

## Copyediting and Permissions Guidelines

Continental Philosophy | Religion | Linguistics

### COPY EDITING

Please be informed that Springer does not provide copy-editing and only provides technical editing\* during typesetting.

Extensive copy- or language editing such as correct translation, grammar, or general polishing of the text is not included in this service. Should a manuscript need more attention regarding copy- or language editing, it will be the full responsibility of the volume Editor (or Author in case of a monograph) to arrange this before submitting the revised manuscript.

\*Technical editing (pre-editing) covers the standardization of author data (data normalization), the processing of equations in MathType and LaTeX, and data structuring (tagging). It usually is the first step in the level 1/Formal Editing process and is always carried out by Springer's full-service vendors (FSV).

The standard level of editing (level 1: formal editing) is generally described as formal mark-up without any language editing.

#### Specifically it means:

1. Ensure that the manuscript is complete and put the material in the correct sequence.
2. Header:
  - Put the header material in the correct sequence.
  - Style and mark up names and addresses.
  - Mark up abstract and keywords
3. Text:
  - *Headings*: Mark up headings. Use the proper capitalization.
  - *Spaces, dashes, quotation marks*: Use the proper types of spaces, dashes, and quotation marks.
  - *Numbers and Units*: Style numbers. Use standard abbreviations for units.

## Copyediting and Permissions Guidelines

Continental Philosophy | Religion | Linguistics

– *Spelling*: Use a standard spell checker. (It is not necessary to read the text, but correct any typos that are highlighted by the spell checker.)

4. Figures and tables:

– Place figures and tables.

– Style and mark up figure legends.

– Style and mark up tables and table legends.

5. Equations: Process and mark up equations

6. References:

– Check journal abbreviations.

– Style and mark up references.

– Check if all the references cited in the text have been included in the reference list and vice versa.

### PERMISSIONS

The author is responsible for obtaining permission necessary to quote from other works, to reproduce material already published, and to reprint from other publications. Sometimes a publisher, approached to grant permission, will demand a nominal payment; it is the author's responsibility to see that such payments are met, should the material be used. It should be understood that a request for permission to reproduce material imposes no obligation on an author actually to use such material; however, if the material is ultimately not used, the author should as a matter of courtesy inform the copyright holder. Although publishers generally hold copyright in works appearing under their imprint, it is also courteous to request permission from the author of the piece concerned; indeed, publishers often grant permission subject to the author's approval also being obtained.

All requests for permission to reproduce copyright material must be sent to the copyright holder in duplicate. Please ask the copyright holder to sign both copies, retain one copy for

## Copyediting and Permissions Guidelines

Continental Philosophy | Religion | Linguistics

their files, and return the other copy to you. Herewith is a sample permission letter for your use. Please fill in all the relevant information and make certain to include your complete return address.

Once permission has been granted, identify all correspondence with the manuscript page number or with the illustration number in your own work. Please send the permission(s) to Springer with the completed manuscript, retaining a copy in your files.

### **You should request permission to use material from any of the following sources:**

- *Any previously published material* from which you use a direct quotation of a length which totals more than 5% of the whole, *or* which totals more than 250 words in any single excerpt *or* more than 500 words in total (*note: each publisher sets their own quotation lengths, so number of words can differ from publisher to publisher!*)
- *Any quotation*, regardless of length, from a song, poem, newspaper or any unpublished source (e.g. a letter, a speech)
- *Any illustration* from a published source, including tables, maps and diagrams, *even when redrawn*
- *Any photograph* - especially from a professional photographer - *even if it is of yourself*
- *Anything in its entirety* (this applies particularly to holograph documents, such as postcards, etc.)

### **Please note the following:**

Works published before 1922 are in the public domain. Works created after 1978 remain

copyrighted for the life of the author plus 70 years. Works created and published before 1978 remain copyrighted for 75 years from publication date if copyright was renewed. Works created by an individual while employed by federal government are in the public domain.

### **Acknowledging Permissions:**

## Copyediting and Permissions Guidelines

Continental Philosophy | Religion | Linguistics

Whether or not the use of others' material requires permission, the exact source of such material should be given: in a note or internal reference in the text, in a source note to a table, in a credit line with an illustration. In instances where permission has been granted the contributor should, within reason, follow any special wording stipulated by the grantor.

A credit line (a brief statement of the source) is either necessary or appropriate. Because credit lines are source notes, they are no place to get creative. The only significant exception to a credit line is an illustration (chart, graph, drawing, photograph, etc.) of the contributor's own creation.

For a text passage - complete in itself - or for a table, the full citation to the source may be followed by: "reprinted by permission of the publisher." Credit lines to illustrations will be placed immediately after the caption (legend) in parentheses. If you have adapted the figure then you may use 'modified after...' or 'adapted from...'

If necessary, you can request a Permission Form from your Springer contact.

If you are in doubt as to whether permission is necessary, or have any other questions regarding obtaining permissions, please contact the Permissions Department at Springer:

[permissions.springer@spi-global.com](mailto:permissions.springer@spi-global.com)



<http://www.springer.com/series/5662>

Amsterdam Studies in Jewish Philosophy  
Series Ed.: Munk, R.W.