

Franciscan University Press

Manuscript Preparation Guide for Authors

This guide is intended to assist authors in preparing their manuscripts for editing and production with Franciscan University Press. By adhering to these guidelines, authors help make the publication process go more smoothly as well as reduce the chance of costly errors. This short primer is by no means exhaustive. For matters not covered here, please consult the 16th edition of the *Chicago Manual of Style* or your editor.

File Organization

Please do not submit your manuscript as one large file. Instead, each element should have its own file, broken down as so:

- Front matter (including title page, table of contents, preface and/or acknowledgments)
- Introduction
- Chapter 1
- Chapter 2
- ...
- Chapter 10
- Conclusion
- Appendix
- Bibliography

All files should be clearly and logically named with the author's surname and brief description of the contents. Images and tables should not be embedded within manuscript files and should instead be submitted as separate files (see **Illustrations** and **Tables** below).

Smith-Front matter.doc

Smith-Chapter 1.doc

Smith-Bibliography.doc

Smith-Legends.doc

Smith-Table 1-1.xls

Smith-Table 1-2.doc

Smith-Figure 1-1.eps

Sapientia Press strongly encourages authors to submit their manuscripts in Microsoft Word format. Should you need assistance with converting your work to

Word from another program, please contact your editor.

Text

Because your manuscript will be custom edited, designed, and typeset into book form, it is important to use little to no formatting at manuscript stage. Instead, the text should be clear, uniform, and easy to read. By following the below guidelines, you will decrease the chance of formatting and conversion errors as well as costly fixes during production.

- All text—including extracts, notes, and bibliographies—should be in 12-pt., double-spaced Times New Roman font.
- Set one-inch margins at the top, bottom, left, and right of each document.
- Use normal text only, no special styles or formatting.
- Only one space should appear between periods and the next sentence.
- Do not insert spaces, but rather tabs, to denote a new paragraph.
- Do not add extra lines of space between paragraphs or bibliographic entries.
- With the exception of prose extracts and bibliographic entries, all text should be flush left, not justified. Extracts (also known as block quotes) should be indented left one inch and justified. Bibliographic entries should have a hanging indent, with no extra space between entries.
- All headings should be consistently and logically styled. For example, firstlevel headings can be boldface while second-level headings can be italicized. The designer will determine how they appear in the printed book, but making it clear how headings should be ordered will aid both the editor and designer as they work.
- Remove all hyperlinks and field codes from the files, as these will result in typesetting problems. Web addresses should be typed as plain text.
- Add page numbers to the bottom right corner of every page in every file.
- If your manuscript contains Greek, mathematics, or any other language that uses non-Latin characters, be sure they are rendered using Unicode-enabled fonts. Then please provide a PDF or printout of the complete manuscript, which we will use to ensure all special text is correct in the final book.

Notes and Bibliography

Notes should be inserted using the footnote feature of your word processing software. Regardless of whether they will be set at endnotes or footnotes in the printed book, notes should appear as endnotes in your manuscript. Do not key notes to chapter titles or headings. All note reference numbers in the text should be Arabic numerals (not Roman numerals or symbols).

If your work will contain both notes and a bibliography, with the bibliography containing all the sources cited in your book, only short forms of citation need to appear in the notes. If you intend to include a selected bibliography, however, or no

bibliography at all, full source citations must appear at first occurrence in each chapter. See the *Chicago Manual of Style*, chapter 14, for more on notes and bibliographies, as well as proper formatting of sources.

Be sure to check all citations and sources carefully for correctness and thoroughness, updating any that are in press, if possible.

Tables

As mentioned above, all tables should be contained in files separate from the text. Please add bracketed placeholders in the text so that the designer knows where tables should be placed (e.g., <Table 1-1 here>). Tables may be in either Excel or MS Word table format. Do not use tabs or other means to create tables; they must be in true tabular format. Table files should be clearly and logically named with the author's surname and image number (e.g., Smith-Table 1-1.xls).

Illustrations

Like tables, illustrations should be provided separately from the manuscript. Please add bracketed placeholders in the text so that the designer knows where illustrations should be placed (e.g., <Figure 1-1 here>). Image files should be clearly and logically named with the author's surname and image number (e.g., SmithFigure 1-1.eps).

For illustrations to reproduce properly in a printed work, it is critical that the resolution and file format are correct for the type of illustration. Generally .tif or .jpg formats work well for photographs, but they must have a resolution of at least 300 dpi when sized at the size they will appear in the book. For line art and graphics, a vector-based format is best, usually an .eps file. Line illustrations must be a minimum of 1200 dpi when sized at the size they will appear in the book. When possible, obtain your artwork from professional or archival sources. Unacceptable image formats include those procured from the Internet as well as those created in MS Word and PowerPoint.

Include with your manuscript a file containing the legends for your illustrations. Do not embed legend text within chapter or illustration files. Where applicable, legends should include credit lines that are exactly as the grants of permission require. Be sure to provide copies of all relevant permission grants to your editor.

Index

Indexes are prepared from page proofs, so there is no need to compile or provide index terms at manuscript stage. When the time comes to create your index, however, note that front matter, figure legends, and notes should not be indexed.

For guidance on creating an index, see the *Chicago Manual of Style*, chapter 16.

Author's Alterations

Authors are responsible for the cost of making any new corrections at page proof stage. For this reason, it is critical that the manuscript be free of substantive errors when submitted for copyediting and then carefully checked at copyediting review stage. Once reviewed and approved by the author, copyedited files are considered final and ready for publication. *The cost of any alterations introduced by the author at proofing stage—even to revert to original wording or to correct errors missed at the review stage—will be the author's responsibility.*

Miscellaneous

The final manuscript length (word count) and number of illustrations must not be more than allotted in your publishing contract. Use the word count feature of your word-processing software to check the number of words in all text, **including notes**, before submitting your manuscript for publication.

Authors are responsible for procuring and paying for any necessary reprint permissions. Should you need guidance on the proper language for letters seeking permission, including the scope of rights required, please contact your editor.

Do not use symbol or non-Unicode fonts, as these will not appear correctly when converted.

Use true super- and subscripts, not raised and lowered characters.

Italics should be used sparingly for emphasis and for foreign terms and phrases six words or shorter. The rest of the text should be set in roman type. Foreign quotations seven words and longer—including those in Latin or Greek—should be set in roman and appear within quotation marks.

Quotations longer than ~100 words should be set as block quotes, or extracts, signified by a one-inch indent and justification. Do not place block quotes within quotation marks. Shorter quotations should be run in-line and appear within quotation marks.