

Humanities Insights: revised Guidelines

Putting books into Kindle format involves formatting changes.

I will eventually revise the authors handbook but for the moment please regard this as a sort of codicil to that document. Problems involved in converting to Mobipocket are (a) the lack of any control over page endings, (b) the lack of a bookmarks column, visible throughout the reading; (c) the fact that at the moment we cannot control the appearance of hyperlinked materials, and (d) the fact that footnotes have to be converted to endnotes.

To minimise these problems please observe the following points:

1. Please take extra care to minimise the use of footnotes. It should not be necessary in an Insight to use secondary sources at all except in a review of the literature, and primary references should be done, wherever practicable, parenthetically. The bibliography / list of works cited will of course be reachable via a hyperlinked table of contents.

2. Please limit yourself to at most 6 excursive hyperlinks, for material that is too long for a footnote and too short for an appendix. Appendices will be bookmarked in the PDF and included in the t.o.c. in Kindle versions. Where authors wish to gloss a remark with further information, of a few lines, and would prefer that this information appears on the page, rather than at the end of the document, please use the 'Examples' style rather than a footnote - i.e. set off the comment in a different font and colour from your main text, so that it looks like an interjection.

3. The main problem created by Mobipocket is proof-correction. We cannot apply proof corrections to two versions - an InDesign/ Pdf version for our own site and Google, and a Word version for export to Mobipocket. So at proof stage authors will be asked to supply (a) a list of corrections for me to make to the InDesign and PDF document [i.e. our own Ebook] and (b) a corrected version of the final Word file. The html version will then be generated from the proofed Word file. The latter, when it is returned to the publisher, will have its footnotes automatically converted to endnotes.