Southern Illinois University Press

Manuscript Preparation Guidelines for Authors and Volume Editors

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• The Chicago Manual of Style, seventeenth edition,

• MLA Handbook, eighth edition, or


Please ensure that your manuscript consistently follows one of these styles of documentation.

Textual (nondocumentary) aspects of your manuscript will be copyedited to follow the style recommended by The Chicago Manual of Style, seventeenth edition. The dictionaries we use are Merriam-Webster’s Collegiate Dictionary, eleventh edition, and Webster’s Third New International Unabridged Dictionary.

Concise Lincoln Library authors should follow the style sheet prepared for the series. If you do not have it, ask your acquisitions editor.
Structure and Headings

A book seems most cohesive if its structure is balanced. Ideally, all chapter titles are of roughly similar length, and all subheadings are of roughly similar length; all chapters or none have subtitles; all chapters or none have epigraphs; all chapters or none are divided into sections titled with subheadings; and so on.

We encourage the use of no more than one concise epigraph per chapter. Remember that epigraphs are meant to serve as introductory asides. If they serve as introductions or even form parts of your argument, they are better incorporated into the chapter proper as quotations. An epigraph does not need a note or parenthetical citation; rather, it should have an attribution (the speaker or writer’s name and the title of the work) on the following line. Do not use note numbers on epigraphs, chapter titles, or subheadings.

For chapter titles and a- and b-level subheadings, use capital and lowercase letters. For c-level subheadings, use sentence style capitalization. Distinguish between the different level of subheadings by their placement on the page and use of typefaces: A-level subheadings should be centered; B-level subheadings should be set flush left; C-level subheadings should be in italics and run in to the paragraph that follows.

Example of an A-Level Subheading

Example of a B-Level Subheading

Example of a c-level subheading. After it, the paragraph continues.

Create lists without the aid of automatic numbering or buleting, as those insertions will not be retained during reformatting and design. To disable such features in Microsoft Word for Windows, (a) select the File menu; (b) select Options; (c) select the Proofing tab on the left pane; (d) select AutoCorrect Options . . . ; (e) select the AutoFormat As You Type tab; and (f) uncheck the “Automatic bulleted lists” and “Automatic numbered lists” options; then click OK. In Microsoft Word for Mac (2008 and 2011), (a) click on Tools; (b) click AutoCorrect Options, then click the AutoFormat As You Type tab; and (c) under Apply As You Type, clear the “Automatic bulleted and numbered lists” check box; then click OK.

Tables and Illustrations

For preparation of tables and illustrative material such as figures, graphs, and maps, please see “Art Submission Instructions” on our website. If you are creating your own digital art, please contact your acquisitions editor for a copy of the Art Creation Guidelines.

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Before sending us your manuscript, be sure to run a spell-check on your final files and give them a formal proofreading to catch errors overlooked by all computer spell-checkers. Be on the lookout for letters used in place of numbers (and vice versa), such as the letter O used instead of zero (0) and the lowercase letter l used instead of the number 1. Be aware of errors that spell-checkers may not catch, such as “test” instead of “text.”

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Please furnish the final electronic files by attaching them to an email, mailing us a flash drive, or sending them via a file transfer service such as Dropbox. Once you turn in your final files to your acquisitions editor, do not submit changes to him or her. Instead, please wait until your review of the copyediting, when you’ll be given a chance to incorporate any such changes into the manuscript.

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- captions, if your manuscript contains illustrations
- the title page
- the table of contents
- the list of illustrations, if your manuscript contains illustrations that will be spread throughout the book (the list of illustrations is a pared-down version of the captions; please see *The Chicago Manual of Style* 3.40). The list of illustrations is not needed if your book will have a photo gallery.
- author biography. Please see “Sample Author Biographies” below.

The following elements are not required, but you may want to include them:

- a dedication
- an epigraph
- a preface
- an acknowledgments section

Please note these final requirements:

Double-space all text in the manuscript.

Do not use bold type anywhere in the manuscript.

Do not include extra space between paragraphs.

Allow one-inch margins on all sides.
Paginate pages consecutively from beginning to end in the upper right-hand corner. Do not start each chapter with a new page number. Do not use Roman numerals in pagination.

**Sample Author Biographies**

Jane Doe is an associate professor of history at XXXX University, where she teaches nineteenth-century American history with a focus on the Civil War and Reconstruction. Her previous publications include *Title of Book* and *Title of Book*.

John Doe is an assistant professor at the University of XXXX, where he serves as the coordinator of composition. His essays have appeared in *College English* and *Composition Studies*, and he received the 20XX Braddock Award for his article “Title of Article.”
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