University of Alabama Press Manuscript Preparation Checklist

Final Checks

☐ Confirm that your manuscript is complete and the text is final. *Why?* The time for rewrites and prose polishing ends, and the publication process begins, when the press receives your final manuscript. Remember, too, that should you choose to include a dedication or acknowledgments, text for such must be included in your final manuscript.

☐ Confirm the accuracy of

- citations
- data
- facts

- names
- non-English text
- quotations

- titles and subtitles
- translations

No one at the press nor anyone contracted by the press will fact-check your manuscript.

Formatting

☐ Your manuscript (all text, captions, and tables) must be submitted in Microsoft Word. (See UAP's illustration guidelines for instructions regarding figures.)

☐ Keep text formatting minimal, clear, and consistent. Why?

- Press staff need to be able to readily identify text elements such as headings and extracts in order to prepare your manuscript for editing and typesetting.
- Inconsistent and sloppy formatting will impede the work of press staff.
- So too will fancy and complex formatting. Furthermore, all such time and effort on your part will be wasted because this painstaking formatting will be undone when your manuscript is prepared for editing and typesetting.
- The book's interior will be professionally designed and typeset at a later stage.

☐ For additional guidance, see *The Chicago Manual of Style*, 17th ed., 2.7–2.25.

ILLUSTRATIONS

☐ Do not embed illustrations in the manuscript file; provide them separately instead.

☐ Indicate in the manuscript where the illustrations should be placed relative to the text.

☐ Books with fifteen or more scattered illustrations should use double numeration (1.1, 1.2, . . .).

☐ For books with fewer than fifty scattered illustrations, provide a front-matter list of illustrations in addition to the captions. Entries in the front-matter list are shortened versions of the captions and should not exceed one line (two lines at most).

TEXT

☐ Use the same font and font size throughout for all regular text (e.g., 12 pt. Times New Roman).

- ☐ All underlining will be converted to italic. Alert the press to cases in which underlining must be preserved.

- ☐ Use the first-line [indent](#)* feature for all regular paragraphs. For paragraphs interrupted by an extract or list, omit the first-line indent for the continuation.

- ☐ Left [indent](#) all extracts farther than the first-line indent for regular paragraphs.
  For prose extracts, use a hard return (press the Enter key) at the end of a paragraph only.
  For poetry or lists, use a hard return at the end of a line only.

- ☐ Make a prose quotation into an extract (a.k.a. block quotation) only if the quotation runs to or exceeds ten lines in the manuscript (while still run in).

- ☐ Subhead levels must be clearly differentiated and text breaks clearly marked.

  E.g., make all first-level headings

  ## 18 pt. bold

  second-level headings

  ### 16 pt. bold

  and third-level headings

  #### 14 pt. bold

  For a text break without a heading, type <space> or three asterisks on a line by itself. Keep in mind that such breaks should be kept to a minimum, and any text breaks not marked in the manner specified here will be removed as part of standard file cleanup.

- ☐ Produce any special characters using Word's built-in [character set](#).[†] *The Chicago Manual of Style* provides guides for many special characters; see tables 11.1–11.5 and 12.1–12.4.

  Be sure to provide the press with a list of special characters.

  If a special character is unavailable, consult the press.

- ☐ A GOOD RULE OF THUMB: If you are pressing the space bar more than once at a time, the Enter key other than at the end of a paragraph (or line of verse, list item, heading, etc.), or the Tab key, you're doing something wrong and overworking yourself—STOP and contact the press.

DOCUMENTATION

You must carefully document the sources used in your manuscript. While there is some leeway in how the documentation is provided, *any* information, data, text, illustration, etc. that is not your original unpublished work *requires* full citation. Consult the press if you have questions.

- ☐ Use Word's built-in [notes feature](#). Do not insert notes manually.

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*Underlined text is hyperlinked. This hyperlink takes you to a Microsoft Office Support page illustrating how to set indents, specifically hanging indents. Note how the figure on the page also shows the other indent options discussed here: first line and none.

[†]For Word for Mac, click [here](#) or [here](#).

- For bibliographies and reference lists, use the hanging indent feature. Do not use hard returns (Enter key), tabs, or spaces to indent runover lines or add space between entries.

- Most UAP books follow *The Chicago Manual of Style*, 17th ed., which recommends following either the notes-and-bibliography system or the author-date system. Archaeology books often follow SAA style.

- For books using the notes-and-bibliography system, full citations upon first mention followed by short citations is the preferred format chapter by chapter. Do not use *ibid.*, but use short citations instead.

- For books using the author-date system, a one-to-one correspondence between text citations and the reference list is necessary.

- For citations to online content, provide the full facts of publication but list the domain name or the name of the database instead of the full URL (*CMOS* 14.10): e.g., *Holocaust Encyclopedia*, s.v. "Warsaw," https://encyclopedia.ushmm.org; Bijay Kumar Singh, "India Needs a Second Green Revolution, Says President Pratibha Patil," *Tehelka* (New Delhi), December 6, 2010, ProQuest.

HOUSE STYLE

UAP follows *The Chicago Manual of Style*, 17th ed., with some exceptions (see below).

- Follow US spelling, punctuation, grammar, and usage.

- Avoid any references to doctoral studies or the book being a revised dissertation. Thanking specific people is okay, but no *dissertation advisor* or similar language.

- A person mentioned in the text should be identified by his or her full name upon first mention. After first mention, a person may be referred to by surname only.

- When referring to people, use the words *male* and *female* as adjectives, not as nouns.

- Whenever possible, avoid using racial, ethnic, or religious adjectives as nouns. E.g., *Black voters turned out in higher numbers than in the 2016 presidential election* is preferable to *Blacks turned out in higher numbers than in the 2016 presidential election*.

- Capitalize "Black" when referring to racial or ethnic identity; lowercase "white."

- Conscious of both the ways in which language can obscure and normalize and how some past scholarship and writing on slavery, whether intentionally or not, has depicted slavery as a benign institution, normalized slavery, or minimized the brutality of slavery, the University of Alabama Press asks authors to use *enslaved person/people* (i.e., to use *enslaved* as an adjective rather than *slave* as a noun), *enslaver*, *fugitive(s) from slavery*, *born into slavery*, *US slavery* (not *American slavery* when US slavery is meant), and similar terms and phrases. Likewise, avoid using *slave(s)*, *master/slave master*, *slaveholder*, *owner/slave owner*, *slave breeding/breeders*, *slave/enslaved concubine*, *slave/enslaved mistress*, *runaway slave(s)*, *born a slave*, and similar terms and phrases. If

a particular phrasing does not lend itself to the preferred terminology, please rewrite the phrase or sentence. Quoted material, of course, should not be altered.

☐ Keep in mind *CMOS* 2.60's recommendation to "avoid irrelevant references to personal characteristics such as sex, race, ethnicity, disability, age, religion, sexual orientation, transgender status, or social standing." For additional guidance on bias-free language, see *CMOS* 5.251–5.260.