**Handover sheet for book to copy editor/typesetter**

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Title: Overcoming the Gentrification of Dual Language, Bilingual and Immersion Education

Format: 234 x 156mm (see 9 (c) on typography sheet)

Order of prelims: i-iv; Contents; Contributors; Foreword

First page of main text: Introduction

Running head left: Part title, including the words 'Part N' (though Book title in front and end matter not within specific Parts)

Running head right: Chapter title

**Copy editor:**

Queries for author: Raise any general queries as to style and layout with:

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but other queries should be raised directly with the author on:

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with a copy to[stanzi@multilingual-matters.com](mailto:stanzi@multilingual-matters.com)

UK/American spelling conventions: US spelling. But we still would like single quotes in preference to doubles, spaced en-rules as dashes, and avoid use of serial commas in lists of things/people/places.

Notes for copy editor:

1. For the subpart titles, please include these above the chapter title of the first chapter under that section rather than on a separate title page
2. Footnotes to chapter endnotes
3. Replace ampersand with “and” in contents and chapter credits
4. Avoid overuse of commas
5. Remove commas after e.g. and i.e
6. U.S. to US
7. Bullet/number lists into house style
8. Renumber tables and figures by chapter

**Typesetter:**

Electronic version: will sent by email.  
Proofs: PDF to be sent to the publisher. Do not send direct to the author/editor.

Schedule: Return manuscript by **5th September 2023.**