



# Author Guide

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Australian  
National  
University

ANU PRESS

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Find ANU Press



# Welcome to ANU Press

Thank you for choosing ANU Press as your publisher. We're looking forward to working with you! In this document, we'll run through the process of publishing your book and outline what we need from you and what you can expect from us.

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# ANU Press publishing process

## 1. Submission

Author prepares and submits book proposal to ANU Press.  
Author will:

- Read ANU Press Author Guide
- Fill out Book Proposal Form and email to ANU Press along with:
  - Synopsis
  - Two or three sample chapters
  - Detailed chapter outline and/or table of contents
  - Brief author/editor resume

## 2. Evaluation

- ANU Press evaluates submission and, if appropriate, passes submission on to the relevant Editorial Board
- Editorial Board reviews the proposal and sample chapters and, if submission is of interest, requests the full manuscript and arranges a rigorous peer review of the manuscript
- Peer reviewers return reports to Editorial Board and the Board liaises with author to review recommendations and revise manuscript based on these recommendations
- When the Board is satisfied with the revised manuscript, it will advise ANU Press staff that it is approved for publication
- The manuscript is then sent to a professional copyeditor to work on the final draft

## 3. Editing

The author is responsible for paying for the manuscript to be copyedited by a freelance editor; ANU Press publication subsidy fund can also help with these costs for eligible authors (see page 4). ANU Press will provide the author with a list of freelance editors to choose from. The author will:

- Ensure all steps outlined in the Author Guide to prepare the manuscript for the copyeditor are complete before providing the final draft to the copyeditor to begin work
- Work directly with and respond promptly to the copyeditor in order to edit, prepare and finalise the manuscript for final submission to ANU Press
- Advise ANU Press of any specific needs (for example, if the book needs an index) and time frames (for example, if there is an event or deadline the book needs to be published in advance of)
- Provide all illustrative material at a high resolution and any copyright permission documentation required for ANU Press to publish the images
- If the work is an edited collection, the lead editor/s will be responsible for contributing authors responding to queries in a timely manner and provide final approval for manuscript on behalf of all contributing authors

At the end of the editing process, the copyeditor will provide ANU Press with the final, styled manuscript ready for ANU Press to begin work.

## 4. Production

- ANU Press reviews final manuscript to ensure all elements have been provided and are of the correct quality for conversion
- Manuscript is typeset and designed and a PDF proof is created
- Book cover is designed and sent to author for approval (final approval rests with ANU Press)
- ANU Press conducts an in-house proof of the manuscript and compiles any queries arising from this proof to be sent to the author
- Author receives and checks electronic proof. Any changes to be related to design, format and factual errors only
- Final proof approved by author for publication
- ANU Press prepares files for publication

## 5. Publication

- Book is published on the ANU Press website and paperbacks are available to purchase
- Paperbacks are ordered and sent to the author(s)
- Paperback and digital copies are provided to distribution outlets such as JSTOR Open-Access, Thomson Reuters Book Citation Index, OAPEN, DOAB, Google Books, Google Scholar, Amazon, iBooks, EBSCO, Perlego, ExLibris, ProQuest, NLA (Libraries Australia, Trove and WorldCat) and ANU Library Catalogue
- Publication is promoted through various social media channels
- Author works with ANU Press marketing coordinator to implement marketing plan for the book

# Checklist

We can start working on your book once we have received from your Editorial Board:

- a Proposal Evaluation Form
- two referee reports.

ANU Press will provide you with:

- a contract
- a Cover Brief Form.

You will then need to provide:

- a signed contract
- a completed Cover Brief Form
- copyright permissions (if applicable).

Your copyeditor will provide to the Press:

- the final, copyedited text of the book
- all illustrative material to be included in the book
- an image spreadsheet listing details of all images in the book
- a style sheet.

Upon completion of copyediting, the author is responsible for paying the copyeditor for their work. A publication subsidy is available to eligible authors to assist with this cost (see page 4 for more information on this).

ANU Press will only accept manuscripts from the copyeditor. If the manuscript is not sent to ANU Press by the copyeditor, it will not be accepted. This is to ensure that no changes are made to a final, copyedited manuscript without the copyeditor's or ANU Press's knowledge.

**Please tell us immediately** if there is a special event, planned book launch or any other deadline your book needs to be published in advance of. For more information on book launches, please see page 11.

**Please note:** We are unable to print books over 1,000 pages in length. If your publication exceeds this length you will be required to cut down the material included in your book. Please also note that books over 500 pages long that include colour will not be able to be provided to some of the third-party distributors (e.g. Amazon).

# Diversity and inclusivity

The Australian National University is committed to being a standard-bearer for equity and inclusion. ANU Press seeks to reflect this commitment in its publications and encourages authors and editors to consider whether their works meet this commitment when submitting a book proposal to ANU Press. See the [ANU 2025 Strategic Plan \(PDF, 1.4MB\)](#) for more information on the University's stance on diversity and inclusion.

As part of the proposal process for edited collections and multi-authored works, you will be asked to consider whether your manuscript covers a diverse range of voices and perspectives. If your proposal does not include a diverse range of authors/perspectives, you will be asked to address the reason for this.

# Before we start

Your manuscript will need to be evaluated, taken through a rigorous peer-review process and approved for publication by one of our Editorial Boards.

## ANU Press Editorial Boards

### MONOGRAPHS

Aboriginal History Monographs
Anthropology in Pacific and Asian Studies
ANU.Lives
Asian Studies
Asia-Pacific Environment Monographs
Asia-Pacific Linguistics
Asia-Pacific Security Studies
Australia and the World
Centre for Aboriginal Economic Policy Research (CAEPR)
China in the World
Comparative Austronesian
Environmental History
Humanities and Creative Arts
Islam in Southeast Asia
Law
Music
Pacific
Public Policy
Science and Engineering
Social Sciences
Summations
Terra Australis

### JOURNALS

Aboriginal History Journal
Agenda
Australian Historical Journal II
Australian Journal of Biography and History
East Asia Forum Quarterly
Human Ecology Review
International Review of Environmental History
Lilith: A Feminist History Journal
Made in China Journal

Once your manuscript is approved for publication, it will need to be professionally copyedited. ANU Press will provide you with a list of approved copyeditors who are most suited to the job based on their skills and experience with your subject matter. ANU Press will also be able to offer advice on likely costs.

**Please note:** If you wish to use a copyeditor not on our list, you must have discussed this with and have approval from ANU Press before work commences. If you have not received approval from ANU Press and contracted a non-ANU Press approved copyeditor to carry out the work, ANU Press may require the work to be re-edited at your expense.

## Publication subsidy fund

The ANU Vice-Chancellor allocates funds to assist with the publication of academic research of staff members of the University by ANU Press on the basis of the University's commitment to scholarly publishing.

Applications are called twice a year and the maximum amount granted for any one subsidy is \$3,000. Each subsidy is discrete and no longstanding commitment will be made towards the costs of ongoing publications, such as journals or other series. Typical activities funded are copyediting and indexing. The publication subsidy will not be approved for commissioning cover designs as ANU Press includes cover design as part of its services. Translations of works into or from English are unlikely to be supported unless they are of exceptional literary or scholarly merit.

All staff members and students of the University may apply. The application must relate to a completed piece of work conducted while at the University and negotiations with ANU Press must be at an advanced stage. Subsidies will only be allocated to works that have been accepted by an ANU Press Editorial Board for publication.

For more information, please visit [press.anu.edu.au/authors/submit-book/publication-subsidy-fund](https://press.anu.edu.au/authors/submit-book/publication-subsidy-fund).



## What to send your copyeditor

Make sure you send your copyeditor **final and complete files** to work on. This means the whole text that will form the published book, along with any of the following you choose to include: foreword, preface, contributor biographies, acknowledgements, list of abbreviations, introduction, appendices, bibliography.

Before you send your manuscript to your copyeditor, you must have included all relevant DOIs in the referenced books, articles and journals in your work's bibliography or bibliographies (for information on how to do this see the DOIs section on pages 6–7).

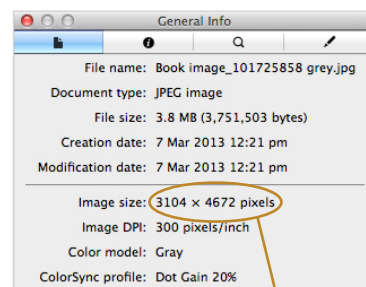
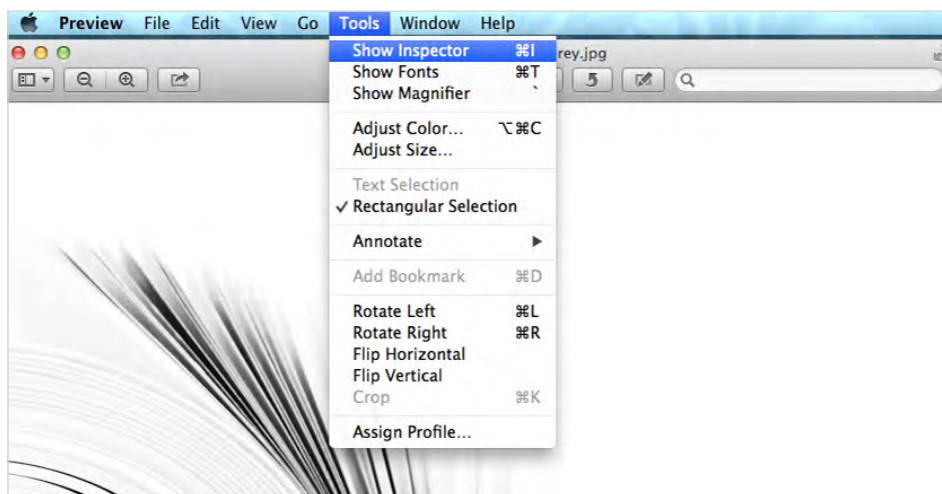
You also need to send your copyeditor all illustrative material (figures, illustrations, photos, graphs, etc.) that will be in your book. All illustrative material included in your book must be of good quality and of resolution high enough to reproduce in both digital and paperback formats. Please see below for the **minimum requirements** of image resolution and instructions on how to check this.

For more information on 'Preparing your manuscript for submission', please contact ANU Press for the factsheet or download it from our [website](#).

## How to check image size and resolution

### On a Mac

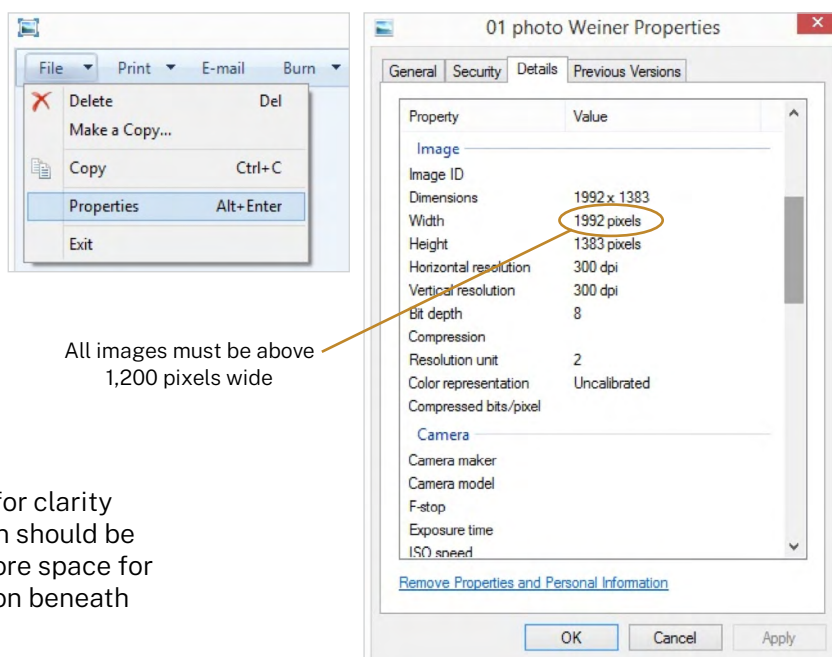
1. Open the image in Preview.
2. In the menu ribbon, click 'Tools'. In the 'Tools' dropdown menu, click 'Show Inspector'.
3. In the window that opens, the 'image size' should be **more than 1,200 pixels** wide. (The image below shows an image of adequate size and resolution as the width of the pixels corresponds to 3104.)



All images must be above  
1,200 pixels wide

## On a PC

1. Open the image in Windows Image Viewer.
2. In the menu ribbon, click 'File'. In the dropdown menu, click 'Properties'.
3. In the window that opens, the 'Width' should be **at least** 1,200 pixels.



All images must be above 1,200 pixels wide

## Image captions

It is best to keep image captions short for clarity and aesthetics. Ideally an image caption should be no longer than 30 words. If you need more space for description, add this as extra information beneath the main image caption.

## DOIs

ANU Press assigns Digital Object Identifiers (DOIs) to all its titles. This will make your book/journal easier to search and easier for other academics to reference in their own work.

As part of this process, ANU Press authors **must** include DOIs as part of their bibliographic references where applicable. Before submitting your manuscript to your copyeditor, you must run your bibliography or bibliographies through the Crossref DOI registration system, this will locate DOIs for any book or journal you have referenced in your book and provide this to you in a list (DOIs identified are shown in blue, see Step 3 on page 7 for an example). It is **mandatory** for our authors to complete this process.

**Note: Please check the DOI links that you receive via this portal as sometimes they are links to reviews of the book rather than the book itself.**

The process for finding DOIs for your references is as follows:

### Step 1

Go to [search.crossref.org/references](https://search.crossref.org/references)

### Step 2

This will open the Link References form, copy and paste your bibliography into the white text box and hit 'Match to DOIs'.

The screenshot shows the 'Link References' form. At the top, it says 'Match references to DOIs using Crossref Metadata Search fuzzy matching'. Below this is a text box containing a list of references, including 'Austin-Broos, D. 2006. "Working for" and "working: among Western Arrernte in Central Australia", Oceania, 76 (1): 1-15.' and 'Australian Bureau of Statistics (ABS) 2007. Directions in Aboriginal and Torres Strait Islander Statistics, June 2007, cat. no. 4700.0, ABS, Canberra.' At the bottom right of the form is a green button labeled 'Match to DOIs'.



### Step 3

The website will provide you with the valid DOIs for the references registered to its system. Copy each of these DOIs (shown below in blue) into your bibliography at the appropriate reference. You **do not** need to include the <https://> in your copied DOI reference.

#### Link References

##### Queried for 9 references

Reference	
Austin-Broos, D. 2006. “Working for” and “working: among Western Arrernte in Central Australia’, <i>Oceania</i> , 76 (1): 1–15. <a href="https://doi.org/10.1002/j.1834-4461.2006.tb03029.x">https://doi.org/10.1002/j.1834-4461.2006.tb03029.x</a>	
Australian Bureau of Statistics (ABS) 2007. <i>Directions in Aboriginal and Torres Strait Islander Statistics</i> , June 2007, cat. no. 4700.0, ABS, Canberra.	Result score too low
Carson, B., Dunbar, T., Chenhall, R. and Bailie, R. (eds) 2007. <i>Social Determinants of Indigenous Health</i> , Allen & Unwin, Crows Nest. <a href="https://doi.org/10.1017/s1326011100004567">https://doi.org/10.1017/s1326011100004567</a>	
Cunningham, J., Sibthorpe, B. and Anderson, I. 1997. <i>Occasional Paper: Self-Assessed Health Status, Indigenous Australians</i> , cat. no. 4707.0, ABS, Canberra.	Result score too low
Diener, E., Eunkook, M., Suh, R. and Smith, H. 1999’ ‘Subjective well-being: Three decades of progress’, <i>Psychological Bulletin</i> , 125 (2): 276–302. <a href="https://doi.org/10.1037//0033-2909.125.2.276">https://doi.org/10.1037//0033-2909.125.2.276</a>	

Not all references will have a DOI, if a reference is returned with a ‘Result score too low’ in the second column, then you do not need to include a DOI for these references.

**Please note:** If your manuscript comes to ANU Press without DOIs being included in your bibliography, it will be sent back for you to complete this process.

### The copyediting process

The copyeditor will:

- make sure the language used is clear, consistent and grammatically correct
- apply our styles to the documents (this involves setting things like block text and heading levels) so we can convert the text properly
- check that the images are the right size and resolution, and make a spreadsheet listing this information
- let you know if any of the images aren’t big enough or don’t have a high enough resolution
- send you the image spreadsheet, style sheet, plus all text, with all changes tracked to review.

Please check all the revised documents thoroughly to make sure you’re happy with the changes the copyeditor has made. If need be, discuss the changes with your copyeditor. Once you’re confident that the text is **final**, please advise the copyeditor that it is approved and the copyeditor will send the text on to ANU Press.

**The copyediting stage is the last opportunity to make substantive changes to your text, once ANU Press starts working on your text, only minor changes are possible.**

# What we need to begin production

- **A signed contract.** Please fill in the relevant boxes, initial each page, sign at the bottom, and send us a copy of the contract (either by post or a scanned copy via email). If there are multiple authors/editors for your work, please have each author/editor fill in a separate contract. Contributors to edited collections do not need to sign contracts.
- **A Book Proposal Form.** This is the form you would have submitted to ANU Press through the online form on the website.
- **A completed Cover Brief Form.** Please complete this form to the best of your abilities and email it to ANU Press. Any potential cover image must be at least 300 pixels per inch and 15 cm wide (1,700 pixels wide) at final size; low-resolution images (particularly those downloaded from the internet) cannot be used. Please provide copyright clearance to use the image in both print and electronic formats.
- **The Proposal Evaluation Form and two referee reports.** These are provided to ANU Press by the Editorial Board.
- **Copyright permissions** if applicable — see below for more information.
- **The final, copyedited text of the book.** This must be sent to ANU Press by the copyeditor.
- **All illustrative material to be included in the book.** Now that you and the copyeditor have checked the images, they should all be the correct size and resolution.
- **The image spreadsheet** listing the size and resolution of all images.
- **Style sheet** provided by the copyeditor, including a list of any unusual symbols, accents or characters used (if applicable).

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- the work does not infringe on copyright held by other parties
- the work does not contain any libellous material.

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Please consult the author's checklist (supplied upon request) for any other issues relating to previously published works.

Note: If you are including previously published text in your work (e.g. a journal article), please provide it in a Word document format with ANU Press styles applied. **Please do not supply it in a PDF format unless previously discussed with ANU Press.**

# Our production process

**Please tell us immediately** if there is a special event or any other deadline your book needs to be published in advance of. Our production process, which begins when we receive the final files from your copyeditor, generally takes around six months (but can take longer for larger or more complex books), so we need to know of any events well in advance to be able to schedule our workflow to a set deadline.

Once we receive your final text, we will give it a last check for obvious errors, and make sure the styles have been correctly applied. At this point, we'll be in touch if we have any queries about the text.

We'll use InDesign to convert the text to the form it will be published in, it will then undergo an in-house proof. Following this, we will send you a proof to check, along with a list of queries that arose from the in-house proof. You should receive three sets of proofs:

- **Initial proof.** This is to check that conversion has occurred correctly and no errors have been introduced to the text. This is also the time to check the text for grammar and spelling mistakes. This is not the time to rewrite text; **ANU Press will not accept major textual changes to a proof.**
- **Second proof.** This is to check that any requested changes have been made correctly and to complete final checks of the text.
- **Final proof.** This is a final check of the book to ensure that everything is displaying correctly and there are no major errors.

At this final stage, checking is **only** for formatting issues, or any basic errors that have previously been overlooked. **For any changes that don't fall into these categories, we will charge \$80 per hour (minimum charge is \$80).**

Once the final set of proofs have been approved, the book can be indexed if required.

A PDF proof from the printer can be supplied if you wish to check the book before printing commences. However, if you choose to see the printer proof, this will delay publication. **Any changes made to the printer proof will incur a charge of \$80 per hour (minimum charge is \$80).**

## Indexing

**We generally recommend against including an index.** We are primarily an ebook publisher (ebooks make up 99 per cent of access to our titles), and ebook search functions generally make indexes redundant. However, if your proposal is with the Humanities and Creative Arts Editorial Board, then it **must** have an index as this is a requirement of the Board.

If you wish to include an index in your work, the index can **only** be done **once the final set of proofs has been approved** (any changes to the book can alter page numbers, which would make the index incorrect). We don't prepare indexes, but we can put you in touch with professional indexers (please note that you are responsible for paying for the index).

**Please note:** If you use an indexer not recommended by us and the index is not to ANU Press standards, the index will need to be redone at your cost. ANU Press will only accept indexes created by professional indexers; indexes created by authors will not be accepted.

## Cover design

We will design your cover in-house based on the information you provide in your cover design brief. We will send you a draft cover for feedback and negotiate any changes, but we reserve the right to make the final decision on cover design. This is necessary for the following reasons:

- ANU Press, and through us each of our titles, represents the best in scholarly communication and research. We make decisions for each title with the whole Press and publishing endeavour in mind.
- The cover design has to be applied across all formats, i.e. PDF, ePub and print. This means certain styles, sizes and colour schemes work better than others.
- A title might form part of a series, in which case the cover design has to remain consistent and true to the original concept.

# Publication

Once the final files are approved, we will publish the book electronically and in print.

## Formats

### Print

When we have checked the printer's proofs and the book has been published online, we will contact you to advise how you can purchase copies of your book at a discounted price. If you are the sole author/editor, you will receive three complimentary copies; if there is more than one editor or author, you will receive two per person. Print copies are also available to purchase through our website. Contributors to an edited collection are not entitled to receive complimentary copies from ANU Press.

Please note paperbacks can take up to four weeks to be delivered; if you are organising a book launch, please leave enough time for the books to be delivered prior to your launch date.

### Digital formats

Our titles are converted to PDF (as a whole book and as individual chapters), ePub, html and mobi formats. These are all made available to readers through our website at no charge.

**Please note:** Some books, due to layout, might have to be generated as a fixed-layout ePub. If this is the case then the book will only appear in the PDF and ePub formats.

## Distribution

### ebooks

As an electronic press, our promotional and marketing efforts are focused on ensuring that ebooks reach as large an audience as possible. We lodge ANU Press titles with a wide range of online repositories and distributors including:

- Google Books
- Thomson Reuters (Clarivate)
- Open Access Publishing in European Networks (OAPEN) library
- JSTOR Open-Access
- ProQuest
- Directory of Open Access Books (DOAB)
- EBSCO
- Perlego
- ExLibris

We make bibliographic information available through:

- MARC Records (bibliographic Machine-Readable Cataloging), which are disseminated to university libraries for free inclusion in their catalogues
- the National Library of Australia's Cataloguing-in-Publication scheme and edeposit service.

### Print books

Paperback copies can be purchased from the ANU Press website and from other distributors including:

- Amazon
- James Bennett Library Supplier
- Harry Hartog Booksellers at ANU.

## Launches

If you are interested in holding a launch for your book you should first consult the 'Launches and Promotions Factsheet' for details on how ANU Press can work with you to organise and promote your event and, if required, help you order launch copies of your book. Book sales at launch events are managed by the author, often in partnership with their respective universities, schools or institutes.

If you would like to have physical copies of your book available to sell or distribute at your launch, please be sure to read the relevant section of the 'Launches and Promotions Factsheet' regarding the amount of time it will take for copies to be printed and delivered. If you do not allow enough time between the publication of your book and your launch (a minimum of four weeks unless otherwise discussed with ANU Press), then ANU Press cannot guarantee that books will arrive in time.

If you do not want assistance organising your launch, you are still required to inform ANU Press and the relevant Editorial Board about the event well in advance and invite them to send representatives. ANU Press should be acknowledged as the publisher during launches, and space should be made available for the ANU Press banner.

Please consult ANU Press about any promotional materials, such as book flyers or event invitations, as we can provide these (provided enough notice is given) to ensure they are in line with ANU Press styling and branding.

Please be sure to link to the DOI (not the webpage) any time you are promoting your book.

## Marketing and promotion

ANU Press employs a Marketing and Communications Coordinator who is able to assist with the promotion of your book. Some of the activities ANU Press can undertake include:

- Distributing review copies of your book.
- Creating book flyers for distribution at events or online.
- Promotion via ANU channels.
- Assistance with preparing a media release and story ideas.
- Pitching to relevant mainstream and academic media outlets.
- Coordinating promotion with partner institutions, listservs and relevant organisations where contacts are provided/recommended by the authors/contributors.

All authors will be required to submit a 'New Publication Questionnaire' and 'Target List of Reviewers' to the marketing team. These forms will be sent to authors at the contract stage, and include questions about your social media footprint, memberships and relationship with ANU (i.e. Alum or College affiliation).

For further information about marketing and promotion, please read the 'Launches and Promotions Factsheet'.

## Book prizes

There are dozens of book prizes offered around the world each year. The awards on offer vary considerably, as does the cost of entry. ANU Press is happy to assist you in entering your book in prizes, but may ask you to cover the cost of entry or the cost of printing and mailing copies, depending on how many copies are required.

Please provide plenty of notice for applications to allow review copies to be ordered and delivered.