



Manuscript and File Preparation Guidelines for Authors

Proper manuscript and file preparation is essential to the efficient and timely production of your book. Because of the important role properly formatted files play in containing costs and speeding production, incomplete or incorrectly formatted files may be returned to the author for revision.

General Guidelines

Manuscript Preparation

1. The *Chicago Manual of Style* should be followed for punctuation, capitalization, word treatment, and documentation. Spelling is per *Webster's* eleventh edition.
2. The manuscript should be a ^{printout} printout of the electronic file furnished to the Press. This file will be used for copyediting and should be sent as an e-mail attachment.
- ~~3. Two printouts of the final manuscript file should be provided. (The hard copy will be used for marketing and design.)~~
- ~~4. The manuscript should be printed on a substantial grade of paper on a laser or inkjet printer. Dot matrix printouts are unacceptable.~~
5. All copy—including text, notes, quoted matter, and references—must be double-spaced, in 12-point type, preferably Times New Roman.
6. **The author is responsible for the accuracy of all content.** Please verify any quotations in the text (spelling and punctuation should be faithful to the original, including any diacritical

marks) and provide complete and correct citations in notes and bibliography, following the guidelines in the *Chicago Manual of Style*. For scholarly books, let us know which reference system (humanities style or author/date citation) was used. Use the long forms of state abbreviations. See the attached checklist, which includes examples.

7. On single-author volumes, endnotes are placed at the end of the book, set in the same-sized font as the text. In contributed volumes, notes follow each chapter. (Editors of contributed volumes should ensure that the reference style used in various articles is consistent.) You may use the endnote function of your word processor. Note numbers should begin anew at the start of each chapter.

8. Editors of contributed volumes are responsible for the quality of all of the materials constituting the work, including all of the points discussed in this document. Editors are also responsible for providing information on the contributors, including a short bio to appear in the book and a current address for our records.

9. All illustrations must be delivered with the manuscript. Permissions for the illustrations should be cleared per the terms of the contract.

10. Permissions for previously published material and for material controlled by others (including quotations of more than two lines for song lyrics or poetry) must be secured by the author and furnished to the Press. A form for this purpose is provided by the Press.

File Preparation

Technology has radically altered the ways in which we conduct business and has allowed us to streamline or alter many editorial processes. We need your cooperation, however, to capitalize fully on the advantages technology provides us. By adhering to the following guidelines, you'll help us save time and effort, which will help us produce your book on time and within budget.

Although word processors make it easy to format text in a variety of often highly sophisticated ways, *we request that you format your files as little as possible*. Rather than enhancing the production process, word processor formatting usually impedes it, since most formats must be stripped out of files before they can be typeset. Also, formatting is often lost or corrupted when

files are translated between programs or platforms. So while centered and justified text, indents, bullets, and fonts varying in style and size might enhance the appearance of your manuscript, they'll require more work to eliminate and add to the cost of production.

1. We can convert most common word processing programs, but we prefer to receive files in a recent English-language version of Microsoft Word as an e-mail attachment. You should let us know what software and platform you used to produce your manuscript (e.g., "Word 2002 for Windows XP" or "Corel WordPerfect version 10"). Please let us know if any special plug-ins or extensions were used. Do not send files in Nota Bene, Quark, or anything above Claris 4.0; we've found these program files impossible to translate successfully.
2. The text should be placed in a single file. *Do not put chapters into separate files.* The only elements that should appear in a separate file are tables, captions, graphics, and other such nontext material. All the elements in your manuscript should be easy to identify.
3. Pages should be numbered consecutively throughout the manuscript, rather than by chapter or section. Provide a table of contents listing all parts of the manuscript: text, tables, appendices, notes, index, etc. (even though index will be furnished later). Ideally, the table of contents should be created manually rather than using the word processing software.
4. Set line spacing to 2. Set all page margins at one inch.
5. *Remove all superfluous hard returns, spaces, tabs and other codes from the file.* Do not insert an additional hard return to create extra space between paragraphs. New paragraphs should be indicated with a tab signifying an indent. Do not use the space bar to achieve tabs or indents or to align text. An extra line space for a break in the text can be indicated by typing <LS> on a line by itself.
6. Use the same typeface, or font, and size for all elements—titles, subheads, notes, block quotes, references, etc.—throughout the entire manuscript. If you need to use a typeface that contains special characters (for example, to display a foreign language), please alert your editor. Avoid using boldface in text.
7. *Do not use automatic numbering or bullet style.*

8. Do not assign “styles” to achieve different formats for subheads, block quotes, paragraph indents, etc. The default or “normal” style should be the only one in your manuscript unless your program assigns a special style to automatic endnotes or footnotes, or you have foreign-language text in a special font.
9. Make sure that there are no comments, annotations, or hidden text whatsoever in the final version of the manuscript that you submit to the Press. If you have used the “track changes” feature in Microsoft Word, you should accept changes as final before submitting the file to us.
10. As noted above, you may use the footnote or, preferably, the endnote function of your word processor to create notes so long as you use this feature without resetting any of the options. All formatting (of number size and style, placement of the notes relative to the book as a whole, and conversion of endnotes to footnotes and vice versa) will be done by the typesetter in accordance with our art director’s specifications.
11. Please avoid including too many notes and avoid multiple paragraphs within a single note. If one source is used frequently, use page numbers in parentheses in the text to avoid a string of “Ibid.” in the notes. (Please note that “ibid.” is not italicized and is an abbreviation, to be followed by a period and capitalized at the beginning of a sentence.) Consider including a list of abbreviations for frequently used sources.
12. Rather than using fonts or formatting for the various elements of your book, use angle-bracket coding to clearly distinguish different text elements. This will allow your files to be easily converted into a form usable for typesetting. Insert the opening codes immediately before the element and the closing codes, beginning with a slash, immediately after. (Note that it is very important that a closing code be included so that the editor will know where an epigraph or extract/block quote ends. It is also important to indicate whether a new paragraph begins after an extract.)

<CT> chapter title

<CT-AU> author byline

<EXT> begin extract or block quote . . . </EXT> end extract or block quote

<FL> flush left

<EPI> begin epigraph . . . </EPI> end epigraph

<1> first level head

- <2> second level head
- <3> third level head
- item in a bulleted list

Diacriticals

These characters can be inserted into text from the keyboard or from a special menu in your word processor. But do not “make” a character by combining more than one character or using graphics or field codes. If a special character is unavailable in your program, insert it by hand on the printout and write the correct character and its name in the margin; then call it to the attention of the Press in your cover letter.

Other characters

En dashes, rather than hyphens, should be used between numbers indicating a range, e.g., pp. 2–5, 7–10. (See the *Chicago Manual of Style* 9.64, fifteenth edition, page 396, for the systematic abbreviation of inclusive numbers.) Em dashes, rather than hyphens, should be used for a long dash, with no space on either side—just like this. Your editor can explain the different keyboard shortcuts for these on a Macintosh or PC.

Tables

Do not embed tables or graphics in your text files. Simple tables (fewer than 3 columns) that occur infrequently in otherwise narrative text can be typed into the text file where they belong and formatted using tabs to delineate columns. *Don't use your word processor's table formatting commands for these tables.* Columns needn't align perfectly as long as it can be determined to which column a number belongs. Leave a line space above and below such tables. For tables of more than three columns, or for statistical text featuring many tables, type a marker in the text where each table belongs separated by a line space, as follows:

text

<table 1-1>

more text as it normally would follow

<table 1-2>

and so forth.

Format these complex tables exactly as they should appear in terms of headings and columns and print each one on a separate page. Format only to clearly distinguish elements, not to enhance appearance. Place printouts of table pages in sequence at the end of the manuscript chapter, and save each table in a separate file. Name these files using the first three letters of the name used for the chapter, then add “tab1,” “tab2,” and so on. Table files can sometimes be converted for typesetting use; if not, the tables will be typeset from the printout.

Photos, art, illustrations

If you are including art of any sort in your manuscript, please let us know, and we will furnish the art guidelines.

In the text, flag where the art should appear: <photo 1 near here>

Editorial Stages and Procedures

Stages in which author participates are in bold. Any delays in completing these tasks within the scheduled time frame will delay delivery of the book and may compromise our marketing plan.

- **Delivery of acceptable manuscript**
- Completion of internal review process
- Copyediting
- **Author’s review of copyediting (3 weeks)**
- Final editing
- File revision
- Typesetting
- **First proofs [Verify contributor addresses and bios at this point.] (2 to 3 weeks)**
- Revised proofs (generally three to six passes)
- **Index (where appropriate) (2 weeks)**
- Final proofs
- Printing