



STYLE & DOCUMENTATION

The Press follows *The Chicago Manual of Style*, 15th edition (University of Chicago Press, 2003), in matters of house style. Authors are encouraged to consult this work through all stages of manuscript and book preparation.

The Press follows *Webster's 11th New Collegiate Dictionary* for spelling and hyphenation. Follow American (first spellings) rather than British rules for spelling. In languages other than English, insert all diacritical (accent) marks, preferably by using accents on the computer font being used, but as a last resort enter them by hand in brightly colored pencil or ink. Provide to the Press a list of all accent marks and special characters used.

Documentation (endnotes or footnotes) should be on separate pages, saved as separate e-files on your disk, double-spaced, and placed at the end of the manuscript rather than the end of each chapter. Do not use the automatic footnote feature on your word processor. Rather, key the notes separately and insert note numbers in the text while or after the text is keyed.

GENERAL ELECTRONIC MANUSCRIPT GUIDELINES

The Press requires that your manuscript be submitted in electronic format (on computer media) with one accompanying clean hard copy. *Only* Windows-compatible media are acceptable; use 3½" floppies, Zip disks, or CDs. Any word processing program in either PC or Mac platform is acceptable. Kindly refer to the sections below regarding general guidelines and shipment of your manuscript and any accompanying illustrations.

Prepare your entire manuscript on a single computer system, both hardware and software. On the computer media, note the platform and word-processing application used. Provide a printed list of the electronic files on your media.

Input & Output: Everything must be double-spaced, including text, extracts within the text, notes, tables, sources and notes to tables, bibliography, and index. Allow 1" margins at the top, bottom, left, and right. Submit to the Press one hard copy and keep an identical copy for your own records. Keep at least one copy of the media, as well. *The hard copy manuscript and the disk must be identical.*

Use one typeface throughout. Except as listed below, avoid all typographic embellishments, including centering, bold face, italics, type ornaments (dingbats), and words typed in all capitals.

Type one space after periods, one space after colons and semicolons.

Never use letters for numbers. (Do not type lowercase “ell” for the number one, or the letter “o” for the number zero.)

Hyphenation & Justification: Turn off the automatic hyphenation feature on your word processing application. Do not type hyphens to break words to the next line. Use a hard return (i.e., starting a new line by using the Enter key) only to begin a new paragraph, never to move to the next line.

Pagination: Number the pages consecutively throughout the manuscript in the upper right-hand corner. Do not use running heads. All front matter should be numbered in small roman numerals; the main body of text should begin with arabic number 1. If additional revised pages must be added later, number them as, for example, 20a, 20b, instead of renumbering the entire manuscript.

Paper: Use a good grade of 8½" x 11" white copier paper. Print on one side of the paper only.

Revisions: The hard copy manuscript and the disk must be identical. After you have printed your electronic manuscript file, make no further revisions to the disk. However, should you need to make minor revisions to the hard copy manuscript, write legibly (always in upper and lower case) and use pencil rather than pen (in a bright color of pencil or ink). Insert the change just above the line of copy (not in the margin, as you do when correcting proofs, and not below the line). Never write on the backs of pages. Changes of more than a short phrase should be typed, and all inserts must be placed where you wish them to appear. Heavily revised pages should be retyped, and lengthy insertions provided on disk.

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Parts and Chapters: Each chapter should begin on a new page. If your manuscript is divided into parts as well as chapters, the part titles should be typed on separate pages. Each chapter should be a separate file on your manuscript disk. Each file should be named sequentially: chap1, chap2, etc.

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[table oo about here]

A horizontal rule should be inserted below the table title, below the column headings, and below the table itself. Do not insert any vertical rules in the tables. Notes and sources should be double-spaced below the final rule. Table notes must be indicated by superscript letters. Save each table as a separate file on your disk.

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