Guidelines for Prospective Authors and Editors

Background
The University of Chester is one of only a relatively small number of UK universities to have its own academic press, which was founded in 2001 to disseminate the institution’s expertise through its range of publications. The re-launch in 2011 as the University of Chester Press reflects the institution’s growing reputation for research and innovation and it seeks to ensure that the core value of excellence in learning and teaching is evident throughout its list of publications.

The University of Chester Press aims to provide authors with a cost-effective means of publishing their research, together with a personal approach. It primarily publishes research from within the University, in addition to publications with a significant relationship to the history, life and culture of Chester and its surrounding area. Further details on the University of Chester Press and its list of publications can be found at: www.chester.ac.uk/university-press.

Proposals
Any enquiries about publishing with the University of Chester Press should be directed to its Managing Editor, Dr Sarah Griffiths (sarah.griffiths@chester.ac.uk, 01244 513305). Authors and editors will be asked to complete a standard proposal form outlining why the publication would either complement published literature in the field, or be an innovative approach to the subject. Other factors to be considered include the potential audience for the publication, the expected length, its provisional title, an outline of the main chapter headings with a detailed synopsis of the content of each, the expected completion date, potential peer reviewers, the expected audience and ideas for marketing. A copy of the author/editor’s CV (or a similar document) that outlines their research experience and expertise in the subject area, together with a copy of the Introduction or another sample chapter (if available) should also be supplied. Academics from the University of Chester should gain approval from their Head of Department or Dean before submitting a proposal. All research projects must have been completed in compliance with ethical guidelines (where appropriate), and so proposal forms are only accepted on the basis that the guidelines have been followed throughout the research process.

In terms of illustrations, any project printed in-house at the University of Chester does not incur additional charges for black and white illustrations and they are actively encouraged (the University’s Print Unit can print A4 or A5-size paperback books). Colour pages do raise the printing costs significantly and should be limited unless funding is available. Where more printing capacity is needed, and external printers are used, all illustrations increase the cost and this consideration should be factored in when preparing the proposal.
The selection process
All proposals are considered by the Editorial Board, which consists of a representative from each Faculty at the University, and they are responsible for determining the editorial direction for the University of Chester Press. Peer reviewers will be approached to give an expert opinion on each publishing project and this evidence, together with the completed proposal form, will be considered by the Editorial Board members. They are responsible for identifying the projects that bring the most benefit to the institution and which are likely to cover the costs incurred as a minimum. Resource constraints mean that only a proportion of proposals will be approved and so there is never any guarantee of publication until the final approval has been confirmed. Those projects which are successful can then begin the journey through the publishing process.

Manuscript submission advice for authors/editors
After approval of the proposal, authors or editors are responsible for providing a complete Microsoft Word version of the publication in a consistent A4 style and layout. Authors/editors should consider the following:

1. The standard font used in the Press’s publications is Book Antiqua (11 point).
2. Authors and editors are responsible for securing permissions to reproduce diagrams and photographs and these permissions must have been secured before the submission of manuscripts. Any associated costs should be borne by the author/editor.
3. Illustrations should be supplied as separate high resolution jpeg files, together with an indication of where they should be located. Please bear in mind that the conversion to a smaller format (usually A5) may mean that the exact location may not be possible because of layout considerations. Good quality hard copies of illustrations can be scanned in to create digital files. Tables can be accepted as separate files or incorporated into the text.
4. References can be accepted in the usual format for the subject area, eg APA or MHRA.
5. It is the author’s responsibility to seek permission to include quotations that exceed the normally accepted interpretation of the legal justification of “Fair dealing for criticism or review”. These are:
   a. A single extract of up to 400 words;
   b. A series of extracts, none more than 300 words, totalling no more than 800 words;
   c. 40 lines of poetry, provided that this is not more than 25% of the whole poem.
   Any quotation that cannot be regarded as being included for the purpose of criticism or review requires the permission of the rights owner. It is the author’s responsibility to pay any fee involved in obtaining permission to quote more than the accepted limit. Within these guidelines it is crucial that you only use as much copyrighted material as you actually need to make a specific point, ensure that the use is fair to the copyright holder and you must acknowledge the source.

Production
The manuscript will be formatted and copy-edited by University of Chester Press staff (or a freelance specialist) and a set of proofs produced. Inevitably, a number of suggestions for revisions will be made and marked on the proofs, together with any queries. Agreement on the proposed changes will be negotiated with the author/editor before the work proceeds. A revised set of proofs will be checked by a proof-reader (external if the work has been copy-edited in-house) and any resulting changes incorporated in agreement with the author/editor. Final checks will be made before the book goes to print.
Design
The author/editor will be involved in the design process for the cover and this will be initiated when the manuscript has been received. A blurb should be prepared for the back cover that explains the subject material and encourages readers to purchase the book. This will be agreed between the author/editor and the University of Chester Press. Any recommendations from eminent people in the field would be welcome to endorse the publication.

Publication
A publication date will be agreed between the author/editor. Where appropriate, a formal launch event will be organised to publicise the book and a press release issued to raise awareness in appropriate media. Authors are expected to play an active part in promoting their publication and will be asked for suggestions on suitable journals for review copies, forthcoming conferences in the field and any groups or societies who may be interested in receiving publicity material on the book. The University of Chester Press will produce a flyer for mailing and distribution and send out review copies to specialist journals. Authors/editors should distribute flyers at conferences, reference the book on reading lists (if appropriate), include the details on their website profiles and help to promote the book through social media where appropriate.

The University of Chester Press will ensure that all the relevant details are uploaded to the major bibliographical databases and copyright copies are deposited with the legal deposit libraries. Authors will receive six free copies of the publication, editors three and contributors of individual chapters, one. Further copies can be purchased with a 25% discount.

Distribution and Sales
University of Chester Press publications can be ordered directly from the publisher online (www.chester.ac.uk/university-press and follow the links to the online ordering system), from Sarah Griffiths or Amy Owens (contact details below) and we can accept purchase orders, credit/debit card payments and cheques made payable to the University of Chester. They can also be purchased through booksellers and book distributors or as e-books through Google Play and the library collections of Dawsonera, EBL, Ebook Central, EBSCO, ebrary and Gardners.

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