

Dear Contributors,

The following guidelines need to be applied to your manuscript before submitting it for publication to SAAC. You yourself are responsible for adapting your manuscript to this format. Of course there are many other styles which are reasonable and correct as well, but this is the SAAC house style and for reasons of consistency and overall design, all manuscripts published in this series are required to follow the SAAC style.

In case a manuscript is submitted, which does not follow our house style, where we will have to adjust the text to make it adhere to the required style, you will be charged for the amount of time required to rework your manuscript. However, we hope that it will not be necessary to revise your work. In order to support you with preparing your text for publication, we have created this detailed style sheet, in which you should find information with regards to all aspects of your manuscript.

In case you do not wish to rework your manuscript yourself, we happily offer to adapt it for you but will need to charge you for this. So if you know from the start, that you do not want to do this work yourself, then please get in touch with us and we are happy to adjust the style of your book for you. How much it will cost will depend on the length of your book and how different the style you have used is from ours.

In case you have any questions please contact us directly and we will sent you further details.

## **1. Please submit your manuscript in Word and PDF formats.**

### **2. Font**

- SAAC manuscripts need to be submitted in the Unicode font 'Charis SIL'. This is available free of charge from the internet ([http://scripts.sil.org/cms/scripts/page.php?site\\_id=nrsi&id=charissilfont](http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&id=charissilfont)). You can simply convert your manuscript to this font. If you have used a unicode font there usually are not problems. We do not accept manuscript in other fonts.

- Should there be a letter from a foreign alphabet, which is not contained in Charis SIL or which causes problems (e.g. Sanskrit ‘ri’, an ‘r’ with a small circle beneath it sometimes causes problems), then please still use the Charis SIL font. For the missing or faulty character, please use a sign or letter, which you do not otherwise use in your text to replace it explain this at the start of each chapter this is a problem in. This way, either we or the publishers can replace the character by ‘find and replace’ before feeding the text into the layouting programme.
- The font size should be 12 pt.

### 3. Structuring your Text

- Please use as little formatting as possible and no auto-settings (such as automatic numbering etc.), as these will all need to be neutralised and deleted by hand before feeding the text into the publishers’ layout programme.
- Please do not use numbered headings.
- For your headings, please use the following style:
  - Level 1 heading (chapter title): **Title of the Article** (ordinary lettering and bold)
  - Level 2 heading (major section heading): THE THEORY OF RE-USE (capital letters)
  - Level 3 heading (subheadings in a section): *Sacred Architecture at Hallur* (italics)
  - [If necessary: Level 4 heading (lesser subsection): Images of Durga (ordinary lettering)
- Only use levels 2 and 3, if you have more than 1 heading of this type. If you use a subheading, you always need at least two subheadings under one heading.
- It is essential that you apply the heading types correctly for the publishers to understand how to layout your text. If you have questions or would like to see a sample chapter with the correct heading styles applied, please contact us.
- Words in other languages have to be in italics in the 1., 2. and 4. heading types. An example of the 1. heading: „**Illustrating the Śvetāmbara Jaina Āgamas Today**“.

- Before submitting your manuscript, please carefully check that your headings in the text and in the table of contents are precisely the same.
- Please do not make use of extremely short paragraphs in your text.

#### 4. Style

- Please use British spellings, using an 's' rather than a 'z' in words such as 'organisation.' (Only if you are an American author or are editing a volume, which primarily contains contributions by American authors, can you use American English. However, please be consistent and do not mix both styles in one volume).
- Please try to minimise the use of italics for emphasis. Our publishers do not permit the use of bold face, underlining or capitalising for emphasis.
- When a number is followed by a unit of measurement or by the word 'percent,' it is always expressed in figures. For more general expressions of numbers, we adopt the system of always using words for numbers. Every number has to be written in words. The only exceptions are: inventory numbers, formulas, plate numbers, sizes of buildings or canvases etc. in the captions, or extremely long and complex numbers.
- Please write 9 centimetres (NOT: 9cm). An exception would only be if you use a short formula.
- It is the style of our series to always write first century, second century ... fifteenth century etc. and not 1<sup>st</sup> century, 2<sup>nd</sup> century ... 15<sup>th</sup> century. If you cite a book or a person directly, this rule does not apply. Please keep in mind that you use the plural 'centuries' when referring to more than one century (e.g. in the fifteenth and sixteenth centuries).
- Please always write 'for example' and not the short form 'e.g.'.
- Please do not use 'f' or 'ff' after a page reference. We prefer precise citations.
- Please always write 'about' or 'roughly' and not the short form 'ca'. The short form should only be used in brackets like this: „(ca. third century BCE)”. If you want to express the same thing in your text use 'about' or 'roughly' instead of 'ca.'.
- Please do not use other abbreviations like “viz”. Use it only in brackets.
- Our series uses 'BCE' and 'CE' and not 'BC' and 'AD'. If you cite a book or a person directly, this rule does not apply.
- If you want to refer to a different calendar system, such as Vikram Samvat, please use the abbreviation 'V.S.'. If you want to quote both time

specifications then please use this scheme: “V.S. 1236/CE 1467–1468”. Please note that there are no spaces before and after the backslash (‘/’).

- Don’t insert spaces before and after the backslash in case of measurements in inches: “Ink, opaque watercolour and gold on paper, each sheet 4 3/16 x 13 3/16 inches”.
- If you use a backslash (‘/’) in the text, please do not insert a space before and after it: “a short sentence in Gujarati/Rajasthani”
- For dates, please use the British style (20. November 1980).
- Decades are expressed either as ‘the eighties’ or ‘1980s.’
- Please always provide full numbers. Write “1824–1851“ (not: “1824–51“) as well as ‘pp. 34–36’ (not: pp. 34–6). Please keep in mind, that the hyphen used here is always the medium length hyphen (‘–’).
- If you make a direct citation and you want to omit some element of the text, you need to use square brackets around three dots to indicate that some text has been omitted: [ ...]. Please use the same type of square brackets if you want to add something.
- If you refer to measurements less common in other parts of the world (e.g. ‘miles’) then please provide the information also transferred to the respective unit of measurement more commonly used (in this case: ‘kilometre’) in brackets or in a footnote.
- For papers on Indian subjects, if you provide amounts in *lakhs* please provide the amount in the international system of numbering as well (e.g. thousands, millions).
- Hyphens: There are three different types of hyphens: ‘-’, ‘–’, ‘—’, depending on their length:
  - 1.) ‘-’ this is used in hyphenated words (‘art-historical’).
  - 2.) ‘–’ this is used in page references and year dates both in your bibliography and in references in the text (pp. 2–5; 1824–1851).
  - 3.) ‘—’ this is used when you want to add some information in the text as an interpolation (“All the images come from Jaina edifices in the area—allegedly 1,008 temples in total—which according to local legend ...”). Please make sure that there are no gaps in front and after this type of hyphen.
- Please make sure that there are no double spaces in your text between letters or letters and signs (e.g. please do not write: “the *deva- dāsī* ’s” instead of “the *deva-dāsī*’s”).

- Please italicise all specialist terms derived from foreign languages. All terms from Sanskrit or other foreign languages have to be in italics and begin with a lower case letter (e.g. *ahimsā*, *maṇḍala*). Sacred texts should be italicised, starting with a capital letter (e.g. *Mahābhārata*). Proper names (of people, dynasties or places) should not be italicised.

If you wish to use diacritical marks when writing proper names of people, institutions and places is left to you but please be consistent and either provide diacritics for all place names or for none etc.

- Please make sure not to italicise the plural 's' at the end of such words, as the plural 's' is an English form of plural and not part of the foreign term (e.g. not: '*asanas*' but '*asanas*').
- Please make sure that all of your sentences and each paragraph ends with a full stop.
- Please spell 'temple' or 'mosque' with a lower case letter as long it is a general reference. However, if you refer to a specific named building, then please use capital letters: e.g. the Adishvara Temple.
- About the case sensitivity of the cardinal points: Please write 'the West' with a capital letter, if you mean the political or cultural entity. The same applies to 'the East'.

Please spell it with a lower case letter if you use it as an adjective: ,southern Indian', ,western Indian', ,eastern Indian', ,northern Indian', ,south Indian', ,west Indian', ,east Indian', ,north Indian'. Also use the lower case variant in the following cases: ,towards the east', ,the southwest'.

However, please spell it with a capital letter if it refers to an established region, such as the 'East of India', 'the South India' etc.

## **5. SAAC volumes have footnotes not endnotes.**

- The font size should be 11 pt.
- Please put simple references in the main text body and not in the footnotes. For a reference to appear in the footnotes, it should be imbedded in a sentence and not appear by itself (e.g. not just: (Howard 1998: 34) but: (See, for instance, the more detailed discussion of this issue in Howard (1998: 34)).).

- If you provide a reference to an internet source in a footnote, please do not provide the entire url/login details in the footnote. The full url and the date when you accessed it should only appear in the biography.
- Every publication, film, internet source etc. which you refer to in your text or in the footnotes should be listed in your biography.

6. In case you wish to cross reference, please indicate this in your text by inserting three dollar signs at this place (\$\$\$). Do remember that you yourself will need to replace the dollar signs with the correct page number(s) in the manuscript once you receive the page proofs.

## 7. Citations

- If your citation/quotation has three or more lines, please use the following style: with the text set in roman lettering (not italics), no quotation marks and with a full stop at the very end of the reference. Please take care that you always insert a space behind and not in front of a colon (Amar Muni, 1993: 12 [Hindi]; 17–18 [English]). Please always cite in English. You may provide the citation in original language in a footnote.

Elsewhere, the editor stresses the fact that the illustrated manuscripts kept in temple libraries are difficult to access, expensive and thus cannot fulfil the peoples' legitimate wish to see the *Āgamas* in an illustrated form.

Some hand written manuscripts with pictures of *Kalpasūtra* and *Uttarādhyayanāsūtra* are available in ancient knowledge-stores, it is heard; and it is also heard that the cost of each copy of pictorial *Āgamas* valued more than twenty or twenty five thousand rupees. What to say of getting such valuable and not available volumes, even to see them is too much difficult. Still every person having the curiosity about *Āgamas* have keen desire that illustrated *Āgamas* could be seen and obtained

(Amar Muni, 1993: 12 [Hindi]; 17–18 [English]).

The illustration component is carried out systematically, so that each one of the volumes has between ten and twenty-five colour plates, with a peak of fifty-three

If the citation is shorter than three lines, please apply the following style as expressed in this example:

the twentieth century.<sup>8</sup> In recent years, this approach has been severely criticised by scholars, such as Mitchell Schwarzer, who states that art historians applying this method, “echo the developmental lineage and elitist aesthetic sensibilities of their nineteenth-century predecessors” (Schwarzer 1995: 28), even if they

- Double quotation marks are used to enclose actual quotes from other sources.
- Single quotation marks are used
  - to enclose quotes within quotes
  - for the meanings of linguistic items  
(e.g. kingdom in the sense ‘the territory subject to a king’)
  - for the translations of terms or examples given in a foreign language  
(e.g. *parivār* ‘family’).

## 8. Referencing:

- If you simply refer to a publication in your text, use the author-date style (Harvard style) inserted in the text [e.g. (Shah 1960: 60), (Mitra 1990: 45–178)] rather than footnotes.
- If you need to indicate the volume, please put this information before the colon like this: (Balbir 2006, vol. II: 125–126).
- Please do not use *Ibid.*
- If you cite a book with two authors/editors in your text, use ‘and’ [“... this can be seen in Hegewald and Mitra (2012a: 32) who...]. If you cite it in brackets or in your bibliography, use ‘&’: (Meister & Dhaky 1986: 193).
- If you cite a publication with three or more authors/editors in your text, you can use this style: (Paudel et al. 2020–2023 VS II: 72). However, in the bibliography, please always provide all the names of the authors/editors.
- If you have more than a mere reference, put the additional detail in a footnote at the bottom of the page. Notes should be numbered in sequence throughout the manuscript using a raised numeral (without parentheses).
- Citations in the text should be chronological by date with the earliest reference given first—e.g., (Miller 1930; Gupta 1960; Gupta 1983). These should be partitioned by inserting a semi-colon.

A comma should be used to list several page ranges from the same publication, e.g: (Miller 1930:12, 23–45, 67–89; Gupta 1960).

In case there are two publications by the same author with the same date, please use ‘a’ and ‘b’: (Shah 1980a; Shah 1980b).

## 9. Bibliography

- Please provide a bibliography at the end of your book or at the end of individual chapters in edited volumes. The entries should appear alphabetically.
- The Bibliography should always list every single publication, which you cite from or to which you make reference in your book. Please do not provide only a shorter general or thematic bibliography.
- If there are several publications by one and the same author, please list the oldest/earliest first with the following entries (downwards) becoming more recent.
- Please do not insert the bibliographical data in a table or use special formatting. Simply provide the material in its most basic typed form.
- Please be as comprehensive as you can and do not eliminate the words ‘Vol.,’ ‘No.,’ ‘Band,’ ‘tome’ etc.
- Always provide the name of the publishers and the place of publication etc.
- Please make sure you always apply the same style consistently throughout your entire bibliography.
- There always has to be a space behind an abbreviated first name.
- Please be consistent with first names: either abbreviate them all or write them all out in full. We prefer that you write them all out in full.

However, it is permissible to abbreviate first names—even if you provide the others in full—if they are not known for a specific author or if the author is better known by his/her initials than by his/her proper first name(s).



Please use the following style:

For a monograph:	For an article/chapter in an edited book	For an article in a journal
<p>Surname comma space initial(s) followed by full stops or first name(s) (or a combination of both: initial followed by full stop, space, followed by a fully written first name) comma, space, year of publication of the cited issue (if not first edition then: in square brackets the year of the first issue), comma, space, the title of the book in italics, use a colon (or the longest of the three hyphens without gaps before and after it) between the first and the second title of a book (if available) full stop. The first word of the second title always starts with a capital letter. If applicable: name of the books series or further information on the publication. Name of the institute or publishing house</p>	<p>Surname, comma space initial(s) followed by full stops or first name(s) (or a combination of both: initial followed by full stop, space, followed by a fully written first name) comma, space, year of publication of the cited issue, comma, space, double quotation marks, Name of the article/chapter in ordinary/normal roman script, double quotation marks, full stop, Followed by: "In:" Space, First name(s) of the author or initials Family name of the Author (if there are more than one author, link them with an '&amp;' if there are two and with commas and an '&amp;' in front of the last name if there are more than two) Followed by (ed.) or (eds.) (in case they are editors) Comma, Space, title of the book in italic</p>	<p>Surname, comma space initial(s) followed by full stops or first name(s) (or a combination of both: initial followed by full stop, space, followed by a fully written first name) comma, space, year of publication of the cited issue, comma, space, double quotation marks, Name of the article in ordinary/normal roman script, Double quotation marks, Full stop, Title of the journal in italics, Full stop, "Vol." (after the full stop with a capital 'V'), the number of the vol., comma, if available, the number of the issue (with lower case 'n' for 'no.', 'nos.' after the comma: e.g. "... . Vol. 5, no. 4,...") comma, 'p.' for one page and 'pp.' for more than one page cited, full stop.</p>

Comma, space Place(s) of publication Full stop.	Colon Second title of the book in italic, starting with a capital letter Full stop For publishers etc. follow information in first column. IMPORTANT: as the very last entry, remember to provide the page range of the article/chapter).	
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This is an example for reference to part of a book or an article:

Eng, David & David Kazanjian, 2003, "Preface" and "Introduction". In: D. L. Eng & D. Kazanjian (eds.), *Loss: The Politics of Mourning*. With an Afterword by Judith Butler, University of California Press, Berkeley, Los Angeles and London. pp. ix–x and 1–25.

If you want to cite a Ph.D. thesis, use this style.

Owens, Bruce McCoy, 1989, "The Politics of Divinity in the Kathmandu Valley: The Festival of Bungadya/Rato Matsyendranath". Doctoral thesis, Columbia University.

Please notice the way the volume and number of the journal are cited.

Moffatt, James, 1934 (April), "The Sacred Book in Religion". *Journal of Biblical Literature*. Vol. 53, no. 1, pp. 1–12.

Johnson, Donald Clay, 1993 (Spring), "The Western Discovery of Jain Temple Libraries". *Libraries & Culture*. Vol. 28, no. 2, pp. 189–203.

If you are editing a volume please take care that your authors are consistent in the way they list family names with "von", "van", "van der", "de", "di", "del" etc.

Please use this style to indicate a translation:

Monier-Williams, Monier (trans.), 1979 [1898], *Sakoontala or The Lost Ring*. Tulsi Publishing House, New Delhi.

Please indicate also a translated work you cited like this in the text:

of the Viraśaiva's literature, bitterly attacks the Buddhists and particularly the Jainas as wicked, disseminators of false doctrines and destroyers of truth and good rites (Würth (trans.) 1864–1866: 116).

For this purpose it is interesting to underline that the whole Jaina doctrinal

If you have an article in a journal, which is not in English, please use the language of the journal (German, French etc.) to indicate the volume, tome and number. But stay with “pp.” to indicate the pages. Here is an example of a German journal:

Golzio, Karl-Heinz, 2009, “New perspectives on the Bayon?” *Zeitschrift der Deutschen Morgenländischen Gesellschaft*. Band 159, Heft 1, pp. 71–80.

The “pp.” has always to be in lower cases.

Here are some examples for the citation of primary sources:

### *Primary Sources*

*South Indian Inscriptions (S.I.I.)*. Published by the Archaeological Survey of India: Vol. XV (P. B. Desai (ed.), 1964, *Bombay-Karnataka Inscriptions*. Vol. II, Delhi).

In the following examples, you can find some guidance on how to cite a book which has been published as part of a series. Additionally, you can see how to number articles written in the same year (2011a, 2011b). Please first list all the publications published by an author on his or her own, followed by publications, which he/she has published jointly with one or more authors. Please take note of the two examples showing how to list an Internet publication:

- Hegewald, Julia A. B. 2009, *Jaina Temple Architecture in India: The Development of a Distinct Language in Space and Ritual*. Monographien zur indischen Archäologie, Kunst und Philologie, Band 19, Herausgeber Stiftung Ernst Waldschmidt, G + H-Verlag, Berlin.
- (ed.), 2011a, *The Jaina Heritage: Distinction, Decline and Resilience*. Heidelberg Series in South Asian and Comparative Studies, Samskriti Publishers, New Delhi.
- 2011b, “Sacred Symbols, Enlightened Beings and Temple Guardians: The Display of Holy Elements on Pillars in Jaina Temple Complexes in Karnataka”. In: Julia A. B. Hegewald (ed.), *The Jaina Heritage: Distinction, Decline and Resilience*. Heidelberg Series in South Asian Studies, Samskriti Publishers, Delhi, pp. 134–160.
- 2012a, “Towards a Theory of Re-use: Ruin, Retro and Fake Versus Improvement, Innovation and Integration”. In: Julia A. B. Hegewald & Subrata K. Mitra (eds.), *Re-use: The Art and Politics of Integration and Anxiety*. Sage Publishers, New Delhi, pp. 30–54.
- 2012b, “Reflections on the Past, Perspectives for the Future: Re-use Theory as a Method for Critical Analysis in Art-historical Research”. In: Tiziana Lorenzetti & Fabio Scialpi (eds.), *Glimpses of Indian History and Art. Reflections on the Past, Perspectives for the Future (Proceedings of the International Congress, Rome, 18–19 April 2011)*. Studi Umanistici, Ricerche sull’Oriente, Collana Convegni 19, Sapienza Università Editrice, Rome, pp. 77–100.
- Hegewald, Julia A. B. & Subrata K. Mitra, 2008, “Jagannatha Compared: The Politics of Appropriation, Re-use and Regional State Traditions in India”. *Heidelberg Papers in South Asian and Comparative Politics (HPSACP)*. No. 36, pp. 1–37. [<http://archiv.ub.uni-heidelberg.de/volltextserver/8015/>].
- 2012a, *Re-use: The Art and Politics of Integration and Anxiety*. Sage Publishers, New Delhi.
- 2012b, “Art and Politics: The Dialectics of Duality, Affinity and Confluence”. In: Julia A. B. Hegewald & Subrata K. Mitra (eds.), *Re-use: The Art and Politics of Integration and Anxiety*. Sage Publishers, New Delhi, pp. 1–29.
- Kashyap, Tara, 2006 (3. November), “Picking up from a past”. *The Hindu*. Online edition of India’s National Newspaper.  
<http://www.hindu.com/fr/2006/11/03/stories/2006110301500100.htm>  
 (accessed on 24.08.2011).

Please remember only to use “et al.” in the biography when you do not know the name of each of the authors.

If you use Internet sources, which are not simply e-publications/e-books in the sense of providing simply the text of a book or article online, then please list them in a separate section:

### *Internet Sources*

Karnataka Tours and Travels

[http://www.karnatakatoursandtravel.com/karnataka\\_temples/somnathpur\\_temple.htm](http://www.karnatakatoursandtravel.com/karnataka_temples/somnathpur_temple.htm) (accessed on 24.08.2011)

Language in India: Vol. 4: 9, September 2004

“Modes of Address in Kannada: A Sociolinguistic Study of Language Use in Mysore District” by L. Manjulakshmi

<http://www.languageinindia.com/sep2004/manjulakshitermssofaddress1.html> (accessed on 14.06.2010)

Religious India.info

<http://www.religiousindia.info/page/8/> (accessed on 24.08.2011)

South India Tour Package

<http://www.south-india-tour-package.com/south-indian-temples/karnataka-temples/somnathpur-temple.html> (accessed on 24.08.2011)

Wikipedia Entry on Balligavi

<http://en.wikipedia.org/wiki/Balligavi> (accessed on 24.08.2011)

You can also list your scientific Internet sources (e-texts) in such a separate section:

### *Internet Sources*

Höfer, Regina, 2011 (November), “Making Emptiness Visible: Sonam Dolma and Contemporary Tibetan Abstraction”. In: *modern art asia*. No. 8, 9.

[http://modernartasia.com/issue\\_8.html](http://modernartasia.com/issue_8.html) (accessed on 1. December 2011).

Simons, Craig, 2004 (22. November), “At a Gallery in Lhasa, Tibet Joins Art World”. In: *The New York Times*.

<http://www.nytimes.com/2004/11/22/arts/design/22tibe.html?page-wanted=2> (accessed on 1. December 2011).

Tsering, Topden, 2006, “The Story of a Monk Wanderer, Part 2 – The Life, the Literature and the Revolution of Amdo Gendun Chopel”.

<http://www.phayul.com/news/article.aspx?id=11884&t=1> (accessed on 1. December 2011).

This is an example of a source in Chinese:

Dunhuang wen wu yan jiu suo (敦煌文物研究所編), 1980–82, Tonkō Bakkōkutsu (敦煌莫高窟). Vol. 1, Tokyo, Heibonsha.

These are examples for exhibition catalogues:

Khan, M. A. & M. ul-Hasan, 2004, "Discovery of mural paintings from Jinan Wali Dheri, Taxila Valley". *Journal of Asian Civilizations*. Vol. 27, no. 1, pp. 14–27.  
— 2008, "A New Discovery in the Taxila Valley: Archaeological Excavations at the Buddhist Monastery of Jinan Wali Dheri". In: *Gandhara – The Buddhist Heritage of Pakistan: Legends, Monasteries and Paradise*. Catalogue of the exhibition, Verlag Philipp von Zabern, Mainz, pp. 302–307.

Rossi & Rossi, Peaceful Wind (eds.), 2005, *Visions from Tibet. A brief Survey of contemporary Painting*. Rossi & Rossi, Peaceful Wind, London (exhibition catalogue).

Please use 'Vol.' (with a capital 'V') if you refer to a specific volume number.

Please use 'vols.' (with lower case 'v') if you want to state how many volumes a publication consists of.

See this example:

Migeon, Gaston & Henri Saladin, 1907, *Manuel d'Art Musulman*. 2 vols., Picard Paris.

Sarre, Friedrich, 1903, "Die Ausstellung muhammedanischer Kunst in Paris". *Repertorium für Kunstwissenschaft*. Vol. 26, pp. 521–533.

— 1907, "Manuel d'Art Musulman". *Deutsche Literaturzeitung*. Vol. 40, pp. 2531–2532.

Please indicate the series, in which a book has been published, in this way:

Gridley, Marilyn Leidig, 1993, *Chinese Buddhist Sculpture Under the Liao: Free-Standing Works in Situ and Selected Examples From Public Collections*. Satapitaka Series Vol. 368, Aditya Prakashan, New Delhi.

Concerning reprints, please use this style:

Jacobi, H. (trans.) 2008 [1884, 1996], "Jaina Sutras. Part 1: The Akaranga Sutra. The Kalpa Sutra." In: F. Max Müller (Ed.), *The Sacred Books of the East*. Vol. XXII. Delhi, Motilal Banarsidass.

Please notice that you need to provide the publishing house of the reprinted edition and not the name of the original publishing house having done the first edition.

After this information, you can add the original publishing house in brackets if you wish.

## 10. Illustrations/Tables/Maps

- Please refer to the illustrations in your text as 'Plate' (and not as 'Figure').
- Please refer to all your illustrations by making a reference in the text (“[...] (Plate 1) [...]”).
- If you are editing a volume with contributions by different authors, please start again with 'Plate 1' at the start of each chapter but include the chapter number in front of the Plate number (e.g. for plates 2 and 3 in chapter one, please write 'Plate 1.2' and 'Plate 1.3' and for plate 8 in chapter 4, please write 'Plate 4.8').
- Please provide captions for all the illustrations.
- You need to provide a complete separate list of plates to be published at the end of the book.
- If a photo/drawing/table/map is not your own, you need to gain permission to reproduce it and you need to name the source. We require a copy of all permission or copyright statements from you certifying that you hold the copyright for all illustrations reproduced.
- Please do not provide the information on the photographer or copyright holder in the caption below the image but at the end of the chapter (in edited volumes) or at the end (or at the front) of the book (in case of a monograph).
- Images should be in TIF format and have the exact size of 300 dpi when printed in A5 format.
- If you require help with checking the size of your pictures, please get in touch with us.
- Please give each TIF you send to us the correct name, reflecting the name/number in your text and in the captions (Plate 1.tiff; Plate 2.tiff).
- You are welcome to submit a few additional images, or to suggest some plates from your publication, which you consider suitable for reproduction on the book cover. Please make sure to send us high resolution images for this.
- There is space for a square image on the book cover. Please chose a picture which suits a spare format (i.e. can easily be cut on the sides for a landscape format or at the top and/or bottom for a portrait format). In some cases, you might suggest that we reproduce a detail from an image.

## 11. Sequence of sections in your book

All SAAC publications have a glossary at the end of the book, explaining key terms to the non-specialist reader. You will need to produce the glossary for us. Should you require a sample, please get in touch with us.

The sections in your book should be arranged in the following order even if some sections listed above might be missing from it (your book might e.g. not have a dedication page, appendixes and the plates might have been integrated into the text, then please ignore these points). Please get in touch with us in case of any questions:

1. Title page with the full name of author(s) as it/they should appear on the book and the full title of the book
2. Dedication page (if required)
3. Table of Contents (please ask us for a sample if you are unsure how many levels of headings to include in this)
4. Foreword by a different author (if available)
5. Preface (if available. This can also contain your acknowledgements and photo credits in case of a monograph)
6. Your individual Chapters

I: in an edited volume, individual chapters will have the following sections at the end. Please follow this order:

PHOTO CREDITS (for this chapter),  
ACKNOWLEDGEMENTS (for this chapter),  
BIBLIOGRAPHY (for this chapter - with *Primary Sources*, *Secondary Sources*  
and *Internet Sources* (if applicable)  
APPENDIX (if available)  
CAPTIONS (for the Plates belonging to this chapter)

- II: In a monograph, the final chapter would be followed by the  
Bibliography

Monographs and edited volumes are then followed by a: Glossary  
Appendix 1 (if applicable)  
Appendix 2 (if applicable)  
List of Plates (please note that also edited volumes need to contain a full list  
of all Plates)



- III: In an edited volume:

Glossary

List of Plates

Notes on Contributors (not in a monograph)

Index

## **12. Creating the index**

When you have finalised your manuscript, you will need to create one large word document with all the chapters from which you would like to include terms in the index. Depending on whether you work on a PC or an Apple Mac computer, we will then send you information on how to select and mark terms to be included in the index at the end of the book. This is very easy to do. When the publishers feed your text into the layout programme, the markings will be retained and once the final proofs have been obtained, the final index will be generate with the correct page numbers of the printed document.

- Please create only one full index and not one for persons or a separate one for other topics.

- If there is a part of your book which you do not want to include in your index (e.g. the bibliography), you can temporarily delete this section from your word document, create the index and then reinsert the section (e.g. bibliography) again in your word document.

## **13. Format of your manuscript**

Please submit the word version and a Pdf version of your entire document.

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**Thank you for your cooperation !**

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