

# UW Press Final Manuscript Preparation Guidelines

Welcome to the process of turning your manuscript into a book! Below are guidelines for preparing your files for a smooth path through the copyediting and book production process. Please contact your acquisitions editor at any point if you have questions about these guidelines as you format and prepare your materials submission.

## Accuracy

Before submitting your final manuscript, make sure that all dates, transcribed quotations, and other quoted material, source citations, bibliographic references, and names of people and places are accurate. Double check the spelling and capitalization of all words not in English. Our copyeditors will edit for issues such as grammar and consistency in spelling, punctuation, and usage, but we rely on your expertise for the accuracy of all content.

## File Type and Organization

Submit all text elements and chapters as separate Microsoft Word files, numbered in the order they appear in the book. The first file, 00a\_Front matter.doc, should contain, as applicable, your title page, dedication, table of contents, foreword, preface, acknowledgments, list of abbreviations, and chronology. Name subsequent files 00b\_Introduction.doc, 01\_Chapter 1.doc, 02\_Chapter 2.doc ... 05\_Conclusion.doc, 06\_Bibliography.doc, etc.

All illustrations and tables should be removed from the Word files and submitted as separate files. See *UW Press Illustration Preparation Instructions* for details.

Number pages consecutively throughout the manuscript beginning with the introduction; start the numbering of each new chapter where the previous one ended. Do not start each document with page 1.

## Font

If your manuscript uses characters from the Latin alphabet only, use Times New Roman (12 point) or a similar serif font standard to Microsoft Word.

If your manuscript uses special characters or diacritics not available in Times New Roman—for example, if it contains characters or diacritics from an Asian, African, Eastern European, or Native American language—contact your editor. Submit a separate list of all special characters and diacritics appearing in your manuscript.

## General Formatting

Double-space all text in manuscript files, including extracts (also called block quotations), notes, and bibliography. Each new paragraph should begin with a paragraph indent, with no additional line spaces between paragraphs. Indent using Word's ruler or "Paragraph" formatting feature; do not use tabs to indent.

Use normal formatting for the text, with mostly no Word character formatting (i.e., no bold, underlining, small caps, or all caps) and no Word styles (e.g., no Title, Heading 1, Heading 2, etc.). However, if a word needs to appear italicized, please do format it italic.

For extracts (also called block quotations), indent the entire extract from the left, using Word’s ruler or “Paragraph” formatting feature. And add a line space above and below. Do not use the tab key to indent. Note that prose quotations of fewer than 100 words should be run in to the text instead of set off.

## Subheadings

If you would like to add subheadings to a chapter, indicate the level of each heading in square brackets before the heading: [A] This Is a Level-1 Heading. [B] This Is a Level-2 Heading, and [C] This Is a Level-3 Heading (level-3 headings are rarely needed).

In the subheading title, italicize only elements (such as a book title) that would be italicized in running text. Do not type subheadings in all caps; follow headline-style capitalization.

Note that if you use subheadings, best practices recommend that a chapter have more than one level-1 heading. Similarly, there should be more than one level-2 heading within a chapter section.

## General Style and Citation Style

Consult *The Chicago Manual of Style*, 17th edition, for general style guidelines. Base spelling on *Merriam-Webster’s Collegiate Dictionary*, 11th edition.

For Asian studies manuscripts, follow *UW Style Guidelines for Books about China* (many Asian studies books follow style conventions similar to books about China).

Use the same citation system throughout, either (1) *Chicago* humanities style (notes and bibliography) or (2) *Chicago* author-date style (in-text parenthetical citations and reference list). The [Chicago Style Citation Quick Guide](#) offers citation examples for both systems.

Do not use “ibid.”—repeat each citation. (This makes notes in ebooks more reader-friendly.)

For edited collections, ensure that all chapter authors have followed the same citation system.

### Notes

If you include notes, use endnotes. Do not use footnotes or manual superscript formatting.

Embed endnotes in the chapter files using Word’s “Insert Note” feature. Begin the notes with arabic numeral 1 in each chapter.

### Bibliography or List of References

Include a full citation for each source.

Use six hyphens and a period (-----.) to indicate the repetition of an author’s name.

## Illustrations and Tables

See *UW Press Illustration Preparation Instructions* for submission requirements for illustration and table files.

In brief, illustrations can consist of photographs, artwork reproductions, charts, graphs, maps, or line art (drawings with no gray tones). Photographs, artwork, charts, graphs, and line art are all called “figures.”

Tables are described with illustrations because like them, tables are presented separately from the run of text.

Submit a completed UW Press Illustration Inventory spreadsheet (Illustration inventory 2019.xlsx) with your final manuscript materials.

### ***Placement Callouts and Text References for Illustrations and Tables***

For illustrations and tables that will be scattered throughout the text, insert a placement callout for each illustration or table. The callout should be in double-angle brackets on its own line *following* the paragraph the illustration or table should accompany, e.g.,

<<figure 1.01>>  
<<table 1.01>>

If more than one illustration or table is mentioned in a single paragraph, place each callout following the paragraph on its own line. Include separate callouts for *a*, *b*, *c*, parts of an illustration if these are submitted as separate files.

A callout indicates where to place an illustration or table; the callout will not be printed in the book. The callout will be replaced by the illustration or table, which will appear as close as possible to the callout but possibly a page turn away. Therefore, to refer to an illustration or table as part of your discussion, be sure to include an in-text parenthetical reference in the paragraph, e.g., (figure 1.01), (table 1.01).

### ***Captions***

Provide a complete list of captions for all illustrations as a separate Word file. Tables have titles instead of captions; place table titles in each table document and do not include them in a caption file. See *UW Press Illustration Preparation Instructions* for details on creating tables.

Each illustration caption should be preceded by its figure or plate number. Captions must include enough descriptive detail to identify the image on its own, as well as the source and required credit line. Captions should be grammatically parallel to each other (e.g., choose either complete sentences or incomplete sentences, but not a mix).

Here are examples of captions from scholarly monographs:

Figure 3.14. The Great Fire of May 3, 1851, showing the planked streets of the business district that extended out over the water. Courtesy of the Bancroft Library, University of California, Berkeley.

Figure 4.16. Model of a Drāviḍa *vimāna*, ca. 1600. Photograph courtesy of the Ashmolean Museum, University of Oxford.

For fine art captions, arrange information in this order: Artist's name (include nationality, dates of birth/death as appropriate), *Title of Work* (date of work). Medium, dimensions (in inches or centimeters, height x width; system of measurement and use of fractions vs. decimals must be consistent). Credit line. Photo credit, if any.

Here is an example of a standard fine art caption:

Figure 1.13. Alfred Sully (1821–1879), *Sioux Indian Maidens* (1857). Oil on canvas, 22 × 36<sup>3</sup>/<sub>4</sub> × 2<sup>1</sup>/<sub>4</sub> in. Gilcrease Museum, Tulsa, Oklahoma.