

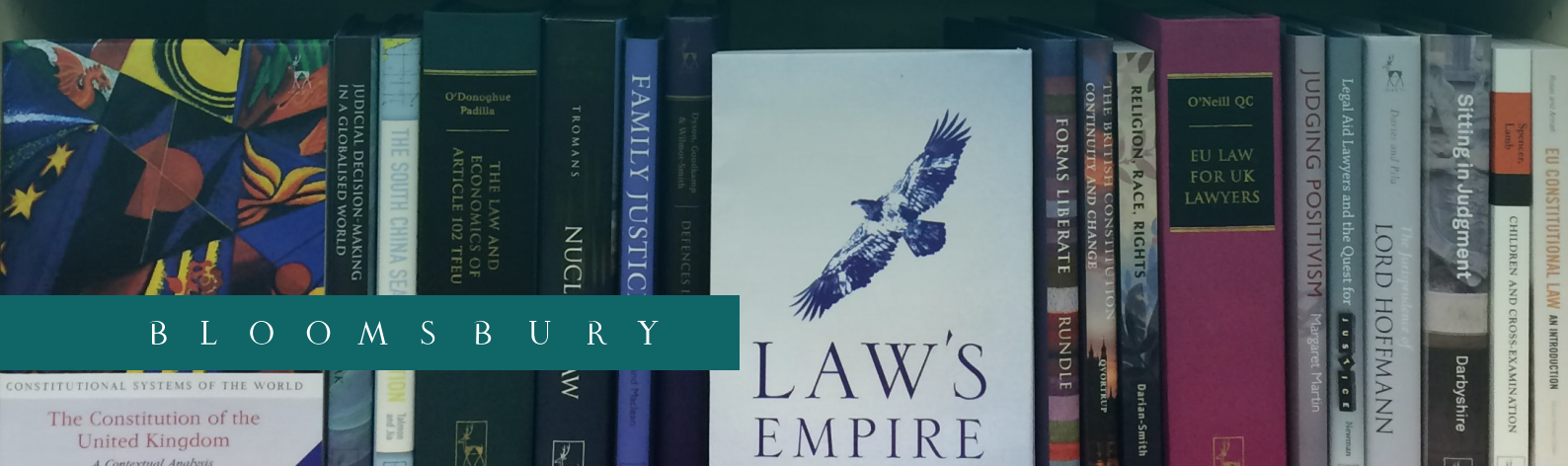
# Hart Publishing

Good books for lawyers



• HART •  
PUBLISHING

# Information for Authors



B L O O M S B U R Y

Dear Author,

## Welcome to Hart Publishing



It is my pleasure to welcome you to the Hart author pack. Whether contemplating your first book, or an established author, I hope you find this pack helpful in answering any questions you might have on legal publishing generally and Hart Publishing more specifically.

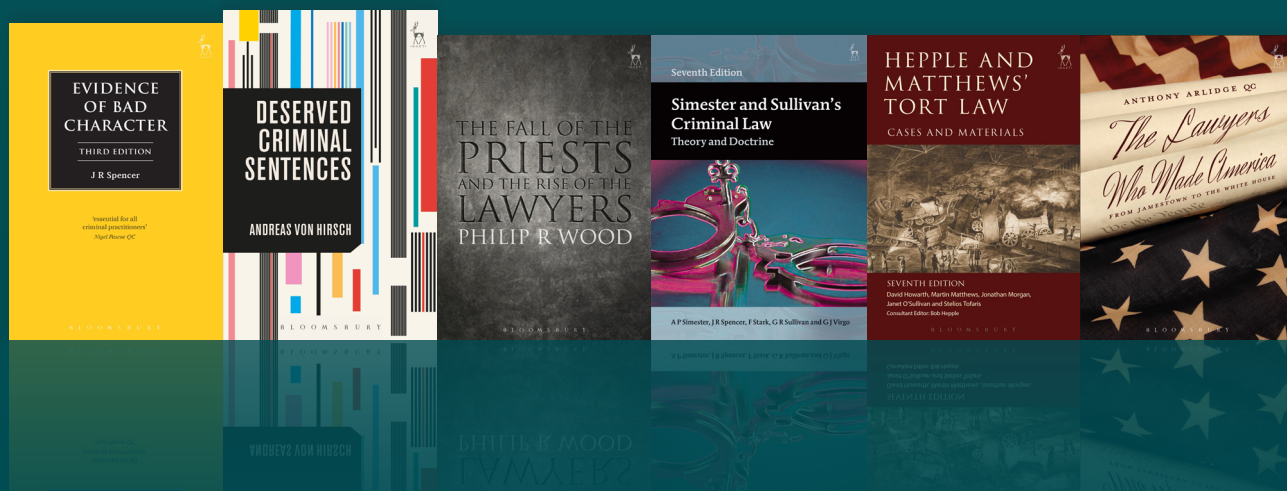
At Hart the author-publisher relationship is at the centre of everything that we do. The whole team, whether editorial, production or marketing, see the process very much as a collaboration and one which we are privileged to be involved in. We recognise that writing a book is a serious endeavour and on occasion a test of stamina. We will be delighted if this author pack goes some way in ensuring a smoother publishing experience. Of course, if you have any further questions, don't hesitate to get in touch directly.

We look forward to working with you!

### **Sinéad Moloney**

Global Editorial Director, Law

Hart Publishing, an Imprint of Bloomsbury Publishing



# About Hart Publishing

## A Bit of History

Hart Publishing was established by its founders Richard Hart and Jane Parker in 1996 to publish the highest quality works of legal scholarship. After 17 years as an independent publisher, Hart became a part of Bloomsbury Publishing in 2013. The years since the acquisition by Bloomsbury have seen an unprecedented period of development at Hart. A major programme of digitisation has been undertaken, allowing the Hart front list and entire back catalogue to be available in a digital format. Recognising the new acquisition trends of librarians, the Hart list is available on *Bloomsbury Collections*, our research platform, which is supported and promoted by the Bloomsbury digital team. We have access to the latest publishing technologies; notably digital publishing/print on demand, which allows for hardbacks to be re-issued in paperback format to meet demand and which ensures that no book need ever go out of print. Our new website also gives increased functionality and ease of navigation. Finally, with the energy and expertise of the global Bloomsbury sales and distribution team to call upon, the reach of every single Hart book now stretches even further.

## Our Values

Hart books aim to be intellectually stimulating and innovative, and they seek to contribute to the academic study of law as well as to its development and practical implementation. Hart's list is international in scope, and is distributed globally. With over 2,000 titles in print, the list includes textbooks, scholarly monographs and works for practitioners and spans the entirety of legal scholarship.

Hart is also proud to have publishing links with many of the world's leading universities and law schools and with legal publishers across the globe, including CH Beck and Nomos in Germany and Pedone in France.

## Awards

In 2009 Hart was awarded the title Academic & Professional Publisher of the Year by the Independent Publishers Guild. Hart was also highly commended in the 'Academic, Educational & Professional Publisher of the Year' category at The Bookseller Industry Awards in 2012.



Hart books have won numerous prizes for their contribution to legal studies. Our most recent prizes include the following:

### **2022 SLS Peter Birks Prize for Outstanding Legal Scholarship (First Prize)**

'Torture, Inhumanity and Degradation under Article 3 of the ECHR' by Natasa Mavronicola

### **2022 SLS Peter Birks Prize for Outstanding Legal Scholarship (Runner Up)**

'Tax Law, State-Building and the Constitution' by Dominic de Cogan

### **2021 SLS Peter Birks Prize for Outstanding Legal Scholarship (Joint Runners Up)**

'The Anatomy of Administrative Law' by Joanna Bell  
'Reconceptualising Corporate Compliance' by Anna Donovan

### **2020 SLS Peter Birks Prize for Outstanding Legal Scholarship**

'The Construction of Guilt in China' by Yu Mou

### **2020 BILA Book Prize**

'Data Profiling and Insurance Law' by Brendan McGurk

### **2020 ASIL Certificate of Merit for a Preeminent Contribution to Creative Scholarship**

'Feminist Judgments in International Law' edited by Loveday Hodson and Troy Lavers

### **2019 SLSA Book Prize**

'Unity in Adversity' by Charlotte O'Brien

### **2019 SLSA Prize for Early Career Academics**

'Detention of Terrorism Suspects' by Maureen Duffy

For more information about all of our prizewinning books please visit [www.bloomsbury.com/hart-prizewinners](http://www.bloomsbury.com/hart-prizewinners)

## Why should you choose to write with us? What makes us different from other publishers?

Since its inception Hart Publishing has been committed to publishing rigorous, innovative and agenda setting scholarship. Our motto is simple; we publish good books for lawyers and remain exclusively committed to the legal world and its publishing needs. Authors are front and centre of what we do. We define author care in the broadest possible terms: from proposal to publication, we want authors to feel that they are valued and supported at every step of the way. When joining the Hart list, authors can expect:

- Knowledgeable, responsive and supportive editorial contacts
- Full peer review
- The highest production values
- Creative and flexible marketing campaigns
- A brand respected by key stakeholders; be they peers, law librarians or legal booksellers
- Innovation and nimbleness when responding to a changing market
- Access to the most current publishing technologies, allowing dissemination in both print and digital formats
- Global marketing and distribution fully supported by the wider Bloomsbury global sales team

### Publishing with H[e]art: The view from our authors



Here at Hart we pride ourselves on offering a great service to our authors. We aim to make the publishing process as seamless, professional and personal as possible and believe that this is something that sets us apart from other publishers.

But don't just take our word for it ... here are some testimonials from recent authors who've had a great experience publishing with us.

**"Hart Publishing is, without question, the best professional academic publisher I have ever had the pleasure to work with"**

Louis J Kotze, North-West University, South Africa

**"It is the second time I have published a book with Hart...My impressions are only positive. There never seems to be any problem and communication is always swift and amicable. A pleasure to work with"**

Ian Ward, Newcastle University

**"I am always impressed by how quickly and smoothly the Hart publishing process is. I wish that all publishers were as easy to deal with!"**

Erika Chamberlain, Western University

**"I have worked with many publishers over the last 20 years and I must say that Hart is absolutely outstanding"**

Dirk de Meulemeester, Advocatenkantoor Lexlitis

**"Thank you for all the hard work, enormous efforts and support you put into this project. You are such an amazing team and I really did enjoy working with you"**

Mohamed Elewa Badar, Northumbria University

**"I'd like to reiterate how good it has been to deal with Hart - it's been a complete pleasure"**

Hayley J Hooper, Cambridge University

**"Many thanks to you and all involved at Hart for another first class experience from start to finish. Having published twice with Hart now it continues to be the Rolls Royce of publishing experience"**

Anne-Marie McAlinden, Queen's University Belfast

**"Absolute perfection: there is not one aspect of the relationship that could have been improved, and no respect in which I haven't received 100% support"**

Nick McBride, Cambridge University

**"I cannot imagine a better experience than I had working with Hart"**

Greg Weeks, University of New South Wales

**"...simply so wonderful and professional, I have no words to describe what a pleasure it was to cooperate with you all!"**

Mateja Djurovic, Hong Kong City University

Find more author testimonials at

[www.bloomsbury.com/hart-testimonials](http://www.bloomsbury.com/hart-testimonials)

# What do we publish?



## Print books

We work with the very best UK printers and use only the finest materials in all our books. Our paper is high quality and environmentally sourced – carrying both FSC and PEFC credentials. The cloth we use on our hardback books is sourced from one of the leading and most established UK cloth manufacturers. We work with both in-house and external designers to make sure Hart covers are among the best in the market. We are happy to discuss specific requirements that you may have for a final product and, where possible, accommodate them.



## Our digital products

All our books are now available in digital format. We sell titles individually or, as part of our research platform *Bloomsbury Collections*, in subject collections. Our *Collections* program is supported by a global sales team visiting libraries and institutions to ensure the widest possible dissemination of the scholarship we publish. We use the latest XML-based technologies when producing our books, which allows for content to be produced in a variety of formats, meaning all digital needs of our customers can be accommodated.

In 2018 we launched a collaborative digital product with Bloomsbury Professional and CH Beck/Nomos. The product is called *International Arbitration* and offers access to materials by over 60 respected authors with the speed and convenience of online research. Full details can be found at [www.bloomsburylawonline.com/internationalarbitration](http://www.bloomsburylawonline.com/internationalarbitration)

CONSUMER LAW PROPERTY LAW LEGAL HISTORY  
GENDER AND THE LAW FAMILY LAW  
CONTRACT/TORT LAW CRIMINOLOGY TAX LAW  
COMPETITION LAW CONSTITUTIONAL LAW  
IMMIGRATION AND ASYLUM LAW  
EUROPEAN LAW COPYRIGHT LAW  
BANKING AND FINANCIAL LAW  
ARBITRATION AND ALTERNATIVE DISPUTE RESOLUTION LEGAL PHILOSOPHY  
INTERNATIONAL LAW COMPUTER AND INTERNET LAW  
ENVIRONMENTAL LAW LABOUR LAW HUMAN RIGHTS  
LEGAL EDUCATION AND THE LEGAL PROFESSION COMPARATIVE LAW  
CRIMINAL LAW MEDIA LAW SOCIO-LEGAL STUDIES  
EQUITY AND TRUSTS MEDICAL LAW COMPANY LAW

# Publishing your book

## The story from start to finish

The next few pages will give you an idea of what publishing a book with Hart looks like. Some details can change slightly from project to project but they all start with a proposal and end with the finished product in a ready and receptive market.

## The Proposal

Our editorial team consists of

Sinead Moloney – **Global Editorial Director, Law**

Kate Whetter – **Senior Commissioning Editor**

Roberta Bassi – **Senior Commissioning Editor**

Verity Stuart – **Assistant Editor**

Sasha Jawed – **Assistant Editor**

Hannah Collins – **Editorial Assistant**

We are always happy to discuss new ideas with prospective authors and to read and review manuscripts and book proposals. If you have an idea for a book then please contact one of our editorial team whose commissioning responsibilities are listed below.

### **Sinead Moloney** **(Global Editorial Director)**

*SineadM@hartpub.co.uk*

Contract, Tort, and Restitution Law  
Equity and Trusts  
European Law  
Human Rights  
Immigration, Asylum, Nationality and  
Citizenship Law  
Law of the Sea  
Public International Law

### **Kate Whetter** **(Senior Commissioning Editor)**

*KateW@hartpub.co.uk*

Charity Law  
Comparative Law  
Constitutional and Administrative Law  
Criminal Law, Criminal Justice and Criminology  
Education Law  
Evidence  
Gender and the Law  
Law and Humanities  
Legal Education and the Legal Profession  
Legal History  
Legal Philosophy  
Litigation and Civil Procedure  
Social Welfare Law  
Socio-Legal Studies

### **Sasha Jawed** **(Assistant Editor)**

*SashaJ@hartpub.co.uk*

European Criminal Law  
International and Comparative Criminal Law  
International Humanitarian Law  
Onati series

### **Roberta Bassi** **(Senior Commissioning Editor)**

*Roberta@hartpub.co.uk*

Arbitration and ADR  
Asian Law  
Banking and Financial Law  
Company, Corporate and Commercial Law  
Competition/Antitrust Law  
Consumer Law  
Energy Environmental and Natural  
Resources Law  
Insurance Law  
Intellectual Property Law  
International Economic Law  
IT and Technology Law  
Labour and Discrimination Law  
Maritime and Shipping Law  
Media Law  
Medical Law and Ethics  
Private International Law  
Tax Law

### **Verity Stuart** **(Assistant Editor)**

*VerityS@hartpub.co.uk*

Family Law  
Property Law

## Key Points

- 1** We are interested in publishing all types of books, but we are particularly interested in monographs, student texts, and works of reference for practitioners. We do publish edited collections, but it is now our policy to severely limit the number of such collections published annually because of the difficulties we face marketing such works. We do not publish unrevised PhD theses, but are happy to consider revised PhDs. The editorial team is happy to advise more on the revision process.
- 2** We request exclusive submission; if potential authors are making a submission to more than one publisher, this must be disclosed at the time the submission is made.  
  
In exceptional circumstances we may agree to consider a proposal which is also being submitted to another publisher, and will decide at the time of submission whether or not we wish to commence our own review process. In these circumstances we will only commence our review process if the author undertakes to accept our offer of publication without unreasonable delay.
- 3** We undertake to complete our review process in a timely fashion and to not keep authors waiting unnecessarily.
- 4** Our editorial team regularly run publishing workshops as part of our **Hart@Home** project; you can register your interest at [mail@hartpub.co.uk](mailto:mail@hartpub.co.uk)
- 5** OPEN ACCESS. Hart is delighted to be part of the Bloomsbury Open Access Programme. Visit [www.bloomsbury.com/open-access](http://www.bloomsbury.com/open-access) for more information and contact one of our editorial team if you wish to discuss an OA project.

Here are some of our recent open access titles:



## Book Proposals



### 1. Monographs, edited collections, reference and practitioner works:

Please complete the **book proposal form** [www.bloomsbury.com/book-proposal-form](http://www.bloomsbury.com/book-proposal-form), providing as much detail as you can about your book, its aims, scope and methodology, competition and market.

Once completed, email the book proposal to your Commissioning Editor together with **a sample chapter**, or the whole manuscript if you have it.

**2. If your book proposal is based on your PhD thesis**, please note that we don't publish unrevised theses and that for review purposes we will need details of how the material will be revised. Some universities do not permit revisions, or allow only minimal revisions, in the published PhD. Please do check your institution's policy in this regard before submitting.

In addition to a completed **book proposal form**, please supply the following:

A **revision plan**, explaining all the changes you are planning to transform the thesis into a book;

A sample **revised chapter**;

Your **thesis**;

Your **examiners' reports** (if available)

### 3. Textbooks:

Please complete the **textbook proposal form** [www.bloomsbury.com/textbook-proposals](http://www.bloomsbury.com/textbook-proposals), providing as much detail as you can about your textbook, its aims, scope and methodology, pedagogical features, additional online resources, and details about the competition and market.

Once completed, email the textbook proposal to your Commissioning Editor together with **a sample chapter**, or the whole manuscript if you have it.

For any questions prior to submitting your proposal, including Open Access, please contact your Commissioning Editor.

As part of our **Hart@Home** programme, we run regular online workshops on how to prepare a book proposal for a monograph or edited collection, as well as on how to revise your PhD, etc. You can find more information at [www.bloomsbury.com/hart-home](http://www.bloomsbury.com/hart-home) – or you can follow us on Twitter @hartpublishing or join our newsletter [www.bloomsbury.com/uk/newsletters/law/](http://www.bloomsbury.com/uk/newsletters/law/) to receive the latest updates!

## Process

### What will happen to your book proposal?

All book proposals and manuscripts are initially assessed in-house. This initial assessment focuses on the commercial viability of your proposed book, its 'fit' with our list, its quality and the availability of space within our schedule. This part of the process can take anything from 1 day to 2 weeks, depending on a variety of factors, but we will let you know as soon as possible, and generally within 2 weeks, whether or not we wish to take the proposal to the next stage. All publishing decisions are final, so unfortunately we cannot revisit decisions not to pursue a project.

### Peer Reviewing

Manuscripts and book proposals are assessed anonymously by a panel of independent reviewers who are experienced, recognised experts. We generally require two positive assessments, but in some circumstances will seek additional reports. This part of the process can be time-consuming because we do not have control over our reviewers and have to allow them time to complete their work, while recognising that they are usually juggling other responsibilities and work commitments. We generally try to complete this part of the process in 3 months, but occasionally the process can take much longer. During this time we will keep you informed of progress.

Following the review process we will normally send you the reports written by our reviewers and ask you to respond. The reports may contain suggestions for revision, re-organisation, abbreviation or enlargement of your manuscript, and you will be expected to give serious consideration to these suggestions.

We will consider the reviewers' reports and your response to them and at that point will decide whether or not to make a positive recommendation to our publishing committee. Our publishing committee meets frequently throughout the year. It is usual, but not inevitable, for our publishing committee to accept our positive recommendation. At its meeting our committee will review the assessor's reports, and examine the proposal from the point of view of the market, proposed price, title, format, length and so on. If the committee agrees that the manuscript/proposal should be accepted then we will notify you of this and make a written contractual offer. Prospective authors are expected to accept or reject this offer without unreasonable delay.



## Publication

If we proceed with your proposal or manuscript the publishing contract will specify the agreed delivery date, the agreed word count, and the division of responsibilities between author and publisher. You will be expected to submit the complete manuscript in digital form – either as an e-mail attachment, on CD, or on USB – and except in very unusual circumstances we will only work with digital files.

Following receipt of the final manuscript, we normally conduct a short final review, which may be done in-house, or by an external reviewer. Provided that we are happy with the manuscript, we will proceed to production.

## Editing your book

Our production team consists of:

Achim Bosse-Chitty – **Head of Production, Academic & Professional Division**

Tom Adams – **Production Manager**

Linda Goss (née Staniford) – **Senior Production Editor**

Production usually takes around 6 months depending upon the length, complexity and topicality of your book. If there is a particular date by which your book needs to be published in order to take advantage of a significant marketing opportunity then we will make every effort to ensure that it is published by that date.

Your manuscript will be copy-edited by an experienced legal editor and you will be consulted about any major changes and may be asked to answer queries.

At the next stage you will receive page proofs and will be asked to check and correct them within a short period.

You will be kept informed of progress at frequent intervals. You will also be consulted about the design and appearance of your book.

## Promoting your book



Our marketing team consists of:

Emma Platt – **Senior Marketing Manager**

Rosamund Jubber – **Senior Marketing Executive**

Mary Mahoney – **Marketing Executive**

The marketing team undertake a wide spectrum of promotional activities designed to draw attention to our books. We work closely with our authors, listening to their suggestions and using these to bolster our own marketing plans for each book. We aim to be extremely transparent in our approach. We record everything that we do to promote our titles and report this back to our authors, along with some feedback on how the book is selling.

The department are responsible for the following tasks:

### • **Compiling and distributing the seasonal catalogue**

Each quarter copies of the Bloomsbury Academic Seasonal catalogue are distributed worldwide to our trade customers. The catalogues are also distributed digitally to academics, practising lawyers and librarians and every Hart book gets a slot.

### • **Compiling individual book flyers**

We design individual flyers for each of our titles that our authors can use when they are speaking at conferences or to circulate to their professional contacts.

### • **Email Campaigns**

We have a large, GDPR-compliant in-house mailing list across all areas of the law. Upon publication, details about each of our books are mailed to this list which ensures that we reach the key markets for our books.

### • **Maintaining the Hart website ([www.bloomsbury.com/uk/academic/law/](http://www.bloomsbury.com/uk/academic/law/))**

The department are responsible for keeping the website up to date and for uploading banners and other digital adverts for our books.

### • Organising conference displays and conference inserts

The marketing team identify conferences that we can attend to display our books and also where we can send inserts advertising our books for the delegate packs. We attend many conferences each year all over the world covering a wide variety of legal subject areas.

### • Promoting our titles via blogs

We are in regular contact with several blogs which help to promote our books by reviewing them and announcing them to blog-readers.

### • Promoting books through legal associations

There is a large network of legal associations and societies who regularly help to promote our books to their members (for example the Society of Legal Scholars). The marketing team organise mailings to members and promotions via the social media accounts/websites of the associations.

### • Organising reviews in legal journals

Each Hart book will be sent for review in several legal journals. We have a large database of journal contacts and a close relationship with many of the leading journals.

### • Assisting with book launch events

The marketing team can support book launch events by sending promotional materials for display.

### • Sending out inspection copies

Each of our textbooks will be sent out to relevant lecturers on inspection. We have a large database of academic contacts and actively research lecturers teaching in our books' specific subject areas. We also record feedback from lecturers who have received inspection copies and send this back to our authors.

### • Placing adverts in legal journals

We advertise our titles in prominent legal journals each year.

### • Arranging bookshop promotions

We are in close contact with several legal bookshops and send them materials for in-store displays and for promotion via the bookshops' own mailing lists etc.

### • Handling Hart's social media accounts

Hart have accounts on Twitter (@hartpublishing), Facebook (HartPublishing2) and LinkedIn (Hart Publishing) and are very active on social media. As well as using the platforms to promote our books, the marketing team run competitions and special offers to engage with our followers.

## Marketing Timeframe

Below you will find information on the different stages of contact you will receive from our marketing team.



# Who's Who?

## And what do we do?

### Director

#### **Sinéad Moloney, Global Editorial Director, Law**

[sinead@hartpub.co.uk](mailto:sinead@hartpub.co.uk)

Responsible for overseeing the publishing programme at Hart. Also responsible for commissioning books in various subject areas as listed on page 6.



### Production Team

#### **Achim Bosse Chitty, Head of Production, (Academic & Professional Division)**

[achim.chitty@bloomsbury.com](mailto:achim.chitty@bloomsbury.com)

Manages Production-Editorial teams within the Academic & Professional Division, encompassing the Bloomsbury Professional and Hart imprints, as well as Bloomsbury's Digital Production team.



#### **Tom Adams, Production Manager**

[tom@hartpub.co.uk](mailto:tom@hartpub.co.uk)

Responsible for overseeing production process from delivery of manuscript to delivery of printed copies and ebook formats.



#### **Linda Goss (née Staniford), Senior Production Editor**

[lindas@hartpub.co.uk](mailto:lindas@hartpub.co.uk)

Responsible for overseeing production process from delivery of manuscript to delivery of printed copies and ebook formats.



### Editorial Team

#### **Roberta Bassi, Senior Commissioning Editor**

[roberta@hartpub.co.uk](mailto:roberta@hartpub.co.uk)

Responsible for commissioning books in various subject areas as listed on page 6.



#### **Kate Whetter, Senior Commissioning Editor**

[katew@hartpub.co.uk](mailto:katew@hartpub.co.uk)

Responsible for commissioning books in various subject areas as listed on page 6.



#### **Sasha Jawed, Assistant Editor**

[sashaj@hartpub.co.uk](mailto:sashaj@hartpub.co.uk)

Assistant to Sinéad Moloney, keeps the production schedule up to date, prepares scripts for handover to production, ensures that any changes to projects are updated promptly, briefs covers to designers, and is responsible for the annual Judicial Review Conference and the relationship between Hart and CH Beck. Commissioning in the areas listed on page 6.



#### **Verity Stuart, Assistant Editor**

[veritys@hartpub.co.uk](mailto:veritys@hartpub.co.uk)

Assisting the commissioning editors in procuring covers and copy for books. Responsible for keeping our publishing schedule up to date in terms of manuscript delivery dates. Commissioning in the areas listed on page 6.



#### **Hannah Collins, Editorial Assistant**

[hannah.collins@hartpub.co.uk](mailto:hannah.collins@hartpub.co.uk)

Assisting the commissioning editors with various tasks including gratis copies, permission requests, and covers. Responsible for the author survey process, taking the agenda and minutes for new book proposal meetings, and the CIP application process. Also works on the BP Tax list.



### Marketing Team

#### **Emma Platt, Senior Marketing Manager**

[emma@hartpub.co.uk](mailto:emma@hartpub.co.uk)

Responsible for overseeing all of the activities carried out by the marketing team and for maintaining the Hart pages on [www.bloomsbury.com](http://www.bloomsbury.com).



#### **Rosamund Jubber, Senior Marketing Executive**

[rosamund@hartpub.co.uk](mailto:rosamund@hartpub.co.uk)

Responsible for planning and actioning marketing campaigns. Maintains Hart's social media accounts. Organises email mailings.



#### **Mary Mahoney, Marketing Executive**

[mary@hartpub.co.uk](mailto:mary@hartpub.co.uk)

Responsible for maintaining Hart's mailing lists and supplying bibliographic data to trade customers. Manages Hart's email campaigns and mailing list.



## Proposing a book:



### **Q: How do I propose a book to Hart?**

A: Contact the relevant member of our editorial team for your subject area – see page 6 for details

### **Q: I would like to speak to someone about a book proposal. Which commissioning editor should I approach?**

A: Each of our four commissioning editors is responsible for different subject areas. Details of the subject split can be found on page 6.

### **Q: I would like to publish my PhD thesis. Would Hart consider this?**

A: We do publish PhD theses but will not consider unrevised theses and for review purposes we will need details of how the material will be revised, either in the form of a detailed revision plan or a rewritten chapter illustrating the revisions.

### **Q: I want to submit my book for the REF. Will Hart be able to accommodate this?**

A: At Hart Publishing we are mindful of publication deadlines relating to the REF and are always happy to discuss timelines and schedules for publications required for relevant REF periods.

## Writing your book:

### **Q: Can I include extracts from legislation or other sources in my book?**

A: The inclusion of extracts from legislation will be fine as this is covered by Crown or EU copyright, however, it is your responsibility to seek the necessary permissions for the inclusion of extracts from other sources from the relevant copyright holder. You must send proof of permissions clearance to your Commissioning Editor on or before manuscript delivery.

### **Q: What happens if there is some important regulatory or legislative change during the proofing process?**

A: We will strive to accommodate such changes as far as possible. In order to enable us to successfully manage this, it is important to give your Production Editor or Commissioning Editor notice of any impending changes as early as possible.

### **Q: Once the book is published, can I re-use the content for other projects?**

A: Please give us notice of your intention to re-use content and we will normally be able to accommodate such requests, subject to a six-month embargo from the date of first publication. Please contact your Commissioning Editor to discuss this.

### **Q: I have some ideas in mind for my cover; to whom should I talk?**

A: Please contact your Commissioning Editor.

### **Q: Do I need to lay out my Word file so that it looks like the book?**

A: No, this is not necessary, as your manuscript will be typeset to our house style. As long as the hierarchy of headings is clear in your manuscript, it does not matter what the appearance of the text is in the Word files.

## Once your book has published:

### **Q: Will I receive gratis copies of my book?**

A: In the case of most projects authors, editors and contributors are entitled to gratis copies. Your commissioning editor will be able to advise further on this.

### **Q: Can I buy extra copies of my book once published?**

A: Yes, as a Hart author you will be entitled to a generous discount on copies of your own book as well as a discount on all other Hart titles.

### **Q: When will I receive my books?**

A: You will receive your gratis copies shortly after publication. For any further copies that you purchase with your author discount it will depend on the date you placed your order and where in the world we need to ship the copies to.

### **Q: Can I find out how many books I have sold?**

A: Yes, please feel free to contact any member of the Hart team to ask this and we will get back to you ASAP. The marketing department will also be in touch to give you feedback on sales 3 months after your book has been published.

### **Q: Can I upload chapters from my book to SSRN?**

A: We do not allow parts or the whole of a book to be 'pre-published' (i.e. before the book appears) on SSRN or elsewhere. Each author can archive one chapter six months after publication through their institution's own archive, a funder repository, non-commercial subject repository or non-commercial academic network (including SSRN). This can be deposited as an Accepted Manuscript or as the final Version of Record. Ahead of archiving your chapter, please ensure that you have completed and returned this form [[www.bloomsbury.com/digital-rights](http://www.bloomsbury.com/digital-rights)] to [claire.weatherhead@bloomsbury.com](mailto:claire.weatherhead@bloomsbury.com). You can find more information about our self-archiving policy at [www.bloomsbury.com/self-archiving](http://www.bloomsbury.com/self-archiving).

### **Q: Will my book be re-published in paperback format?**

A: We assess all of our books for their suitability as paperbacks 18 months after initial publication.

## Promoting your book:

### **Q: Who is my main marketing contact?**

A: Emma Platt, Marketing Manager  
([emma@hartpub.co.uk](mailto:emma@hartpub.co.uk))

### **Q: I want to tell my contacts and clients about my book. Can I offer them a discount?**

A: Yes, you are welcome to offer them a 20% discount on the book. We can provide you with a discount announcement/PDF flyer for the book to be circulated via email or printed flyers to be circulated by hand/ via the post. Please feel free to ask your marketer if this is something you are interested in.

### **Q: I am thinking of holding an event at my university/ chambers. Can Hart help with this?**

A: We are more than happy to provide marketing materials to support your event. Please feel free to contact Emma Platt about this.

### **Q: I think there is a market for my book amongst students, whom can I talk to about this?**

A: Please feel free to direct any queries about inspection copies/student textbooks to your marketer.

### **Q: How can I use my own social media accounts to promote my book?**

A: We can send you links to the web page for your book/images of the book cover etc to promote via social media. Please feel free to contact your marketer for more information.

### **Q: I've noticed that some information about me/my book is incorrect on your website/Amazon/other sales websites. Whom should I talk to?**

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