**Guidelines for Authors**

For both the SEDA Series and the SEDA Focus Series the main guidelines are published by Routledge on their web site, and we follow those.

Find “Publish with us” on their main menu bar, and you will find Publishing Guidelines and Forms on the drop down menu. Their Manuscript Preparation Guide is long, but very helpful.

There are many other documents and guides in that part of their web site – they are well written and very helpful, but the quantity is rather daunting at first.

**SEDA’s procedures with the Focus Series:**

This whole process is to ensure that SEDA publishes good books on topics it wants to support.

SEDA publishes for staff and educational developers. It also publishes for a range of colleagues who have staff and educational development responsibilities in their work. It is particularly interested in publishing material which supports improvement in the quality of student learning.

Discuss your ideas with a member of the Papers Committee, or perhaps write a short outline of what you are considering. If it is something SEDA could be interested in, start to work on the Focus proposal document. The Committee will assign an advisory editor (call the Agent) to help you work up the proposal, which the Committee will need to approve before it sends it on to Routledge.

Routledge will then send it to 2 or 3 referees and send back an anonymised compilation of comments. These are not “instructions” – they can be useful and you might make changes accordingly. Sometimes a referee’s comments can be set aside, though usually with some explanation.

The Committee (usually the Chair) then sends the final proposal to Routledge and their editor takes to it an editorial meeting for a decision.

Routledge will then send contracts to the authors or editors, with the agreed submission date. The SEDA Agent will stay in liaison with the authors or editors, advising, responding to questions, giving advice, and keeping the Routledge editor informed over progress.

The Papers Committee will need to see the final text before SEDA submits it to Routledge, to confirm it is happy for it to be published as a SEDA book.

**SEDA’s procedures with the SEDA Series:**

The first step is to contact the general editor, James Wisdom, with an outline of your proposal. The procedure is very similar to the Focus procedure – working up the proposal to be as good as it can be, responding to the external referees, submitting a final proposal and getting a positive decision from the editorial committee.

**General points.**

As these are both SEDA Series, all royalties from sales will be paid to SEDA.

These books benefit from a good index. Experience shows that authors/editors know very clearly how their book might be used, and can generate an appropriate index for their readership. This is sometimes better than an index which has been generated by a professional, even with guidance. If a professional is used, the cost of the index is taken from royalties. For an author, the process of indexing is easier if the decision to create an author’s index is taken at the beginning of the project. Routledge have a good guidance page on creating an index.

Authors/editors are free to work out their own timelines for writing the text and the date for submission of the manuscript. The submission date is very important because Routledge will then programme the production process (copy editing, design, proof reading, permissions etc) and set a marketing date. Some of the production work will require time from the authors/editors (for example, responding to copy editor queries, and especially checking the proofs).

Referencing: Routledge asks for references to be associated with each individual chapter. References can sometimes be collated into a bibliography at the end of the publication, especially if they are contributing to a guide to the whole subject area. It is therefore vital that all references use the same convention. At the moment, for decisions about Harvard Referencing, we are using the guide prepared by the University of Bradford at https://www.bradford.ac.uk/library/find-out-about/referencing. The Brief Guide is usually sufficient. We do not use footnotes.

Promotion. Many authors are now quite adept at using social media to promote their work, and well organised authors have started that process long before the book is published. Both Routledge and SEDA will promote the publication, but it would be sensible for the authors/editors and the contributing authors for an edited collection, to prepare a marketing plan or strategy to ensure the work gets “out there”.

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