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## 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*, seventeenth 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*, 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 bulleting, 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.

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.

## 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.

We prefer to receive text files in Microsoft Word, and Word 2016 is what we are currently using for copyediting, although files can be saved in older versions of this program if necessary. We can work with most word processing programs, but Open Office and LaTeX files are not acceptable. If you are not using one of the more common word processing programs, please ask your acquisitions editor if the program you are using is acceptable.

Your entire manuscript may be transmitted in one file with the exception of any tables, figures, and captions, or it may be transmitted in separate files for each chapter. Captions should be placed together in one file. Each table and figure should be in its own file. Use minimal formatting.

## Notes

We encourage you to compose your manuscript using the “insert footnote” or “insert endnote” function of your word-processing program. Whether you submit the final manuscript with embedded endnotes or footnotes, or with a separate notes section at the end of the book, the book will be typeset with an endnotes section at the back of the book—or at the ends of chapters if they were written by different authors, as in the case of edited volumes.

## Final Manuscript Packet

Before sending us your manuscript, be sure to run a spell-check on your final files and give your final manuscript printout a formal proofreading, to catch those 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.”

Especially important is that you double-check all dates and proper names for correctness and consistency: people’s names, the titles of works, place names, and the like. While your copy editor will do his or her best to catch errors or inconsistency in dates, terms, and names that pertain to the specific field covered by the book, the author bears the ultimate responsibility for the accuracy of such items.

We strongly recommend that you do not use page numbers to refer to information discussed elsewhere in your text. If you think such cross-references are absolutely necessary, please type three zeros (“000”) as a placeholder in your cross-reference, let your acquisitions editor know you have done so, and note that you will be responsible for making sure the correct page number is inserted at the page-proof stage. In most cases, however, cross-reference to a chapter number or the title of a section within a chapter will suffice.

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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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The following elements are required for all books:

- 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.

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.

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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- Government reports and documents (Note: federal government materials are public domain but may contain material copyrighted by others; state government documents require permission unless otherwise specifically indicated.)
- Interviews (use of portions of published interviews may be fair use)
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- Prose text (original or revised) from an author's previously published works
- Scholarly apparatus, such as filmographies or discographies, created by someone other than the author (if previously published, use of these materials may be fair use, but credit should be given to creator)
- Song lyrics of more than two lines (See "Fair Use" on page 2.)
- Translations by others of copyrighted material
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### Images

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- Drawings or line art
- Film stills and video captures (considered fair use if used inside the book)
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- Reproductions of original works of visual art
- Screen grab of a page on a website

**Other Materials**

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- Maps (no permission needed if created for author's current book by paid mapmaker)
- Musical notation, as from sheet music (fair use does not apply)
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