MANUSCRIPT PREPARATION GUIDELINES

Please review your manuscript carefully before you send it to the Press. Check facts, such as names, places, dates, and quotations and their original sources. Be especially vigilant for language that might be construed as libelous or biased. Check for consistency in spelling, capitalization, punctuation, and notation. Check for correct ranking of headings and subheadings. Check numbering of equations, tables, captions, and illustrations.

STYLE

Style is concerned with such details as spelling, capitalization, hyphenation, and the like. In these matters, we follow the *Chicago Manual of Style,* 17th ed., and usually opt for the first spelling in *Merriam-Webster*'s. However, if your particular field prescribes a different or unusual style, please note your source when you submit the manuscript. If appropriate, you can provide a list of abbreviations, special symbols, particular spellings, or acceptable word breaks for foreign terms used in your manuscript to help the copyeditor and typesetter.

Punctuation immediately following a word should appear in the same font as the main or surrounding text (except if that punctuation belongs to a title in a different font). A closing parenthesis or bracket should not be italicized unless the opening parenthesis or bracket is italicized.

Generally, spell out whole numbers from zero through one hundred and certain round multiples of those numbers. For large round numbers, UPK prefers figures, not words (50,000 rather than fifty thousand). Very large figures are expressed as figures plus words: 60 million rather than 60,000,000 or sixty million. For percentages, we prefer a figure followed by one word—for example, 14 percent, 6 percent.

Use full range for year dates (1941–1945) and for page ranges in notes and bibliographies (241–275).

Either date style (1 January 2008 or January 1, 2008) is acceptable but you must be consistent. Note that if you use the latter a comma follows the date (. . . January 1, 2008, . . .).

HEADINGS

Headings help the reader to understand the organization of the text material. If used, they should be brief—not complete sentences—and informative. A well-organized text should rarely require more than two or three levels of subheads. Indicate different levels of subheads by using codes preceding the subheads : <A> for first level, <B> and <C> for second and third level, respectively. Use caps and lowercase (not all caps) for all subheads, chapter titles, and other display type.

Do not use numbers or letters to identify subheads. Do not use note numbers in chapter titles or headings; place these notations in the body of the text.

QUOTATIONS

Proofread any quotations carefully against the original to avoid having to recheck your sources later in response to queries raised by the copyeditor (the copyeditor is not responsible for checking the accuracy of quotations, but may notice and query misspellings or style inconsistencies).

Short quotations (of fewer than seventy words) may be run into the text and enclosed in quotation marks. Longer quotations should be set off from the text as extracts: double-space, indent, and leave in the same type size used for the text. Add extra space above and below each extract, and between extracts in a series. Do not use quotation marks for these longer, indented extracts.

FIGURES

For preparation of figures, see separate "Illustrations Submission Guidelines."

Each figure should be submitted in a separate file, clearly named using the double numbering system: first number is the chapter number (Figure 1.1, 1.2, 3.1, 3.2, etc.). Indicate the appropriate placement for each figure in the text on a line by itself ("<Figure 4.3 about here>") between paragraphs. Do *not* incorporate any artwork into your text files.

Provide captions and credit lines in a separate file, separate from the art and keyed to the figures and illustrations by number.

TABLES

Simple tables of fewer than six lines may be included in the text as multicolumn lists and left untitled and unnumbered.

A table that is more than five lines deep should be a formal table, that is, numbered, given a title, and referred to in the text by its number ("Table 1.1," not "the table below" or "the table that follows" or "the table on page 86"). Formal tables should *not* be embedded in the text; each table should be in a separate file clearly named using the double numbering system; first number is the chapter number (Table 1.1, 1.2, 3.1, 3.2, etc.). Indicate the appropriate placement for each table on a line by itself in the text ("<Table 3.3 about here>"). Make table titles explicit, but as brief as possible.

Prepare your tables in your word-processing program, either as regular text using tabs to separate columns or using the program's table function. Do not use the space bar to align tabular material. Do *not* use a spreadsheet (e.g., Excel), page-layout (e.g., InDesign), or graphics (e.g., Illustrator) program to prepare the tables.

The table should include source information (if you have compiled it yourself) and permission/credit information (if you are reproducing a previously published table). Footnotes appear at the end of the table, following the source note. If the table contains

numbers, use superscript lowercase letters instead of numbers for the table notes. Notes to tables should *not* be included in the numbering sequence for the notes to the text.

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FILE PREPARATION

The University Press of Kansas prefers that you use Microsoft Word; you can submit your files as either .doc or .docx.

Your files will be used for both editing and typesetting, so it is critical that they be prepared according to these instructions. Incorrectly prepared files can cause costly and time-consuming delays in production.

Provide separate document files for each chapter or other element (frontmatter, appendixes, and the like). However, the notes must remain embedded in the text at this stage. Make sure there are no files unrelated to your manuscript on any disk, and use easily identifiable file names (e.g., "Chapter 1," or "Introduction"). We can accept your manuscript via email, Dropbox, CDs, or flash drives. If submitting your manuscript electronically, do *not* submit multiple versions of a final manuscript. Any revisions after your final submission must wait until your review of the copyedited files.

Do not use the automatic hyphenation and right-justification features of your word processor.

Use a minimum of formatting; any word-processing formatting you insert, such as boldface or centering, will need to be stripped out.

Use tabs, not spaces, for **PARAGRAPH** indents or to align text.

Double-space *everything,* including set-off quotations, notes, bibliographic entries, and tables, as well as the text itself. Do not use extra line spaces in the manuscript except for intentional space breaks in the text, which should be indicated by a few asterisks on a line by themselves. Hard returns should be used only at the ends of paragraphs, of lines of verse, and of items in lists.

Notes should be incorporated into documents using your software's footnote/endnote function. (In the printed book they will usually appear in a Notes section following the text.) Notes should be numbered from 1 within each chapter, not consecutively throughout the ms. (See separate Notes guidelines for more information.)

Make sure that there are no comments, annotations, or hidden text in your electronic files. Make sure that all tracked changes or other revision marks have been accepted as final; there should be no revision marks, hidden or otherwise, in the final files.

Be sure to keep a copy of the electronic files. If you encounter minor changes after you have submitted the manuscript, save these for the copyediting review stage. Do *not* make the changes in the electronic files and send us the updated version; we will not be able to use those files.