MANUSCRIPT PREPARATION

- All manuscripts <u>must</u> be submitted in Microsoft Word (.doc or .docx), Rich Text Format (.rtf), or WordPerfect (.wpd). Submit your files via CD, USB drive, or Dropbox—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 should only be used for explanatory or expository information. Please use in-text parenthetical references for bibliographic/reference citations. Note that any footnotes in your manuscript will be changed into endnotes for the published book.

- 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, we prefer that each essay use the same style. If you are unsure of the style to use, consult *The Chicago Manual of Style*.

- Do not use your software to format your manuscript and customize the way it looks. Excess formatting must be stripped out to ensure that the whole process goes smoothly.

- Do not use the space bar to indent paragraphs or to align text. Use the tab key to indent each paragraph. If the automatic indent feature is activated, please deactivate it.

- 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 your software'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 <u>only</u> 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. This should be discussed with the in-house editor at the earliest stages of manuscript preparation.

- If necessary, place credit lines in your manuscript as required by the rightsholder.

- Do not use the automatic hyphenation feature.

- Produce any special characters using your word-processing program's built-in character set. If a special character is unavailable in your program, please discuss with your editor how to handle it.

- For the bibliography, use the hanging indent feature in your word processing program. If you are unsure how to do this, simply indent the first line of each entry (i.e., format them like the paragraphs in the rest of the book).

- For monographs, a completed Checklist for Authors <u>must be submitted</u> 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:
    - A single, consolidated captions file—each caption must have a credit line
    - A completed design list
    - High resolution TIFF or JPEG files—images should <u>not</u> be embedded into the text files
    - Permissions documentation

- You are responsible for seeking <u>both print and electronic permissions</u> for material used in the manuscript. This process is time-consuming and sometimes complicated.

- 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 a list of contributors, which briefly gives important information about their careers and prior publications.

- Each contributor must sign a contributor's agreement. Please submit copies of these agreements along with the final manuscript. Blank contributor agreements are available on our website.

- For edited collections, a complete Checklist for Editors <u>must be submitted</u> with the final manuscript.