



## Manuscript Preparation—Overview

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### *General Instructions*

1. Create a separate electronic file for the introduction (or prologue), for each numbered chapter, and for the conclusion (or epilogue).
2. Create one file for the frontmatter, arranged in this order: title page, dedication, table of contents, preface (if any). Number the frontmatter pages with lowercase roman numerals.
3. Create separate files for the backmatter, arranged in this order: appendix, abbreviations, reference list (only for scientific manuscripts with author-date citations; ask your editor before adopting this system for your book), and acknowledgments. Do not include a bibliography.
4. Do not create a separate file for notes. Leave endnotes embedded within their chapters. Avoid footnotes.
5. Create a separate file for each table, as well as for each chart, map, or graph (all referred to here as “figures”). Follow the detailed instructions in our guidelines document, **Preparing Figures**.
6. Do not embed tables or figures in chapter files, but do insert a callout, for example **[Fig02\_02here]** in the text—between paragraphs—indicating approximately where each table or figure should appear.
7. Create a separate file containing all the captions and include a credit line at the end of each caption.
8. Do not send files by email. Upload all files to our filesharing website. Your editor’s assistant will send you a link to the site and answer any questions you might have.
9. If your manuscript includes non–Western European diacritics, non-Latin alphabets, complex mathematics, or extensive verse extracts, send a PDF of the complete manuscript as well. Check it carefully to make sure all special text appears in the PDF as it should appear in the final book.



## *Details*

1. Use “Normal” formatting for everything—no fancy formatting or styles.
2. Double-space all material, including endnotes.
3. Use one standard font throughout, such as Times New Roman (12 point).
4. Justify by the left margin only (not the right margin).
5. Use tab, not spaces, for paragraph indentation.
6. When quoting 10 lines or more of prose, indent from the left margin and drop the quotation marks. Run shorter quotations into the paragraph, using quotation marks.
7. Subheadings should be set in uppercase and lowercase letters (title case). First-level subheads should be centered; second-level subheads should be flush left; third-level subheads should be run in and underlined—but try to avoid third-level subheads altogether. Do not begin chapters with subheads. Do not number subheads.
8. Attach note numbers to text only. Do not attach note numbers to headings, chapter titles, or figures.
9. Use *italics* only for terms or titles of works that will be italicized in the text. Avoid *italics* or underline for emphasis.
10. Keep chapter titles short so that the table of contents fits on one page.
11. Omit chapter subtitles (preferably), or else use them for all chapters.
12. Omit part titles, or discuss with your editor.
13. Number the endnotes starting with “1” in each chapter.
14. Avoid epigraphs, or limit them to one per chapter. Supply epigraphs for all chapters, or for none. Do not use epigraphs at subheads within chapters. Do not attach note numbers to epigraphs.
15. Do not use internal cross-references by page number or note number.
16. Use spellcheck.



17. Provide a word count of the entire manuscript, including notes, frontmatter, and tables.  
To get a word count that includes notes: (a) open the Microsoft Word file, (b) click “Tools,” (c) click “Word Count,” and (d) check the box “Include footnotes and endnotes.”  
Do this for every file.