

# MANUSCRIPT PREPARATION GUIDELINES

- All manuscripts must be submitted in Microsoft Word (.doc or .docx). Submit your files via email, USB drive, Dropbox, or Microsoft OneDrive—a hard copy is not needed.
- Before submitting your manuscript please make checks for accuracy. The Press does not fact check.
- Include a contents page with chapter titles and author names as they should appear.
- Endnotes are preferred. Note that any footnote in your manuscript will be changed into endnotes for the published books.
- There is no single in-house style for citations. Citations should be prepared consistently and using a standard, accepted format for your discipline. For anthologies, each essay should use the same style. If you are unsure of the style to use, consult *The Chicago Manual of Style*.
- Do not format your manuscript to customize the way it looks. Excess formatting must be stripped out later in the process.
- Use the first-line indent feature to indent paragraphs. If you are unsure how to do this, use regular tabs and not multiple spaces to indent paragraphs.
- Use the same font and font size throughout the entire manuscript. If a second font containing special characters is used, please alert your editor.
- To insert notes, use Word’s built-in endnotes feature. Use the feature “as is”; please do not reset any of the options (except for changing Roman numerals to Arabic numerals).
- Format block quotations by changing the indent level for those lines. Insert a hard return only at the end of a paragraph or a line of verse. Do not “line up” text using the tab key or space bar—adjust the indent level instead.
- You may need to clear permissions for textual material, such as lyrics, poetry, and epigraphs. Check with your editor or editorial assistant before seeking any permissions.
- If necessary, place credit lines in your manuscript as required by the rightsholder.
- Produce any special characters using Word’s built-in character set. If a special character is unavailable, please discuss with your editor how to handle it.
- For the bibliography, use the hanging indent feature in Word. Do not insert returns and tabs to indent runover lines in an entry.
- Include an “About the Author” page of no more than 350 words; this biography may include educational credentials, previous work, and/or areas of interest.
- A completed Checklist for Authors (or Editors) must be submitted with the final manuscript.

## Illustrations and Permissions

- If your in-house editor has agreed to illustrations, please refer to the Press’s Illustration Guidelines for detailed information regarding acceptable images. All images must be accompanied by the following:
  - A single, consolidated captions file—each caption must have a credit line
  - A completed design list
  - High-resolution TIFF or JPEG files—images should not be embedded into the text files
  - Permissions documentation

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- You are responsible for seeking both print and electronic permissions for material used in the manuscript. This process is time-consuming and sometimes complicated. **Check with your editor or editorial assistant before finalizing permissions.**
- Please refer to the Press's Illustration Guidelines for detailed instructions and digital requirements.

### **Additional Guidelines for Edited Collections**

- The Volume Editor is responsible for overall volume coherence. Each essay should contribute to the central theme. The introduction should identify and explain how the essays illuminate the theme and its significance to the scholarship.
- You should go over the final copy of the manuscript carefully to ensure consistency in spelling, capitalization, etc.
- The manuscript must include an About the Contributors page, which briefly gives important information about their careers and prior publications.
- Check that the spelling of the contributor's name is consistent throughout the manuscript (contents page, in their respective essay, About the Contributors page, etc.).
- Each contributor must sign a contributor's agreement. Please submit copies of these agreements along with the final manuscript. Please ask your editor or editorial assistant for blank contributor agreements as needed.
- A completed Checklist for Editors must be submitted along with the final manuscript.