Boom uitgevers
Den Haag

eleven

AUTHOR'S INFORMATION SHEET,

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AUTHOR'S INFORMATION

About Boom uitgevers Den Haag and Eleven

Boom uitgevers Den Haag (BuDH) is part of Koninklijke Boom uitgevers. A family business, Boom uitgevers was founded in 1841 and has since grown into a publishing group whose activities include developing multimedia operations that provide information of the highest standard for the nation. Koninklijke Boom uitgevers distinguishes itself by its independence and reliability. Boom uitgevers aims to provide people with reliable and meaningful information that leads to a better understanding, based on a strong commitment to society.

BuDH is a socially responsible company with experience in its field. We publish in the field of jurisprudence, criminology, public administration and international publishing. Our professionals engage with authors and clients alike, providing personal attention and offering appropriate tailor-made solutions based on a flexible approach. By sharing ideas with our clients and authors, and helping them to think things through, our services are always innovative. This makes BuDH and Eleven International Publishing an attractive alternative, offering an excellent, innovative range of services for a fair price.

BuDH combines cutting-edge technology and techniques with the trusted, long-established values of traditional publishing, such as professional editorial work, social awareness and giving back to the academic community, based on a sense of responsibility towards society. BuDH dares to share ideas with the new generation of authors and clients, putting it at the forefront of innovation. New, distinctive concepts in combination with the required professional knowledge make BuDH a serious partner in information provision, for academia, as well as for those in practice. Boom uitgevers Den Haag publishes under the imprints Boom bestuurskunde, Boom criminologie, Boom juridisch, Boom juridisch Antwerpen and Eleven.

Eleven is our English language, internationally-focused imprint based in Den Haag which aims to provide information of the highest standard and share this around the world.

Boombestuurskunde   **Boomcriminologie**   **Boomjuridisch**

Boomjuridisch
Antwerpen   eleven

Eleven and Open Access

Boom uitgevers Den Haag is in principle a "Green" Open Access publisher. The author of a scholarly publication has the right to make his/her publication online available to the public free of charge, six months after publication, provided a reference to the original source of publication is clearly given. This means that, as long as there is no commercial purpose, the author can archive the final PDF file of his/her publication in the repository of the academic institution where the author works, in an independent repository or on the personal website of the author.

Boom uitgevers Den Haag also offers "Gold" Open Access meaning that we also offer Open Access in exchange for a Publication Charge. This option is available for full books and journal contributions.

Publishing in Open Access means that the digital version of the work will be free to access for anyone and the work can be shared everywhere directly after publication. This can improve downloads and citations and can increase usage and impact of the work.

Our marketing aims to generate as much traffic as possible towards the Open Access publication, for example through social media. SEO (Search Engine Optimization) techniques are used to heighten the findability of the publication. Further promotion is set in through sending material to relevant congresses and promotional information via email, digital newsletters and flyers. The titles are also offered for library catalogues to make the OA publication as reachable as possible.

Please visit our website, **https://www.boomdenhaag.nl/en/campagne/open-access-e**, to discover a selection of our previously published Open Acces books and journals.

A BOOK PROPOSAL

Eleven looks forward to working with you to create a beautiful and high-quality product. Do you have an idea for a book, article, or other form of publication? Then let us know. We look forward to receiving your proposal. Please include in your proposal:

DATE

AUTHOR

TITLE
1. Please provide us with the rationale, a short description and the table of contents of your book
2. What is the target market of your book (students, academics, practitioners)?
3. Please provide us with a list of similar existing titles and please set out the relationship between your book and other similar or potentially competitive books. What makes your book different?
4. What is the proposed length of the book and estimated delivery date?
5. Please enclose a c.v.

If you would like to present a proposal, have a question, or would like to arrange a meeting, please contact:

Selma Hoedt, Publishing Manager
(English Language Law, Criminology, and Political Sciences)
s.hoedt@boom.nl

EDITORIAL AND PRODUCTION PROCESS

The editorial and production process consists of the following phases:

This production process generally takes 12 weeks.

Phase 1: Editing the Text
In this phase the definitive text is decided upon.

We edit the manuscript in Microsoft Word and check and correct the text on the following: language, style, interpunctuation, numbering of the paragraphs and chapters, and the order of the chapters themselves. The corrections are carried out by one of our external specialized correctors. These corrections are carried out in Word using the option 'track changes'.

The author then receives the corrected Word manuscript, including the visible corrections, or 'tracked changes'. Thanks to this function in Word, it's very easy to see what corrections have been suggested. The author then decides themselves which corrections they do, or do not, wish to accept.

NB: This is the only phase in which corrections in the content of the text are possible. In the phases hereafter, it is no longer possible to carry out such corrections. This means that at end of this phase:
- The order of the chapters is final;
- The numbering of the chapters and paragraphs is final;
- All language and style corrections, including interpunctuation and references, have been finalized.

Phase 2: Formatting
In this phase we ensure the layout and formatting of the definitive, approved text.

Our formatting is an automated process, in which we use fixed (formatting) templates. This allows all our publications to have a recognizable look and feel.

In this phase the author will receive the first proof in the form of a PDF which has already been checked technically by one of our correctors. A technical check includes, among others, checking that pagination and general layout are correct. It is not necessary to read this pdf proof, as that has been done in phase 1. The author is only required to look at any corrections (and possibly arising questions) which have been carried out by us in this first proof. In the case of diagrams or tables, the author can check and report any mistakes which may have occurred during the formatting process.

After the corrections of the first proof have been carried out, the author will receive a second proof. This is only for your information; no further corrections will be carried out in this version. In principal, the author receives a maximum amount of two proofs for confirmation.

As stated before, corrections to the content or language of the text, are no longer possible in phase 2.

Phase 3: The Cover

In this phase the cover is designed and finalized.

This phase begins once the first pdf proof of the cover design is sent to the author. In the case of a book which is being published as part of a series, the design of the cover is already confirmed. If this is not the case, we will arrange for a cover design after discussing ideas with the author. The author will then be presented with one or two designs to choose from.

Phase 4: Printing

In this phase the final book is made.

After both the text and cover have been approved in phase 2 and 3, the final printing files of the content and cover are sent to the printer.

PROMOTION & MARKETING

Eleven creates high-quality, innovative publications for academics and practitioners alike. With more than 20 years of experience, we have grown into a modern publishing house with strong traditional roots. Unchanged, however, is our personal approach in everything we do.

With our marketing expertise, we support our authors with communicating their important visions. In this document you will find a short overview on how we will promote your book, and how you could help.

Where will your publication be found?

Distribution

Our webshops
elevenpub.com
boombestuurskunde.nl
boomcriminologie.nl
boomjuridisch.nl

(Online) distributors / bookshops*
Bol.com, Kobo, Amazon, Boekhandel Douwes, Managementboek, Bruna, IPG book, LSi, IPS UK, The Book Depository, D.H. International, Iberian Book Services, ECPPC/ Inspirees, STM Publishers Services, Aditya Books, Satyam Books

Databases and search engines
EBSCO, ProQuest, Legal Intelligence, Rechtsorde, Worldcat, Nielsen, SSRN, DOI, Google Books, HeinOnline, Jstor

Boomportaal

Boomportaal

- Online platform used by the Dutch government, lawyers and education
- Quick and easy access at work and at home

Congresses & Events

- Attendance at book presentations and other fitting events
- Promotional inserts in congress bags
- Advertisments and (online) banners

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@Eleven_pub
@Boombstk
@Boomcrim
@Boomjuridisch

LinkedIn
- Eleven
- Boom uitgevers Den Haag
- Boom juridisch

Blog
blog.boomdenhaag.nl

YouTube
youtube.com/user/ boomdenhaag

Newsletter
Multiple mailings to approx. 1100 (Eleven) / 1100 (Bb, Bc) / 4500 (Bju) subscribers

*For more information about our (international) distributors and sales agents, please visit:
https://www.boomdenhaag.nl/en/boekhandels.

How can you help with the promotion?

Inform yourself with your collection manager or librarian as to whether your publication can be added to their collections. For more information, they can contact our sales department, info@elevenpub.com.

Spread the word about your publication during congresses and other such events. We will provide you with a flyer close to or on the publication date.

Announce your publication via Social Media, via your blog or your email signature. Don't forget to tag us when posting your online messages!

Are you a member of an organisation or association? Ask your contact about the possibilities regarding having your publication mentioned in the members' newsletter or on the website.

Please inform us about which media we can contact on your behalf to offer a review copy.

Are there any associations we can contact to promote your publication? Please don't hesitate to inform us by email.

Tell us about any relevant, upcoming events where we might promote your publications.

Do you have any questions and/or suggestions? Please don't hesitate to contact our marketers:

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AUTHOR'S INSTRUCTIONS

Through the Author's instructions, we would like to offer assistance and clarity with regards to handing in manuscripts. These instructions support an optimal and supple production process for both author and publisher.

INSTRUCTIONS FOR MANUSCRIPT SUBMISSION

- The manuscript should be emailed as a Word document to the editor. Please make sure that the submitted manuscript is the final version, not a draft, as it is not possible to make radical changes further along in the process.

- Use as little formatting as possible for the text, and use only bold and italics to mark paragraph headers. All lay-out specifications are taken care of by the graphic designer.

- Use only one font and refrain from using hyphenation and headers or footers.

TABLES AND ILLUSTRATIONS

- Please use the Word table function to create tables.
- If the Word document contains illustrations other than tables (including figures, photographs, drawings, etc.), kindly also deliver them as separate files if possible (preferred formats are: .jpg/jpeg, .eps and .ai). Label each picture and clearly indicate where it should be placed.
- Tables and figures should be numbered separately, e.g. Table 1.1, 1.2, Figure 1.1, 1.2 etc. Provide tables and figures with captions and, if possible, a source.
- Digital material (preferably in .jpg format or .eps format) should have a minimum resolution of 300 dpi. Please note that most images from the Internet cannot be used because of their low resolution.
- Always ensure that previously published material (including images) is either free of use or that (written) permission for its use has been granted.

STYLE GUIDELINES

General
The author is welcome to maintain his or her own editorial style and/or conventions, as long as these are applied consistently. The guidelines below can be used if the author wishes to follow the standard Eleven house style.

Spelling
There is no preference regarding American/British English spelling, as long as one or the other is consistently used throughout the manuscript. For American spelling conventions, please use Merriam-Webster's Collegiate Dictionary; for British spelling, refer to the Compact Oxford English Dictionary of Current English. In case of edited volumes, either consistency per contribution is maintained, or the editor of the volume decides whether American or British spelling is to be used throughout the volume.

References (Citations)

I. Books
Author, Title, Edition, Place of publication, Publisher, Year, Page.
> ***Example:*** H. Fraser & R. Joyce, The Federation House: Australia's Own Style, 2nd ed., Sydney, Lansdowne Press, 1986, pp. 420-425.

II. Articles
Author, 'Title of article', Periodical, Volume, No., (Month and) year, Periodical pages.
> ***Example:*** *R.A. Goldthwaite, 'The Florentine Palace as Domestic Architecture', American Historical Review, Vol. 77, No. 4, 1972, pp. 977-1012.*

III. Contributions in Compilations and Edited Volumes
Author, 'Title of article', in Editor's name (Ed.), Title Volume, Place of publication, Publisher, Year, Page.
> ***Example:*** *M. Akehurst, 'Humanitarian Intervention', in H. Bull (Ed.), Intervention in World Politics, Oxford, Oxford University Press, 1979, p. 99.*

IV. Newspaper Articles
Author, 'Title of article', Paper, Date, Page.
> ***Example:*** *A. Lewis, 'The War Crimes Tribunal Works', International Herald Tribune, 31 July 1995, p. 5.*
> *V. Unpublished Theses etc.*
> ***Example:*** *J. Smith, German Reunification (LLM theses on file at the EUI, Florence).*

VI. Repeat Citations
Author last name, Year of publication, Page.
> ***Example:*** *Baker, 2002, p. 420.*

VII. Case Law
A. EU Court of Justice
First quote: full name of the parties, short form in brackets , ECLI (if available).
> ***Example:*** *Judgment of 8 April 1976 in Case 43/75, Gabrielle Defrenne v. Société anonyme belge de navigation aérienne SABENA (Defrenne II), [1976] ECR 455, at p. 465.*
Subsequent quotes:
> ***Example:*** *Case 43/75, Defrenne II, in particular Rec. 14 of the judgment.*

B. ECHR
> ***Examples:*** *W. v. United Kingdom (1983), DR 32, 190, 192.*
> *Ireland v. United Kingdom, ECHR (1978) Series A, No. 25, at 90.*

C. Other International Courts/Tribunals
> ***Examples:*** *UNCIO XV, 335; amendments by General Assembly Resolution in UNTS 557, 143/638, 308/892, 119.*
> *GA Res. 41/133, 4 December 1986.*
> *SC Res. 181, 7 August 1963.*
> *D. National Case Law*

Follow the official national style as much as possible. If the result would be unclear, use the following basic rule: *Party v. Party*, volume reporter page (court date).

    Example: Smith v. Jones, 32 JNI 369 (Sup.Ct. 1867).

Other

- Authors may use up to four levels of section headings (e.g. Chapter 12: 12.1; 12.1.1; 12.1.1.1.; 12.1.1.1.1). All nouns, verbs and adjectives should begin with capital letters.
- Use of italics: Italics may be used to indicate emphasis. Additionally, terms or phrases from other languages that are not established in English (e.g. *rechten*) can also be italicized. Titles of books, films, newspapers, magazines, journals and plays should also be placed in italics. Do not italicize words from other languages that have been established in English (e.g. per se, en route, Zeitgeist).
- A (short) quotation in the text can be put between double ("…") or single ('…') quotation marks, as long as one or the other is used consistently. If a quotation is longer than 30 words, please leave out the quotation marks, indent the quotation and insert an extra line between the lines above and below the quotation.
- Always put foot- and endnote numbers in the text after the last punctuation mark. For example: … done.9

Index

- If you wish to have an index, please mark keywords in the manuscript using the marker in Word or insert them with the Word indexing tool. The typesetter automatically generates the index based on these highlights/items.
- Please note that if the index should refer to a particular keyword on multiple pages, this keywords needs to be marked on each page to be referenced.
- Make sure to mark only words that are explained or defined in the text. An index referring to irrelevant places in the text has no added value for the user. We advise a maximum of five keywords a page. Divide the index in two sublevels at the most.
- An instruction for creating an index is outlined below. If you have trouble creating an index, please contact the editor of your publication.

Boom**uitgevers**
Den Haag

MANUSCRIPT REQUIREMENTS FOR TEMPLATE USE

Structure

- Please use up to a maximum of 4 paragraph levels (eg. 1, 1.1, 1.1.1, 1.1.1.1). If you need additional paragraph levels, you could use unnumbered paragraph levels. Please note: the table of contents is generated automatically and will not show paragraph levels beyond level four.

- The chapter numbering should be continuous, and you should not renumber per section.

- The chapter numbering should be in Arabic numerals (please do not use Roman numerals).

- Footnotes can either be numbered per chapter or be numbered consecutively. This should be clearly stated. Please keep in mind internal references.

Tables

- The manuscript should not contain large or complicated tables.

- Footnotes cannot be included within tables.

- Tables must be created in the table function in Word.

- Do not use colour in tables.

- Tables should not be called 'figure'.

- We prefer to number the tables (eg. Table 1.1, 1.2, 2.1...) and to provide the tables with a caption.

Figures

- Figures must be supplied separately from the manuscript in high resolution (eg. excel, pdf, powerpoint or jpeg).

- Please indicate in the manuscript where the figure should be placed, this can be done as follows: [figure 1.1]. Make sure the name matches the file name.

- Any surveys and special appendices must be supplied as a figure and cannot be formatted.

- Pictures are called figures. Image, graphics, photo, etc. is not possible.

- We prefer to number the figures (eg. Figure 1.1, 1.2, 2.1...) and to provide the figures with a caption.

Miscellany

- Formulas cannot be included in the body of the text.

- Formulas can only be included as images.

- The use of a language with non-standard characters (Chinese, Greek, Arabic, etc.) should be avoided.

Bibliography

- There are two options for including the bibliography (see the sample in the appendix). The options are: 1) shortened with the full reference below or 2) just the full reference.