



AUTHOR GUIDE

Thomson Reuters W. Green

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1. CITATIONS

CITATIONS SHOULD ALWAYS BE COMPLETE AND SET OUT IN THE FOLLOWING FORMAT:

1.1 BOOKS

- Cite author surname and title of book in a text where footnotes are used.

Example

Beaumont and McEleavy, *Anton's Private International Law*.

- Full citation should be included in the footnote and should consist of the following elements:
 - ♦ Authors (forename or initials, followed by surname);
 - ♦ Title (in italics, including statement of original authorship where it is an integral part of the title);
 - ♦ Editor/subsidiary author (forename or initials followed by surname);
 - ♦ Edition (where not the first);
 - ♦ Place of publication, publisher and year of publication (in brackets);
 - ♦ Volume number (where available); and
 - ♦ Page reference where citation is not to the whole item.

Examples

F. Davidson, H.R. Dundas and D. Bartos, *Arbitration (Scotland) Act 2010* (Edinburgh: W. Green, 2010), pp.12–13.

S. Pollock and T. Maitland, *The History of English Law*, 2nd edn (Arnhem: Kluwer, 1911), Vol.1, pp.518, 520–522.

Chitty on Contracts, edited by H.G. Beale, 28th edn (London: Sweet & Maxwell, 1999), Vol.1, paras 4–024—4–029.

G. Black (ed.), *Woolman on Contract*, 4th edn (Edinburgh: W. Green, 2010), p.120.

- Include the full citation in the text if footnotes are not used.
- For subsequent references, cite author surname, title of book, year of publication (in brackets) and page/paragraph number.

Examples

Davidson, Dundas and Bartos, *Arbitration (Scotland) Act 2010* (2010), pp.12–13.

Pollock and Maitland, *The History of English Law* (1911), pp.520–522.



1.2 ESSAYS IN COLLECTION

- Cite author surname and title of essay in text where footnotes are used. The title should be in roman text with double quotation marks.

Example

Maitland, "The Mystery of Seisin".

- Full citation should be included in the footnote and should consist of the following elements:

- ♦ Author of essay
- ♦ Title of essay in double quotation marks
- ♦ Title of book (in italics)
- ♦ Place of publication, publisher and year of publication (in brackets)
- ♦ Volume number (where available)
- ♦ Page reference

Examples

T. Maitland, "The Mystery of Seisin" in *Select Essays on Anglo-American Legal History* (London: Sweet & Maxwell, 1993), Vol.3, p.591.

R. Goldberg, "Concepts of Depreciation" in Ian Baxter and John Davidson (eds), *Studies in Accounting Theory*, 2nd edn (London: Sweet & Maxwell, 1998), p.236.

- Include full citation in text if footnotes are not used.
- For subsequent references, cite author surname, title of essay, title of book, year of publication (in brackets) and page/paragraph number.

Example

Maitland, "The Mystery of Seisin" in *Select Essays on Anglo-American Legal History* (1993), p.591.

1.3 LEGAL PERIODICALS

- Cite author surname and title of article in text where footnotes are used. The title should be in roman text with double quotation marks.

Example

Getzler, "Forfeiture for breach of a time condition".



- **Full citation should be included in the footnote and should consist of the following elements:**
 - ♦ Author (forename or initials, followed by surname);
 - ♦ Title of article in double quotation marks; and
 - ♦ Journal citation.

Examples

Joshua Getzler, “Forfeiture for breach of a time condition” (2004) 120 L.Q.R. 203.
 W. Pengilley, “Restraint of Trade and Antitrust: A Pigskin Review Post Super League” (1997) 6 Canterbury L. Rev. 610.

- **Include full citation in the text where footnotes are not used.**
- **For subsequent references, cite author surname, title of article and journal citation.**

Example

Getzler, “Forfeiture for breach of a time condition” (2004) 120 L.Q.R. 203.

- **Use the format 203, 205 if referring to a particular page.**

Example

Getzler, “Forfeiture for breach of a time condition” (2004) 120 L.Q.R. 203, 205.

1.4 GOVERNMENT PUBLICATIONS

- **Cite author and title in text where footnotes are used.**

Examples

Law Reform Committee, *First report of the Law Reform Committee*.
 House of Commons, *Select Committee on Modernisation of the House of Commons, Scrutiny of European matters in the House of Commons*.

- **Full citation should be included in the footnote and should consist of the following elements:**
 - ♦ Official body;
 - ♦ Title (in italics);
 - ♦ Section/department responsible;
 - ♦ Date of publication; and
 - ♦ Series.



Examples

Law Reform Committee, *First report of the Law Reform Committee* (HMSO, 1963), Cmnd.641.

Government memorandum from the Leader of the House of Commons: session 2003–04 (The Stationery Office, 2004), HC Paper No.508 (Session 2003/04).

- Include full citation in the text where footnotes are not used.
- For subsequent references, cite author and title.

1.5 E-TERMINOLOGY

- Use italics for website addresses (not underlined or bold).
- Include `http://` at the start of website addresses.
- Add an accessed date in the form “[Accessed January 17, 2011]” as pages can go out of date very quickly.

Example

<http://www.official-documents.gov.uk/document/cm68/6878/6878.asp> [Accessed July 1, 2008].

1.6 CASES

- Cite shortened case name, refer to one party only, or use nickname in text where footnotes are used

Example

As was proposed by the Master of the Rolls in *Filmlab* and confirmed by the House of Lords in *Hurst*.

- Full citation should be included in the footnote and should consist of the following elements:
 - ♦ Party names (in italics, separated by a v without a full point);
 - ♦ Media neutral citation (first in string of citations) and law report reference(s) where available; and
 - ♦ Unreported, date and court where no citations are available (do not include commas between these elements).

Examples

Barnet LBC v Hurst [2002] EWCA Civ 1009; [2003] 1 W.L.R. 722.

HM Advocate v Purves, 2009 S.L.T. 969.

Dean v Woods Unreported April 21, 1994 CA (Civ Div).



- Include full citation in the text if footnotes are not used.
- For subsequent references, use shortened case name, refer to one party only, or use a nickname and include at least one published report series.
- Use “at” when referring to pages of law reports. Do not use “p.” for page. Where subsequent references to pages are made, separate by a comma.
- Paragraph numbers should appear in square brackets.

Examples

Rye v Rye [1994] A.C. 496 HL at 500.

Rye v Rye [1994] A.C. 496 HL at 500, 503–505.

R. (on the application of Crouch) v DPP [2009] P.N.L.R. 1 QBD at [1], [3] and [5]–[6].

1.7 LEGISLATION

1.7.1 Statutes

- Include full title in main text on first citation, with section number either following or preceding the name of the Act with no comma after the year.

Example

Family Law (Scotland) Act 2006 s.3.

s.3 of the Family Law (Scotland) Act 2006.

- Do not use acronyms for legislation in the main text unless the legislation is frequently referred to in the product. Usage must be consistent within the product with legislation in full on first mention, followed by the acronym in brackets. Provide an abbreviations list.

Example

Income and Corporation Taxes Act 1988 (“ICTA”).

- For subsequent references in the main text, use the year of the Act. If only one Act is mentioned, the year can be dropped.

Example

the 1925 Act

the Act



- **Include the full title in footnotes on first citation, with section number following the name of the Act with no comma after the year. Include the acronym or abbreviated title in brackets.**

Example

Law of Property Act 1925 (LPA 1925) s.3.

- **For subsequent references in footnotes use the acronym or abbreviated title.**

1.7.2 Statutory Instruments

- **Include the full title in the main text on first citation (name, year and number), with regulation/rule/article number following the name of the SI with no comma after SI number.**

Examples

Act of Sederunt (Rules of the Court Session 1994) (SI 1994/1443) Sch.2 para.1.1.
Automated Registration of Title to Land (Electronic Communications) (Scotland)
Order 2006 (SSI 2006/491) art.4.

- **Do not use acronyms for legislation in the main text unless the legislation is frequently referred to in the product. Usage must be consistent within the product with legislation in full on first mention, followed by the acronym in brackets. Provide an abbreviations list.**

Example

Act of Sederunt (Rules of the Court Session 1994) (SI 1994/1443) (“RCS”) Sch.2
para.1.1.

- **For subsequent references in the main text, use the year of the SI. If only one SI is mentioned, the year can be dropped.**

Examples

1994 Rules
2006 Order

- **Include the full title in footnotes on first citation, with regulation/rule/article number following the name of the SI, with no comma after the number. Include the acronym or abbreviated title in brackets.**

Example

Automated Registration of Title to Land (Electronic Communications) (Scotland)
Order 2006 (SSI 2006/491) (2006 Order) art.4.

- **For subsequent references in footnotes use the acronym or abbreviated title.**



2. PARAGRAPH NUMBERING

PARAGRAPH NUMBERS SHOULD ALWAYS BE COMPLETED BY THE AUTHOR BEFORE SUBMITTING FINAL MATERIAL.

- Paragraph numbers should be added before submission of your completed material to your Publisher, rather than at proof stage. They provide structure to the text and are also used for referencing in the tables and index.
- Numbers should be attached to paragraphs rather than headings and need to follow a specific style (1-01, 1-02, etc).

Example

Introduction

1-01 The aim of this book is to provide an introduction to company law and to deal, in particular, with the formation ...

- There should be a paragraph number against every first paragraph under a heading, and thereafter aim to include at least one paragraph number per page.
- If you are working on a subsequent edition, please re-paragraph where necessary.



3. HEADINGS

A CONSISTENT SYSTEM OF HEADINGS IS REQUIRED TO ALLOW SUBJECT MATTER TO BE PRESENTED CLEARLY.

- The layout of headings need to be consistent and follow this hierarchy in order to ensure there is a clear structure to the text. The indexer will also refer to the hierarchy of headings when structuring the index to your publication.
- Please avoid numbered headings.

Example

CHAPTER 1

CHAPTER HEADING

SECTION HEADING (IF REQUIRED)

Heading 1

Text Text Text Text Text Text

Heading 2

Text Text Text Text Text Text

Heading 3: Text Text Text Text Text

Heading 4: Text Text Text Text Text



4. MULTIPLE AUTHORS

AUTHORS SHOULD LIAISE TO ENSURE A LEVEL OF CONSISTENCY THROUGHOUT THE PUBLICATION.

- **When completing your text for submission please liaise with your co-authors or general editor to ensure as much consistency as possible in terms of:**
 - ♦ Structuring the text in a consistent manner;
 - ♦ Applying paragraph numbering in a consistent manner;
 - ♦ Applying headings hierarchy in a consistent manner;
 - ♦ Inserting correct cross-references if required; and
 - ♦ Strategy for corrections.



5. CORRECTION AT PROOF STAGE

CHANGES AT PROOF STAGE SHOULD ONLY INCLUDE ESSENTIAL CORRECTIONS.

- You will be sent a typeset version of your publication at the 1st proof stage. The in-house Editor managing your title will advise you when you will receive it and can send either hard copy or a PDF.
- Changes at this stage should be kept to a minimum as far as possible, incorporating corrections which are essential to ensure the accuracy of the text.
- Checks which should be carried out include:
 - General check of content;
 - Ensure all author queries sent to you by the editor are resolved;
 - Check that the hierarchy of all headings is correct;
 - Check that all paragraph cross references have been filled in, including in footnotes; and
 - Check that all tabular material is set correctly.
- The in-house Editor will incorporate your corrections to a master copy, advising you if any changes could not be included, and will make thorough checks at 2nd proof stage to ensure that the typesetter has completed these changes accurately.
- Please keep a photocopy of all corrections to prevent problems arising if copy goes missing in the post, etc.



6. FOOTNOTES

FOOTNOTES SHOULD BE INSERTED USING THE AUTOMATED TOOL IN WORD, RATHER THAN INSERTING THEM MANUALLY.¹

- Numbered footnotes should be used, starting from 1 at the beginning of every chapter, and should appear at the foot of the page they refer to.
- Footnotes should appear after full points and commas but before colons and semi colons.
- Where footnotes are used, references in the text can be brief. However, the full reference should appear in the footnotes (see the “Citation” section for detailed guidance).

Example

The decision in *Bateman*,¹ upholding the decision ...

¹ *Bateman v Asda Stores Ltd* [2010] I.R.L.R. 370.

- Where footnotes are not used, the full reference should be given in the text.

Example

The decision in *Bateman v Asda Stores Ltd* [2010] I.R.L.R. 370, upholding the decision ...

- Legislation citations that appear in footnotes must appear in full to avoid confusion.

Example

Family Law (Scotland) Act 2006 s.28.

not simply “s.28”.

- Renumbering at proof stage should be avoided if at all possible. It is time consuming and expensive to renumber.
- Please avoid terms such as *op. cit.* and *Ibid* as they require the user to refer back to previous citations. Simply cite in an abbreviated format (see the “Citation” section).

¹ Please refer to the Appendix for the “How To Guide”.



7. CROSS REFERENCES

IT IS THE AUTHOR'S RESPONSIBILITY TO COMPLETE CROSS REFERENCES.

- Cross references should be to paragraph number or footnote and should be completed before submission and checked at proof stage.

Example

See para.1–31.
See paras 2–01—2–10.
See fn.2.
See fnn.4–6.

- A book should always be adequately cross-referenced, but over-cross-referencing to page number should be avoided if possible, as these will have to be filled in at page proof stage.
- Do not use “supra/ante” or “infra/post”. If necessary, replace with “above” or “below”.



8. GRAPHICS AND TABLES

GRAPHICS AND/OR TABLES MUST BE SUBMITTED WITH THE COPY IF POSSIBLE AND SHOULD NOT BE INSERTED AT PROOF STAGE.

- **Submit electronically if feasible or, if this is a problem, let us know as soon as possible so we can resolve this in-house.**
- **The author must let us know if permissions are required.**



9. APPENDICES

ALL APPENDIX INFORMATION MUST BE INCLUDED AT THE SAME TIME THAT THE MAIN TEXT IS SUBMITTED.

- Appendix information includes legislation, forms, styles/precedents, tables, diagrams, etc.
- All appendix information must be submitted to the publisher with the manuscript. Should you need the editorial department to source any appendix information please be as specific as possible regarding what requires to be included in order to avoid correction, deletion or replacement of material at proof stage.
- Where styles/precedents are included please note that these will be anonymised in house to ensure that they are easy to use for the subscriber.

Example

LEASE OF SUBJECTS

[*address*]

[*date*]

Dear [*name*]

On behalf of and as instructed by our client [*name*] (hereinafter called “the proprietor”), we hereby offer to lease to you, [*name*], (hereinafter together called “the tenant”), the property known as [*address*] (hereinafter called “the property”) on the following terms and conditions...



10. QUOTATIONS

THE CONTENT OF QUOTATIONS WILL NOT BE CHECKED IN-HOUSE BUT THE QUOTATION WILL BE FORMATTED ACCORDING TO HOUSE STYLE.

- The content of the quotation will not be checked in house unless there is an obvious error, in which case it will be brought to your attention by the editor.
- A full citation is required, including page reference. If you are quoting from an opinion/transcript include a paragraph number where appropriate.
- Only direct quotations should be in quotation marks. Do not insert quotation marks if you are paraphrasing.
- A quote within a quote should appear in single quotation marks.
- Interpolations or corrections, including grammatical or spelling errors, should either be replaced by the correct word or phrase in square brackets or should be allowed to stand followed by “[sic]”.
- House style will be applied by the editor to the layout of quotations. Style points to note are:
 - ♦ Short quotations (less than 22 words) will be within the text and will start with a lower case letter. Longer quotations will start as a new and indented paragraph.
 - ♦ If the quotation is a new sentence or paragraph it will be preceded by a colon.

Example

The claimant’s solicitors said:

“In all the circumstances, we do not consider that a telephone hearing would give our client an adequate opportunity to put his case to you.”

- ♦ If the quotation is not a new sentence or paragraph and runs on from the previous text, punctuation and initial capitals will not be included.

Example

During the House of Lords second reading, on June 7, 2011, Baroness Hanham observed that

“the Bill provides for compulsory referendums on the council tax levy where it is deemed excessive by the Secretary of State...”

- ♦ If punctuation is part of a quotation it will appear inside the quotation marks

Example

“The goodwill of a business is one whole. Goodwill has no independent existence. It cannot subsist by itself. It must be attached to a business.”



- ♦ If punctuation has been added but is not part of the quotation, it will appear outside the quotation marks

Example

As Collins C.J. observed, “the goodwill formed part of the business”.



APPENDIX

A.1 HOUSE STYLE

1.1 ABBREVIATIONS

- Use the following commonly occurring contractions and abbreviations (except at the beginning of a sentence).

App.	Application
Apps	Applications
art.	article (UK, foreign domestic, international and EU legislation)
Art.	Article (European Patent legislation only)
arts	articles (UK, foreign domestic, international and EU legislation)
Arts	Articles (European Patent legislation only)
asp	Act of the Scottish Parliament
c.	chapter (when referring to the chapter number of an Act)
Ch.	Chapter (when referring to book chapters)
Chs	Chapters (when referring to book chapters)
Ch.	Chapter of an Act or SI
Chs	Chapters of an Act or SI
cl.	clause
cll.	clauses
col.	column
cols	columns
Co	Company
Corp	Corporation
Dir.	Direction
Dr	Doctor
ed.	editor
eds	editors
edn	edition
fig.	figure
figs	figures
fn.	footnote/note (not n.)
fnn.	footnotes/notes
ln.	line
lnn.	lines
Ltd	Limited (not LTD or ltd)
Messrs	Plural of Mister
No.	number
Nos	numbers
p.	page
pp.	pages
para.	paragraph
paras	paragraphs
Plc	Public Limited Company (not PLC or plc)
Pt	Part
Pts	Parts
r.	rule
rr.	rules (except when referring to the title of an entire piece of legislation)
reg.	regulation



regs	regulations (except when referring to the title of an entire piece of legislation)
s.	section
ss.	sections
Sch.	Schedule (not Sched.)
Schs	Schedules (not Scheds)
Sch.nn para.nn	Schedule paragraph—sublevels of Acts and SIs
Sch.nn Pt nn	As above Schedule Part
SI	Statutory Instrument
SSI	Scottish Statutory Instrument
subs.	subsection
subss.	subsections
Vol.	Volume
Vols	Volumes

1.2 FOREIGN WORDS AND PHRASES

- **Italicise all foreign words and phrases unless they have naturalised into English.**
- **The following are regarded as having passed into everyday legal usage. Any foreign words or phrases not listed here should be italicised.**

a fortiori	a prendre	a priori
ab initio	acte clair	actus reus
ad hoc	ad valorem	amicus curiae
ante	autrefois acquit	bona fide
bona vacantia	caveat/caveat emptor	certiorari
cestui que trust	cf.	chose in action
curator ad litem	curator bonis	cy-près
de facto	de jure	de minimis (non curat lex)
de novo	dictum, dicta	doli incapax
e.g.	eiusdem generis	etc
et al	et seq.	ex gratia
ex parte	ex post facto	ex relatione
ex officio	ex tempore	ex turpi causa (non oritur action)
ferae naturae	feri facias	force majeure
forum non conveniens	functus officio	habeas corpus
ibid.	i.e.	in camera
in personam	in loco parentis	in rem
indicia	insitu	infra
inter alia	inter alios	inter partes
inter vivos	intra vires	ipso facto
lacuna	laissez-faire	locus in quo
locus standi	mala fides	mandamus
mens rea	modus operandi	mutatis mutandis
nisi	nisi prius	non compos mentis
non sequitur	novus actus interveniens	obiter
obiter dictum, dicta	pari passu	passim
per	per annum	per capita
per caput	per curiam	per se
post	post mortem	prima facie
pro bono	pro forma	pro rata
pro tanto	profit a prendre	qua
quaere, sed quaere	quantum	quantum meruit



quasi	quia timet	quid pro quo
quorum	raison d'être	ratio decidendi
res gestae	res ipsa loquitur	res judicata
restitutio in integrum	semble	seriatim
simpliciter	sine die	sine qua non
stare decisis	status quo (ante)	sub judice
sub nom.	subpoena	sui generis
sui juris	supra	terra nullius
uberrimae fidei	ultra vires	verbatim
via	vice versa	vis-à-vis
viz	voir dire	volenti non fit injuria

1.3 GENDER NEUTRAL

- Aim to use gender neutral nouns, rephrasing where necessary to the plural or passive.

Examples

(Plural)

Customers would like to see their cases published in Current Law ...

instead of

The customer would like to see his cases published in Current Law ...

(Passive)

The sum was to be disclosed to the judge after judgment had been given ...

instead of

The sum was to be disclosed to the judge after he had given judgment ...

- If rephrasing to the plural or passive is not possible, use either “he” or “she” but ensure consistency and do not alternate within a single piece of text.

1.4 CAPITALISATION

- The use of capital letters must be consistent.
- Lots of capital letters are distracting; when in doubt, use lower case.
- Use initial capitals for proper nouns including names of people, places, days, months, buildings, etc.
- Use initial capitals where a specific court is named or where a reference to a court can only possibly mean one particular court. Use lower case initials when the reference to court is general or non-specific.

Examples

The case at the High Court in Edinburgh...

It would be for the court to decide...



- Use initial capitals where a specific reference is made to a judge or recorder. Use lower case initials where making a general reference to a judge.

Examples
 a Judge in Lunacy
 H.H. Judge Brown
 Recorder Smith
 ...a judge in chambers
 ...the judge expressed the view that...

1.5 LISTS

- Use bullet points for lists and for sub-levels within bulleted lists use em-dashes (ctrl-alt-minus sign on number keypad).

Example

- Case citations
 - party names
 - case references

- Use numbered lists if specifically required and for sub-levels within numbered lists use the following pattern:

Example

- (1) Case citations
 - (a) party names
 - (b) case references
 - (i) court
 - (ii) judge
- (2) Legislation citations
 - (a) act name
 - (b) year

- List items which are complete sentences start with initial upper case and end in full points.
- If the sentence preceding the list ends in a full stop, then each list item should be initial upper case and end with a full point.
- If the sentence preceding the list ends in a colon then each list item should begin with lower case and end in a semi-colon, with the last bullet point ending in a full stop.



A.2 EDITORIAL AND PRODUCTION PROCESS

2.1 THE HANDOVER MEETING

Once the commissioning editor is satisfied that the manuscript is ready for the production phase, a handover meeting will be arranged. The manuscript will be passed to one of our legal editors in the editorial department who will manage the title through the production process. The member of the marketing department responsible for the book will also be present. The purpose of this meeting is to ensure that all of those involved with the book have had a chance to talk to the commissioning department and ensure that all relevant information is passed on. From this point on your primary point of contact will be your legal editor.

2.2 THE EDITORIAL DEPARTMENT

Our editorial department is highly experienced and our legal editors are trained to deal with the particular needs of legal texts. All our editors have either legal or publishing qualifications, and our training programme is tailored to ensure they have the necessary mix of skills to produce publications of the highest possible standard. The editor responsible for your book will project manage the production process and co-ordinate freelance copyeditors, indexers, tablers and typesetting.

Shortly after the handover meeting, your editor will get in contact with a schedule for publication. Your editor will also send you an index questionnaire to check whether there are specific topics you wish to see highlighted in the index. The most important dates for an author in the publication schedule are the dates when you will receive the proofs and the date we would like them to be returned. Please let your editor know if you will not be available to check proofs in line with this schedule, as we pre-book typesetting and printing slots to prevent delay.

2.3 MANUSCRIPT COPY EDIT

The freelance copyeditor (or legal editor) will carry out the following:

- Detailed edit for sense—is meaning clear, with no gaps, contradictions or ambiguities?
 - Organisation and structure.
 - Grammar, spelling and punctuation.
 - Imposing “house style” for consistency.
 - Typographical specification/design.
 - Preparing preliminary pages.
 - Organising preparation of tables and indices.
-

2.4 FIRST PROOFS

Once the copy edit is complete, the manuscript will be typeset and you will receive the first proofs. This will include a list of any queries which may have arisen during the copy edit. When you receive the proofs we ask



that you read through the text to ensure their accuracy and mark any corrections you require. Please note that you should only mark page proofs for the purpose of correction or updating. When marking the proofs the following are useful guidelines:

- Type any substantial new text in a Word document (these are called riders) and email it to the editor when you send your corrections in. Indicate clearly on the proof where the new material is to be inserted, e.g. “Rider A for p.102”;
- Check that all page/paragraph cross references have been filled in, including in footnotes;
- Check that running heads read correctly;
- Check that the hierarchy of all headings is correct;
- Ensure that all listed or proof queries have been resolved; and
- Check that tabular material is set correctly.

If you have any queries about the proofs or the marking up process your editor will be happy to help.

Basic formatting and layout, e.g. page numbering, running heads and headings, will be checked in-house by the editor. It is not essential that you use your valuable time amending this, unless you feel particularly strongly about a certain aspect. It is more important, at this stage, that you check the accuracy of the information, e.g. that any legislation is up-to-date and citations are complete. We do ask that you return proofs by the due date. When we send out the proofs we pre-book time at the typesetters—any delay could mean missing this slot and may lead to substantial delay in getting the manuscript bound and printed.

2.5 TABLING AND INDEXING

Tables and index are compiled out of house by our legally trained freelancers.

2.6 SECOND PROOFS

Where this stage is thought to be appropriate, no extra material can be added and only necessary corrections or updates can be made. Generally, authors will not see the second proofs, unless previously agreed, and they are used by editors to ensure additions to the first proof have been made correctly by the typesetter.

2.7 PRESS PROOFS

After we have the marked proofs in-house they are then typeset again with the corrections and additions and your editor will then receive the press proofs. These are the finished proofs which are checked in house to ensure all corrections have been included and all pages are present. No new corrections can be made at this stage.

2.8 PRINTING

Once we are happy with the press proofs, the typeset pages are sent to the printers. Printing time depends on the size of the publication, the form of binding and whether we have managed to keep to schedule.



2.9 BOUND COPIES

At this stage we have a finished book. We receive a set of advances from our printers and the number of free copies agreed in your contract will be sent on to you. Please remember that under your contract you can receive extra copies at a special discount as long as they are not for resale. At the same time more copies will be sent to our warehouse where any pre-publication orders will be completed and the book will be available for general sale.

If you have any questions regarding this process, please contact your commissioning editor:

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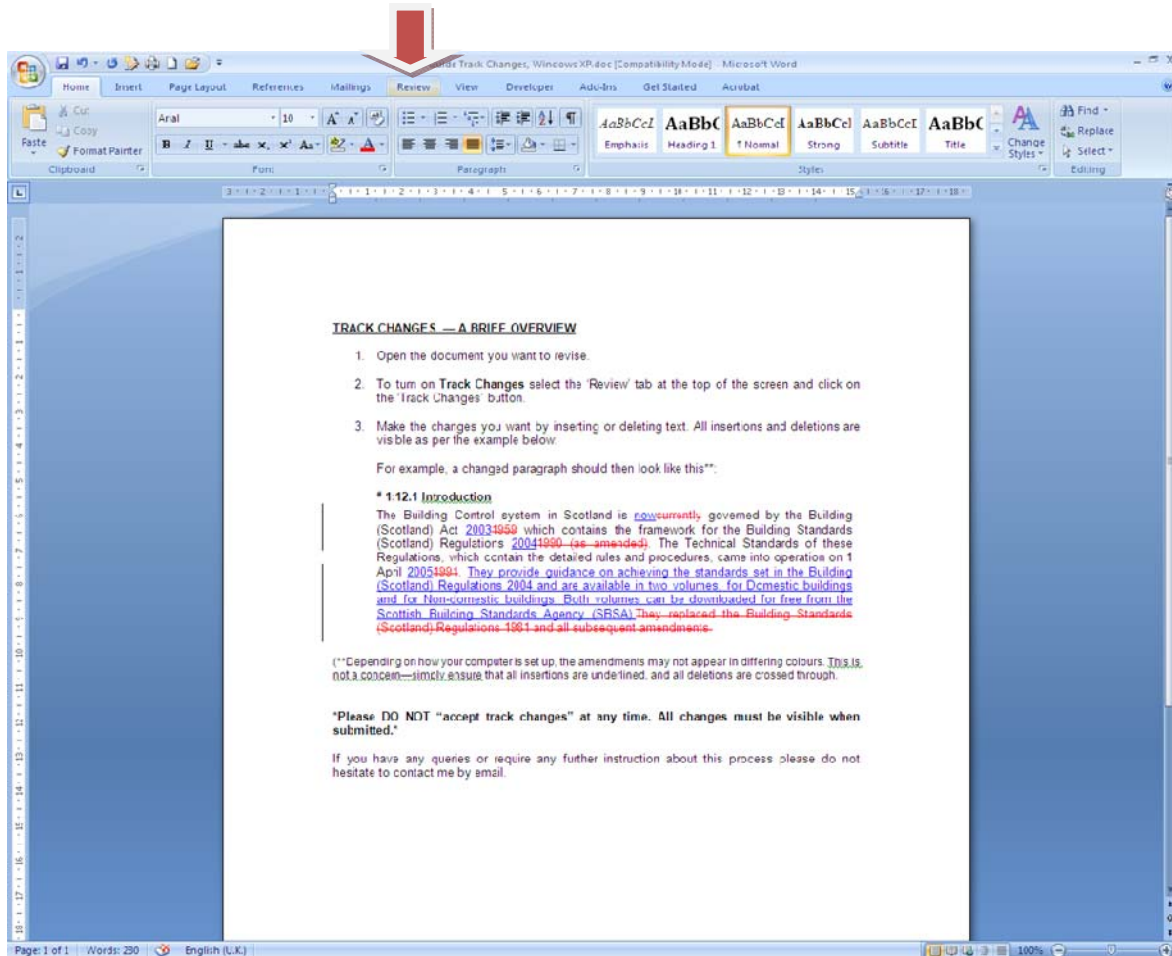


HOW TO GUIDE

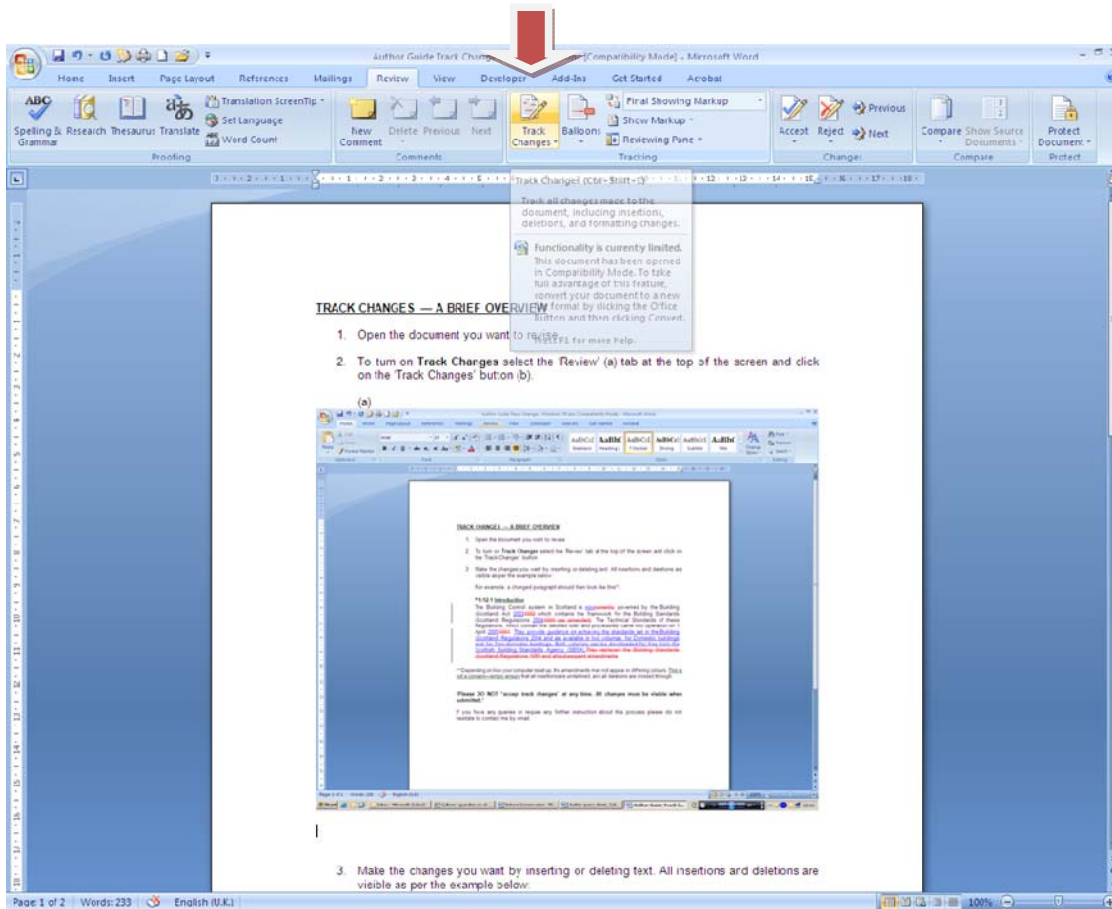
H.1 TRACK CHANGES

- Open the document you want to revise.
- To turn on **Track Changes** select the “Review” tab (as seen in (a) below) at the top of the screen and click on the “Track Changes” button (b).

(a)



(b)



- Make the changes you want by inserting or deleting text. All insertions and deletions are visible as per the example below:

Example
A changed paragraph should then look like this**:

Introduction

1.01 The Building Control system in Scotland is now~~currently~~ governed by the Building (Scotland) Act ~~2003~~1959 which contains the framework for the Building Standards (Scotland) Regulations ~~2004~~1990 (as amended). The Technical Standards of these Regulations, which contain the detailed rules and procedures, came into operation on April 1, ~~2005~~1991. They provide guidance on achieving the standards set in the Building (Scotland) Regulations 2004 and are available in two volumes, for Domestic buildings and for Non-domestic buildings. Both volumes can be downloaded for free from the Scottish Building Standards Agency (“SBSA”). ~~They replaced the Building Standards (Scotland) Regulations 1981 and all subsequent amendments.~~

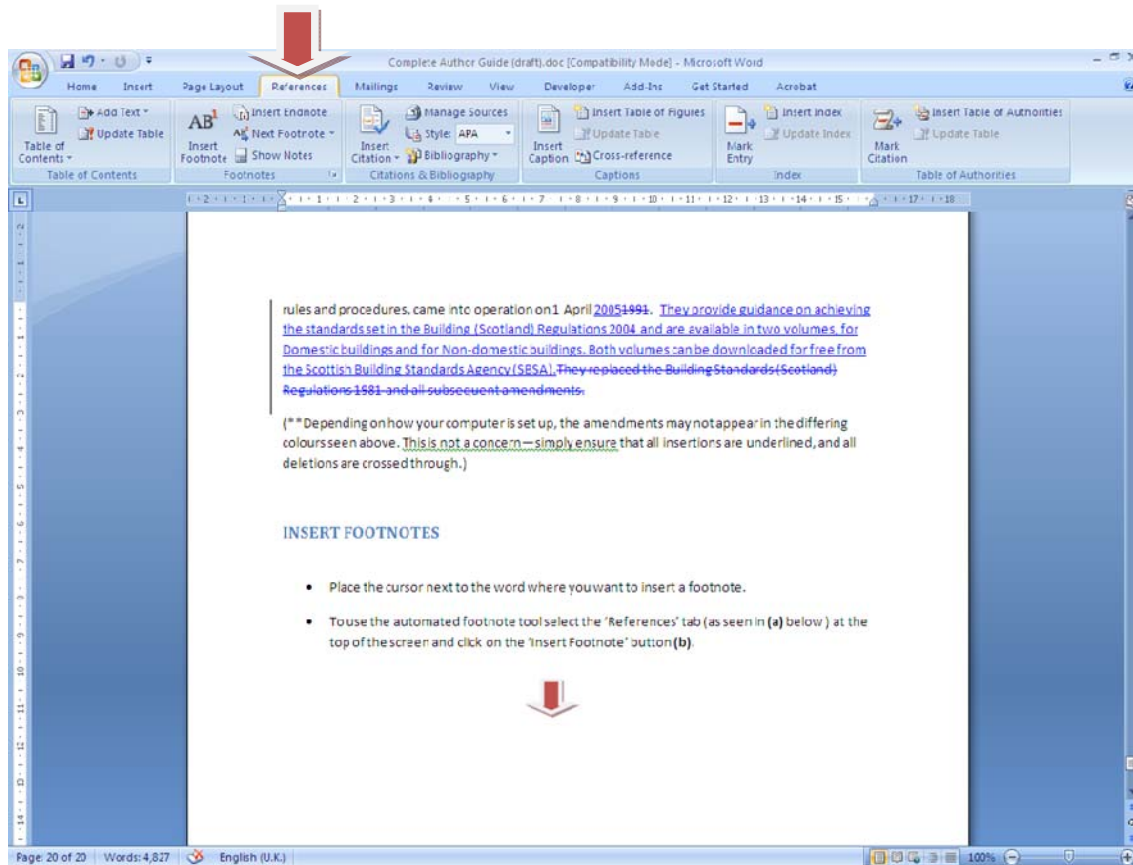
(**Depending on how your computer is set up, the amendments may not appear in the differing colours seen above. This is not a concern—simply ensure that all insertions are underlined, and all deletions are crossed through.)



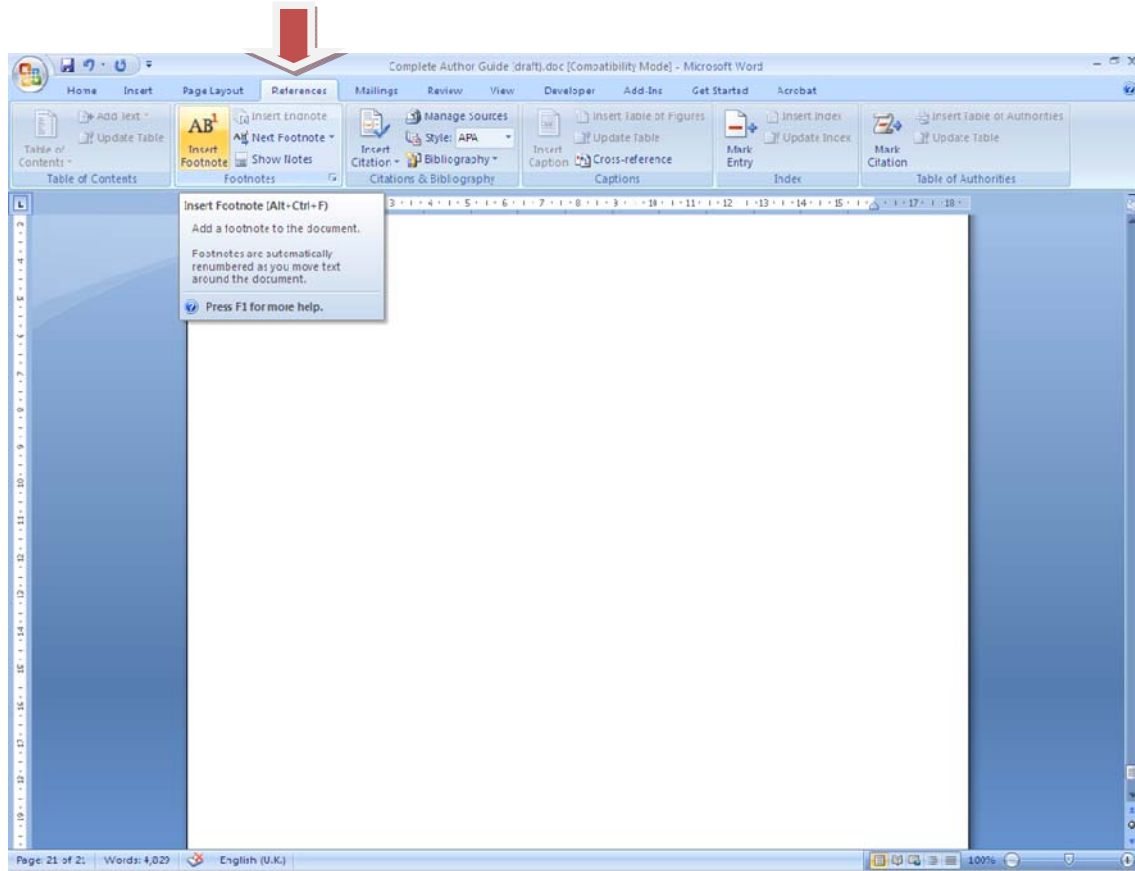
H.2 INSERT FOOTNOTES

- Place the cursor next to the word where you want to insert a footnote.
- To use the automated footnote tool select the “References” tab (as seen in (a) below) at the top of the screen and click on the “Insert Footnote” button (b).

(a)



(b)



- This will automatically create a number at the foot of the page—simply insert the text next to this number. All footnotes will be numbered consecutively using this tool.

