

# ACS PUBLICATIONS PROCEDURE NO. 1: GUIDELINES FOR AUTHORS AND EDITORS OF ACS PUBLICATIONS

## 1 RESPONSIBILITIES

- 1.1 Every book or similar publication produced by or for the ACS will have –

An **Author** or **Compiler**. The latter term is used to refer to the person responsible for assembling and ordering the content of publications that are largely statistical in nature, and should be used in preference to the term ‘Editor’ for such a person.

A **Committee Liaison** (CL), a member of the General Committee who acts as a link between the author/compiler and the committee. Fuller explanation of the Committee Liaison’s role is given in Publications Procedure No. 4, reprinted as Appendix 1 to this Note.

An **Editor**, whose appointment is agreed by the General Committee, and who is responsible with the author for ensuring the satisfactory content and presentation of the book.

In appropriate cases, the Committee Liaison and the Editor may be the same person.

- 1.2 Further guidance on the responsibilities of those in the above roles is given throughout this Note, in which the term ‘Author’ also includes the ‘Compiler’ as defined above.
- 1.3 The responsibilities of Committee Liaisons as set out in Appendix 1 to this Note must be read alongside the content of the separate Procedure Note on Publications Logistics.

## 2 ARRANGEMENT OF BOOKS

- 2.1 The following guidance relates to all books of text (i.e. not to books that consist largely of scorecards or other statistical matters), but should be applied to all other books as appropriate.

- 2.2 Books should be structured as follows:

1. Preliminary pages: The title page, imprint page, and contents page should follow the established pattern, which may be seen in any recent ACS publication.

2. Foreword: Not essential, but those by a cricket personality or (in the case of a biography) a member of the subject’s family work well. They should have something particular to say about the subject of the book. They should also be kept short and to the point.

3. Preface (or Introduction): Written by the author, explaining the reasons for writing the book.

4. Text: The general length of any individual book will be agreed by the committee when it agrees the title for publication. Books in the ‘Lives in Cricket’ series should not exceed 50,000 words, and this should also be a guideline figure for the maximum length of books in the ‘Cricket Witness’ series. This figure of 50,000 words must not be regarded as a

‘target’: verbosity, repetition and irrelevant material must be avoided, and ‘shorter’ may well be ‘better’.

5. Statistical appendix: In the case of a biography, and other books where appropriate, a short statistical appendix may be included. Such an appendix is obligatory in books in the ‘Lives in Cricket’ series, which should normally include tables of a player’s batting and bowling figures in his/her Test, first-class, List A and T20 careers (whichever are applicable to the player in question). Season-by-season figures, lists of centuries and/or five-wicket returns, and figures from Minor Counties matches may be included where appropriate; but the statistical appendix should not go into the level of detail contained in books in the former ‘Famous Cricketers’ series. It is a matter for the **Editor**, in discussion with the **Author**, to decide on the range of matters to be covered in any such appendix. All figures should be derived from Cricket Archive.

6. Acknowledgements: Thanks should be given to all those who have helped with the production of the book, not forgetting the editor, proofreader/s, indexer, etc.

7. Bibliography: Books, articles and websites used in the preparation of the book should be listed. The standard formats for such lists are contained in the Style Guide.

8. Index: See section 6 below.

### 3 STYLE AND PRESENTATION OF BOOKS

3.1 All ACS publications must strive for accuracy and fairness throughout.

3.2 The ACS Style Guide should be followed at all times.

3.3 In preparing books for typesetting, the **Author** should ensure that there is one space between each word and between each sentence, except when a footnote index number comes at the end of a sentence, in which case the index number should follow the full stop and two spaces should be left.

3.4 Where a footnote index number comes at the end of a phrase, it should be placed after any comma.

3.5 Footnotes should normally be placed at the foot of the page on which they are indexed. **Editors** have discretion to allow a departure from this advice by allowing footnotes to be placed together at the end of a chapter or all together at the end of the book, but this should only be done in exceptional cases.

3.6 Quotations should be used sparingly, and lengthy or over-frequent quotations are discouraged. An **Author** should always try to use his/her own words rather than relying on quotations from other sources. All quotations must be acknowledged, either in the text or in a footnote.

3.7 Quotations of under approximately 50 words may be included within the text, and need not be placed on a separate line. They should be opened and closed by single quotation marks.

3.8 Longer quotations should start on a separate line, with a blank line before the first line of the quotation and the whole quotation inset.

- 3.9 In cases where an **Author** wishes to include a scorecard in the text of a book (as distinct from being presented on a full, separate, page in the style of the ACS's statistical publications), it should be prepared for typesetting as follows: Two tabs should be set for each scorecard, each line of which should then be written as follows: J Smith [tab] c Jones b Brown [tab] 16 [return].

## 4 ILLUSTRATIONS

- 4.1 Books of text should include a modest (but not excessive) number of photographs etc to act as illustrations and to provide variety in the appearance of the pages. Unless agreed otherwise, all photographs will be reproduced in black-and-white only in the published book.
- 4.2 **Authors** are encouraged to find their own pictures. These may include documents such as birth certificates, extracts from scorebooks, drawings, current photographs of family homes and cricket clubs, etc, as well as photographs of the subject of a biography and family-members, of other cricketers, etc.
- 4.3 The ACS has an arrangement with the Roger Mann Collection for the supply of pictures, and will normally cover the cost of purchasing up to five illustrations from this source. Initial dealings with Roger Mann should be made by the **Editor** and not the author.
- 4.4 In team photographs, all those shown – all players, umpires, scorers, coaches etc – should normally be identified in the photo caption, with full initials where possible.
- 4.5 It is the responsibility of the **Author** to provide captions for each photograph.
- 4.6 The source of all illustrations must be acknowledged, either alongside the illustration or in the Acknowledgements section of the book.

## 5 COVERS

- 5.1 Most details of our cover design are familiar to our regular printers, who will automatically follow the practices described below. If using a different printer, it may be necessary to supply an example of a previous cover, to provide guidance.
- 5.2 The following principles should be applied:

Outside front: This must include the title and any sub-title of the book, the name of the author and of the publishers ('ACS Publications'), and the ACS logo.

Inside front: This will include a brief note entitled 'About the author'.

Inside back: Includes a note about ACS membership. It must not include any list of other ACS publications.

Outside back: This must include the title, sub-title, author's name, a blurb, the price, the ISBN, the publishers' name and the ACS logo.

Spine: This should include the book title (and if space allows the sub-title) and the words 'ACS Publications'. The author's name may also be included if space permits. All writing on the spine should read from the top of the book downwards.

- 5.3 **Authors** should note that the back-cover blurb will also appear in the sales flyer and the online shop, and is the primary information available to customers deciding whether to buy the book or not. It should therefore focus on its most interesting and marketable features.
- 5.4 In the case of a book in the 'Lives in Cricket' series, the colour of the cover should be the main colour of the subject's county, state, province etc – e.g. chocolate for Surrey, maroon for Northamptonshire, etc. Otherwise the cover colour is a matter for agreement between the **Author** and **Editor**.

## 6 INDEX

- 6.1 The aim should be to include, at the least, all cricketers and other individuals mentioned in the text (other than those whose names only appear in scorecards), along with all cricket teams and places mentioned. In biographies, the main subject should be included, with sub-headings at the discretion of the **Author** and indexer identifying the key elements of the subject's life that a reader may wish to look up.
- 6.2 It is the usual practice that an **Author** will compile his/her own Index for the book, but the ACS maintains a small register of Indexers who may be willing to undertake this task if necessary.

## 7 TIMETABLE

- 7.1 **Authors** hoping to secure the agreement of the ACS to publish a title are initially required to submit to the ACS Secretary, in electronic format,
- A synopsis of the proposed book (this will apply whether the book is principally a book of text or a largely statistical book)
  - In the case of a book of text, a list of the proposed chapters, together with
  - One or two fully written-out sample chapters.
- 7.2 The prospective **Author** should also suggest measures to assist the marketing of the book, and the extent to which he/she would be willing to participate in its marketing.
- 7.3 If the ACS agrees to go ahead with the title, the author should in due course produce a completed electronic version of the text for consideration by the **Editor**. The **Editor** will scrutinise the text and make any necessary suggestions as to content, length, style, layout, etc. At the same time, the committee will confirm the print-run and cover price for the book.
- 7.4 Books will normally be published only in February, May, August or November of any year. Once the **Editor** and **Author** have agreed on the text and illustrations, it should be possible for a book to be made available for sale after three months, although the actual date of publication will be a matter for decision by the ACS committee. This three-month period allows time for initial typesetting of the book and cover, any necessary corrections to that initial typeset version, proofreading, further amendments following proofreading, and printing.
- 7.5 The following timetable explains what should happen, and the roles and responsibilities of the **Author**, **Editor** and others throughout these stages. Individual tasks may of course be undertaken earlier than indicated here, if circumstances permit.

Week 1: **Editor** sends text, cover brief, pictures and picture brief (including captions) to the typesetter. **Editor** initiates the process of identifying two Proofreaders for the book, and if necessary an Indexer.<sup>1</sup>

Weeks 2-4: If compiling his/her own Index, **Author** prepares an alphabetical list of the items to be included in it – but without any page numbers. **Author** also prepares the ‘About the author’ note for the inside front cover, and the blurb describing and promoting the book for inclusion on the back cover (and in the sales flyer), and sends these to the **Editor**.

Week 5: Typesetter sends first proof of full book, excluding cover, to **Author** and **Editor** for comment. Comments made at this stage should be co-ordinated by the **Editor**. If an outside person is being used to provide the book’s Index, the **Editor** sends the proof to that person for the initial preparation of the index.

Week 6: **Editor** sends comments on first proof back to the typesetter, along with the ‘About the author’ note and the back-cover blurb. Typesetter sends first proof of cover to **Editor** for comments.

Week 7: Typesetter makes corrections to first proof and sends second proof to **Editor** for clearance. The **Editor** clears the revised proof and sends it to the **Author**, two proofreaders (and if necessary the indexer) for attention. **Editor** sends comments on cover proof to typesetter. If compiling the index, the **Author** now adds page-numbers, taken from the second proof, to the list prepared in Weeks 2-4.

Week 8: Typesetter makes corrections to cover proof, sends it to **Editor** for clearance, and **Editor** clears it. Typesetter sends cover to printer.

Week 9: Proofreaders and **Author** send lists of corrections to the second proof to the **Editor**. Indexer (or **Author**, as appropriate) sends completed index to **Editor**.

Week 10: **Editor** sends lists of corrections to second proof typesetter, and sends index to typesetter for incorporation into third book proof.

Week 11: Typesetter makes corrections to second book proof, and sends third book proof to **Editor** for clearance. **Editor** signs off book for printing.

Week 12: Printing completed, and printer delivers completed book to ACS Sales.

- 7.6 Completed texts should therefore reach the typesetter three months before publication: by 1 November if publication is to be in February, by 1 February for May publication, by 1 May for August publication, and by 1 August for November publication.
- 7.7 **Editors**, in association with the Committee Liaison for the book, are also required to ensure delivery of various items to the person compiling the quarterly sales flyer not later than one month before the scheduled date of publication. See the seventh bullet in Appendix 1 for more details.

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<sup>1</sup> The ACS maintains lists of potential proofreaders and indexers.

## 8 SALES AND REPRINTING

- 8.1 Most sales are done through ACS Sales by mail order. However, **Authors** are strongly urged to sell or market books themselves via a book launch at an appropriate venue, and/or by publicity through club shops, cricket and historical societies, and at cricket museums, etc. An author's willingness to undertake a role in the marketing of the book will be a consideration in the initial decision as to whether or not to accept a title for publication.
- 8.2 Reprinting must be sanctioned by the General or Executive Committee, and must be undertaken by the original printer.
- 8.3 If a book has not sold out within three years of its publication, the Committee reserves the right to offer the book for sale at a reduced price, and if judged appropriate to dispose of remaining copies of the book, without express notice to the author.

## 9 REWARDS TO AUTHORS

*See also the Commercial Procedure No. 2 on Complimentary Books, of which the following contains a summary.*

- 9.1 The ACS does not pay royalties to **authors** of its books, and the payment of honoraria to reward work on a particular publication would not accord with the Association's normal policies or procedures. Grant-aid may be provided in respect of particular work undertaken on particular titles, but this must be sought when the proposal for the book is first submitted to the ACS for consideration.
- 9.2 Each **author** is entitled to up to six free copies of his book once published. The expectation is that these will normally be distributed to those who have particularly assisted in the preparation of the book (excluding those with any official role in its preparation, such as the Editor or printers).
- 9.3 **Authors** may also make bulk purchases of their own book at considerably reduced rates: they may buy 25 or more copies at a 40% discount, and fewer than 25 copies at a one-third discount.
- 9.4 An **author** seeking other special deals must agree these with the General or Executive Committee before the text is sent for typesetting. Note that as a general rule the ACS does not enter into Sale or Return arrangements.

## 10 WARNINGS

- 10.1 **Authors** and **Editors** are reminded that great care should be taken to avoid writing which might be construed as libellous or in breach of copyright, or as being plagiarism of another author's work.
- 10.2 A separate note addressing key aspects of these issues is attached to the present Guidance Note as Appendix 2.

Approved by the ACS General Committee 7 July 2018, with updates 10 October 2020

## APPENDIX 1 DUTIES AND RESPONSIBILITIES OF THE COMMITTEE LIAISON

1 A member of the General Committee is appointed by the Committee to act as the point of contact between the Committee and the author/compiler of each book that is provisionally accepted for publication – that is, accepted for publication subject to the outcome of the Go/No-Go process that the Committee undertakes in order to assess the likely viability of the proposed title. This individual is referred to as the ‘Committee Liaison’ for the title in question.

2 The duties of the Committee Liaison may be summarised as follows:

- (i) To initiate and, in conjunction with the author, to prepare the required details for the ‘Go/No-Go’ process. These details comprise
  - Identification of a suitable comparator title
  - Proposed cover price, or alternative cover prices
  - Proposed print run, or alternative print runs
  - Expected volume of bulk sales attracting volume discounts
  - Cost estimates for typesetting, photographs and printing
  - Proposed use of ‘sale or return’
  - Preparation of a list of those (helpers, reviewers etc) to whom complimentary copies of the final book should be sent, having full regard to the details in the ACS Sales Procedure No.2 on Complimentary Books.
- (ii) Once a title has been accepted for publication, to draw the author’s attention to the Association’s Guidelines for Authors, to the ACS Style Guide, and to the Publications Logistics Procedure.
- (iii) To secure the completion, in conjunction with the author, of the Memorandum of Agreement with Authors, where applicable.
- (iv) To agree with the author a realistic target date for publication, allowing time for the preparation of the author’s text, typesetting, indexing, proof-reading and printing. [The decision on the eventual target date is a matter for the approval of the General Committee.]
- (v) To identify, for the approval of the General Committee, an Editor for the book in question, who need not be a member of the General Committee. The Committee Liaison and the Editor may be the same person, but need not be.
- (vi) To maintain close contact with the author and editor in order to ensure that steady and timely progress towards completion of the book is being maintained.
- (vii) To make progress reports at each meeting of the General Committee.
- (viii) As deadlines for typesetting, proofreading and printing approach, to keep the Publications Scheduler and the person responsible for compiling the quarterly sales flyer informed of progress, and of any issues that might delay the book beyond the agreed publication date; and to ensure that the compiler of the sales flyer has all the information required for that flyer no later than one month before the book is scheduled to be published. This information will consist of
  - Cover image
  - Price
  - Blurb for the flyer and any other publicity
  - ISBN.

Some of these particulars may in practice be supplied by others, such as the author or editor, but it remains the responsibility of the Committee Liaison to ensure that all these details are made available to the required timetable.

- (ix) To keep the Publications Scheduler informed of the timetable for delivery to ACS Sales of books that are being printed other than by The City Press Leeds (who also act as ACS Sales).



## APPENDIX 2    LEGAL GUIDELINES

**The comments and advice below are for guidance only. In the event of any uncertainty, advice should be sought from the General Committee, who will seek legal advice if thought necessary.**

### **A        Libel**

- A1        Authors and editors must avoid anything that might be construed as libel. The following points should be borne in mind:
- Liability for libel rests firstly with the author, then with the publisher and the editor.
  - Legal aid is not available in libel cases, and so the costs of any challenge to an ACS publication would have to be borne by the Association.
  - The plaintiff must establish that the matter published by the defendant refers to the plaintiff and is defamatory.
  - ‘Published’ means communicated to a person other than the plaintiff – normally by way of a book (including a book published online only), a magazine or a newspaper.
  - A libel may also be made through innuendo, when the words acquire a libellous meaning by virtue of facts likely to be known to the reader but not explicitly stated in the passage complained of.
- A2        To decide whether or not something is defamatory, the following questions should be asked:
- Does the matter complained of tend to lower the plaintiff in the estimation of society?
  - Or does it tend to bring the plaintiff into hatred, ridicule, contempt, dislike or disesteem with society?
  - Or does it tend to make the plaintiff shunned or avoided or cut off from the rest of society?
- A3        The key issue is the adverse effect on the plaintiff’s reputation, and what the words complained of are understood to mean.
- A4        The principal defences to a charge of libel are that the words complained of are justified; or that they are fair comment, which means the expression of the writer’s genuinely held opinion. This is not a defence which is to be undertaken lightly.
- A5        It should be remembered that a libel action must be started within one year of publication, and that the dead cannot be libelled.
- A6        It is possible that an author may wish to be critical of people still alive. There is no problem if the criticism is clearly a matter of honestly-held opinion or judgement, which can be backed up by facts adduced in support (“Mr Smith was not a very good batsman, as his career average of 1.50 reveals”). But if the criticism moves into (for example) unsubstantiated claims that “Mr Smith’s batting was adversely affected by his drinking habits”, there is. Such criticism must be very carefully phrased in order to avoid risk of a suit for libel. The person criticised must be told of the criticism that is being made, and must be given the opportunity to put his/her own case.
- A7        Authors should also remember that in publications dealing with living persons (whether or not the principal subject), if the text repeats or reports allegations about an identifiable

individual that have not been definitively proved (e.g. in a court of law) the person should be given an opportunity to respond in accordance with good journalistic practice.

- A8 Authors should also be careful when dealing with the following:
- Anything which involves politically sensitive matters.
  - Reviews which are highly critical of the author or publisher.
  - Reviews which are critical of the amount of research done by the author.

## **B Copyright**

B1 In the UK, copyright lasts for 70 years after the death of the author.

B2 It should be remembered that photographs are also subject to laws of copyright.

- B3 The law of copyright covers
- Copying
  - Adapting
  - Distributing
  - Electronic communication
  - Renting or lending copies
  - Public performance;

and it protects material that is

- Literary
  - Dramatic
  - Musical
  - Artistic
  - Films
  - Broadcasts - which includes material posted on the internet.
- B4 It is possible to buy, sell, inherit or rent copyright by arrangement with the copyright holder. Possession of a physical object (say, a photograph) does not in itself give you the right to reproduce it publicly.
- B5 In preparing publications for the ACS, we are most likely to be concerned with Writing, Photographs and Scorecards. In the first instance it is for Authors and Editors to satisfy themselves that no copyright issues arise when finalising the text of a book for publication. In cases of particular difficulty, the matter should be raised with the General Committee.

## **Writing**

- B6 It is permissible to quote short extracts from written work without express permission, so long as due acknowledgement is made. Within the copyright period, permission is required to reproduce longer extracts or entire articles.
- B7 The author of a published work is not necessarily the owner of the copyright. In some cases, the copyright may have been transferred to the publisher of the work - for example, in a book contract the author may relinquish his/her rights in return for royalties.
- B8 Books published by ACS Publications normally state that the copyright rests with the ACS rather than with the author. In the case of articles for the ACS Journal *The Cricket*

*Statistician*, the copyright stays with the author, so the ACS cannot grant permission to re-use articles from the Journal but would have to refer enquiries to the author.

### **Photographs and other images**

- B9 Copyright restrictions applying to photographs are more complex than those applying to books, and it would be impractical to include full details here. A useful guide can be found at [http://libraryonline.leedsmet.ac.uk/sys.files/guides/photographs\\_copyright\\_guidelines.pdf](http://libraryonline.leedsmet.ac.uk/sys.files/guides/photographs_copyright_guidelines.pdf), though it should be noted that this guide is itself subject to copyright restrictions, and its current or continuing accuracy cannot be guaranteed by the ACS.
- B10 As an example of some of the issues that may arise we may take the Des Lee collection, now in the possession of the ACS. Before they were passed to the ACS, Mr Lee physically owned the photographs but, where they are copies from other sources, it is unlikely that he owned the copyright. Therefore, although we now own the photographs in the collection, we do not own the copyright.
- B11 When we purchase images from Roger Mann, we are acquiring the right to reproduce them in a single publication – but not to retain them when the need in connection with that publication has passed. Their source must be acknowledged. The cost of acquiring photographs, and the right to reproduce them, from other copyright holders (such as Getty Images) can be considerable, and the ACS is unlikely to sanction such acquisitions from its own resources.
- B12 With pictures sourced by the author of a book – including images found on the internet - things can be difficult. Authors should always make an attempt to find out to whom copyright might belong and, if unable to find out, mention that when reproducing the picture.

### **Scorecards**

- B13 Match scores cannot be subject to copyright, though a particular way of setting them out (as per Bill Frindall, for example – or the layout used in the ACS's own statistical publications) could be.

### **C Plagiarism**

- C1 Authors must be able to show that their work is based on original research and not 'lifted' from other sources; and that sources are properly acknowledged either by a footnote or by a reference in the bibliography. Particular care must be taken with match descriptions.