



# AUTHOR GUIDELINES

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Do you want to be an author for The Nautical Institute?

Here's some information to get you started to ensure the industry gets the best from both of us.



# WHAT YOU NEED TO KNOW

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1. **TEAMWORK**
2. **PRODUCTION**
3. **COPYRIGHT**
4. **IMAGES**
5. **STYLE**

# THE TEAM

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## The Publisher

Bridget Hogan is the Director of Publishing for The Nautical Institute and can be contacted via email: [bh@nautinst.org](mailto:bh@nautinst.org)  
Please include Bridget in all email correspondence.

## The Book Editor

The book editor will be appointed to help you through the production process. Day-to-day inquiries will be handled by the book editor who can be contacted via email. Please copy Bridget Hogan in on all correspondence.

## The Technical Editor

The technical editor may be appointed to advise on the book's content.

## The Peer Reviewer(s)

Peer reviewer(s) are selected with the assistance of the technical editor. This is a supportive process for authors.

## The Designer

The designer is involved in the last stages of the production process and is responsible for ensuring our books and products comply with The Nautical Institute brand and style. The designer can also translate any ideas or sketches into images and assist with sourcing relevant photographs.

# THE PRODUCTION PROCESS

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## Approach us with ideas

The Nautical Institute welcomes content from experienced and qualified people within the maritime industry. Please contact The Nautical Institute with ideas and proposals for a book before starting a manuscript. Ideas will be assessed by the Technical Committee against the Institute's Strategic Plan and industry needs. Authors are advised not to produce any work until the Technical Committee has approved the idea.

## Our books are written in seafarer language

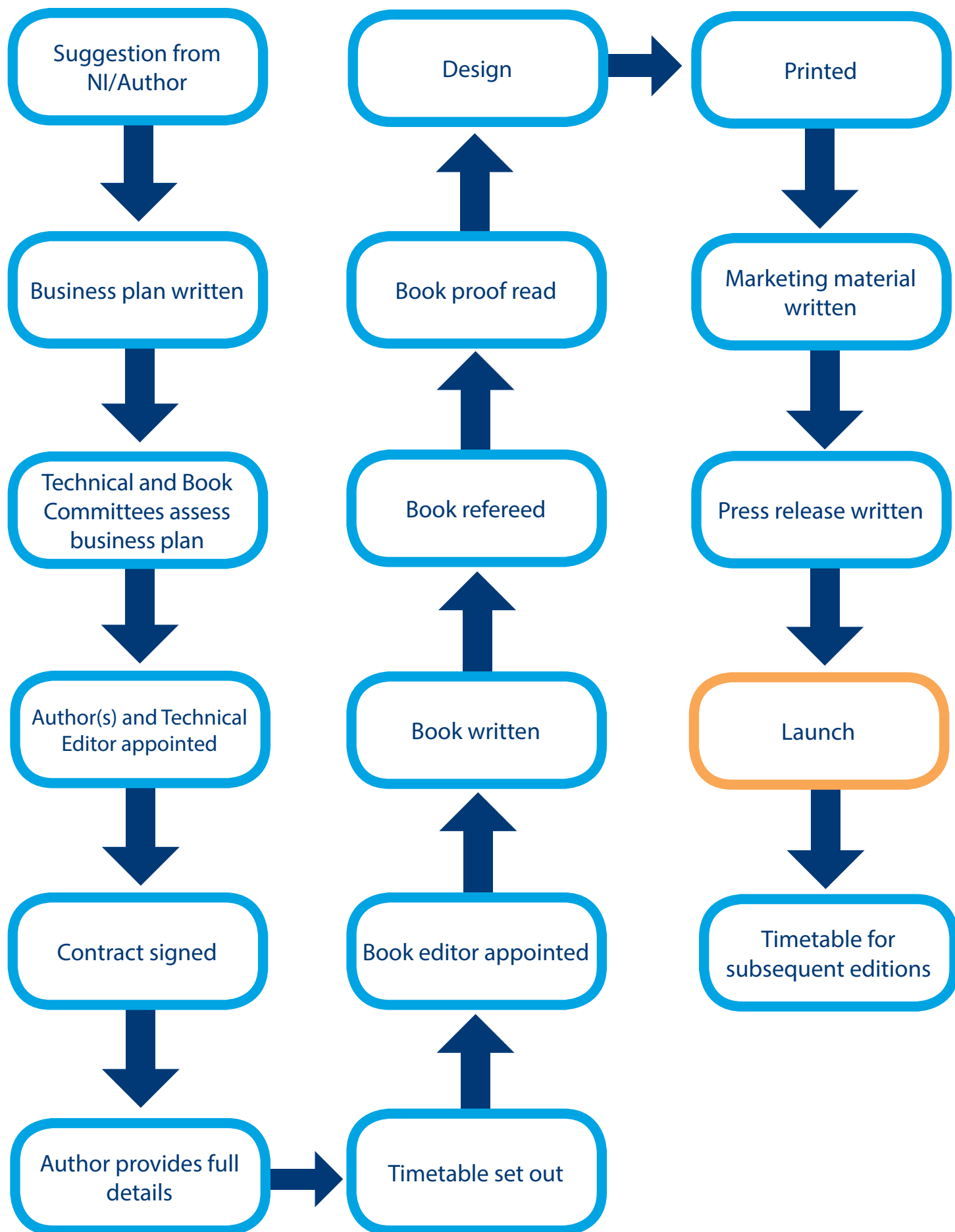
We aim to create practical guides that can be read easily by anyone, particularly those who do not speak English as their first language. Please keep this aim in mind when producing your work and avoid excessive jargon and colloquialisms as this type of language is not understood internationally.

## Being an author

Most of our books are multi-author publications that benefit from the experience and expertise of our international membership. The Nautical Institute's books are peer reviewed by experts – this can be a lengthy process and authors appreciate their support. The Nautical Institute does not publish anonymous works. Your name must appear as the author. All authors are required to sign a contract before writing begins.

## All about you

Once two copies of the book contracts are signed and witnessed, The Nautical Institute will require the author's full details. This will include: full name, rank, postnominals, The Nautical Institute membership number (if applicable), full address, high-resolution colour photograph, telephone number and current working email address.



# THE N I ON COPYRIGHT

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## **What is copyright?**

Copyright is the right that an author or publisher has to their own original work. The copyright owner has to give permission for anyone else to use or reproduce their work. It is recognised by law and international conventions in most countries. This applies to any medium a work is published in – including print, images, audio, online or digital.

## **The Institute obeys UK law in best copyright practice**

The Nautical Institute actively searches for any kind of plagiarism copyright violation or unauthorised use of all work published by The Nautical Institute and will seek legal action if necessary.

## **The Nautical Institute only publishes original works**

We do not seek to reproduce material that is published elsewhere. Under no circumstances will we consider publishing material that is not free of copyright. Authors will be liable for any costs incurred for the use, in good faith, of copyrighted material.

## **Obtain written permission to reproduce material**

If you want to reproduce material, you must provide The Nautical Institute with evidence of permission from the original owner. This applies to all material used including illustrations, graphs, photographs and other images.

## **Material in the public domain may still be copyright**

The World Wide Web is a free source of information, but any information copied or downloaded directly from the Internet including from websites, search engines and social media is not necessarily free of copyright.

## **How would you feel?**

The Nautical Institute would like all authors to consider their feelings if they were to find their work published without their permission. The Nautical Institute is happy to resolve any queries or uncertainties regarding copyright and permission.





# PHOTOGRAPHS AND ILLUSTRATIONS

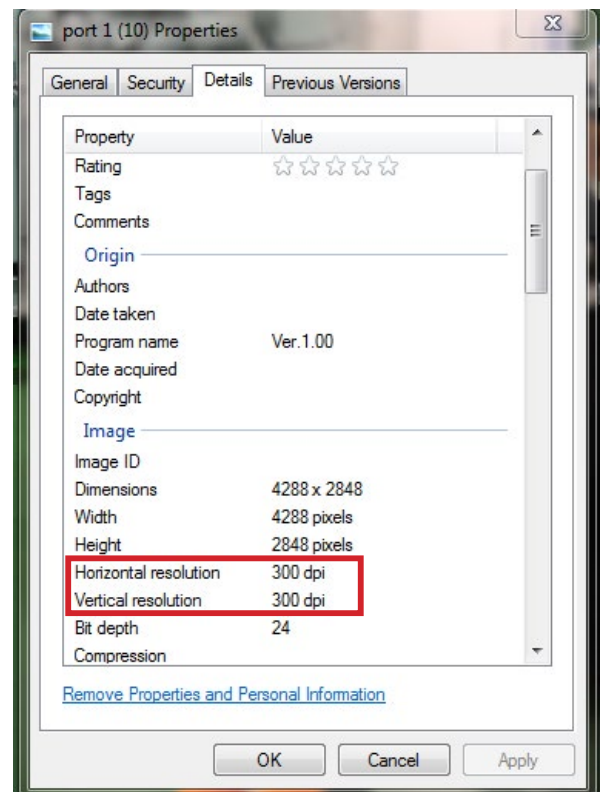
## High resolution photographs only please

These should be supplied at no cost to the Publisher. These need to be a minimum of three megapixels and larger for covers.

## Check the resolution

This can be done by doing the following:

1. Right click on your image and select the 'Properties' option
2. Under the 'Details' tab, the 'Horizontal resolution' and 'Vertical resolution' should be at least 300 dpi



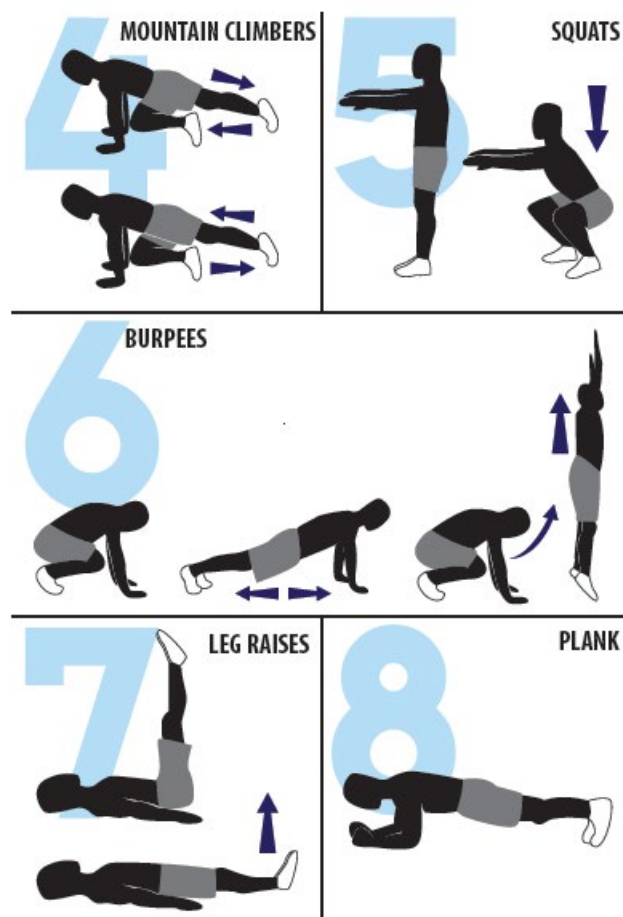


## Rely on our Graphic Designer

Diagrams can be simply sketched as they will be redrawn according to The Nautical Institute's style by a graphic artist. No redrawn illustration will appear without the author's permission. Here are examples of our graphics that were recreated through simple sketches.

## Remember copyright

For any questions, doubts or information regarding photographs and illustrations, please consult the Book Editor.



Easy exercises for confined spaces.  
Reproduced from *The Nautical Institute on Command*, third edition

# THE NAUTICAL INSTITUTE STYLE

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## Yes please

- Provide the complete text, with all illustrations, in digital format compatible with Microsoft Office Word and/or Mac OS X
- All copy in Times New Roman
- Indicate where special effects are needed, such as box out/diagram, by square brackets: [insert special effect here]
- Spelling should be UK English Standard
- The author's name (or pen name with true name in brackets) must follow the title in synopsis, sample writings and full manuscript
- 'The End' will define each section of the work as complete and will avoid inadvertently missing lines
- Only one space between words and after punctuation and two line breaks between the end of one section and start of the next
- Be as sure as possible of spelling, grammar and punctuation
- Work with the edit facilities provided in the Microsoft Word editing program: the 'insert comment' and 'tracked-changes' systems
- All symbols used in text such as a degree sign (°), foreign accents (é ø), foreign script or currency symbols (€ £ \$) must be placed in text using the 'Insert symbol' function only. Any other symbols can be provided in a PDF format or a printed hard copy
- Understand that English is not a first language for many readers of Institute books
- Answer any questions from referees and the Technical Editor/proof-reader
- Use The Nautical Institute Style Guide.

## No thank you

- Words in full capitals, initial capitals (except for proper names) or bold font
- Headers, footers, footnotes or page numbers
- Jargon or colloquialisms. Consider what the meaning of the words would be if a reader had to translate them using a dictionary
- Formatting in the manuscript. All formatting will be lost when the work is made ready for printing. Any emphasis can be added at the design stage
- Justification. The first word of the opening paragraph of a chapter, chapter section or short story or section should be kept tight to the left-hand margin
- Blank lines between paragraphs
- Track changes or formatting on the final manuscript returned by the author.

## Find out more about our style

View our **Publications and Services List** for the full range of NI products.

Find this in the 'Publications' or 'Shop' section of our website, or ask for your own printed copy.



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