



### About the Press

Singapore University Press originated as the publishing arm of the University of Malaya in Singapore, and between 1949 and 1971 published books under the University of Malaya Press imprint. The Singapore University Press imprint first appeared in 1971.

The Press publishes academic, scholarly and trade books of importance and relevance to Singapore and the region. While the press has an extensive catalog that includes titles in the fields of medicine, mathematics, science and engineering, the Press will concentrate in future on building its lists in three main subject areas:

- ◆ Asia-related social science and humanities, with a focus on Singapore and Southeast Asia;
- ◆ business reference for regional markets; and
- ◆ books on the interface of science, technology, the economy and society.

The Press is particularly interested in manuscripts that address the following subjects:

- ◆ Japan and Asia
- ◆ The Chinese overseas and the Chinese diaspora
- ◆ The Malay World
- ◆ Media, cinema and the visual arts
- ◆ Science, technology and society in Asia
- ◆ Transnational labour and population issues in Asia
- ◆ Popular culture in transnational perspectives
- ◆ Religion in Southeast Asia
- ◆ Ethnic relations
- ◆ The city, urbanism and the built form in Southeast Asia
- ◆ Violence, trauma and memory in Asia
- ◆ Cultural resources and heritage in Asia
- ◆ The English language in Asia
- ◆ Entrepreneurship
- ◆ Management of technology and technology change

All books are subject to peer review, and must be approved by the University Publishing Committee, drawn from the NUS faculty.



## **SUBMISSION PROCEDURES**

### **Stage 1: Preliminary Enquiries**

Singapore University Press welcomes enquiries about publication of manuscripts.

Please note: it is normal practice for authors to send preliminary enquiries to several prospective publishers simultaneously. However, a completed manuscript can only be submitted to one publisher at a time for review. Publishers make a considerable investment in reviewing manuscripts, and impose on the time and good will of established scholars. It is important for all concerned that this process not be abused.

### **Stage 2: Submission of a Proposal**

Before submitting a full manuscript, authors should send a proposal that covers the following points:

- a. A statement of the theme or argument of the proposed book;
- b. A Table of Contents;
- c. A brief summary of the contents presented in narrative form; this should not exceed 600 words;
- d. A brief explanation of the sources used and a copy of the bibliography;
- e. A statement of how the manuscript fits into the existing literature relating to the subject, and what new element(s) it contributes;
- f. A brief statement of your own qualifications (or the qualifications of contributors to an edited volume) to write on the subject;
- g. An indication of what you see as the target audience for this publication, and why you think the book would appeal to these buyers, and how it might be marketed.

For edited volumes the requirements are slightly different:

- a. The proposal should include an explanation of how the collection came to be assembled;
- b. The Editor(s) should ensure that all writers follow the same format (for example, in the system of referencing, and the orthography);
- c. It is not necessary to supply a bibliography for the entire volume.

The Press will evaluate the proposal, and in some cases seek the views of scholars working in relevant fields. This process normally will take around two weeks, after which you will receive a preliminary response. At this stage it will be impossible to gauge the quality of a manuscript, and the answer given will be based on considerations such as how the proposed title fits into our publishing program, how significant the topic seems to be to scholars working in the field, how we view the market for the book as described, and so on. If we decide to proceed, we will invite you to submit a complete manuscript.

**Stage 3: Submission of the Complete Manuscript for Review**

After a proposal has been accepted, the full manuscript should be prepared for submission according to the following format shown below. The manuscript should be complete (including notes, and bibliography).

- a. Double spacing throughout (including long quotes and footnotes);
- b. Pages numbered in the upper right hand corner, with continuous numbering throughout the manuscript;
- c. Wide margins (at least one inch on all sides);
- d. Indented first lines of paragraphs, and no double spacing between paragraphs;
- e. No right justification (the right margin should be ragged);
- f. Hyphenation turned off;
- g. Printed with 11-point type, preferably using a Times Roman font;
- h. Printed without bold headings or decorative features;
- i. Printed on one side of the paper only;
- j. No binding of the manuscript.

*Citations*

As a rule the Press does not use the Harvard system of referencing, in which sources are indicated by placing the name of the author and a page number within the text enclosed by round brackets.

*Illustrations*

For electronic submissions, we prefer that maps or illustrations be sent as a separate file, or sent by normal mail or by fax. Label these illustrative materials and indicate where in the text they should be placed by writing "Insert figure/ illustration about here" at the appropriate spot.

If your manuscript has special features that might make it desirable to depart from these conventions, please discuss the matter with the Press before making your submission.

The manuscript should be submitted both as hard copy (one printout) and electronically (either a diskette, a CD, a ZIP disk, or attachments to an e-mail message). Please do not use data compression software. If you have used a word processing program other than Microsoft Word, the files should be sent in Rich Text Format. Disks or CDs should be clearly labelled with your surname and a short version of the book title on each disk, as well as the date when the disk was submitted. Please ensure that you have a copy of the manuscript that is identical to the version you have submitted.

The style used is not of great importance at this stage, so long as the manuscript conforms to established scholarly conventions. For example, sources of information must be appropriately indicated, but any standard note style is acceptable. While the Press does not use the Harvard reference system, manuscripts prepared using this method can be submitted for review.



### **Stage 3, continued...**

Processing time for manuscripts varies, but the Press tries to send a report within three months. If there are delays we will keep you advised.

If the manuscript is accepted for publication, we will ask you to make certain corrections or changes as recommended by our referees, and to bring the material in line with the Singapore University Press House Style. A Style Sheet is available on request, or refer to the Chicago *Manual of Style*.

### **Notes**

For the latest information, including updates to these guidelines, please refer to the Singapore University Press website, <<http://www.nus.edu.sg/SUP>>, including the section for authors at <<http://www.nus.edu.sg/SUP/authors.html>>.