AUTHOR GUIDELINES FOR EMERALD SERIES AND BOOKS

Quick navigation
Order of Material
Abstract and Keywords
Direct Quotations
Appendices
References
Permissions
Figures, Tables and Illustrations
Final Submission

ORDER OF MATERIAL
Please adhere to the following order (per chapter):

- Title page (Title, Author(s), Affiliations)
- Running head (up to 65 characters in length)
- Abstract
- Main text
- Acknowledgements (if applicable)
- Appendix (if applicable)
- References: APA 6th Edition is used. Please see the references section below for more detail
- Figures (if applicable)
- Tables (if applicable)

For new books that require an alternative style and/or format please discuss with the Publisher.

ABSTRACT AND KEYWORDS (FOR EDITORS OF MULTI-AUTHORED BOOKS)
Authors must supply an abstract of 250 words maximum per chapter. Please also provide up to six keywords which encapsulate the principal topics of the paper.

DIRECT QUOTATIONS
When quoting, always provide the author, year, and specific page citation or paragraph number for non-paginated material. Cite the quote source and the page or paragraph number in parentheses at the end of the quotation.

APPENDICES
Appendices will be placed at the end of the reference section. The numbering of the figures and tables in the Appendix should be named as A1, A2, A3, etc., even if there is only one Appendix. If a chapter contains 2 appendices, the first appendix should be named as Appendix A and the second appendix should be named as Appendix B. Further, if Appendix A has 3 equations, the equations should be named as A.1, A.2 and A.3.
REFERENCES

- References to other publications must be in APA 6th Edition reference style
- All references should be supplied as a reference list
- Citations: for two-authors references, cite both names at every citation in the text. For three to five-author references, cite all authors at the first citation and at subsequent citations, include only the surname of the first author followed by et al. For 6 or more authors, include the surname of the first author followed by et al. for all the citations. (See below for exception rules). All parenthetical citations should be in alphabetical order as per the reference list.

Reference list

- Invert all authors' names; give surnames and initials for up to and including seven authors. When authors number eight or more, include the first six authors’ names, then insert three ellipsis points, and add the last author’s name. For example:

- For references with the same surname and initials but different first name please provide the first name also as follows:
  - Text citation to be given as follows:
    (Paul Janet, 1876)
    (Pierre Janet, 1906)

- For references of two or more primary authors with the same surname, include the first author's initials in all text citations, even if the year of publication differs.
• Examples of text citation:
  o Among studies, we review M.A. Light and Light (2008). I. Light (2006) studies this concept.

• If two references of more than three surnames with the same year shorten to the same form, e.g. both Ireys, Chernoff, DeVet, & Kim, 2001, and Ireys, Chernoff, Stein, DeVet, & Silver, 2001 shorten to Ireys et al., 2001). Then cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and et al.: Ireys, Chernoff, DeVet, et al. (2001) and Ireys, Chernoff, Stein, et al. (2001).

Books/Reports/DVDs

Each reference should include four elements:
1. Author/Editor/Producer.
2. Date.
3. Title.
4. Publication Information.

For example:


N.B. If the book is available online, a retrieval statement or DOI is required after (3) Title. Exclude (4) Publication Information. See, for example:


Periodicals

Items published on a regular basis, such as journals, magazines and newspapers, are known as serials or periodicals. For these include the same elements as for a book, but exclude the publication information and add the volume, issue and page number(s) instead:

• Author(s)
• Date
• Title of article
• Title of Periodical
• Volume, Issue and Page numbers
For example:


N.B. If the article is available online, a retrieval statement or DOI is required after the page numbers. See, for example:


Webpages (unpublished and informally published work)

Include the same elements as for a book, but exclude the publication information and add a retrieval statement in its place.

1. Author
2. Date
3. Title
4. Retrieval statement

For example:


N.B. Include a retrieval date if the source material is likely to change over time (Publication Manual, p. 192).
PERMISSIONS
Prior to article submission, authors should clear permission to use any content that has not been created by them. Failure to do will lead to lengthy delays in publication or removal of content from the paper. Emerald is unable to publish any copy which has permission pending. **The rights Emerald require are:**

1. Non-exclusive rights to reproduce the material in the article or book chapter.
2. Print and electronic rights.
4. To use the material for the life of the work (i.e. there should be no time restrictions on the re-use of material e.g. a one-year licence).

When reproducing tables, figures or excerpts from another source, it is expected that:

1. Authors obtain the necessary written permission in advance from any third party owners of copyright for the use in print and electronic formats of any of their text, illustrations, graphics, or other material, in their manuscript.
2. Authors obtain any proof of consent statements
3. If an author adapts significantly any material, the author must inform the copyright holder of the original work.
4. Authors must always acknowledge the source in figure captions and refer to the source in the reference list.
5. Authors should not assume that any content which is freely available on the web is free to use. Authors should check the website for details of the copyright holder to seek permission for re-use.

Upon submission, authors should complete the Permissions Checklist form and attach to the Chapter Transfer Agreement form. A permissions request form is available for use from your Publisher or Editor.

FIGURES, TABLES AND ILLUSTRATIONS
- Ensure that tables/figures/illustrations are complete with necessary superscripts shown, both next to the relevant items and with the corresponding explanations or levels of significance shown as footnotes in the tables and figures.
- All Figures (charts, diagrams and line drawings) should be submitted electronically.
- Figures should be of clear quality, and numbered consecutively e.g. Fig. 1, Fig. 2
- If any figure has sub-parts please label as Fig.1a, Fig.1b
- Tables should be numbered consecutively e.g. Table 1, Table 2
- Illustrations should also be submitted electronically. Do not use screen dumps since their resolution is too low.
- Make sure illustrations are clearly labelled (label the illustration with the chapter and figure number).
- Supply succinct and clear captions for all tables, figures and plates.
• Graphics may be supplied in colour to facilitate their appearance in colour if hosted online but will be printed in black and white.
• In the text of the paper the preferred position of all figures/illustrations should be indicated by typing on a separate line the words “Take in Figure (No.)” or “Take in Plate (No.)”. Tables should be typed and included as part of the manuscript. They should not be submitted as graphic elements.

**Final Submission**
Once accepted for publication, the final version should be sent to the Editor electronically by email using Microsoft Word Format, labelled with author name(s); book/volume title; file name.

Each article or contributed chapter must be accompanied by a completed and signed Copyright Transfer Agreement available from the Publisher. The Editor/Author must ensure the final version is complete, grammatically correct and without spelling or typographical errors. For edited works, it is important that style, formatting and spelling is consistent throughout.