

Contributor Guidelines

Edward Elgar Encyclopedia of Wine Business and Tourism

We are delighted to welcome you as a contributor to the *Elgar Encyclopedia of Wine Business and Tourism*. This will be a comprehensive Encyclopedia that will cover all aspects of wine business and tourism. These guidelines are designed to serve as a useful reference point as you prepare your entry, so please do follow them closely.

For all detailed queries please refer to the [contributors section](#) of the [Elgar Author Hub](#).

SCOPE OF THE ENCYCLOPEDIA

The Elgar Encyclopedia of Wine Business and Tourism will serve as a critical reference text for the field over the coming years. International in scope, the Encyclopedia will consist of between 175 and 300 alphabetically-ordered entries covering the totality of wine business and tourism along the entire value chain: from grape growing to tourist wine experiences. By defining the essential concepts and terms of wine business and tourism, the Encyclopedia will act as a consolidated and foundational platform for both academics and practitioners alike.

The Encyclopedia will be published in print, as an eBook available on all of the major eBook aggregators, and it will also be made available on [Elgaronline](#), Elgar's content management platform. The Encyclopedia program is naturally at home in such an online setting, which allows for sophisticated search functionality. As a result of a high-profile presence, Elgaronline ensures their books enjoy significantly enhanced dissemination, readership, usage and impact.

GENERAL INFORMATION

- Each of the entries in the Encyclopedia will present an overview of the subject in a cohesive and logical manner.
- There are three types of entries; short form (500 words), mid-form (1000 words), and long-form (2,000 words).
- The level of writing in the entries should be targeted at academics and postgraduate students, undergraduate students, policymakers, and practitioners.
- As a general rule entries should contain a list of a maximum of five references, of which a maximum of three should be from the entry author. All references should use the Harvard style. A link to the Harvard Reference Style guide is posted at the Author Hub above.
- The text must be original and not have been published before.
- A maximum of two authors per entry.
- Footnotes should not be used in the entries.
- A list of references should instead be collected and placed as a bibliography at the end of the entry.
- You should include no more than one figure or table in your entry.

- All figures and tables should be supplied with alt-text, guidance on this can be found [here](#).
- Please refer to your and other entries as 'entries' not 'chapters'.
- Please refer to the [Elgar Author Hub](#) if you plan to include maths in any entries.

SUBMISSION INFORMATION

- Please send your entry as a Microsoft Word file (.doc or .docx). This will help to significantly expedite the copy-editing process.
- Please name the file using the name of the first Author and the term. (e.g. Jones_terror).
- The entry's title should immediately be followed by the text. Do not use a table of contents.
- Please include a list of six keywords and a 100-word abstract at the start of your entry. These will be incorporated into the electronic presentation of the Encyclopedia on Elgaronline, may be included in the Encyclopedia itself, and will assist with wider search functionality and discoverability.
- Spelling should be British English (e.g. colour) with -ise endings (e.g., use 's' not 'z'). Formal names of institutions, for example, Organization for Economic Co-operation and Development or World Trade Organization, should be written out in long form.
- Entries that contain special characters (e.g. Chinese, Japanese, Greek, etc.) should be submitted as both PDF and Word files. Please check the PDF carefully, before submission, to ensure the special characters are displayed as intended. In the event of uncertainty regarding how any characters are to be displayed in the Word file, the copy editor and/or typesetter will use the PDF as a reference point.

FIGURES AND TABLES

- We would prefer it if figures, tables and, particularly, photographs are kept to a minimum. All figures will be published in grayscale, so please keep this in mind as you develop your entry. Further information on submitting figures and tables is available on the [Author Hub](#).
- Please closely follow the Publisher's guidelines, which are available under the "Figures, graphs, maps and photographs" and "Tables and Boxes" tabs on the [Author Hub](#).
- All figures should be submitted separately from the text document and ideally in the original figure format, not embedded in a Word document unless they have been created in Word.
- All text and tables need to be submitted in a Word file.
- As mentioned above, all figures and tables should be supplied with alt-text, guidance on this can be found [here](#).

CONTRIBUTOR INFORMATION

The publisher will include a simple alphabetical list of contributors comprised solely of the author's name and their university. When submitting your entry, please also include your name and the university you are affiliated with, your email address, and your contact details.

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POST-PUBLICATION

Once the Encyclopedia is published, the Publisher will arrange for you to be provided with personal access to the digital version of the book via Elgaronline. You will be entitled to purchase additional hardback copies of the book (and all of the other titles on our list) at a discount of 50 per cent. Please email: elgarsales@e-elgar.com (North and South America) or sales@e-elgar.co.uk (rest of the world) for details on how to take advantage of this offer.

QUERIES

For any questions about the submission and publication processes, please contact the Editors: donna.sears@acadiu.ca and/or terrance.weatherbee@acadiu.ca.