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# IFLA Publications Guidelines and Style Sheet

# Introduction

This style sheet is a guide 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. The intention of this style sheet and guidelines is to ensure that manuscripts submitted are consistent with scholarly practice regarding language, spelling, format, style, punctuation, presentation and citation practices.

# ****General Points****

Please check material carefully, not only for the correct application of the instructions below, but also for consistency of spelling, hyphenation with prefixes, use of numbers and abbreviations, for example, “non-essential” versus “nonessential”), or consistent use of phrases (“in the twentieth century” versus “in the 20th century”). Ensure that all relevant URLs are included. Simple insertion in the text is permissible.

British English spellings are preferred for all works except those with a purely American “voice”, such as works written by a single American author or dealing with purely American situations. The preference extends over the whole publication, so an individual chapter must not use different conventions from those of the publication as a whole. 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, our. Occasionally a personal perspective is presented on a topic and the first person might in that instance be used.

# Authors’ Responsibilities

## 3.1 Responsibility of all Authors:

* All authors are advised to follow the Guidelines and Stylesheet and have their material checked by a second pair of eyes. While the book’s editor or another person will check that all guidelines are followed, paying attention to spelling, expression, use of URLs and references, citations and punctuation, checking prior to submission by a second person will save considerable time and effort for all concerned.
* If the author’s primary language is not English, he or she is strongly advised to have the content checked by a skilled native English-language speaker. Google translate is not an appropriate solution.
* Consistency is the keynote, particularly for the names of people, organizations and institutions. Use names in the original language rather than attempting translations.
* Checking of final proofs for any errors is undertaken by the author.
* **NB: the Publisher does not provide content- or language-editing**.
* **NB: The author must obtain written permission for the use of material, for example photographs, maps, figures, for which the copyright is owned by others. There are particular responsibilities with regard to photographs of people and of children to ensure that responsible persons or guardians have approved the photography.**

## 3.2 Responsibility of Editors/Authors of Books/Publications:

### Before submitting content/manuscripts, check that:

* + all pages are numbered sequentially and none is missing;
  + all headings/titles listed in the Table of Contents correspond to those in the text;
  + numbering of all sections, examples, tables, figures, and notes is correct, consistent and complete, with numbering related to each chapter;
  + graphics are in **separate files** and that they meet resolution standards i.e. 300 dpi;
  + all URLs are checked for accuracy, currency and the access date noted
  + all references in the text are supported by citations in the References at the end of the document
* Authors/editors are responsible for supplying the index (including names and/or subjects) if deemed appropriate. Index terms can be marked up using the indexing function in WORD or manually. It is difficult to do the index prior to final pagination but it is easier to do in initial preparation of content. Guidelines are available at <https://www.degruyter.com/fileasset/pdfs/AUTH_WordIndexFunction_EN.pdf>
* Book and chapter headings/titles must indicate the content in a meaningful way and ideally be no more than 60 characters including spaces
* During the proofing process, editors and authors are responsible for gathering, collating and confirming any corrections
* Choice of cover which will carry an illustration, normally in colour; authors/editors are free to supply one to which they have the necessary publication rights, provided it meets the resolution standards otherwise one will be supplied from stock images. Stock images are available through De Gruyter’s access to Getty images <https://www.gettyimages.de/>.

# Guidelines on Layout and Composition

## 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 and is intended to provide an overview of the content of the chapter. It ideally includes a brief introduction, an explanation of the importance of the topic, the approach taken, the message and a summary of key findings. It 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 at the end of 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 capitalized.

## 4.3 Spelling, Capitalization and Abbreviations

As already noted, British English spellings are preferred for all works except those with a purely American “voice”, such as works written by a single American author or dealing with purely American situations. The preference extends over the whole publication, and an individual chapter should not use different conventions from those of the publication as a whole. Please ensure that the spell checker being used is using the appropriate version of English and check the text throughout before submission. Standardization on British English means that correct spelling for the following frequently used words is: “behaviour, catalogue, centre, colour, endeavour, favour, honour, labour, metre (the length; but meter, the measuring device) programme (except computer program), rumour, theatre”. Noun/verb pairs are easily confused. In the following examples, the noun appears first: “advice/advise; device/devise; licence/license (This licence licenses you to drive); practice/practise (Practice makes perfect, so practise a lot). Words ending in “-ize/-ization” should use this form unless etymologically incorrect, for example, organize, organization, apologize, recognize” because of the Greek etymology of the words. Where the suffix is from another source, the “ise, yse” ending applies and is used for words like “advertise, analyse, emphasise”, etc. (<https://en.oxforddictionaries.com/spelling/british-and-spelling>) .

Compound adjectives are usually hyphenated when preceding the noun to which they refer, for example, off-road vehicle. Hyphens often are used to link words when the component words have a combined meaning, for example, mother-in-law. It used to be customary to use a hyphen when prefixes ending in a vowel were used before a word, for example, “co-own”, but it frequently now is omitted, for example, cooperate. Use a hyphen to separate a prefix from a name or date, for example, post-Aristotelian or pre-1900. (<https://en.oxforddictionaries.com/punctuation/hyphen>)

In general, capitalize only the first letter of the first word in each sentence. Capitalize the first letter of proper nouns and adjectives: for example, London, English. In some instances, “Camel case” is used where compound words are written so that the second word in the compound is capitalized with no intervening space or punctuation, for example, “iPhone”. Capitalization is used for headings within a chapter and for the title of each chapter.

Avoid the use of abbreviations where possible and express in full concepts and names of organizations. 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 should appear in the European date system, for example, 3 September 2001. Use capitals for AD and BC. Position AD before the year and BC after. Adopt the same approach for CE (Common/Christian Era) and BCE (Before Common Era). Do not contract BC or BCE dates. When expressing a decade, use, “1950s” (no apostrophe). When expressing a century, use words rather than numbers, for example “nineteenth century” rather than “19th century”.

Numbers up to ten and including ten should always be spelled out in full unless paired or grouped, or with a unit of measurement (including percentages). Ordinal numbers must always be spelled out: first, second, third. Numbers between 11 and 99 can either be spelled out or written as numerals, provided the style used is consistent throughout. Avoid commencing a sentence with a numeral. If it cannot be avoided, spell out the numeral: “Fifty years previously”. Numbers below one should have a zero before the decimal point: “0.5”. Insert a comma for thousands and tens of thousands in numbers: “1,000” and “10,000”.

Units of measurement for weight, length and time usually have a numeral with the abbreviation for the unit. A space is left before the abbreviation, for example “10 m”.

Monetary amounts expressed in local currencies must be accompanied in brackets by their current value in a major international currency such as the US dollar or the Euro.

## 4.5 Quotations

Short quotations (fewer than 60 words) are inserted in the text and enclosed in double quotation marks (“…”). Single quotation marks must be used to enclose quotations within quotations (‘’…’….’…”). Longer quotations should appear as a separate block and should be small-typed and indented. Direct quotations should remain in the original language used with any translation of a quotation in a language other than the main text in square brackets.

All direct quotations from other works must be fully attributed by a reference in the text and a citation in the list of references or bibliography. Specific quotations, whether inserted in the text or included as a block, must have the specific page reference for the text quoted, as well as the page range for the source article. Concepts and illustrative material devised by other writers/creators must be acknowledged and similarly attributed to them. It is permissible to refer to sources described by other writers that have not been personally read and they should be referred to as such in the text and details included i.e. “as quoted by y”. Provide the citation details for “y” only to avoid potential spreading of incorrect citations.

## 4.6 Layout, Typeface, Emphasis and Punctuation

Chapters must be numbered through the work. Consistency is the keynote. Use headings and sub-headings sparingly but in sufficient numbers to mark significant sections and to assist the reader of the text. Ensure the headings chosen are meaningful. Do not number the headings.

*Italics* should be used for:

* Foreign-language expressions: *comme ça.*
* Titles of books, published documents, newspapers, and journals: *BIBLIOTHEK Forschung und Praxis.*
* *Italics* must not be used for emphasis.

Underlining or CAPITAL LETTERS must not be used for emphasis. Avoid the use of **bold** type. Single quotation marks should be used for the translation of non-English words, for example, *cogito* ‘I think’.

Spaced EN dashes are used as parenthetical dashes and again should be used sparingly. The use of the full stop is usually preferable. An EN dash is longer than a hyphen, “word – word”. Do not use double hyphens. Standard WORD shortcut on a PC: CTRL+Alt+-.­ ­ Unspaced EN dashes should be used between inclusive numbers, for example, 153–159. Use bullets for lists of points without numbering. Type one space (not two) after periods or full stops, commas, and colons. Do not use double round brackets: (brackets within brackets should be [square brackets]).

## 4.7 Tables, Figures, Photographs and Illustrations

Special approval is required at the commencement of a project for colour illustrations to be used as additional costs may be involved.

Use tables, figures, photographs and illustrations only if they supplement and illustrate the text or facilitate interpretation of data reported in the text. If there are figures to be inserted which you cannot include electronically, please have them professionally drawn. Photographs must be provided at a resolution of at least 300 dpi. Many images copied from web pages are 72 or 96 dpi; if they cannot be supplied at 300 dpi then they must be at least 1200 pixels wide.

The resolution of graphs and charts should be least 1200 dpi. If this is not possible, for example, for charts produced from a spreadsheet, then (i) the width of lines should be at least 2 pt; (ii) use a non-serif font, for example, Verdana, in at least 12 pt; (iii) save and supply in a scalar vector graphic format such as PNG, not as a raster graphic such as BMP or JPG. Provide spreadsheets with original data. Images, graphs and charts will normally be printed in greyscale not colour; please check that they will remain clear and legible in greyscale, and preferably supply in greyscale.

If chapters are numbered throughout the work, tables and figures must likewise be numbered by chapter (1.2.; 3.5.; 12.1.). Number the images with the number of the chapter and then 1, 2, … for example, the first figure in the first chapter: Fig. 1.1, and so on: Fig. 1.2, Fig. 1.3. Insert a note in the text to indicate the insertion of images for example (Insert Fig. 1.1) or highlight the insertion Fig. 1.1.

If chapters are not numbered, tables and figures need to be numbered sequentially through the chapter. Always make an explicit reference to tables, figures or boxes within the article; the reference should include the capitalized word “Table” or “Box” followed by a number: Table 3.4. Add a non-breaking space in between, if not there already. Do not use phrases like “as the table below shows”, because the typesetting process may require that the figure/table be moved. The caption of a table is to be placed above the table. The caption of a figure is to be placed below the figure.

All images must be provided as separate data files, even if they are inserted in the text in the suggested positions. The position of images must be noted in the text.

# Citations, References and Citation Style

## 5.1 Appendixes, Endnotes and Footnotes

Footnotes should be used sparingly. Where possible include additional details or comments in the text. They must be numbered by chapter, starting with 1 at the start of each chapter. Each footnote should conclude with a full stop if appropriate. Numbers for endnotes and/or footnotes in the text must be in superscript numbers1 without punctuation or brackets. Footnotes are to be used for comment on the text and not for citations. The note number must directly follow the word or phrase in question, or a punctuation mark, with no blank space.2

To make arguments as comprehensible as possible, place the note behind a punctuation mark if it concerns the whole sentence.3 Notes that directly follow the word4 in question should not concern more than the one word in the sentence. A note can be placed behind a whole paragraph if its content relates to a range of addressed issues.

## 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.

Arrange all works under a particular author’s name in chronological order. All authored works should be listed first under a name followed by any other categories arranged alphabetically (for example, edited, translated).

Give the inclusive page numbers of articles in journals or edited works. Preference is for digits not to be dropped in inclusive page numbers, 365–392, not 365–92; give page numbers in full, do not use “f.”, “ff.”.

List all references in full according to the *Chicago Manual of Style.* If the citation is to a direct quotation or to a specific assertion by the cited author, give the specific page range of the quotation in the in-text reference: (Smith 2010, 45-46) with the full article cited in References “44-57”]. Give both the place of publication and the name of the publisher in the References. Do not use abbreviations for titles of journals, book series, publishers or conferences.

Within the text, use cross-references to sections instead of page numbers. Do not use “see above” or “see below” but add the heading, section or chapter instead. Ensure that the citation in the text and the reference match.

For web pages, it is no longer necessary to provide the date of access. Always recheck web addresses immediately before submitting typescript. It is permissible to use URL addresses within the text. If authors want to give internet addresses (URLs) in the text, these can be rendered as active links in the e-book. Short or tiny URLs can be added to the text with longer ones added as a foot- or endnote or in a reference. If authors wish to add whole lists of URLs, this can be done best in an Appendix. Websites should not be underlined or listed in bold or italic fonts. Avoid full stops at the end of a web address. Remove “http://” from the web-address if not needed. For material available in both print and on the internet, list both if possible.

## 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. (free Quick Guide see: <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. It is recommended that you use (2) author-date for English-language works.

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 (Keller 2011). The short citations are amplified in a list of references, where full bibliographic information is provided. Always give the full author-date citation: Do not use “op. cit.”, “loc. cit.”, or “ibid.” Apart from the suggestions of the *Chicago Manual of Style,* use the author-date system with the following in mind:

* one author: (Bouissac 1985)
* two/three authors, cite all: (Smith and Jones 1995); (Smith, Jones and Brown 1996)
* four or more authors: (Ameka et al. 2006), but please do list all authors in the reference entry
* several works by one author: (Bouissac 1987a, 1987b, 1994)
* when citing more than one work by the same author/editor published in the same year, please differentiate the works by using letters: (Smith 2004a, 2004b, 2004c)
* works by different authors: (Bouissac 1985; Deakin 1993)
* for citations of specific assertions, or direct quotation, include the page number of that assertion/quotation within the work: (Bouissac 1985, 32)
* citations of an entire chapter: (Auer 2007: Ch. 3)
* reprints: (Dickens 1987 [1854])

*Janine Schmidt, Series Editor, IFLA Publication Series*

Updated May 2020

**Acknowledgements**

Based on work undertaken by previous editors, Michael Heaney and Ian Johnson. Some further details are available on the De Gruyter website.<https://tinyurl.com/ydzxw4mz>**;**  <https://www.degruyter.com/staticfiles/pdfs/lis_general_stylesheet.pdf>