



Manuscript preparation and submission guidelines

Thank you for considering ESI Press for publication of your manuscript. This guide should be used to help you prepare your full manuscript once your proposal has been approved. If you have not yet submitted your book proposal, please visit <https://upmonographs.up.ac.za> to access the guidelines for submitting your book proposal.

Preparing your manuscript should be done using this guideline together with the style sheet. Once your manuscript is ready for submission, please submit it to your institution's ethics board for approval. Manuscripts and the notice of ethics approval should then be submitted to the ESI Press portal accessible on <https://upmonographs.up.ac.za>.

Typescript

The typescript comprises the written elements of your book.

We prefer to receive Microsoft Word files for all our books. Please make sure that all chapters are in one document, clearly indicating headings and subheadings.

All figures and tables must be appropriately labelled. For example, Figure 1. Tables must be supplied in an editable format. Tables from other sources must be retyped.

Bibliographies and reference lists should be provided at the end of each chapter for edited books, and at the end of the book for all other books. Full details should be included in the references.

Please see the style sheet for more information on typesetting.

Preliminary front and end matter

Please submit front and end matter on a separate document and include the following elements:

- Title page
 - Include all authors/editors names and ORCIDs
- Dedication (optional)
- Table of contents

- Include all chapter titles and chapter subheadings. Please do not include page numbers or formatting- this will be done during the copyediting.
- List of contributors
 - Alphabetical order by surname.
 - Do not include titles as part of the name.
 - Ensure names match both the contents and the chapters exactly.
 - To include:
 - Name
 - Affiliation
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 - Brief (50 words) professional biography (optional)
- Forewords (optional)
- Preface (optional)
- List of acronyms and abbreviations (optional)

End matter

- Appendices (optional)
- Glossary (optional)

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