PREPARING YOUR MANUSCRIPT

General Information

All text files must be created in Microsoft Word. If you have been working in another program, such as WordPerfect, Pages, or the word processor bundled with MS Works, or if any of the files originated in one of those programs, please let us know in advance so that we can check them for compatibility.

When you submit your manuscript, please let us know what platform (PC or Mac) and version of Word you are using. We cannot use files in Word 2007 or 2010 for Windows or Word 2008 or 2011 for Mac (.docx or .docm) . Please save them as Word 97-2003 files. This is an option available in the Save As dialog box (on Macs the option will be Word 97-2004). The resulting file extension should be .doc, not .docx or .docm.

Use the same platform and version for the entire manuscript (or essay, in multicontributor volumes). If you are the volume editor it is your responsibility either to make sure that all your contributors submit their essays in the same version of Word or to take care of having the files converted. *Please also make sure that your contributors follow the general instructions for manuscript preparation.*

Files can be submitted via e-mail attachment or on a CD labeled with your name, platform, version of Word, and date.

Please send one double-spaced, single-sided, unbound hard copy as well. The hard copy must match the electronic files exactly. In other words, do not make any further changes to the computer files once you've printed them out. If you absolutely must make corrections on the hard copy, use bright colored pen or pencil and provide a list of page numbers with changes.

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We strongly suggest that you read the *Chicago Manual of Style,* 16th Edition, Chapter 4, "Rights, Permissions, and Copyright Administration," particularly Sections 4.68–4.101, "The Author's Responsibilities," which gives information on the principles of copyright, the doctrine of "fair use," and requesting permissions, including a sample letter.

The Association of American University Presses (AAUP) has posted "Permission FAQs (Author Responsibilities and Copyright Guidelines)" on its website, which includes sample letters as well: http://www.aaupnet.org/aboutup/issues/copyright/permfaqs.pdf

Organizing the files
Create a separate file for each chapter and major element of the book. Do not put the entire manuscript in one enormous file; we cannot work with it.

Name the chapter files by chapter number (e.g., Ch01) not by title. Name the remaining files according to their contents: Front Matter (*one* file that includes title page, dedication, epigraph, table of contents, list of illustrations, acknowledgments [or preface that includes acknowledgments at the end]); Introduction; Conclusion; Epilogue; Afterword; Appendix; Works Cited; Tables; Captions. Part title pages should each be a separate file.

Chapters should be numbered consecutively using arabic numbers (1, 2, 3, etc.). Introductions and conclusions should not be numbered and should have a descriptive title if possible.

Chapter titles/subtitles and section headers should be typed Headline Style, NOT all caps or with a cap for the first word only. Use a colon to separate subtitles from titles.

Chapter number, title, and epigraph should be typed at the top of the first page of the text, not on a separate page.

Number text pages sequentially throughout the manuscript. If you don't know how to do this, just number each chapter starting with 1.

Formatting

DOUBLE SPACE EVERYTHING. That means epigraphs, extracts, notes, works cited, tables, captions, list of abbreviations. Everything.

Margins should be set at 1.25 inch all around. Set left justification (ragged right margin). Let lines break automatically according to the margin setting.

Use hard returns only at the end of a paragraph, section, subhead, and block extract.

When typing a Works Cited list, DO NOT type a paragraph return at the end of each line; each entry should be one paragraph. DO NOT type a tab (or multiple spaces) to create a hanging indent; we will apply the hanging indent when the file is edited.

Indicate new paragraphs with a single tab indent. DO NOT insert extra line space between paragraphs.

Quotations: DO NOT insert extra line space to set off block extracts. Indent all block extracts one-half inch by resetting the left margin at the beginning of the block. DO NOT use tabs and hard returns to indent each line. Shorter quotations (fewer than about 8 typeset lines or 100 words) are generally run in to the text. Type poetry with line breaks as they occur in the original; if special formatting is required, please provide a photocopy of the original poem with the manuscript.

DO NOT insert Word's section breaks or manual page breaks in the manuscript. Insert the word "<SPACE>" on a separate line where you want to indicate a section break without a subhead. (Use of ornaments for this purpose is the designer's prerogative.)

We prefer 12-point Times New Roman throughout, including chapter titles, headings, extracts, and notes.

NO STYLES. Repeat: NO STYLES. Please DO NOT apply Word Styles or use different fonts or ALL CAPS for chapter titles, headings, and subheads. Type Them with Headline-Style Cap and Lowercase. DO NOT apply Word styles, such as Body Text or Body Text Indent (or your own custom Word styles), to text paragraphs; use the Normal style and create indents manually as needed.

Different levels of subheads can be indicated with tags: <A> for a first-level heading, <B> for a second-level head, <C> for a third-level head.

Use either italics or underlining for emphasis, titles, foreign words, any text that will eventually be set in italics.

Use bullets only with the understanding that lists may be designed without them. DO NOT use Word's automatic bullet or autonumbering feature. If you can't highlight a bullet or number and delete it in the usual way, it has been applied with the auto bullet/numbering feature. This can be turned off with the Autoformat command on the Options (Windows) or Preferences (Mac) menu.

Turn off the autohyphenation feature; the only hyphens that should appear should be in hyphenated compound words.

If you use accents or special characters that are not available in your software, provide a list of them and let us know how you have marked them on the hard copy and indicated them on disk.

Use only one space after periods and colons. Commas and periods go inside closing quotation marks; semicolons and colons go outside.

Use two hyphens--without space before, between, or after--for a dash (or use Word's — character).

Epigraphs
Epigraphs are separate elements, not tied to the text. DO NOT cite epigraphs with a text note. Brief source citations are given at the end of the quotation. Full bibliographic information is not required.

If you include chapter epigraphs, for design consistency please supply them for all chapters, not just for some. We discourage the use of section epigraphs; they can create difficulties in page makeup. Chapter epigraphs should be kept short; long or multiple epigraphs also create problems with page makeup.

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Notes and Bibliographies

For reasons of economy, we generally prefer that full bibliographic information be given in the notes rather than include a bibliography in the book. (There are exceptions, of course. Please consult with your sponsoring editor if you believe a bibliography is a critical element for your work.) An alternative system is to use a reference list (Works Cited) and parenthetical references in the text. See Chicago Manual of Style, 16th Edition, for complete information on documentation systems or the online *The Chicago Manual of Style Online Chicago-Style Citation Quick Guide* http://www.chicagomanualofstyle.org/tools_citationguide.html.

Generally we set notes as endnotes at the end of the book (with running heads that give the span of pages covered). In edited volumes, they appear at the end of each essay. In manuscript they should be gathered at the end of each chapter. They should not be printed at the bottom of the text page.

Use Word's Insert Footnote/Endnote command to insert endnotes. DO NOT type an extra paragraph return at the end of each note or reference list entry. Type each entry as a single paragraph. DO NOT indent the second lines of entries by typing a paragraph return and a tab; these are very time-consuming to remove.

Illustrations

DO NOT EMBED IMAGES IN YOUR MANUSCRIPT FILE. Submit all graphics on a separate disk. We cannot use graphics created in Word and embedded in the text.

Please create a separate, single document of illustration captions, including source credit lines. Make sure that credit lines are given exactly as stipulated by the grantor of permission to reproduce the illustration.

GUIDELINES FOR SUBMITTING ART

We can work with visual materials submitted in a variety of formats:

Reflective Art (i.e., photographs, printed pages from magazines/books). NOTE: Laserprinter output or Xeroxes are not considered good reflective art and will produce a poor result when reproduced in a book.

Transparencies (i.e., 35mm slides, 4x5 transparencies, Negative film)

Digital image files (TIFF/JPEG/EPS/PDF). Please see the Digital Art Guidelines immediately following for more details.

Digital art guidelines

If you plan to submit some, or all, of your illustrations in digital format, then PRESCREENING your image files with a few simple rules in mind will avoid unnecessary delays in the editing, design, and typesetting of your book. Here are a few WARNING SIGNS that an image file has quality deficiencies which will prevent its use:

Images copied ("swiped") directly from websites are nearly always small and of insufficient size and resolution to be used for reproduction.

Image files whose storage size (memory requirement in kilobytes) is less than 200K are guaranteed to be unusable.

Image files in the 200-500K range will either be unusable, or so constrained by low resolution as to require very small reproduction in book (less than 2 inches wide).

If you are able, check the pixel size of an image file. If an image is less than 600 pixels in its longest dimension then it is probably too small to use.

GIF files cannot be used.

Files embedded or created in MS Word are often unusable.

Reproduction quality digital art specifications

Providing digital art which meets to following criteria will contribute to a smoother workflow and result in better looking illustrations.

Resolution

Digital files must have a minimum resolution of 300 dpi (dots per inch = pixels per inch) at their dimension of reproduction. For example, a full-page illustration measuring 5x8 inches would need to have a minimum pixel dimension of 1500x2400 pixels. Image files which originate at a low size and resolution and which are subsequently "upsampled" to a higher resolution do not gain one iota in clarity. Keep in mind that these parameters only function for images being reproduced at original dimension or SMALLER. Images which require enlargement of a detail area must have a proportionally greater starting resolution to allow this (usually 600-1200 dpi).

Mode

Grayscale preferred, RGB or CMYK is OK.

Format

TIFF or JPEG (saved at highest quality setting)

Charts/graphs/maps

In order to reproduce cleanly with crisp lines and typography, these items must be provided in one of the following formats: PDF, EPS, or hi-resolution TIFF (1200 dpi or greater). We also recommend such graphics such be created in an object-oriented drawing program such as Adobe Illustrator. Graphics created in Word or Excel usually yield poor, or unusable results.

File delivery

We prefer image files be provided on a CD or USB flash drive. If necessary, we can give you access to an upload site which can accept large files. However you provide the files, PLEASE PROVIDE LABELED PRINTOUTS OF ALL DIGITAL IMAGES FOR REFERENCE.