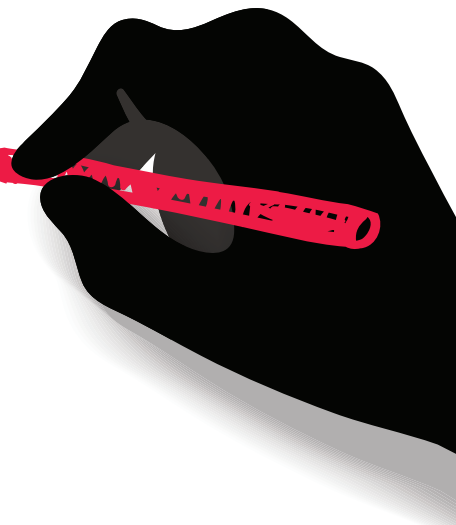


HSRC Press
Author and
Publishing
Guide

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Introducing the HSRC Press

The HSRC Press is the external arm of the Human Sciences Research Council (HSRC) that publishes high-quality, distinctive scholarly books and research outputs. The HSRC is a statutory body that conducts critical, independent research relating to all aspects of human and social development. For more information go to www.hsrcpress.ac.za

About the HSRC Press

- We publish and disseminate relevant and innovative research outputs from internal and external authors, subject to scholarly peer-review processes.
- Our peer-review processes help to validate the content of our books and ensure that the analysis and research methodologies are of the highest standard.
- We disseminate content through two main channels: online open access (electronic) and sales through online and physical sales agents and retailers (print form).
- The mandate of the HSRC Press is to publish research in and increase knowledge from and about Africa in the global context.
- We have a global readership.
- Our readers cut across all levels of society: from public officials to students and scholars, trade unionists, civil activists, policy-makers and medical scientists.

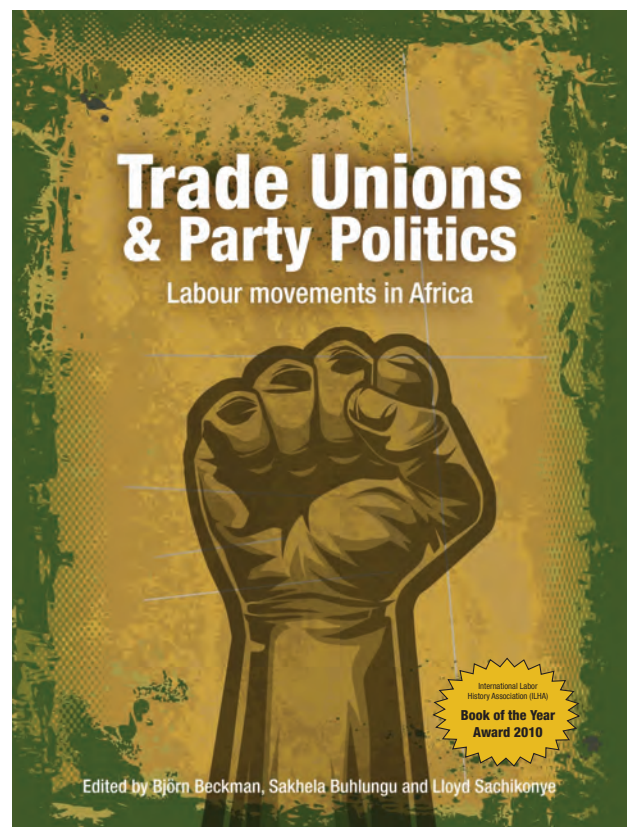
Partnerships

When appropriate, we collaborate or co-publish or enter into rights agreements with partners from Africa and abroad. Among others, we have partnered with

- Brill
- Council for the Development of Social Science Research in Africa (CODESRIA)
- Department of Arts and Culture, South Africa
- Department of Labour, South Africa
- International Development Research Centre (IDRC)
- James Currey Publishers
- Maskew Miller Longman/Pearson
- Media Development and Diversity Agency (MDDA)
- Nordic Africa Institute
- Shuter & Shooter
- Sustainability Institute
- University presses such as Michigan, Ohio and Cambridge University Press
- ZED Books

HSRC Press highlights

- We have a citation factor of 11.49 (CREST Study, University of Stellenbosch, 2007).
- Many of our titles are prescribed at universities across the world.
- We publish award-winning books.
- Our books are distributed on three continents, and are available online throughout the world.
- We have half a million page views per annum.
- We have on average over 600 downloads per annum, and sales of 10 000 books and 2 000 stakeholder copies disseminated globally each year.
- All the above confirms that the HSRC Press is instrumental in the global knowledge contribution by its authors.



Trade Unions & Party Politics won the 2010 International Labor History Association (ILHA) Award for Book of the Year

Marketing, distribution and sales

HSRC Press sales and marketing highlights

- HSRC Press is the first scholarly publisher to offer a fully fledged open-access publishing model.
- Social media is used extensively to sustain reader interest.
- Relevant books are never out of print.
- Backlist titles are actively promoted and regularly reprinted in response to customers.
- Marketing plans are tailored to the specific needs of each title, with extensive media coverage and launches that ensure public and critical acclaim.
- We are present at exhibitions, conferences and events worldwide every year, including the annual conference of the African Studies Association (ASA), the European Conference on African Studies (ECAS), and the London and Frankfurt Book Fairs.
- HSRC Press is the winner of the best independent publisher's stand at the Cape Town International Book Fair 2010.
- All HSRC Press books benefit from the support and reach of the rest of the HSRC, for example, Impact Assessment, International Liaison, Corporate Communication and Science Communication.
- By virtue of our position at the centre of evidence-based research, all HSRC books reach policy-makers, ministerial departments, diplomatic circles, universities and other centres of learning.



Marketing timeline

As soon as a book is accepted for publication, our marketing department begins to develop a marketing plan. We work closely with authors to develop the promotional information. Most of our publicity is timed to reach the target audience and book trade about four to six weeks before the book will be available. The scale of the publicity campaign depends on the nature of the book and the size of the target audience.



HSRC Press at the Cape Town International Book Fair 2010



Pops Mahomed playing the kora at the launch of Africa in Focus



Blue Weaver is the local sales agent for HSRC Press



Cape Town International Book Fair 2009

Sales agents

The HSRC Press has both local and international sales agents.

Orders can be placed by contacting the distributors directly or through various online options, for example:

www.hsrcpress.ac.za

www.kalahari.net

www.amazon.com

www.amazon.co.uk

www.barnesandnoble.com

www.loot.co.za

If a bookseller has sold out of a book, or has not yet received or processed the order, the online bookseller may list the book as 'out of stock – special orders only' or 'not yet published'.



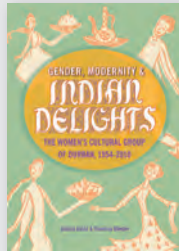
What we publish

The HSRC Press publishes books reviewed through a double-blind process and recommended by an independent Editorial Board. We also publish a variety of monographs and reports that are the outcome of research projects conducted by researchers at the HSRC.

Books evaluated by the Editorial Board

Peer-reviewed books can be generated by authors inside and outside the HSRC.

Examples of peer-reviewed books



EVALUATION PROCESS PEER-REVIEWED BOOKS

Proposal to HSRC Press

Proposal accepted/rejected

Peer reviews of manuscript

Editorial Board evaluates the reviews and accepts, or conditionally accepts, or rejects the manuscript

Press Director considers financial and marketing aspects and finally accepts or rejects the manuscript

HSRC monographs and research reports

Monographs and research reports that are published by the HSRC Press are generated only from within the HSRC and are subject to quality control by the institution.

Monographs

Monographs are concentrated research publications from a single author or multiple authors and are generated by the HSRC research programmes.

Examples of monographs



EVALUATION PROCESS MONOGRAPHS

Content reviewed and signed off by two senior academics not on the author team

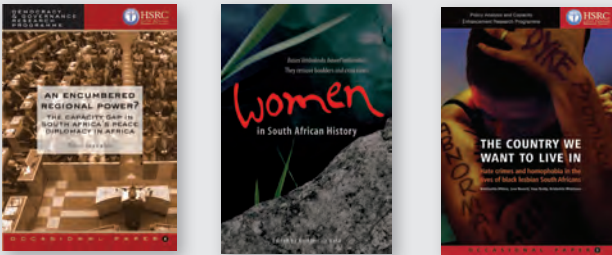
Revisions/responses submitted by the authors

Copies of the reviews and the revised manuscript are approved and signed off by the Executive Director of the research programme

Occasional papers

Occasional papers are short working papers or discussion papers generated by HSRC researchers.

Examples of occasional papers



EVALUATION PROCESS OCCASIONAL PAPERS

Series editor appointed by the relevant Executive Director of the research programme

Series editor's content review submitted to the Executive Director

Executive Director considers the content review and signs off

Conference proceedings

Conference proceedings are selected and refined papers presented at conferences organised by the HSRC.

Examples of conference proceedings



EVALUATION PROCESS CONFERENCE PROCEEDINGS

Volume editor selected from among senior conference conveners to edit the chapters

Volume editor creates organising structure for the volume and collates chapters

Chapters submitted by the volume editor to another senior academic for a content review

Executive Director of the research programme considers the content review and signs off

Other

The HSRC Press also produces policy briefs and client reports, the content of which is generated and approved elsewhere in the HSRC.



The authors of Promoting Mental Health

The publishing process

The following two pages provide an overview of the typical stages involved in most publications. The HSRC Press outsources or subcontracts editing, typesetting and printing services. Throughout each stage, authors liaise only with the relevant in-house staff, who project-manage each title.

There are four major stages from the manuscript to the published work:

Stage 1 Manuscript development (6–24 months)



Stage 2 Editorial and production (6–8 months)



Press role

- Copy editing
- Create author queries
- Cover design
- Typesetting and layout
- Redraw artwork as relevant
- Proofreading
- Indexing
- Finalise for print

Author role

- Provide back-cover copy (blurb)
- Provide index guidelines
- Respond to queries
- Check accuracy of redrawn artwork
- Approve copy-edited manuscript
- Approve index
- Sign off print-ready pages



Minister of Health, Dr Aaron Motsoaledi, and CEO of the HSRC, Dr Olive Shisana, at the 2009 launch of The Health of Our Children report



Ms Aida Girma from UNICEF at the launch of Government-funded Programmes and Services for Vulnerable Children in South Africa

Stage 3 Printing (1–2 months)

Master CD to printer

Pages laid out in sections

Printing
and binding

Cover drawn on

Books to warehouse

Stage 4 Marketing, distribution and sales

(starts at stage 1 and continues throughout the life of the book)

Advance information
to distributors

Media release

Launch as relevant

Publicity (for example, social
media, radio interviews, podcasts,
book reviews, Press website)

Press role

- Plan and implement promotional activities
- Liaise with journal editors
- Commission media release
- Commission promotional materials as relevant (for example, for launches, book fairs and exhibitions)

Author role

- Author biography and photo
- List of relevant academic journals for reviews
- Names and dates of relevant conferences
- Contribute to creating guest list for launch
- Participate in or suggest speakers for panel discussion

All promotional activities are planned collaboratively between the HSRC Press and the authors.



Authors at the launch of *The Struggle Over Land*



Prof. Linda Richter of the HSRC and Commissioner Lindiwe Mokate from the SAHRC at the launch of Government-funded Programmes and Services for Vulnerable Children in South Africa

Contractual agreements for authors not employed by the HSRC

Once a manuscript is formally accepted for publication, the HSRC Press will enter into a publishing agreement with the author. The author will either be the individual author or the institution where the author is employed.

The publishing agreement sets out

- the respective rights, responsibilities and restrictions of the Press and the author
- the copyright
- the royalty specification
- the deadlines the author has to meet
- the requirements for financial subsidy
- the number of free copies and author discounts on further copies that the author should receive

For multi-author works, it is the responsibility of the volume editor to inform all other contributors about the copyright arrangements but each author may have to sign a contract. Alternatively, the volume editor may be authorised to enter into the contract on behalf of all contributors and guarantee and assign copyright for the published work.

Additional contractual expectations

- While the manuscript is under consideration for publication with the HSRC Press, it should not be submitted to another publisher or journal.
- Contractually, the author warrants that the work is original, has not been plagiarised and has not been previously published in any form. Authors are expected to obtain clearance and pay the permission fee attached to reproducing a previously published chapter.
- Authors are responsible for obtaining permission to reproduce photographs, diagrams or any other illustrative material as well as extended extracts of text from other sources. Sometimes copyright holders will charge a fee for the reproduction of their material; this cost is usually borne by the author. Where necessary, copies of all permissions correspondence must be submitted with all illustrative materials, including full credit or source information.



Authors at the launch of The Zuma Administration

Evaluation criteria

Individual contributions and the edited volume as a whole will be evaluated on the quality of the content and writing, originality of thought and the manuscript's scholarly contribution to the field.

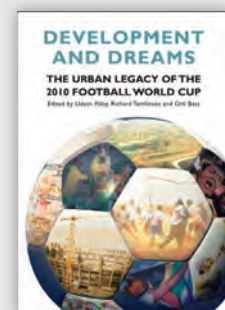
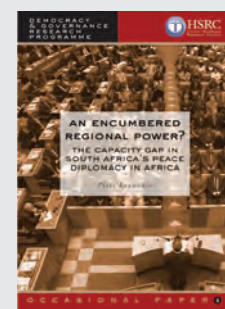
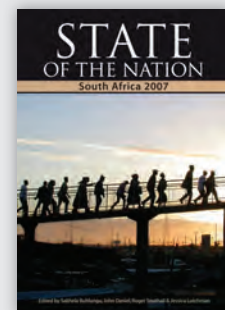
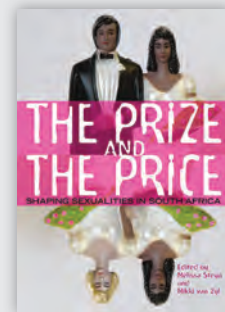
Roles and responsibilities for volume editors

Edited volumes can be quite challenging to put together. They may suffer from uneven writing and poor conceptualisation across chapters, resulting in work that lacks coherence and cohesion. The role of the volume editor(s) is critical not only in bringing the collection together but especially with regard to ensuring consistent and rigorous scholarship.

The following guidelines may help to prevent some of the pitfalls that beset edited volumes:

- The primary role of the volume editor is to give structure and coherence to the collection. This is achieved by
 - » Conceptualising the chapters clearly and giving a clear brief to the contributors. This typically entails providing a theoretical/thematic framework for the chapter contributions.
 - » Writing a strong introductory chapter that is analytical in its approach and does not merely paraphrase the content.
 - » Selecting key chapters that provide analytical nuance around the same issue/topic.
 - » Providing thematic cohesion as well as consistency of writing style and 'voice' across the chapters and ensuring that all chapters address the same target audience. To achieve this, the volume editor should, at the very least, send the introductory chapter and summaries of all chapters in the volume to all the contributors. Best practice is to send the entire manuscript to all the contributors and have all the contributors review each other's work.
- In addition, the volume editor needs to manage the project and give timely feedback to authors. This is achieved by
 - » Working according to a schedule and enforcing deadlines.
 - » Providing guidelines on chapter length and formatting issues.
 - » Reviewing individual chapters in depth and, where necessary, suggesting to the contributors how to revise and improve the chapter. If parts of the work are not satisfactory and impact on the schedule, the volume editor may need to rewrite parts of the chapters.
 - » Including a short conclusion only if it adds value.

For an edited volume, the word count should be in the region of 90 000–170 000 words.



Guidelines for book proposals

At the HSRC Press, we publish high-quality books about Africa within Africa, and within the broad ambit of the social sciences and humanities.

HSRC Press Editorial Board

Quality control of published manuscripts is managed by an independent Editorial Board that comprises members of the HSRC as well as external academics representing the broad field of social sciences and humanities research. Under the guidance of the board, all book proposals as well as manuscripts are subject to stringent peer-review processes of at least two double-blind peer reviews per title.

Criteria for scholarly books

Consistent with best international practice in scholarly publishing, our book proposals and book manuscripts are subject to publishing consideration, at separate stages, by an independent Editorial Board. Some of the general criteria we consider when evaluating new proposals, and the subsequent manuscripts, for scholarly books are:

- The soundness of the social science scholarship
- The importance of the subject matter and the originality of the work
- The relevance of the topic to current social science and research priorities
- The consistency and credibility of the underpinning research methodology/ies
- The logic and clarity of the structure or organisation of the work
- The strength, coherence and relevance of the argument
- The clarity and quality of the writing

Information we need

The following information is requested for all book proposals:

- Provisional book title
- Author information
- Synopsis (approx. 200–400 words)
- Similar and competing titles
- Outline (table of contents as well as a brief description of each chapter)
- Target readership and market
- Who holds the copyright of the work?
- Funding/financial support

Full details of the information we need are available on the HSRC Press website as follows: www.hsrcpress.ac.za



*Mahmood Mamdani (seated), author of *Saviours and Survivors*, in conversation with Suren Pillay at the book launch*



*David McDonald, the author of *Electric Capitalism* at the book launch*

HSRC Press website



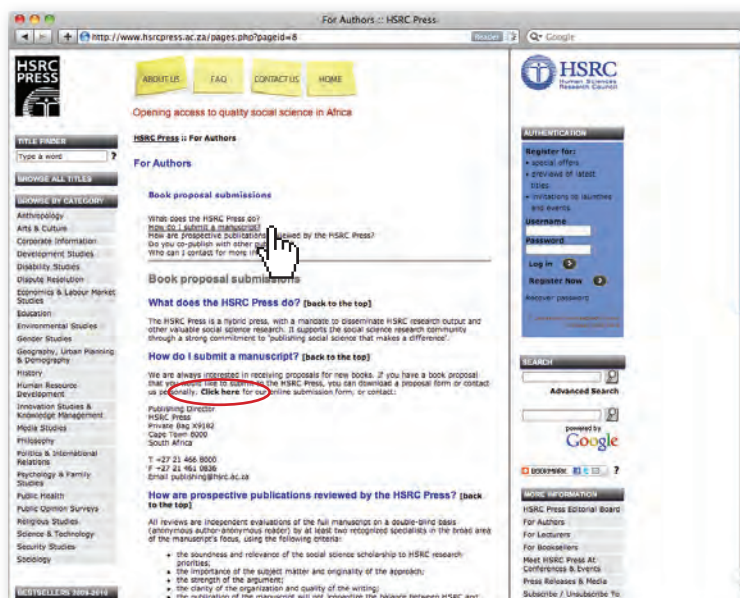
Go to www.hsrcpress.ac.za

Click **ABOUT US**



Click 'For Authors'

- MORE INFORMATION**
- HSRC Press Editorial Board
- For Authors
- For Lecturers
- For Booksellers
- Meet HSRC Press At
- Meet HSRC Press At Conferences & Events
- Press Releases & Media
- Subscribe / Unsubscribe To



Under section, 'How do I submit a manuscript':

'Click here for an online submission form'

Preparing your manuscript

Before you start: formatting your document

- Number all pages consecutively.
- Ensure that your pages are consistently formatted in terms of margins, fonts and line spacing.
- The preferred font is Arial or Times New Roman.

Formatting your text

- Avoid auto-formatting.
- Use a minimum of other formatting as all formatting (EXCEPT bold, italics and superscripts) will be stripped out before typesetting. So, do not try to make your manuscript look like a book, as this will have to be undone again and merely creates unnecessary, extra work.
- Use no more than three levels of subheadings.
- For quoted material use three ellipsis points to show deletions within the quote, and use square brackets for anything you have added to or altered in the original.

For quotes of fewer than 50 words

- » Keep as part of body text.
- » Use single quotes and double quotes within single as necessary.

For quotes of more than 50 words

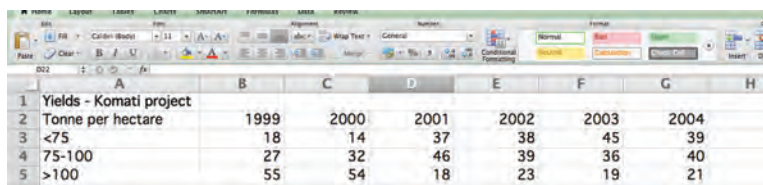
- » Indent as a block quotation without quotation marks.
- » Use single quotes within the indented block for quotes within quotes.
- » Place source of indented quote preferably at the end of the quote.

Illustrations

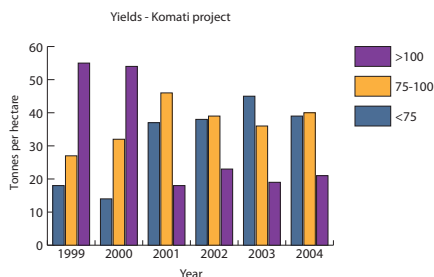
Illustrations include diagrams, tables, graphs, maps, line drawings and photographs. All diagrams, graphs and maps will be redrawn.

The following technical requirements apply:

- Submit graphs as Excel files with data tables. Also, always double-check that data cited in the text corroborate and accurately reflect the data in your tables and figures.
- Provide examples of maps with precise instructions as to what they should show.
- Supply photographs as jpeg files and make sure they have a minimum resolution of 300 dpi. If you do not have copyright for these photographs, please provide full source information and a completed permissions form (commissioning editor will provide).
- Provide captions for all photographs.



	1999	2000	2001	2002	2003	2004
Tonne per hectare						
<75	18	14	37	38	45	39
75-100	27	32	46	39	36	40
>100	55	54	18	23	19	21



Notes, citations and references

Consistency of citations and referencing is one of the hallmarks of quality scholarship. We use a version of the author-date referencing system. If your manuscript uses an alternative but equally well-established style such as the American Psychological Association (APA) referencing system, follow the relevant style manual and alert the Editorial Manager when you hand the manuscript over.

Citations

Example 1: Citation without direct quote

Some researchers have found that individuals in less-developed settings not only express concerns about environmental conditions, but also differentiate between these conditions and actions regarding environmental matters (Anderson et al. 2007; Dunlap & York 2008; Jacobs 2002).

Cite author and date as per reference list; no comma between author and date.

For multi-author works (three or more authors), use 'et al.' in the text from first mention and include all author names in the reference list.

Never use *ibid.* or *op. cit.* – always use the relevant citation.

Example 2: Citation with direct quote

White and Hunter concluded from their examination of environmental issues in Ghana that 'residents of less-wealthy nations also often prioritise environmental issues' (2009: 24). They also found in their study that there may actually be more 'commonality than differences' with regard to social and environmental concerns among people and communities around the world than previously believed.

Where a direct quote is part of the citation, use single quotes for the direct quotation.

Include the page number.

Example 3: Citation from interviews and/or personal communication (letters, emails and telephone conversations)

Robyn Stein, a lawyer and a prominent member of the water law drafting team admitted to the fact that the drafters had not taken the smallholders' situation into account when hammering out the principles.¹

¹ Barbara van Koppen, SA Office of the International Water Management Institute, personal communication, September 2006.

Cite in a footnote/endnote. Include the name of the person contacted, the job designation (if relevant) and the date of communication.

Interviews are also listed at the end of the reference list.

Example 4: Citation of data

Unemployment was found to be highest among African women and economically active persons between the ages of 15 and 34 (Stats SA 2006b). In addition, sub-Saharan Africa bears the brunt of global health inequalities, with 50 per cent of global maternal and child deaths, and a high infectious disease burden (UNDP 2007; WHO 2006).

Always provide the full source details of any data cited, e.g. Stats SA, WHO, government departments.

References

The HSRC Press uses the author-date (Harvard) referencing system.

Example 1: Books

Harvey JH (2002) *Perspectives on loss and trauma: Assaults on the self* (2nd edition). London: Sage Publications

Von Thünen JH (1966/1826) *The isolated state* (trans. CM Wartenberg). New York: Pergamon Press

Author names inverted; surname followed by initials only

Title: italic, sentence case

'edition' in full (lower-case 'e')

Place of publication and name of publisher separated with a colon

Publishers' names in full: Oxford University Press (not OUP), Sage Publishers (not Sage), but HSRC Press (not Human Sciences Research Council Press)

Example 2: Chapter in a book

Kelley HH (1967) Attribution theory in social psychology. In D Levine (ed.) *Nebraska symposium on motivation* (Vol. 15). Lincoln: University of Nebraska Press

No quotes around chapter title

Full stop at end of chapter title

Note that book author/editor names are not inverted: initials first, then surname

Page numbers for chapter not needed

Example 3: Journal article

Robins S (2002) At the limits of special governmentality: A message from the tip of Africa. *Third World Quarterly* 23: 665–689

No quotes around title of article; full stop at end of title

Journal titles in full, title case and italicised

Volume and issue numbers: Arabic numbers are preferred

Include page numbers, unless it is an electronic journal, in which case web address must be given

Example 4: Electronic source

Lund F & Du Toit A (2004) *Livelihoods, (un)employment and social safety nets: Reflections from recent studies in KwaZulu-Natal*. Accessed March 2005, <http://www.sarpn.org.za/documents>

Included in reference list, i.e. not listed under a separate heading

Date of access must be given (equivalent to edition)

Web address on a new line

Example 5: News and magazine articles

Where no author or title for the article is given, the source is cited in body text, e.g.

British High Commissioner Clay calls corruption ‘this monster coiled around Kenya’s heart’ (*The Standard* 16 June 2005).

Where the author and/or title of the article is given, cite the source in a footnote/endnote, e.g.

Naidoo S, Something not adding up at university, *Business Day*, 20 February 2004.

Ngonyama S, Is the Gautrain an ANC gravy train? *ANC Today*, 15–21 December 2006. Accessed January 2007, <http://www.anc.org.za/ancdocs/anctoday/2006/at49.htm>

Example 6: Data

Stats SA (2006a) *Labour Force Survey*. Pretoria: Stats SA

Stats SA (2006b) *Quarterly Employment Statistics*. Pretoria: Stats SA

WHO (2008) *World Health Report 2008. Primary Health Care: Now More than Ever*. Geneva, Switzerland: WHO

Submitting your manuscript

Please submit your final manuscript as an electronic file and a hard copy, in MSWord. Please do not submit in PDF format. Ensure that all the elements you submit are indeed the final version and are labelled correctly.

A complete manuscript includes:

- The table of contents
- A list of tables and figures
- A foreword (optional)
- A list of frequently used acronyms and abbreviations
- A preface or acknowledgements page
- Introduction
- The main body of text
- Appendices or a glossary (where relevant)
- Notes
- The bibliography or reference list
- Tables and illustrative material with captions (for example, graphs, diagrams, maps, photographs)
- A completed author information form for each contributor as per the template (commissioning editor will provide)




Glenda Kruss, Michael Cosser, Fabian Arends and Peter Kallaway at the launch of Teacher Graduate Production in South Africa – the first of a number of monographs in the series *Teacher Education in South Africa*

In 2003, the HSRC Press adopted its open-access publishing model and earned a reputation, locally and internationally, as the best publisher of humanities and social science research in Africa. Through open access, the HSRC Press is able to fulfil its mandate to publish research in and increase knowledge from and about Africa in a remarkable manner, by allowing us to reach a much wider audience than we could ever have hoped or imagined.

- HSRC Press book titles are downloaded from over 211 countries worldwide.
- India and Kenya are on our top-10 list, with Zimbabwe, China, Brazil and Botswana on the top-20 list of countries that download our books (measured from 2009 to 2011).
- Through our Google analytics data, we have also been able to see that countries such as Myanmar (Burma), Russia, Argentina and Indonesia have been accessing our website and downloading books or book chapters.

Perhaps the most significant potential of open-access publishing is its ability to broaden the circulation and exchange of knowledge while generally expanding the presence and impact of research across the world. This point is particularly critical for the field of social sciences and for journal and scholarly publishers in the social sciences, where research and the impacts thereof need to be felt where they count the most. Citation counts, though not an ideal measure, are still a commonly used measure of research impact. Where open-access publishing models are used, these citation counts increase significantly.

- Online readers and visitors visit between 22.5 and 30 times more than the number of copies bought.
- Open-access publications garner on average 4.5 times more citations than print-only equivalents.



The screenshot shows a web browser window with the URL <http://www.hsrcpress.ac.za/>. The page displays a book listing for "Gender, modernity & Indian delights: The Women's Cultural Group of Durban, 1954–2010" by Goolam Vaheed and Thembisa Waetjen. The book cover is visible, along with its format (148mm x 210mm Soft Cover), page count (416), ISBN 10 (0-7969-2336-1), ISBN 13 (978-07969-2336-3), and publish year (2010). The price is listed as R 270.00. Below the book details, there are sections for "Options", "Quantity" (set to 1), and buttons for "Full Details", "Buy Now", and "Add to Wish List". There are also sections for "Description", "PDFs", "Entire ebook" (with a "DOWNLOAD" button), and "Prelims" (with a "DOWNLOAD" button). A sidebar on the left lists various categories such as Anthropology, Arts & Culture, and Sociology.

Who to contact

General enquiries	Office Administrator	+27 21 466 8028 publishing@hsrc.ac.za
Proposals, manuscripts and book planning	Publishing Director	+27 21 466 8026
	Commissioning Editor	+27 21 466 8032
Editing, proofreading, artwork and design	Editorial & Production Manager	+27 21 466 8030
	Editorial Project Manager	+27 21 466 8024
Printing	Production Co-ordinator	+27 21 466 8068
Marketing, sales and distribution	Marketing and Sales Co-ordinator	+27 21 466 8002
	Financial Accountant	+27 21 466 8022

HSRC PRESS

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www.hsrcpress.ac.za

