is presented along with considerations about accessibility. Writing should be undertaken with the reader in mind. Each chapter in each book in the series is intended to stand alone and be read independently, and also to form part of a composite whole.

2. General Points

Please check material carefully for consistency. Opinion statements, quotations and ideas taken from others must be referenced. Reference only materials which are directly related to the content and keep the total to a reasonable number.

British English spellings are preferred. Some editors have chosen to include American spelling in chapters by American authors, with British spelling for the remainder of the book.

Formal or scholarly writing uses various conventions which are different from the way one speaks. In general, content should be written in the third person, avoiding the use of personal terms, I, me, my, we, us, and our.

3. Responsibilities

Authors are advised to:

- Follow the Guidelines
- Check content of initial submission and final proofs for errors, noting in particular sequencing of content, inclusion of context, consistency of spelling and accuracy of all references, and
- Obtain any copyright permissions required.

Editors are advised to:

- Check content, ensuring that all Guidelines have been followed
- Verify references include URLs. The dates of access are not usually provided as the text is checked several times over the preparation and publishing period
- Ensure titles and chapter headings indicate content in a meaningful
- Gather, collate and confirm corrections during the proofing process
- Select an appropriate illustration for the cover. Stock images are available through De Gruyter's access to Getty images <https://www.gettyimages.de/>, and

- Prepare a flyer for the book.

4. Guidelines on Layout and Composition

4.1 Layout

The copy-editing will attend to the layout but it is helpful if the submitted content is arranged consistently. Font is Calibri or Times New Roman. Content is Left-justified. The sequence of content is: Author/s in 16 pt; chapter number and chapter title in 16 pt bold; **Abstract:** in 12 pt bold, with abstract itself in 12 pt; **Keywords:** 12 pt, with keywords themselves not bolded. Chapter content follows, beginning with an **Introduction/Overview** and/or **Context**. Headings are used throughout the chapter to guide the reader. Each significant word in the heading is capitalised. Headings are in 14 pt bold. Subheadings can be used, with the first level subheading 12 pt bold and the second level 12 pt underlined. A **Conclusion/Final Words** should be included in the chapter. Within each section, there is: a space following the heading; no indentation for the initial paragraph; no spaces between each paragraph; and indentation for the second and succeeding paragraphs. An **Acknowledgements** section may be added following the Conclusion and before the **References**.

4.2 Abstract

A short abstract is to be provided at the beginning of each chapter. Depending on editorial guidelines, it is typically 150 – 300 words in length. It is intended to provide an overview of the content of the chapter and should answer the questions: What is the chapter about? Why is its content important? What are the conclusions or findings and why are they important? What difference will it make?

4.2 Keywords

Keywords are to be provided in a separate paragraph following the abstract, preferably no more than five. LCSH is the standard to be followed wherever possible. <http://id.loc.gov/authorities/subjects.html>. The keywords are linked by semi-colons with the first word only of any multiple word heading capitalised.

4.3 Spelling, Capitalisation and Abbreviations

As already noted, British English spellings are preferred except those with a purely American voice. Ensure that the spell checker being used is using the appropriate version of English and check the text throughout before submission. Microsoft Word's automatic checking usually applies and should be checked, even if not always accepted.

In general, capitalise only the first letter of the first word in each sentence. Capitalise the first letter of proper nouns and adjectives.

Avoid the use of abbreviations where possible and express in full concepts and names of organisations. Acronyms or abbreviations should be expressed in full at their first use, for example, International Federation of Library Associations and Institutions (IFLA) and subsequently the abbreviation can be used.

4.4 Dates, Numbers and Measurement

Dates increasingly adopt the American approach, September 3, 2001. Editors will determine the formatting. When expressing a century, use the abbreviation “19th century”. Numbers up to thirty and including thirty should be spelled out in full, Ordinal numbers must always be spelled out: first, second, third. Numbers between 31 and 99 can either be spelled out or written as numerals, provided the style used is consistent throughout. If a numeral begins a sentence, spell it out in full. Units of measurement for weight, length and time usually have a numeral with the abbreviation for the unit. Monetary amounts expressed in local currencies must be accompanied in brackets by their current value in a major international currency such as the USD or the Euro: USD100; €100.

4.5 Quotations

Short quotations (fewer than forty words) are inserted in the text and enclosed in double quotation marks (“...”). All direct quotations must be fully attributed by a reference in the text and a citation in the list of references. Specific quotations, whether inserted in the text or included as a block, must have the specific page reference for the text quoted in the chapter content, with full details in the list of references.

4.6 Layout, Typeface, Emphasis and Punctuation

Consistency is the keynote. Ensure the headings chosen are meaningful. Do not number the headings. *Italics* should be used for foreign-language expressions, and titles of books, published documents, newspapers, and journals and must not be used for emphasis. Similarly, underlining and bold type for emphasis are avoided, along with parenthetical dashes. Dot points may be used throughout the text and are indented, capitalised, unpunctuated, with “and” inserted in the second last point with a full stop at the end of the sequence of points.

4.7 Tables, Figures, Photographs and Illustrations

Make an explicit reference to tables, figures or boxes within the article; the reference should include the capitalised word “Table” or “Figure” followed by a number: Table 3.4. Captions for both figures and tables are placed below the figures and tables.

5. Citations, References and Citation Style

5.1 Appendixes, Endnotes and Footnotes

Endnotes and footnotes should be avoided. Where possible include explanatory comments in the text.

5.2 References and Citations

All works cited in the text must be included in the References section and vice versa. The list of References must contain all works cited and only those. All works must be listed in the References in alphabetical order. The formatting style is hanging indent. List all references in full according to the *Chicago Manual of Style* using the author date method. Do not use abbreviations for titles of journals, book series, publishers or conferences. For books, include both the place of publication and the name of the publisher in the

References. Arrange all works under a particular author's name in chronological order. For web pages, it is no longer necessary to provide the date of access. Always recheck web addresses immediately before submitting typescript. For material available in both print and on the internet, list both if possible and include Digital Object Identifiers (DOIs) where they are available. Given that much content is behind a paywall, provide details of any open access version which might be available. List in the references as: Available at

5.3 Chicago Manual of Style

The preferred style is that of the *Chicago Manual of Style*, 17th ed. Chicago: University of Chicago Press, 2017. A free short guide is available: http://www.chicagomanualofstyle.org/tools_citationguide.html. The *Chicago Manual of Style* gives two basic documentation systems: (1) notes and bibliography and (2) author-date. The series uses the second: author-date.

In the author-date system, sources are briefly cited in the text, usually in parentheses, by the author's last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided. Always give the full author-date citation.

Janine Schmidt, Series Editor, IFLA De Gruyter Publication Series

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Further Details

Further details are available in the full IFLA Publications Guidelines and Style Sheet, and on the De Gruyter website <https://tinyurl.com/ydzxw4mz>. Some details are provided at <https://www.degruyter.com/publishing/services/for-book-authors/how-to-publish-with-de-gruyter/manuscript-submission-guidelines-degruyter> but some details have been varied for this series.