

ROWMAN & LITTLEFIELD

MANUSCRIPT PREPARATION GUIDE

Rowman & Littlefield uses the *Chicago Manual of Style*, 16th ed., and *Merriam-Webster's Collegiate Dictionary*, 11th ed., as style and spelling guides. We encourage you to do the same.

Please read these guidelines in full. Your manuscript should conform as closely as possible to these guidelines, or it may be returned to you for revision. If you have questions, contact your acquisitions editor.

If you are preparing a revised edition of a previously published R&L book, and you will be working from proofs, photocopies, or tear sheets (actual book pages), refer to the **R&L Revised Edition Guide**. If you are using photocopies or tear sheets of previously published material, refer to the **R&L Reprints from Hardcopy Guide**.

SOFTWARE

We accept Microsoft Word files in both PC and Mac formats. If you used Google Docs, WordPerfect, or some other software, convert your files to .docx before submitting them to your acquisitions editor. Please review your files to make sure that no errors were caused by the conversion (e.g., accented characters may not convert well).

PERMISSIONS

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You must provide R&L with the original, signed permission and the source credit line that we are required to include in the published book. For more on copyright and permissions and sample permissions letters, refer to the **R&L Permissions Guide**.

PREPARING YOUR MANUSCRIPT

- Use 12-point Times or Times Roman for *all* text (including subheadings, quotes, notes, and bibliography).
- Pages should be double-spaced with roughly one-inch margins (including the notes and bibliography).
- Save each chapter and section in its own file. File names should be easily recognizable (e.g., contents.docx, intro.docx, ch01.docx, biblio.docx).
- Quotes of five or more lines should be set off from the surrounding text (i.e., extracted) and indented roughly one-half inch from the margins. Adjust the margins for this; do not use spaces or tabs.
- **Do not use the space bar** to indent the first line of a paragraph. Use a tab or a paragraph indent.
- Do not insert a blank line between paragraphs. If you need to indicate a change of subject without using a subhead, type "<break>" on a line by itself (so we know you intended to have a blank line), but keep these to a minimum.
- Do not use hyphens to break words at the ends of lines; let lines wrap naturally.
- Use *italics* for emphasis, not underlining. As a general rule, we convert underlined words to italicized words, so if you want to retain underlining, please explain that in your cover letter.
- Prepare a table of contents: list all parts/sections; chapter numbers, titles, and subtitles; bibliography/references; and chapter authors (if any). We use your contents to verify that we have all parts of your manuscript, so be sure it is complete.
- Leave no comments, tracked changes, highlighting, or hidden text in the final version of the manuscript.

CHAPTER TITLES AND SUBHEADINGS

- Chapter titles, subtitles, and subheadings should be brief but meaningful.
- Whenever possible, avoid putting note numbers on chapter titles, subtitles, author names, or subheads.

- Subheads should not be numbered or only numbers.
- Set each subheading on its own line.
- Avoid using “Introduction” as a subhead.
- If you need to indicate a change of subject without using a subhead, type “<break>” on a line by itself (so we know you intended to have a blank line), but keep these to a minimum.
- Subheadings are used to make your organization clear to your readers; there should be no need for more than three levels of subheads, and you may not have that many, or any at all, depending on the type of book (textbooks *must* have subheadings). Type subheadings as follows:

First- or A-level subheads: center the text and type in upper- and lowercase:

This Is How an A-level Subhead Should Appear in Your Manuscript

Second- or B-level subheads: set the text flush left and type in upper- and lowercase:

This Is How a B-level Subhead Should Appear in Your Manuscript

Third- or C-level subheads: set the text flush left, italicized, and type in upper- and lowercase:

This Is How a C-level Subhead Should Appear in Your Manuscript

CITATIONS AND DOCUMENTATION

R&L accepts two citation styles: notes plus bibliography (humanities) and author-date. If you wish to use an alternate style (e.g., AAA, APA), first get approval from your acquisitions editor. All chapters in your book must use the same citation style (unless it consists of previously published material).

For samples of acceptable formatting, refer to http://www.chicagomanualofstyle.org/tools_citationguide.html. For anything not covered there, refer to the *Chicago Manual of Style*, 16th ed., chapters 14 and 15.

Use your software’s embedded note feature—that is, the feature that allows note numbers to be linked to note text.

Truncating Page Numbers

Truncate cited page numbers in the following style: 1–5, 10–11, 15–19, 100–101, 200–210, 301–5; keep the last digit for numbers 101 through 109 [and multiples thereof] (e.g., 105–9, 203–4) and for three or more digits (e.g., 147–48, 2257–63). There is no truncation for single- and double-digit numbers plus multiples of 100.

Endnotes versus Footnotes

R&L prefers endnotes to footnotes. If you feel strongly about using footnotes instead of endnotes, discuss it with your acquisitions editor. When appropriate, a combination of both is acceptable.

ABOUT THE AUTHORS/CONTRIBUTORS

R&L books include mini-biographies (i.e., About the Authors or About the Contributors) at the end of each book. These should be fairly short—usually one or two paragraphs per author—and include both academic and professional accomplishments. Samples are available from your acquisitions editor.

TABLES AND TEXTBOXES/SIDEBARS

If you have tables in your book, refer to the **R&L Tables Guide**. We import all of your manuscript files (especially tables) into our typesetting software, which allows us to avoid rekeying and thus typos, so it is important that you follow these guidelines.

- Double-number your tables and textboxes so the first number is the chapter number and the second number indicates the sequence (e.g., table 2.3 is the third table in chapter 2).
- Save tables and textboxes one per file, named for the item (e.g., box3.1.docx, table2.3.docx)
- Textboxes should be typed just like regular text, without boxes, rules, or shading.
- Use your software’s tables feature to produce tables; this ensures proper column/row alignment. Do not use tabs or spaces, which cause alignment problems. Do not use spreadsheet software (e.g., Excel) to create tables.
- Include captions and sources (if any) on all of your tables and textboxes.
- Direct your readers to your tables and textboxes by referring to them in the text by number (e.g., “table 3.3 shows . . .” or “see box 3.1”).

- Place callouts between paragraphs near where you would like tables and textboxes to appear (e.g., <table 3.3 near here>).
- Tables and textboxes will be placed as near their callouts as text allows, but that is not determined until typesetting, so do not refer to tables and textboxes as being “above,” “below,” or on a specific page.
- If you would like your book to have a list of tables in the front matter, include one with your manuscript.

ARTWORK

Submit all artwork to your acquisitions editor for review as early as possible. Whether you submit hardcopy originals or digital artwork, you must follow the criteria (format, sizing, resolution, etc.) found in the **R&L Artwork Guide**.

- Do not incorporate artwork into your text files.
- Gather all of your figure numbers and captions and all source/credit lines in one file named “captions.docx.” Captions should not appear on the artwork.
- Double-number your artwork so the first number is the chapter number and the second number indicates the sequence (e.g., figure 5.1 is the first figure in chapter 5).
- Direct your readers to your artwork by referring to it in the text by number (e.g., “figure 5.1 shows . . .” or “see figure 5.1”).
- Place a callout for each piece of art near where you would like it to appear (e.g., <figure 5.1 near here>).
- Artwork will be placed as near its callout as the text allows, but that is not determined until typesetting, so do not refer to artwork as being “above,” “below,” or on a specific page.
- If you would like your book to have a list of illustrations in the front matter, include one with your manuscript.

SUBMITTING YOUR FINAL MANUSCRIPT

- Have you made all changes requested by your acquisitions editor?
- Have you run spell-check and proofread the final manuscript carefully? Remember, your submitted manuscript will be considered final—excluding copyedits and proofreading—so major revisions and/or rewrites will not be accepted.
- Have you included all necessary permissions letters for tables, art, photos, previously published materials, quotations, etc.?
- Have you created separate files for each chapter and any other sections of your manuscript? Have you used file names that are easily recognizable? For example, contents.docx, intro.docx, ch01.docx, biblio.docx, table4.2.docx.
- We do not need a printout of the manuscript; however, if you used special characters (e.g., non-Latin characters/diacritics, directional symbols, equations), alert your acquisitions editor to their locations.
- If you cannot supply electronic versions of your artwork, mail the originals to your acquisitions editor so they can be scanned. They will be returned to you once your book is published.
- E-mail all of your files to your acquisitions editor; however, ask if large art files should be sent using an alternate method (mailed on media, uploaded to the cloud).