MANUSCRIPT PREPARATION GUIDELINES

- All manuscripts <u>must</u> be submitted in Microsoft Word (.doc or .docx). Submit files via email, USB drive, or Microsoft OneDrive—a hard copy is not needed.

- Before submitting your manuscript, check 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. Footnotes will be changed into endnotes for the published books.

- There is no single in-house style for citations, though Chicago style is generally preferred. 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 will be removed.

- 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" and do not reset any 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.

- You may need to clear permissions for textual material, such as lyrics, poetry, and epigraphs. Check with your editor or acquisitions assistant before seeking any permissions.

- We assert scholarly fair use for some textual material, such as lyrics, poetry, and epigraphs, in certain contexts. Please use discretion and limit your use of quoted material, and check with your editor or acquisitions 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. If provided, we will include your photo and credit line from your marketing questionnaire.

- A completed Checklist for Authors (or Editors) must be submitted with the final manuscript.

Illustrations and Permissions

- If your editor has agreed to illustrations, you must adhere to the Illustration Guidelines. All images *must* be accompanied by the following:
    - Captions, including credit lines
    - Alt-text descriptions
    - A completed design list

- High-resolution TIFF, JPEG, or PNG files—images should <u>not</u> be embedded into the text
  - Figure callouts in the manuscript (unless an insert is being used)
  - Permissions documentation
- We assert scholarly fair use for some images in certain contexts. 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 check with your editor or acquisitions assistant before seeking permissions.
- Refer to the [Illustration Guidelines](#) for detailed instructions and digital requirements.

Additional Guidelines for Edited Collections

- Volume editors are responsible for overall volume coherence. Each essay should contribute to the central theme, and the introduction should identify and explain how the essays connect, illuminate, and contribute to scholarship.
- Review carefully to ensure consistency in spelling, capitalization, citation style, etc.
- The manuscript must include an About the Contributors page, which briefly gives important information about careers and prior publications.
- Verify consistency in the spelling of contributor names 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 acquisitions assistant for blank contributor agreements as needed.
- A completed [Checklist for Editors](#) must be submitted along with the final manuscript.