Grove Books Ltd

Author's Guidelines

Thinking about writing your booklet

Audience

Grove Booklets are read by accredited, ordained and recognized church leaders, and by volunteer leaders in their local church, as well as others who wish to develop their thinking and practice in certain areas. The booklets are advertised as starting from clear biblical or theological principles, and working right through to tried and tested practice. Occasionally a booklet may have influence in the context of a wider debate or 'campaign'.

Please note that, although our readership is largely Anglican, it is not exclusively so. Wherever possible, avoid specifically Anglican terms where more inclusive references or examples will do. We increasingly sell overseas, so do include any examples that show the wider applicability of what you are saying.

In terms of theological tradition, at Grove we describe ourselves as being 'evangelical and Anglican, and seek to engage with, learn from and speak to others.' The term 'evangelical' does not need to be interpreted in a particularly narrow way, but it does have implications for the content and style of booklets. It means that, even if you want to argue for a change in evangelical understanding, you need to engage with the evangelical tradition in the areas you are writing. Secondly, it means that Scripture needs to be taken seriously as having a controlling authority in our understanding of the issues that confront us. Thirdly, it means that your Grove booklet should be capable of being considered an intelligent contribution to the discussion, which communicates to those within the evangelical constituency as well as the wider church.

The way that these issues interrelate will vary from booklet to booklet and from series to series. Some booklets will seek to mediate an evangelical perspective to the wider subject community; others will seek to mediate other views to the evangelical constituency.

The Group

The Editorial Group is responsible for agreeing titles, looking for authors, reviewing possible texts, and approving final drafts of manuscripts. Whilst the trustees of the company are responsible for the overall direction of Grove, editorial responsibility for quality and consistency of individual booklets rests with the group.

The group aims to get new authors into print, as much as allowing established authors to publish, and therefore will be aiming to provide you with practical support as you write.

Procedure

The following procedure is followed, at least broadly, by the majority of groups. Please check with your group convener for the details of how your proposal and manuscript will be dealt with.

Authors are invited to submit on one side of A4 an outline of the proposed text, including chapter and sub-headings, along with a resumé of the proposed contents, usually use the Proposal Form from the Grove website. If this looks workable, the group then asks for a first draft or a sample chapter, which it will then discuss, possibly with the author present,

and give comments and suggestions. At this point the group will also probably fix a provisional publication date.

The author then produces a final draft, usually with the support of one or two members of the group ('shepherds' or 'mentors'), which the group will discuss at its next meeting. The author might meet the group at this stage if this has not already happened.

Once the group (or its delegated members) are happy with the script, the process is passed over to the Grove office in Cambridge. The finished manuscript is sent by the group, once the final text has been agreed with the author, to the Cambridge office two months before the beginning of the month of publication—for example, at the beginning of June for an August booklet. The booklet will then be typeset, and final page proofs sent to the author to check. In these final stages, most communication will take place between author and the Grove office by email for speed of response.

Please read all the details that follow carefully before you start writing; it is much easier to begin with the end in mind!

Submitting your manuscript for publication

Length and structure

Your manuscript should be no more than 9,500 words, *including* footnotes and bibliography. (When checking word count, please ensure you have ticked 'Include footnotes' to make sure you are counting the whole document.) If drawings or diagrams are featured, then space must be allowed for these; the number of words must be reduced accordingly.

The theoretical maximum number of words on a page, with no headings or paragraph breaks, is 580. The maximum realistic average is 470, not including space for chapter headings. A half-page diagram or table will therefore reduce the possible word limit by something around 240 words.

Grove booklets follow a very specific format, and whilst it is possible to make allowance for some variation in length, a manuscript that is in excess of this will have to be edited down to fit. It is much easier if you have done this editing process yourself before the manuscript is typeset!

Texts should normally be structured in around four to six chapters. Any fewer than that would mean having very long chapters which will need a break. Any more than that could lead to a reduction in words because of chapter page breaks.

Title

Please feel free to suggest a title (and subtitle) for your booklet. But bear in mind that in most situations people will have only that on which to base a decision to buy; the title needs to tell people quickly and clearly what the book is about. So if your booklet is about prayer and evangelism, then *A Prayer-Evangelism Strategy* is probably better than *Lights on Every Street* and if your booklet is about the essentials of evangelical spirituality, then *Essentials of Evangelical Spirituality* is better than *The Wellspring of Holiness*. It is very tempting to think of a title that is interesting and catchy—straightforward titles may at first appear boring—but if it does not say exactly what the booklet is about, then it is much less likely to be read.

Don't worry if the title remains fluid until the last minute. It can be the final thing that is agreed prior to printing.

Style

The overall style of a Grove booklet should ideally be informal without being conversational or colloquial. Booklets are often used as resources for teaching others, and so practical examples, questions for discussion, and illustrations that break up a flow of continuous argument are especially useful.

In general it is much easier to read and understand two short sentences than one long one—no matter how sophisticated the audience. Shorter paragraphs are also much easier on the eye than very long ones.

Please always use gender-inclusive language when discussing people, but avoid mixing singular and plural to achieve this ('The Christian faces a dilemma, and they often decide…').

Avoid unnecessary abbreviations; 'for example' and 'that is to say' are preferred to 'e.g.' and 'i.e.' For other abbreviations use open punctuation, for example, SPCK rather than S.P.C.K. In these days of word processing, we leave one space only between sentences.

Please capitalize proper nouns, but not the associated adjectives: material from the Bible is biblical. 'Church' is capitalized when it refers to, for instance, the Church of England, but not when it refers to the local church or the universal church. We do not capitalize pronouns standing for God.

We normally use the term Holy Communion rather than either of the terms Eucharist or Lord's Supper, since this is the one which has the broadest appeal across different traditions, and is presented as the first option on official Anglican liturgies. We capitalize the titles of services, but use lower case for the actions that are involved. So, for instance, in Holy Baptism we baptize the candidates.

When mentioning other works within the body of your text, please follow the same guidelines as given below for references, that is, chapters of articles in single quotation marks, book titles in italic. We always use single quotation marks for quotations, and reserve double quotation marks for quotations within quotations ('Jesus said "Follow me."')

In this day and age, when all is said and done, please move hell and high water to avoid clichés, at the end of the day.

Colons (:) are only used to introduce a list, though this may be a list of one item. Items within the list are separated by semi-colons (;). Other than this, semi-colons are used to separate two clauses which are, in themselves, complete sentences. It is often better to let two such sentences stand on their own. A good rule of thumb is not to use semi-colons if you can avoid it.

'May' is normally used for things that are permitted, and 'might' for things that are likely to take place. You may quote me on this, and it might affect how you phrase things.

Commas are best used to indicate a logical break, rather than where a reader might need to pause if reading out loud. When 'however' is used as a conjunction, it is followed by a comma; when it is used as an adverb, it is not:

> However you look at it, it is confusing. However, you could start the sentence with 'but' and avoid all the difficulties. But avoid using 'but' too often.

Commas can, if you wish, be used parenthetically, that is, where you might (if you preferred) otherwise put brackets.

Two things may be different **from**, similar **to** or compared **with** one another.

Be careful when using 'I' and 'we' to describe the argument of the book. 'I' (that is, you, the author) 'will argue that…' and 'we' (that is, the author and reader) 'have seen that….' But avoiding using 'we' when you are really only referring to yourself as author, as in 'we will demonstrate that…'.

Quotations and copyright

Copyright law is complex and sensitive, so you need to be particularly careful if you are quoting another author at any length. You must not cite a phrase or sentence without attribution, and generally the guidelines for quotations and copyright permission depend on the notion of 'fair use'. Fair use is usually considered no more than 300 words in total from a book, no more than 200 words from an article, and no more than 50% of a poem or song. In terms of best practice, in a work as short as a Grove booklet, you should not be using more than one or two quotations, each of a sentence or two, from any one source.

As author, you are responsible for checking copyright and obtaining permission; it is not something Grove administration can do for you. So if there is any question about this, you must explore the issue at the earliest stage of writing.

Text Formats

Words to be emphasized, technical terms, and translated or transliterated words from another language are normally all put in *italic.* (We do not use other alphabets.) We do not usually underline words or put them in **bold**, though exceptions can be made if the text warrants it. We never use BLOCK CAPITALS for emphasis.

Footnotes

Footnotes are presented at the end of the manuscript. Please ensure that your references are complete, that is, include author, publication title, publisher, date, and any page numbers. Please follow the standard format:

1 L Newbigin, *The Gospel as Public Truth* (London: SPCK, 1991) p 52.
2 A O Dyson, 'Theology of Work' in M Atkinson (ed), *Mission in Industrial Society* (London: Church House Publishing, 1978) p 41.

Bible references are always put in brackets in the text, rather than footnoted, using simple Arabic numerals with chapter and verse numbers separated by a point (not a colon): (John 3.16).

Manuscripts

As is universal practice now, please supply your script so that it is readable by Microsoft Word (.doc or .docx format) in such a way that it is easy to email. Please do not use text boxes in Word as these cause difficulties for us (and their word count is not included in the total). Do not attempt to replicate how you think the layout of the booklet will appear, since it is impossible to do this accurately. Your manuscript needs to be complete continuous text.

Please talk to the editorial group if you think you might need to send any large files as attachments. Illustrations for inclusion in the text are ideally presented in Illustrator format. Please beware of using the drawing tools in Word as these scale and reproduce unreliably. Scanned illustrations need to be at high resolution for similar reasons.

Front cover graphic
The current format of Grove booklet covers requires a graphic symbol rather than a cover illustration as such. It would greatly assist us if you have given some thought to this, perhaps in relation to a controlling metaphor that occurs in your text. The graphic will need to be relatively simple, more akin to a web icon than a real-life picture. Realistic images of people or real-life situations do not work well; abstract symbols work best.

Dates
Please ensure you have agreed your text with the group at least ***eight weeks before the beginning of the month of publication***. We need this time to type-set, proof and print the booklet, and we despatch at the ***beginning*** of the month of publication. You will have sight of the final proof before printing, though we may need to contact you before then if there are any problems with typesetting. Booklets in different series are published as follows:

Publication Month	*Submission date*	*Publication Month*	*Submission date*	*Series*
Jan	1st Nov	July	1st May	Ethics, Education, Discipleship
Feb	1st Dec	August	1st June	Mission and Evangelism, Spirituality, Worship
Mar	1st Jan	September	1st July	Biblical, Pastoral, Youth
April	1st Feb	October	1st August	Ethics, Education, Discipleship
May	1st March	November	1st Sept	Mission Evangelism, Spirituality, Worship
June	1st April	December	1st Oct	Biblical, Pastoral, Youth

Arrangements following publication

Promotion
Your booklet will be featured in the usual promotions of the company, though from time to time we give certain titles prominence in particular promotional campaigns. The best promoters of booklets are often the authors themselves, so if there any specific groups we can inform about the booklet please let us know. Please see the separate information sheet on promoting your booklet.

Occasionally, authors want to take large quantities of their own title to use in a particular way. In this case, we can make special arrangements and offer a better discount if this is arranged prior to printing. If you think you might be interested in something like this, please ask us.

Royalties
All Grove authors are entitled to receive royalties from sales of booklets they have written. Royalties are paid at the rate of 7.5% of all sales. Since Grove is a charitable concern, you may wish to waive your royalties, though you should not feel any pressure to do this, especially if you are dependent on royalties from writing as part of your income. You will receive more detailed information on this when the booklet is published.

Discounts
Authors receive 12 free copies of their booklet, and are given 30% discount on further copies that they buy direct from the office.

Copyright

Copyright belongs to the author, but is held by Grove Books Ltd on the author's behalf. You should therefore check with Grove before re-using any of the material you have published in a Grove booklet. Grove will consult with you before giving permission for your work to be quoted.

Sales

We will keep you informed of the sales of your booklet for at least the first three years of publication on an annual basis, and in between times by request.

Reprinting

If your booklet continues to sell more than a couple of hundred copies a year, then Grove Books Ltd will consider reprinting it. In this case we will consult with you and give you the chance to make any changes to the text or layout.

Ian Paul
Managing Editor
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