



## Submission Guidelines

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### Scope

*Logos* is a forum for opinion and the latest research from the world of publishing. The journal is international in scope and invites contributions on authorship, readers, book publishing, librarianship, and bookselling. Articles about the related fields of journals and magazines are also welcome, as are contributions about digital developments such as blogging and multimedia. Submissions are invited from both professionals and academics, and research articles will be subject to peer review. We also encourage publishers to send us books for review. An English-language scholarly journal, published quarterly since 1990, *Logos* provides a platform for communication between publishing professionals, librarians, authors, scholars, and those in allied professions. It features articles from and about the publishing world, illustrating the unity, commonality, and conflicting interests of those who write, edit, manufacture, publish, disseminate, preserve, study, and read published works. *Logos* is international and intercultural, bridging gaps between academia and business, the developing and developed worlds, printed and digital media. The constituency comprises professional publishers and booksellers, both trade and academic; publishing studies, book history, new media and communications scholars, researchers and students; consultants, analysts, managers, and owners of publishing businesses; library managers and information professionals; as well as editors, typographers, and designers operating within the publishing industry. *Logos* welcomes research articles, as well as feature articles, opinion pieces, and stories of personal experience by professionals and academics from the field of publishing and related professions. Feature articles provide professional and/or academic insight into publishing often gained through personal, real-life experience, and are accessible to a wider public. In addition, *Logos* invites analyses, reviews, book chapters, and interviews related to recent trends or important developments in publishing, librarianship, bookselling, etc.

### Ethical and Legal Conditions

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### Online Submission

*LOGOS* uses online submission. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: [editorialmanager.com/logos](http://editorialmanager.com/logos). First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested. When you register, select e-mail as your preferred method of contact. Upon successful registration, you will receive an e-mail message containing your Username and Password. If



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you should forget your Username and Password, click on the "Send Username/Password" link in the login section, and enter your first name, last name and email address exactly as you had entered it when you registered. Your access codes will then be e-mailed to you. Prior to submission, authors are encouraged to read the 'Instructions for Authors'. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files. A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.

### *File Format*

Please upload source files such as .doc, and not .pdf files.

### *Contact Address*

For any questions or problems relating to your manuscript please contact: Editor-in-chief at: [angus.phillips@brookes.ac.uk](mailto:angus.phillips@brookes.ac.uk). For book reviews, please contact: [n.canty@ucl.ac.uk](mailto:n.canty@ucl.ac.uk). For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: [em@brill.com](mailto:em@brill.com).

Books for review should be sent to the Reviews Editor:

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London, WC1E 6BT, UK

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## **Submission Requirements**

This Guide, together with the *Logos* Authorities List below, are the primary reference for spelling, italicization, and hyphenation. Where necessary beyond these, the *Merriam-Webster Dictionary* ([merriam-webster.com](http://merriam-webster.com)) and *The Chicago Manual of Style* (16th ed., 2010; online at: [chicagomanualofstyle.org/contents.html](http://chicagomanualofstyle.org/contents.html)) are to be consulted.

### *Language*

Articles should be written in English. The preferred *Logos* spelling is American English, with the *Merriam-Webster Dictionary* as the journal's main reference work on spelling matters ([merriam-webster.com](http://merriam-webster.com)).

However, either British or American spelling is accepted, but should be consistent throughout.



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#### *Logos Preferred Spelling*

Catalogue

Dialogue

e-book

E-mail

Encyclopaedia/  
Encyclopedia

Both are acceptable, but please be consistent.

Internet

Capitalized when referring to “an electronic communications network that connects computer networks and organizational computer facilities around the world (*Merriam-Webster*).”

License/licence

license is the verb, licence is the noun.

Online

Do not use on-line.

Rightsholder(s)

Sizable

The Web

Capitalized when referring to the World Wide Web.

US

Wi-Fi

World Wide Web

#### *Length*

Articles can be between 1800 and 8000 words in length.

#### *Punctuation*

There should be only one space between sentences.

Semicolons may be used instead of a period to denote a connection between two independent (complete) clauses. They can also be used in complex or wordy lists.

Do not use em dashes (—). An en dash (–) with a space on either side is the preferred punctuation used to set off – for emphasis or clarification – part of a sentence.

Square brackets are used for parentheses within parentheses (...[...]) or to indicate editorial additions to a quotation.

Mr and Ms are the preferred references to a male and a female (and not Mr., Ms., Miss, Mrs.).

#### *Hyphenation*

Do not hyphenate prefixed words (e.g. with anti, co, counter, extra, inter, intra, macro, micro, multi, non, over, post, pre, pro, pseudo, re, semi, socio, sub, trans, etc.), even when a letter is repeated (e.g. overreaction). Use a hyphen



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- a. to avoid awkwardness, for long words, to avoid confusion, or to aid pronunciation (e.g. non-geographical, co-opt, re-creation);
- b. if the second part begins with a capital or number (anti-Jewish);
- c. with “self” (self-understanding).

### *Capitalization*

Please see the Authorities List (below) for specific terms and exceptions to general rules.

Capitalize the first word following a full stop and proper nouns.

North, south, east, west are lowercase unless referring to a fixed title (South Africa) or recognized major region (the West, the Far East). Southwest(ern), northeast(ern), and so on are not hyphenated.

Subject areas such as ancient history, theology, cognitive science, and so on are given in lowercase, except in reference to a specific title of a faculty or school (Department of Biblical Studies, University of Sheffield) or immediately preceding or following a title and a name of a person (Professor of Cognitive Science Stevan Harnad; Paul Hoftijzer, History of the Book Professor at Leiden University).

### *Italics*

Use italics for:

- titles of books, encyclopedias, dictionaries, journals, newspapers, newsletters and magazines
- set-off quotations (usually quotations longer than three lines, not enclosed in quotation marks).
- emphasis
- non-English words (*sine qua non*, *de facto*, *Wechselwirkung*, etc.).
- Common Latin abbreviations: et al., idem, op. cit. (italicized), i.e., etc., e.g., viz., cf., c. are not italicized.

## Manuscript Structure

### *Title*

The title of the manuscript should be roman. Capitalize the first letter of all words in the title except for articles, prepositions and conjunctions.

Subtitles should also be in roman.

### *Author(s)'s Name(s)*

Authors(s)' name(s) should be roman with capitals as normally used by the authors.

No academic degree abbreviations (such as PhD, Drs., MA, MRes, etc.) should be given.

An author's academic degrees may be mentioned in their biography.

There should not be any spaces between initials. There should be one space between the last initial and surname. Surname prefixes (e.g. “von”) are not abbreviated.



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#### *Affiliation*

The author's affiliation or institute where the work has been done may be indicated in an endnote.

#### *Biography*

A 50- to 150-word sketch of notable facts and achievements related to an author's professional and/or academic experience should be provided. It should appear before the beginning of the article, and be preceded by the heading **Biography** in bold. When an article has more than one author, all listed authors should provide biographies, limiting themselves to between 50 and 100 words per biography.

It is preferable (though not obligatory) that authors indicate their e-mail addresses and, if applicable, their personal websites, after each biography. These will be included in the final publication.

#### *Author Photo*

A recent head-and-shoulder photograph of each author must be included. This should be provided by the author(s) upon submission of their manuscript, and where applicable, explanations on how the picture(s) should be credited.

#### *Abstract*

Articles should contain an abstract of up to 150 words in length.

#### *Keywords*

Articles should contain three to eight keywords separated by a comma:

Keywords: keyword 1, keyword 2, keyword 3, etc.

#### *Headings*

Samples of headings are as follows:

**The first level heading**

*The second level heading*

#### *Paragraph Indentation*

The first line after a new heading should be flush left. All following paragraphs should be indented, and *not* separated by white lines.

Paragraphs that come immediately after an in-text illustration, diagram or block quotation should be flush left.

#### *Abbreviations*

Please see the Authorities List for specific cases and exceptions to general rules.



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Abbreviations such as OUP, IPA, OA, etc., can be used after they have been introduced in full. If, for example, “Oxford University Press” is followed by “(OUP)”, then in the next instance the abbreviation can be used.

Common abbreviations such as US, UN, UNESCO, UK, EU, etc. can be used without further explanation. Measurements are abbreviated and not punctuated (km rather than kilometer, but sq. km rather than km<sup>2</sup>), unless not following a numeral (“a journey of several kilometers” vs. 158 km) or if necessary for ease of reading in running text (“5,000-meter-high pass”). Metric measurements are preferred.

### *Quotations*

Use American-style quotation marks: double quotation marks.

Use single quotation marks for a quotation within a quotation.

Single quotes can be used for a quote of one to two words, to denote irony, or to denote a short quote that might not be immediately attributable /attributed.

Quotation marks close after a period/full stop or a comma, but before a colon or semi-colon; a question mark or exclamation point is inside quotation marks only if part of the original quotation.

Short quotations (shorter than two-and-a-half lines) remain run-in with the text, within quotation marks. Punctuation must follow citation: “This is the quotation” (citation in parentheses, or end note).

A quotation, including the capitalization at the beginning, must fit the syntax of the surrounding text; if capitalization of the original material is adjusted for syntax, indicate with square brackets (e.g. “The...” becomes “[t]he...”).

### *Block Quotes*

Quotations longer than three lines should be set off as block quotes without quotation marks.

There is a period/full stop (exclamation or question mark) at the end of the quoted material; optionally, the quote may be followed by the parenthetical citation, with no punctuation after. That is: This is the end of the quote. (citation)

### *Numbers and Dates*

In main text, the numbers from one to ten are usually written out in full. Digits can be used to maintain consistency, as well as for designating book, chapter, and other such numbers (book 3, chapter 12).

To start a sentence, either spell out the number or rewrite.

Ordinal numbers are not elevated/superscripted (e.g. 1st, 2nd, not 2<sup>nd</sup>).

Centuries can be either spelled out (first, twentieth, etc.) or abbreviated with a numerical and a suffix (1st, 2nd, 3rd, 4th, and so on, is the preferred format [not 1st, 2nd, 3rd, 4th]).

January 1, 201X. Months are spelled out.

Both 1980s and ‘80s are acceptable.



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### *Money and Currency:*

USD 300 million, \$ 300 million and \$300 million are all acceptable, but use consistently throughout. Spell out currency on first reference, if other than GBP, EUR, USD.

### *Percentages*

For percentages, use the percentage sign or “per cent” if using digits, but spell out per cent if spelling out the number (ten per cent, 27%, 9%, 10 per cent are all acceptable).

### *Time*

9:30 am or pm.

## *References*

### *Citations in the Text*

The style of in-text citations is optional, as long as it is used consistently throughout the paper.

The following formats are all acceptable for in-text citations: (surname, year, page), (surname, year), or (surname, page). In case the second option is chosen, an end note could also indicate the pages a certain part refers to. Usually, in-text citations appear before, and not after, the closing punctuation mark of a sentence, except in set-off quotes.

Secondary literature mentioned in the article should be included in the bibliography.

### *Endnotes*

LOGOS uses endnotes. The style should be

Author, I.M., 2016. *The Title of the Book*. City: Publisher.

Author, I.M., 2016. “The title of the article”. Journal Title, XXX (XXX) xx-xx.

Websites in bibliography should be as follows:

<Available online at: [www.website.com](http://www.website.com) (accessed on Month XX, 201X

### *Reference List*

The list of references should be in alphabetical order of the first author’s last name. When a number of publications by the same author are cited the order should be (1) single author references in date order of newest to oldest, (2) two author references in alphabetical order of the second author, and (3) *et al.* references.

Surnames with prefixes list the prefix last (e.g. Weel, A. van der).

Surname, first initial(s) (no space between initials), title of work, editor (if applicable), title of journal or volume (if applicable), volume/series number (if applicable), city, year of publication.

There is a period/full stop at the end of each bibliography entry.



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Author, I.M., 2016. *The Title of the Book*. City: Publisher.

Author, I.M., 2016. "The title of the article". Journal Title, XXX (XXX) xx-xx.

<Available online at: [www.website.com](http://www.website.com) (accessed on Month XX, 201X).

### *Figures*

All figures must be cited consecutively in the text.

Figures should be submitted as separate source files in .eps, .tif, or .jpg format, in a size suitable for the typesetting area of the journal which is 16 x 22 cm. The resolution of these files should be at least 300 dpi for half-tone figures, and 600 dpi for line drawings. Number the files, and indicate in the manuscript where they are to appear (Fig. 1 here).

The text in a figure must be legible, and should not be smaller than corps 7. The size of this lettering for any text in a figure should be the same for all figures in the manuscript.

When providing a caption for a photo or an image, the preferred style is as follows:

Fig. 1 Image description (where applicable: credits).

### *Tables*

Tables should be given short informative titles and be numbered consecutively in Arabic numerals.

## **Publication**

### *Proofs*

Authors of accepted contributions will receive one set of proofs for proofreading, in the form of a PDF file per email attachment. In the event of a multi-authored contribution, proofs are sent to the first-named author unless otherwise requested. The proofs should be returned promptly within the period requested, with no corrections marked other than those made in the typesetting or conversion process.

### *E-Offprints*

A PDF file of the article will be supplied free of charge by the publisher to each author. Brill is a RoMEO green publisher.

Authors are allowed to post their submitted (pre-peer-review) version of the article at any time. This is the author's own version that had not yet been peer-reviewed, or had any value added to it by Brill (such as formatting or copy editing). Authors may post the accepted (peer-reviewed) version of their article 24 months after publication. This is the version accepted for publication, which contains all revisions made after peer review and copy editing, but has not yet been typeset in the publisher's lay-out. The publisher's lay-out must not be used in any repository or on any website.

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## Consent to Publish

### *Transfer of Copyright*

By submitting a manuscript, the author agrees that the copyright for the article is transferred to the publisher if and when the article is accepted for publication. For that purpose the author needs to sign the **Consent to Publish** which will be sent with the first proofs of the manuscript.

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Should the author wish to publish the article in Open Access he/she can choose the Brill Open option. This allows for non-exclusive Open Access publication under a Creative Commons license in exchange for an Article Publication Charge (APC), upon signing a special Brill Open Consent to Publish Form. More information on Brill Open, Brill's Open Access Model and the Brill Open Consent to Publish Form can be found on [brill.com/brillopen](http://brill.com/brillopen).