

General information on publishing a PhD thesis with Eleven

Eleven is an international academic publisher in the field of Law, Criminology, Public Administration and Political Science. At Eleven, we aim to support the use of law by offering high quality and timely publications, targeted at academics and practitioners. We are an independent publishing house characterised by its high quality and reliability, as well as our commitment to our authors and society. We offer the advantages of a small publishing house, including individual attention and personal service.

Two editions

We will publish two versions of your PhD, a dissertation edition and a commercial edition. Eleven will only publish a commercial edition if the topic fits the publishing programme of Eleven and the manuscript for the commercial edition is set up as a monograph. This means there should be no references to 'PhD', 'thesis', 'dissertation' or 'doctorate' (these can be changed to 'study', 'this book' or 'research'). The methodology chapter should either be removed or shortened for the commercial edition. You will receive 1 (one) free copy of the commercial edition and a royalty of 10% on the net sales receipt. Eleven will provide you with a PDF of the thesis edition to upload in the university repository. Upload the PDF in the repository as required by the university and include a **6-month embargo**.

Publishing Process

If Eleven decide to publish your thesis, you should submit the final version in Word to Eleven. Eleven will take care of the typesetting and printing of the thesis and, if required, formatting and printing invitations and propositions.

The production lead time will be **10-12 weeks**. A Ph.D thesis is usually not proofread or edited once it has been approved by your university. However, should it be necessary, it is possible to have the text proofread by a freelance corrector at this stage. This depends on the quality of the manuscript and on the time available for production (if a proofreading session is necessary, Eleven requires 14 weeks for production).

When submitting your manuscript, you must take into account that the books generally need to be ready a few weeks before your actual promotion date. Please check with your beadle how far in advance the books need to be at the university. As soon as you have a set date, we can send you a production schedule so the books will be ready on time. We will also place an embargo on the book in the public market until your defense date.

Book specifications

Cover	full colour, laminated
Measurements	16,5 x 24 cm
Paper	90 grams hv offset
Binding	Thesis edition: paperback (Commercial edition: hardback)

Contact details

If you have a question or you need additional information, please contact Audrey McMahon (a.mcmahon@boom.nl).

Annexes

- Book proposal
- Editorial and production process
- Indication of costs
- Promotion and marketing
- Manuscript requirements for template use
- Author's instructions

Book proposal

Date:

Author:

Title:

Subtitle:

Supervisor:

Date of promotion:

1. Please provide us with a short description and a table of contents of your book
2. What is original about the book?
3. Are there other publication in the field? If so, please list them
4. What is the expected length (word count) and expected completion date?
5. Please provide your biographical data (including CV)

EDITORIAL AND PRODUCTION PROCESS

The editorial and production process consists of the following phases:

This production process generally takes 12-14 weeks.

Phase 1: Editing the Text

We do not generally do a language edit on a Ph.D thesis. The text has been approved by your university. Please ask if you require language editing.

NB: It is no longer possible to alter the text itself after submitting your final draft. Only changes in layout can take place in the printproofs.

Upon submission ensure:

- 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 generally an automated process in which we use fixed (formatting) templates. This allows all our publications to have a recognizable look and feel. In some cases, for example for complex layouts, formatting will be done manually.

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 other things, checking that pagination and general layout are correct. It is not necessary to read this pdf proof, as the text itself has not been edited. 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 principle, 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 during this phase.



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 two or three designs to choose from. The designer can make eye-catching covers based on other covers, some keywords or colours, or you can let us know if you have specific ideas for your cover. Make sure any images are at least 300 dpi and ensure that you have the permission of the copyright holder.

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.

Price indication and quotes

The costs below are intended as an indication of the costs for publishing your thesis with Eleven and are based on a standard process with formatting, technical control, two proofs, cover design, and printing arranged by Eleven. This indication is excluding (language) editing costs and excluding major changes during proof stage. We do not generally edit PhD thesis as these texts have been approved by the university. If you require language editing, please let us know. We will confirm a quote upon receipt of the final manuscript.

This indication is based on the following specifications:

Manuscript	As a Word file
Body	black/white interior
Cover	full colour, new design
Binding	paperback
Size	17 x 24 cm
Delivery	delivery to 1 (one) address in the Netherlands
Prices	excl. 9% VAT
Layout	in Eleven template
Editing	None
Production	12 – 14 weeks

* **Please note** that after submission of the manuscript, it will no longer be possible to change the text itself.

**Invitations and/or proposals matching the cover of the book can be designed and printed for €1 per piece.

Pages	50 copies	100 copies	150 copies	200 copies
192	€ 2.353,00	€ 2.617,70	€ 2.837,70	€ 3.057,68
208	€ 2.409,10	€ 2.688,38	€ 2.922,93	€ 3.157,49
224	€ 2.465,22	€ 2.759,05	€ 3.008,17	€ 3.257,28
240	€ 2.521,34	€ 2.829,72	€ 3.093,41	€ 3.357,07
256	€ 2.577,45	€ 2.900,40	€ 3.178,65	€ 3.456,88
272	€ 2.633,57	€ 2.971,08	€ 3.263,87	€ 3.556,67
288	€ 2.689,68	€ 3.041,76	€ 3.349,11	€ 3.656,47
304	€ 2.745,80	€ 3.112,43	€ 3.434,35	€ 3.756,27
320	€ 2.801,92	€ 3.183,11	€ 3.519,59	€ 3.856,07
336	€ 2.858,03	€ 3.253,78	€ 3.604,82	€ 3.955,86
352	€ 2.914,15	€ 3.324,45	€ 3.690,06	€ 4.055,67
368	€ 2.970,25	€ 3.395,14	€ 3.775,30	€ 4.155,46
384	€ 3.026,37	€ 3.465,81	€ 3.860,54	€ 4.255,25
400	€ 3.082,48	€ 3.536,49	€ 3.945,77	€ 4.355,06
416	€ 3.138,60	€ 3.607,16	€ 4.031,01	€ 4.454,85
432	€ 3.194,72	€ 3.677,83	€ 4.116,25	€ 4.554,65
448	€ 3.250,83	€ 3.748,51	€ 4.201,49	€ 4.654,45
464	€ 3.306,95	€ 3.819,19	€ 4.286,71	€ 4.754,25
480	€ 3.363,06	€ 3.889,87	€ 4.371,95	€ 4.854,04
496	€ 3.419,18	€ 3.960,54	€ 4.457,19	€ 4.953,84
512	€ 3.475,30	€ 4.031,22	€ 4.542,43	€ 5.053,64

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

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www.boom.nl

(Online) distributors / bookshops*

Bol.com, Kobo, Amazon, Boekhandel Douwes, Managementboek, Bruna, IPG Books, Ingram 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
- Advertisements and (online) banners

Newsletter & Social Media



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@Boomcrim
@Boomjuridisch

LinkedIn

- Eleven
- Boom juridisch
- Boom criminologie
- Boom bestuurskunde

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: www.elevenpub.com

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 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 in your email signature. Don't forget to tag Eleven 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. Do this via our marketing questionnaire.

Are there any associations or organisations we can contact to promote your publication?

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

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

Mischa van der Horst (academic & international)
m.vanderhorst@boom.nl

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 could 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 .

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 JN1 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.g

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.