

Submission Guide for Manuscripts Prepared Using Standard Word Processing Software

Please do not submit separate files for each section of the book. To help ensure a smooth production process, please organize your files, as applicable, into the following components:

- final text file
 - We need all text from the title page to the bibliography, including notes, in one document.
 - No illustrations or tables should appear in this document. This document should include callouts within the text, on separate lines, indicating the location for all illustrations and tables.
- illustration captions in a separate, single file
- tables in a separate, single file
- line art (graphs, charts) in a separate, single file
- individual digital files for photographs and scans
 - These should be .tif, .jpg, or .eps format, not Word files.
 - The files should be named by figure number.
 - If you want to provide specific information regarding illustration sizing (full-page, half-page, etc.), cropping, or arrangement, please supply PDFs that accurately show your preferences.

If your manuscript is written in WordPerfect, please contact your editorial assistant for special instructions.

Order of book elements (as applicable):

Front Matter (before body text)

- Title page
- Dedication
- Epigraph
- Table of Contents (called “Contents”)
- List of Illustrations (called “Illustrations”)
- List of Tables (called “Tables”)
- Foreword (conventionally by someone other than author)
- Preface (may include acknowledgments)
- Acknowledgments
- Abbreviations (if used in text)
- List of Contributors (if edited volume)

Back Matter (after body text)

- Acknowledgments (if not in front matter)
- Appendixes
- Abbreviations (if used only in endnotes)
- Notes
- Glossary
- Bibliography or References
- List of Contributors (if edited volume; if not in front matter)
- Illustration Credits (if not in captions)
- Index (will be prepared at a later stage)

Make sure your hierarchy of **subheads** is consistent, preferably by using a unique formatting (italic, bold, centered, etc.) for each type of subhead. Please do not use numbered subheads unless sections are cross-referenced extensively in the text.

Your **notes** should be linked if you are working in Microsoft Word.

Tables must be in a separate file; they should not be placed in your manuscript document(s). Instead, place a callout (placemaker) in the text for each table, keyboarded on a **separate line** in the text, indicating where it should appear. Use this format: “{~?~Table 1.1 about here}.”

Illustrations likewise must not be placed in your primary manuscript document. Instead, place a callout (placemaker) in the text for each illustration, keyboarded on a **separate line** in the text, indicating where it should appear. Use this format: “{~?~Fig. 1.1 about here}.” Illustrations and tables should be numbered by chapter with a prefix for the chapter number, not sequentially throughout the entire text. Illustration files should be numbered to match their corresponding callouts. Plates to be grouped in a gallery or insert should be numbered separately from illustrations in the text (e.g., plate 1, plate 2, etc.). If your editor wants a list of illustrations and/or a list of tables to appear in your book, please create and include these items in the front matter of your manuscript in the order stated above.

Illustration captions should be provided in a separate file, *not* in your primary manuscript document. Captions comprise the text that will appear under each figure in the printed book and must include the credit line, if applicable. The captions may substantially (or entirely) replicate the wording of the list of illustrations, but they also serve a separate function and must be provided as a separate file.

You may find it useful to refer to *The Chicago Manual of Style* (17th edition). It contains information on style and content for any and all of the book elements your manuscript may have. We value internal consistency over strict adherence to *The Chicago Manual of Style*, provided your notes and citations are in an acceptable scholarly format, such as MLA or APA.

Special Content

If your manuscript contains any **special symbols** that you cannot produce without writing them by hand, please contact your editorial assistant.

Make sure all **math appears on-screen as you want it to look** (italicized, boldface, etc.). It is helpful for production to have a PDF version of Word files that include math generated via Equation Editor or other plug-ins. Please supply this reference PDF, as it will help ensure the accurate transition of your math from manuscript to page proof.

Passages in **foreign languages** must be translated or paraphrased, either within brackets or parentheses in the text or in the form of a note. For foreign language excerpts, verify spelling, diacritics, and breathing marks. Be sure you’ve used the Unicode symbols for nonstandard ASCII symbols or non-Roman alphabets whenever possible. If your manuscript contains nonstandard ASCII symbols or non-Roman alphabets, please supply PDFs that accurately show the text. (Standard ASCII symbols are those which are found solely in Romance languages and German; nonstandard ASCII symbols are found in, for instance, Hungarian, Old English, Turkish, Yoruba, transliterated Japanese or Greek, etc. Non-Roman alphabets include Arabic, Chinese, Hebrew, Russian, etc.—any language that needs to be transliterated into English.)

Notes and Citations

Please confer with your editor in advance to ascertain whether the Press has a preference, in the case of your book, between endnotes/footnotes and in-text references, and prepare your manuscript accordingly.

The Press prefers *Chicago Manual of Style* documentation; however, any coherent, consistent system may be acceptable (with some exceptions: see below regarding eliminating op. cit./loc. cit.). What follows applies to *Chicago*'s documentary notes system; parenthetical in-text author-date or MLA-style references keyed to a complete reference list are acceptable if approved by your editor.

- Unless you have been otherwise instructed, be sure that the notes are numbered in a separate sequence for each chapter. (Insert section breaks between chapters to do so.)
- Superscripts signaling notes should not appear in display heads. Please work these into the text, if at all possible.
- Do not use op. cit. or loc. cit. in notes, but use instead the author's last name and a short title of the work. Bibliographic information in notes should be consistent with that in the bibliography. Forms of short titles should be consistent throughout the book.
- If there is a complete bibliography that provides full publication details, full citations in the notes are unnecessary; short forms (author's last name and short title) should be used throughout.
- Unless your book is a collection of essays by multiple authors, the Press requires that such a bibliography be submitted in the form of a single consolidated list at the end of the manuscript, not individual listings for each chapter.
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