

Keywords and Abstracts



Providing keywords and abstracts for your book

Good quality metadata is crucial for the success of your book, especially in a digital world. Metadata tells the world what the book contains and what its main features are. Much of it is compiled by the publisher but as the author or editor, you are best placed to provide the metadata that describes the content of your book.

In order to give your book the best chance of being discovered, used, bought and cited online, please send us the following information with your typescript in the [spreadsheet provided](#):

Book and chapter titles

Make sure your book's title includes keywords commonly understood in your field so that it will come high up in searches in a library catalogue or on Amazon. Poetic or allusive titles will mean the book is likely to be lost in the sea of information.

Chapter titles must also include keywords, so that they can be found easily in general searches, as well as searches within a book. Please give careful thought to the titles of your chapters before submitting your final content and do seek advice from your commissioning editor, if necessary. Chapter titles should give a clear idea about what each chapter is about. Please also note that advance publicity for your book (e.g. on our website) will list the chapter titles, and it is important to avoid making changes to them during the course of production.

Examples:

Book title – Church Courts and Credit

Chapter title – The Empire on Parade: Public Representations
of Greater Britain

Abstracts

Please submit abstracts for each chapter summarising the argument and what material the chapter covers. These should be approximately 150 words. A spreadsheet template can also be found in Author Hub for this purpose.

Example one

Chapter 1 describes the activities of church courts with respect to credit. It outlines the history and competence of ecclesiastical justice. It surveys late medieval contract law, types of contract, and available sites or legal mechanisms of contract enforcement. The chapter then outlines how canonical procedure facilitated the swift, cheap settlement of disputes concerning debt. It concludes by considering the cultural meaning of ceremonies of excommunication, examining what intensifications of a simple excommunication can teach us about the conceptual universe of those who excommunicated and those who were excommunicated. It argues that excommunication for debt was an economic and a religious sanction, employing what were effectively varying degrees of curse to sanction violations of the norms of exchange and debt within a society imagined as the body of Christ.

Example two

European governments at the fin de siècle often employed military parades and naval reviews to encourage and represent a national consensus. Chapter Four analyzes events such as the Diamond Jubilee of 1897 as propaganda campaigns in which elites manufactured a stirring image of imperial solidarity. Two major themes are explored: the implications of using colonial troops in metropolitan spectacles, and the public representation of the Royal Navy as a symbol of empire. The chapter addresses the view from above — the actions and intentions of policymakers and organizers — as well as public reactions to these carefully orchestrated events. A crucial part of this study concerns contemporary discursive comparisons between white and non-white participants. After all, the depiction of Indian, African, and West Indian troops as “colorful” or “exotic” auxiliaries was an important component in legitimatizing white colonial hegemony. This chapter engages and adds to the scholarly debate over “invented traditions” to understand imperial military spectacles as enormously popular events in which government and public performed visions of a united empire.

Chapter abstracts will be displayed on Cambridge Core (<https://www.cambridge.org/core/>), our online platform for academic content, and supplied for use in library search systems, which power the online catalogues that academic libraries provide for their patrons.

Chapter level abstracts are a very detailed set of data, which considerably increase the likelihood of your book being surfaced in searches.

Keywords

Imagine if a scholar or student in your field wanted to find out about your argument online. Which terms would they feed into Google? Please provide 5-10 words for the whole book, and 5-10 words per chapter. These words should be key concepts or proper nouns/names.

Chapter keywords will also display on Cambridge Core and will aid discoverability of the chapter and enable keyword searches to surface other content with the same keyword.

The keywords do not replace the index, which is much more detailed and granular than a key word list. Keywords and abstracts are for marketing purposes only and will not affect the final word count.

Example one

Church Courts, Canon Law, History of Contract Law, Liturgical Curses, Magic and the Law, Civil Procedure

Example two

Invented Traditions, Diamond Jubilee, Race, Navalism, Royal Navy, Coronations

Edited Volumes

If you are a volume editor, please ask your contributors to supply abstracts and keywords with their chapters. You should collect the abstracts into the master spreadsheet and send them to us all together. Please edit the keywords so the same phrasing and spelling is used as in the book itself and look for repetition.

To assist you in recording your this data, we have provided an easy-to-use spreadsheet to keep everything in one place. You can download this file [here](#):

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Please submit abstracts for each chapter summarizing the argument and what material the chapter covers. These should be no more than either 200 words or 100 characters in length.

Imagine if a scholar or student in your field wanted to find out about your research online. Which terms would they find most useful? Please provide 3-10 words for the whole book, and 3-10 words per chapter, separate each word with a comma. These words should be key concepts or proper nouns/terms.

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If you are a volume editor, please ask your contributors to supply abstracts and keywords with their chapters. You should collect the abstracts into one document and send them to us together. Please edit the keywords so the same phrasing and spelling is used throughout the book.

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