
Southern Illinois University Press

Manuscript Preparation Guidelines for Authors and Volume Editors

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Style Issues

Your book should follow a documentation style accepted in your discipline, such as the styles outlined in

- *The Chicago Manual of Style*, sixteenth edition,
- *MLA Handbook*, eighth edition, or
- *Publication Manual of the American Psychological Association*, sixth edition.

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*, sixteenth 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.

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.

If you have prepared or are preparing maps or other illustrations that include text, be sure to double-check the text and illustrations to make sure there are no errors. If you furnished the material, you will be responsible for making changes to maps and graphics after these items have been copyedited. The copy editor may very well discover that some aspects of your maps or other graphics require correction, so please have a plan for incorporating such corrections.

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Final Manuscript Packet

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After you have ensured that the manuscript is as error-free as you can make it, follow these instructions:

Supply a single hard copy (printout) that corresponds exactly to the electronic version of the manuscript, as well as the electronic files. Please furnish the final electronic files on CD (or some other media), as email attachments, or via a file transfer service such as Dropbox. The project editor and copy editor who work on your book will be using both the hard copy and the electronic version, so if you make any changes to the electronic version after printing out your manuscript, write the changes on the hard-copy version or print out a new version of the file.

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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 (the list of illustrations is a pared-down version of the captions; please see *The Chicago Manual of Style* 3.39).
- 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:

Use plain white paper, printed on one side only or on both sides.

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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.

Do not staple or bind the manuscript.

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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