

Manuscript Preparation and Submission Guidelines

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Text

Submit your manuscript using one of the latest versions of Microsoft Word. **Keep the formatting as simple as possible to ensure compatibility with editors' and compositors' software programs.**

- Use double spacing.
- Use Times New Roman 12-point type.
- Use the default, or normal, Word style.
- Do not use bold type.
- Set one-inch margins on all sides of the page.
- Paginate consecutively from beginning to end in the upper right-hand corner. Use only arabic numerals, not roman numerals, in pagination (*even in the front matter*).
- Do not use tab indents; instead, use Word's paragraph format to indent the first line of each paragraph by .5 inches. In the bibliography, use Word's paragraph format to set a special hanging indent by .5 inches.
- At the end of a chapter or section, use Word's Insert / Pages / Page Break function instead of using extra returns.
- Submit the manuscript in a single Word document named with your name and the date: Yourname 12 12 2023.

Follow style recommendations in the current edition of *The Chicago Manual of Style*. The manual is available online by subscription at www.chicagomanualofstyle.org. Preferred dictionaries are *Merriam-Webster's Collegiate Dictionary*, eleventh edition, www.merriam-webster.com, and *Webster's Third New International Unabridged Dictionary*. If appropriate for your academic discipline, follow the MLA Handbook or the Publication Manual of the American Psychological Association (APA Style).

Terminology

Treat marginalized groups with sensitivity and respect and use terminology in accordance with the scholarly norms in your field.

When writing about enslaved people, consult "[Writing about Slavery/Teaching About Slavery: This Might Help](#)."

Consult [The Diversity Style Guide](#). See this [entry](#) regarding the term *African American* and the capitalization of *Black*. SIU Press prefers "Black people" and "white people," not "blacks" and "whites." *The Chicago Manual of Style* 8.38 also says "Black people and White people" is okay to use.

If a primary source includes derogatory language or slurs, question whether the quotation must be used in your book. If it must be used, we ask that you address its usage, perhaps in your preface. We will not print the N-word in our books, even in quotations. Instead, type "N—" in brackets.

If you want to use every individual's social title in a book, use the full name and title (whether it is Mr., Ms., Officer, General, etc.) the first time the person is mentioned. Including Mr./Ms. when we refer to individuals shows respect and makes clear that we do not favor a particular perspective. Upon second and subsequent mention of a person, do not use a title. If you think readers may be confused in later chapters, you may include full name and title the first time a person is mentioned in each chapter. Be consistent.

Structure

Aim for balance and consistency. Ideally, all chapter titles are of similar length, all chapters or none have subtitles, all chapters or none have epigraphs (and if using epigraphs, each chapter should have the same number of epigraphs), all chapters or none are divided into sections titled with subheadings, all subheadings are of similar length, all captions are fragments or complete sentences, and so on.

Elements of Your Book

You must include a title page; a table of contents; a list of illustrations, if the images occur throughout the book (not in a gallery); chapters, or main text; and an author biography. You may need to include notes and a bibliography or reference list.

You may include a dedication, a front-matter epigraph, a preface, acknowledgments, an introduction, a conclusion, an afterword, and appendixes. If you have photographs, place

captions in a separate file. If your book will have an index, you will create it or pay someone else to do it during the page proof stage. See [Order of Elements](#), below.

Epigraphs

Use no more than one concise epigraph per chapter. Epigraphs are meant to serve as introductory asides. If they serve as introductions or form parts of your argument, they are better incorporated into the chapter as quotations. Do not use a note reference number. Instead, put the speaker or writer's name and the title of the source after the epigraph.

Extracts

If your book follows CMOS style, treat quotations of more than 100 words as an extract or block quotation. If your book follows APA style, treat quotations of more than 40 words as an extract. If you follow MLA style, treat any quote longer than four lines as an extract.

Extracts start on a new line and are indented .5 inch from the left margin. (To format correctly, highlight the quotation, then click on Word's indent icon). Like all other text, block quotes should be double spaced. There should be no quotation marks at the start and end of a block quotation.

Chapter Titles and Headings

Short and descriptive chapter titles provide a better overview of a book's contents than longer, more whimsical titles, and can help readers find your book through metadata. Do not use note reference numbers with chapter titles or subheadings.

Many manuscripts include subheadings (A-level), sub-subheadings (B-level), and sub-sub-subheadings (C-level), to aid the reader. We require that you follow our house style for formatting subheadings. *Note that our house style differs from APA style.*

Center chapter titles and A-level subheadings; set B-level subheadings flush left; set C-level subheadings in italics and run them in. For chapter titles and A- and B-level subheadings, use capital and lowercase letters. For C-level subheadings, use sentence-style capitalization. Like so:

Chapter Title or A-Level Subheading, Centered

B-Level Subheading, Flush with the Left Margin

C-level subheading, run in. After it, the paragraph continues.

Documentation

Follow the latest edition of a style guide accepted in your discipline, such as *The Chicago Manual of Style*, *MLA Handbook*, and *Publication Manual of the American Psychological Association* (APA Style). See *Notes and Bibliographies*, below, for documentation details.

Cross-references

In most cases of cross-reference, you can refer readers to a chapter number or the title of a section within a chapter. Do not use cross-references to page numbers in your manuscript unless

there is no other option. In that rare case, use three zeros (“000”) as a placeholder and alert your acquisitions editor to the cross-reference. You will be responsible for inserting the correct page number for cross references when you review the PDF of the page proofs.

Lists

Create lists *without* the aid of automatic numbering or bulleting, as those insertions will not be retained during reformatting and design. In MS Word navigate to AutoCorrect Options, AutoFormat As You Type, and uncheck the “Automatic bulleted lists” and “Automatic numbered lists” options.

Tables

Create each table in its own Word or Excel document. Do not embed the table in a chapter or manuscript file.

Decide whether your tables will be spread throughout the book or placed together in an appendix.

If your tables will be spread throughout your book, double-number them like so: “t1.1” The first number is the chapter, the second is the number of the table in the chapter. Therefore, t1.1 is the first table in chapter 1.

If tables will appear in a single appendix, use a single number (1, 2, 3, etc.).

To indicate placement of tables, insert a callout on its own line just below the first mention of the table. Callouts start and end with angle brackets (</> greater than/less than signs). For example, the callout for the first table in chapter one would appear like so:

<t1.1>

Format your tables as simply as possible! The book designer will make them attractive. If text in table cells is shorter than one line per row, as below, use tabs to separate columns:

Table 1.1. Population Change in the Five Largest U.S. Cities, 2000–2010

City	2000	2010	Change (%)
New York	8,008,278	8,175,133	2.1
Los Angeles	3,694,820	3,792,621	2.6
Chicago	2,896,016	2,695,598	−6.9
Houston	1,953,631	2,099,451	7.5
Philadelphia	1,517,550	1,526,006	0.6

Source: Data from *Population Distribution and Change: 2000 to 2010*, U.S. Census Briefs (U.S. Census Bureau, 2011), <https://www.census.gov/prod/cen2010/briefs/c2010br-01.pdf>.

If your tables are more complicated, use Microsoft Word’s automatic table formatting by clicking on the Insert tab at the top of the Word screen, then clicking on Table. For guidance, consult an online tutorial about creating tables in Word (such as the one here:

<https://edu.gcfglobal.org/en/word2016/tables/1/>) or use Word’s help feature.

Illustrations

It is usually best to arrange your images chronologically and to aim for a mix of people and places. If you include photographs of individuals who are not public figures, you will need a photo release from the individuals to allow us to use the image in a book. Ask your acquisitions editor for a sample photo release form.

Decide whether your pictures should be spread throughout your book ("keyed to text") or if they should be gathered in a photo gallery. When images are spread throughout the book and shown next to the subject matter they relate to, readers can see immediately what the author is describing. Photo galleries are aesthetically pleasing for browsers, and the images in galleries are usually reproduced larger than if they are on a text page.

If your photographs, or figures, will be spread throughout your book, double-number them like so: "1.1." The first number is the chapter, and the second is the number of the figure in the chapter. Therefore, 1.1 is the first image in chapter 1. If you have both figures (photos) and maps, use f1.1 for figures and m1.1 for maps.

If your images will be printed together in a gallery, number them 1, 2, 3, etc.

* Do not embed pictures, maps, charts, or graphs in your Word text files. *

For illustrations that are spread throughout the text, indicate where you want them to appear by inserting a callout. Callouts start and end with angle brackets (</> greater than/less than signs). Place them on a separate line between blocks of text and below the first mention of the image. The typesetter will follow your callouts as closely as possible. The callout for the first figure in chapter one would appear like so:

<f1.1>

For help in preparing illustrative material such as figures, graphs, and maps, see "Art Preparation and Submission Instructions" at <https://www.siupress.com/current-authors>. If you create your own digital art, consult the Art Creation Guidelines at <https://www.siupress.com/current-authors>.

If you have created or are preparing maps or other illustrations that include text, like charts and graphs, you are responsible for making any corrections to errors found in that text during copyediting.

Captions and List of Illustrations

Include a list of numbered captions as a separate Word document. Captions may be a sentence fragment or a complete sentence. It is best to consistently use one style or the other. The caption numbers must match the callouts in the manuscript.

Include a credit (source) at the end of each caption. For each image borrowed or purchased from a public or private source, use the source's required wording as the credit. If specific credit lines are not required, include enough source information to help readers find a copy of the image. An example of such data is the reproduction number provided by the Library of Congress Prints and Photographs Online Catalog. For additional information on captions and credit lines, see *The Chicago Manual of Style*, seventeenth edition, 3.21–3.37.

In addition, for illustrations that appear throughout the text—not in a gallery—prepare a separate list of illustrations for your book's front matter. The list should contain short versions of the captions. It should not include credits. You may list maps under a separate subheading.

Notes and Bibliographies

Compose your manuscript using Word's "insert endnote" function. The function connects the text of a specific note with a specific place in the text. Word will place these embedded endnotes at the end of your manuscript, after your bibliography. We will ensure that the notes will appear before the bibliography or, in a volume of contributed essays, at the end of each chapter.

Every quotation requires a citation in an endnote.

If complete documentation is provided in your bibliography or reference list, do not use full citations in your notes. Use shortened versions of citations: creator's last name, short version of main title, and page number. (This is a good way to reduce your word count.)

If your manuscript does not have a bibliography or reference list, give a full citation the first time a work is cited in the notes for each chapter.

Do not use "Ibid." in notes. Instead, repeat the citation. You may omit the title of the work just cited. See *The Chicago Manual of Style* 14.34.

For examples, see *The Chicago Manual of Style* citation quick guide online at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

The Author-Date Sample Citations are at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.

If your academic discipline uses MLA or APA style, alert your acquisitions editor and follow the style exactly. Do not use a hybrid of styles.

Biographical Notes

Brief notes about the author or authors may list previous publications, teaching and research interests, and, if relevant, academic affiliation. It is best to keep author biographies to fewer than seventy-five words.

Edited Volumes

Supply your acquisitions editor with a contact information list of all contributors and volume editors (i.e., their phone numbers and mailing and email addresses), arranged alphabetically or by chapter.

Create a list of contributors to be published at the back of the book. Contributor biographies should include names, departments, affiliations, and a recent publication or two. Restrict the length of each biography to seventy-five words. Make the biographies all about the same length.

Do not include chapter abstracts or contact information with individual chapters. Contributors may have reference lists at the end of their chapters, or you may merge all references into one list at the back of the book (just before the list of contributors' bios).

Be sure to make all elements of your book consistent in content and format.

Naming and Numbering of Files and Illustrations

Submit the manuscript in a single Word document with a filename that contains only your last name and the date: Yourname 05 15 2023.docx. Each table should appear in its own Word document: Yourname table 1 1.docx. Do not use periods in filenames (05 15, not 05.15).

If your images will be printed together in a gallery, number them 1, 2, 3, etc. If your tables, photos (figures), or maps will be spread throughout your book, double-number all figures and tables like so: "figure 1.1," "table 1.1," "map 1.1." To indicate placement of images and tables in the text, use angle-bracketed callouts (e.g., "<f1.1>").

Submission of Final Manuscript

Error Check

Before you submit your final manuscript:

- Run a spell-check and reread the text to catch any remaining errors. The press will not be proofreading your manuscript.
- Verify numbers, dates, and the spelling and accuracy of names and titles.
- Double-check each quotation to make sure you transcribed it accurately.

Changes after this point are time-consuming and expensive. Remember that you bear responsibility for your book's accuracy.

If you need to make minor changes to the final manuscript after submitting it, wait until your review of copyediting to insert or replace text. We strongly advise against major changes to a manuscript during the copyediting process, and we do not allow major changes once your manuscript has been laid out in book pages.

The costs of extra copyediting and composition resulting in additional pages to the book due to extensive insertions or changes are charged to authors.

Sending Files

Upload your photographs, maps, charts, and tables to our file transfer service, OneDrive. When you are ready to send them, ask your acquisitions editor for a OneDrive link.

Submit your manuscript by attaching it to an email message or uploading it to your OneDrive folder.

Order of Elements

Not all of these elements will appear in every manuscript. Although Word will automatically place your notes at the end of your manuscript, we will place your notes where they should appear during composition.

- title page
- dedication
- epigraph
- table of contents
- list of illustrations (brief descriptions)
- foreword (written by someone other than the author)
- preface
- acknowledgments (if not part of preface)
- introduction
- chapters
- conclusion
- epilogue or afterword
- acknowledgments (if not in front matter)
- appendixes
- notes (if not embedded or not chapter endnotes)
- bibliography or references
- list of contributors
- about the author
- notes (if embedded)

What to Expect after Transmittal to Editorial, Design, and Production

Copyediting Review

Your manuscript will be sent to a freelance copy editor. You will have the opportunity to review the edits and make any final changes. We strongly advise against major changes to a manuscript during the copyediting process. We will charge you for the costs of extra copyediting resulting from extensive changes at this stage.

Page Proof Review

After the manuscript is copyedited, it will be laid out in book pages by a compositor. You will serve as your book's only proofreader unless you hire your own. We do not allow major changes after your manuscript has been laid out in page proofs. We will charge you for the costs of extensive insertions and any extra copyediting.

Indexing

You are responsible for your book's index. You may create one yourself or ask us to hire a professional on your behalf. We recommend that you make your own index *only* if you have previously made another index. While you know your book best, you may not have the technical expertise or the time to prepare an index. Let us know your decision before you receive the copyedited manuscript.

If you make the index, we will provide our guidelines and an indexing template file in Microsoft Word. These documents will help you with style and formatting. For guidance on how to create an index, consult the indexing guidelines in the current edition of *The Chicago Manual of Style*. You will need to create the index at the same time you proofread the typeset page proofs—the index manuscript is due to EDP at the same time as the reviewed proof—and you'll have only three weeks to do both tasks. Therefore, it's best to start working on index entries as soon as you learn that your manuscript has been transmitted from Acquisitions to EDP.

If you ask us to hire an indexer for you, note that you will need to pay the indexer within thirty days after you receive the invoice. You'll receive the invoice around the time you return reviewed proof to EDP. Indexers charge a flat rate per the indexable typeset page (from the introduction to the conclusion and any appendixes, excluding notes and bibliography), which typically ranges from \$4.75 to \$5.00.

Permissions

Once the SIU Press Editorial Board has approved your manuscript for publication, you must obtain written permission and pay any fee necessary to reproduce illustrative material and to quote prose or poetry from not only published material currently under copyright but also any unpublished material not created by you. We will not transmit your manuscript to our editing, design, and production staff without such permissions. Missing and incomplete permissions often cause great delays.

To guide you in considering whether you need to obtain permission, see “[Materials That May Require Permission](#),” below.

For more information about rights and permissions, consult chapter 4 of *The Chicago Manual of Style*, seventeenth edition, and the documents on the Association of University Presses website at <https://aupresses.org/permissions-faq>.

Fair Use

Often a portion of a copyrighted work may be included in your book without permission under the concept of “fair use.” The discussion in chapter 4 of *The Chicago Manual of Style* should help you make a reasonable decision.

As a practical matter, we consider the use of up to 10 percent of a prose work (in the form of assorted brief extracts), 50 percent of a poem, and two lines of song lyrics without permission to be fair.

Do not request permission for materials that are considered fair use or are in the public domain (materials that are no longer—or were never—under copyright). For more information about when works enter the public domain, see the “Copyright Term and the Public Domain” tab at <https://guides.library.cornell.edu/copyright/publicdomain>.

Terms of Use for Illustrations

If you obtain illustrations from a museum, an archive, or an online source, save and send us, as part of your permissions packet, the “terms of use,” which are usually on the organization’s website. Terms of use sometimes request complimentary copies of your book and specify credit lines to appear with the borrowed material, among other stipulations.

Previously Published Material

If any of your chapters are made up in large part of essays you published in journals or magazines, please write to the publisher of each of those journals for a release. This action is more informal than a permission letter, as you usually hold the copyright to your work, but we want the journal to know of the publication and to give the journal’s staff a chance to tell us how they would like to be credited. Some journal publishers do hold copyright to essays and so may require more formal permission. Include in your manuscript (in the preface or acknowledgments section) wording indicating that the chapters originally appeared in these journals. If you significantly revised the essays for inclusion in the manuscript, that fact may be noted.

If, however, you published an article on a topic related to the book but the material is spread throughout the book, or you used only a portion of material from the published essay, then there is no need to write to the journal.

Rights to Request

When requesting permission, ask for nonexclusive world rights for use of the text or illustration in print and electronic editions, including e-book editions, as well as all future revised editions of

the book, in the English language with the right to license translations of the work into other languages.

Include all the information listed on a rights-request letter (available at <https://www.siupress.com/current-authors>, which you can use as a template for contacting copyright holders. Ask your acquisitions editor to provide information about the book’s publication—publication date, price, print run, cloth or paperback binding, et cetera—that you may need to include in your permission requests.

Copies of Permissions to SIU Press

Be sure to include copies of the signed and countersigned permission documents, with receipts for any fees paid, when you send the final manuscript to the Press. You may submit your permissions by attaching them to an email message or uploading them to your OneDrive folder.

Be sure each permission identifies which image or text it covers. Ensure that all the grantor’s conditions for use, as well as the grantor’s address (if a copy of the book is requested), are included with the permission documents.

Complimentary Copies

If a grantor of permission has requested a copy of the published book, the Press will send it to them. You do not have to send a copy yourself. Please ensure that a mailing address appears on the permission letter or form.

Materials That May Require Permission

Text

- Chapters or sections written by individuals other than the author or volume editor
- Epigraphs (quotations used with chapter openings or subheadings)
- Government reports and documents (federal government materials are public domain but may contain material copyrighted by others; state government documents require permission unless otherwise specifically indicated)
- Interviews (use of portions of published interviews may be fair use)
- Letters and emails (correspondence created by author does not require permission)
- Poetry
- Prose text (original or revised) from an author’s previously published works
- Scholarly apparatus, such as filmographies and discographies, created by someone other than the author (if previously published, use of these materials may be fair use, but credit should be given to creator)
- Song lyrics of more than two lines (see “[Fair Use](#)” above).
- Translations by others of copyrighted material
- Unpublished works (fair use does not apply), such as theses, dissertations, and unpublished manuscripts

Images

- Advertisements
- Cartoons

- Drawings or line art
- Film stills and video captures (considered fair use if used inside the book)
- Photos taken by people other than the author, including stock photo images, as well as images of fine arts objects, magazine or book covers, author photos, and so forth
- Reproductions of original works of visual art
- Screen grab of a page or image on a website

Other Materials

- Jacket or cover art
- Maps (although no permission is necessary for those you paid a mapmaker to create especially for your book)
- Musical notation, such as that in sheet music (fair use does not apply)
- Tables, charts, and graphs created by someone other than the author (unless they reproduce factual data only)