Submit your manuscript using one of the latest versions of Microsoft Word. Keep the formatting as simple as possible to ensure compatibility with editors’ and compositors’ software programs.

- Use double spacing.
- Use Times New Roman 12-point type.
- Use the default, or normal, Word style.
- Do not use bold type.
- Set one-inch margins on all sides of the page.
- Paginate consecutively from beginning to end in the upper right-hand corner. Use only arabic numerals, not roman numerals, in pagination (even in the front matter).
- Do not use tab indents; instead, use Word’s paragraph format to indent the first line of each paragraph by .5 inches. In the bibliography, use Word’s paragraph format to set a special hanging indent by .5 inches.
- At the end of a chapter or section, use Word’s Insert / Pages / Page Break function instead of using extra returns.
- Submit the manuscript in a single Word document named with your name and the date: Yourname 12 12 2023.

Terminology
Treat marginalized groups with sensitivity and respect and use terminology in accordance with the scholarly norms in your field.

When writing about enslaved people, consult “Writing about Slavery/Teaching About Slavery: This Might Help.”

Consult The Diversity Style Guide. See this entry regarding the term African American and the capitalization of Black. SIU Press prefers “Black people” and “white people,” not “blacks” and “whites.” The Chicago Manual of Style 8.38 also says “Black people and White people” is okay to use.

If a primary source includes derogatory language or slurs, question whether the quotation must be used in your book. If it must be used, we ask that you address its usage, perhaps in your preface. We will not print the N-word in our books, even in quotations. Instead, type “N——” in brackets.

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Structure
Aim for balance and consistency. Ideally, all chapter titles are of similar length, all chapters or none have subtitles, all chapters or none have epigraphs (and if using epigraphs, each chapter should have the same number of epigraphs), all chapters or none are divided into sections titled with subheadings, all subheadings are of similar length, all captions are fragments or complete sentences, and so on.

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You must include a title page; a table of contents; a list of illustrations, if the images occur throughout the book (not in a gallery); chapters, or main text; and an author biography. You may need to include notes and a bibliography or reference list.

You may include a dedication, a front-matter epigraph, a preface, acknowledgments, an introduction, a conclusion, an afterword, and appendixes. If you have photographs, place
captions in a separate file. If your book will have an index, you will create it or pay someone else to do it during the page proof stage. See Order of Elements, below.

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Use no more than one concise epigraph per chapter. Epigraphs are meant to serve as introductory asides. If they serve as introductions or form parts of your argument, they are better incorporated into the chapter as quotations. Do not use a note reference number. Instead, put the speaker or writer’s name and the title of the source after the epigraph.

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If your book follows CMOS style, treat quotations of more than 100 words as an extract or block quotation. If your book follows APA style, treat quotations of more than 40 words as an extract. If you follow MLA style, treat any quote longer than four lines as an extract.

Extracts start on a new line and are indented .5 inch from the left margin. (To format correctly, highlight the quotation, then click on Word’s indent icon). Like all other text, block quotes should be double spaced. There should be no quotation marks at the start and end of a block quotation.

Chapter Titles and Headings
Short and descriptive chapter titles provide a better overview of a book’s contents than longer, more whimsical titles, and can help readers find your book through metadata. Do not use note reference numbers with chapter titles or subheadings.

Many manuscripts include subheadings (A-level), sub-subheadings (B-level), and sub-sub-subheadings (C-level), to aid the reader. We require that you follow our house style for formatting subheadings. Note that our house style differs from APA style.

Center chapter titles and A-level subheadings; set B-level subheadings flush left; set C-level subheadings in italics and run them in. For chapter titles and A- and B-level subheadings, use capital and lowercase letters. For C-level subheadings, use sentence-style capitalization. Like so:

Chapter Title or A-Level Subheading, Centered

B-Level Subheading, Flush with the Left Margin

C-level subheading, run in. After it, the paragraph continues.

Documentation
Follow the latest edition of a style guide accepted in your discipline, such as The Chicago Manual of Style, MLA Handbook, and Publication Manual of the American Psychological Association (APA Style). See Notes and Bibliographies, below, for documentation details.

Cross-references
In most cases of cross-reference, you can refer readers to a chapter number or the title of a section within a chapter. Do not use cross-references to page numbers in your manuscript unless
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Create lists without the aid of automatic numbering or bulleting, as those insertions will not be retained during reformatting and design. In MS Word navigate to AutoCorrect Options, AutoFormat As You Type, and uncheck the “Automatic bulleted lists” and “Automatic numbered lists” options.

Tables

Create each table in its own Word or Excel document. Do not embed the table in a chapter or manuscript file.

Decide whether your tables will be spread throughout the book or placed together in an appendix.

If your tables will be spread throughout your book, double-number them like so: “t1.1” The first number is the chapter, the second is the number of the table in the chapter. Therefore, t1.1 is the first table in chapter 1.

   If tables will appear in a single appendix, use a single number (1, 2, 3, etc.).

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Format your tables as simply as possible! The book designer will make them attractive. If text in table cells is shorter than one line per row, as below, use tabs to separate columns:

   Table 1.1. Population Change in the Five Largest U.S. Cities, 2000–2010

   City       2000     2010     Change (%)
   New York   8,008,278 8,175,133 2.1
   Los Angeles 3,694,820 3,792,621 2.6
   Chicago    2,896,016 2,695,598 –6.9
   Houston    1,953,631 2,099,451 7.5
   Philadelphia 1,517,550 1,526,006 0.6


If your tables are more complicated, use Microsoft Word’s automatic table formatting by clicking on the Insert tab at the top of the Word screen, then clicking on Table. For guidance, consult an online tutorial about creating tables in Word (such as the one here: https://edu.gcfglobal.org/en/word2016/tables/1/) or use Word’s help feature.

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Illustrations

It is usually best to arrange your images chronologically and to aim for a mix of people and places. If you include photographs of individuals who are not public figures, you will need a photo release from the individuals to allow us to use the image in a book. Ask your acquisitions editor for a sample photo release form.

Decide whether your pictures should be spread throughout your book ("keyed to text") or if they should be gathered in a photo gallery. When images are spread throughout the book and shown next to the subject matter they relate to, readers can see immediately what the author is describing. Photo galleries are aesthetically pleasing for browsers, and the images in galleries are usually reproduced larger than if they are on a text page.

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* Do not embed pictures, maps, charts, or graphs in your Word text files. *

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Include a list of numbered captions as a separate Word document. Captions may be a sentence fragment or a complete sentence. It is best to consistently use one style or the other. The caption numbers must match the callouts in the manuscript.
Include a credit (source) at the end of each caption. For each image borrowed or purchased from a public or private source, use the source’s required wording as the credit. If specific credit lines are not required, include enough source information to help readers find a copy of the image. An example of such data is the reproduction number provided by the Library of Congress Prints and Photographs Online Catalog. For additional information on captions and credit lines, see *The Chicago Manual of Style*, seventeenth edition, 3.21–3.37.

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Submission of Final Manuscript

Error Check
Before you submit your final manuscript:

- Run a spell-check and reread the text to catch any remaining errors. The press will not be proofreading your manuscript.
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- epigraph
- table of contents
- list of illustrations (brief descriptions)
- foreword (written by someone other than the author)
- preface
- acknowledgments (if not part of preface)
- introduction
- chapters
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- epilogue or afterword
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