

Final Manuscript Preparation Requirements

These instructions lay the groundwork for us to meet our mutual goal of providing a high-quality book to readers. Adherence to the following requirements will facilitate your manuscript’s smooth progress to the next stage: copyediting.

Copyediting is meant to assist the author with a final polish of the manuscript and is focused on ensuring consistency and correcting mechanics and style. We expect that substantive and developmental changes in the accuracy and organization of the manuscript have been handled before copyediting, based on the advice of the acquisitions editor and the expert readers. Copyediting does *not* include fact-checking or substantially revising your work.

All manuscripts submitted to Brandeis University Press must be in their final form. Please make sure everything you plan to have published in the final book—manuscript text, illustrations, tables, captions, credit lines—is included, clearly labeled, and formatted according to these instructions. All permission documentation and the rights log should be submitted with the manuscript. Once the project starts the editorial process, no new material may be added.

BASIC REQUIREMENTS

The following tasks are mandatory. Your manuscript will not be accepted if they are not completed.

NAMING FILES

1. Name each file clearly and sequentially; do not use chapter titles or descriptions of illustrations in file names.
2. Each file should be named using the following format: Author’s last name plus file content description, e.g., “Smith_frontmatter.doc”; “Smith_text.doc”; “Smith_backmatter.doc.” (Use a single underline rather than a space, hyphen, or slash to connect the author name and content description.)
3. Label illustrations and tables numerically:
 - For single-author books with 20 or fewer illustrations, single-digit numbering is preferred (fig. 1, 2, 3, etc.; map 1, 2).
 - For edited volumes and books with more than 20 illustrations, double-numbering is favored (fig. 1.1, 1.2, etc., where the first number is the chapter number and the second is the image number).
4. If your manuscript contains one or more elements that is not an illustration or table (such as a text box or sidebar), follow the file-naming rules for illustrations and tables. For example, the first sidebar in chapter 10 should be labeled sidebar 10.1.

CREATING FILES

1. The MS should consist of several separate Microsoft Word files: (1) front matter; (2) all text and notes (including the introduction, all chapters, and conclusion or epilogue); (3) back matter; (4) image captions; and (5) tables.
 - All text files must be in Microsoft Word documents, BUP will not accept files in page layout programs, such as InDesign or Quark.
2. Create one text file for the front matter, including the following elements (as applicable) arranged in this order:
 - title page
 - copyright page
 - dedication
 - epigraph
 - table of contents
 - list of illustrations
 - list of tables
 - foreword
 - preface
 - acknowledgments (if not part of preface)
 - list of abbreviations (if not in back matter)
 - chronology (if not in back matter).
 - If you do not know where materials should appear in the published book, consult your acquisitions editor.
3. Create separate text files for the back matter elements (**as applicable**):
 - acknowledgments (if not in front matter)
 - appendix (or first appendix, if more than one)
 - each subsequent appendix
 - chronology (if not in front matter)
 - list of abbreviations (if not in front matter)
 - glossary
 - bibliography or references
 - illustration credits (if not in captions or elsewhere)
 - list of contributors (including volume editors) or author bio.
 - Use Microsoft Word's endnote feature for endnotes. Avoid footnotes
4. Create a separate image file for each illustration (photo, chart, map, etc.) as applicable.
 - Do not include illustrations in chapter files. Prepare the illustration files as specified in our Final Art Submission Requirements.
5. Create a separate text file for each table (as applicable).
 - Do not include tables in chapter files. Prepare table files as indicated in the Tables section of this document.

6. Create a separate text file containing captions for all illustrations. Include a credit line at the end of each caption (including any specific information required by the rights holder for permissions). Make sure the illustration type and number for each caption matches the file name of the illustration being indicated.
7. Create a text file containing your biography (for single-author works) or a list of contributors (for edited volumes). See examples on page 6.

COMPLETING THE CONTENT

1. Confirm that the documentation style you are following is used consistently throughout the manuscript.
 - Ensure that your acquisitions editor is aware of which style you are following.
 - For edited volumes: It is the responsibility of the volume editor to ensure that all chapters follow the designated documentation style; if chapters vary in style, the press will not change them to follow a single style.
2. If your book will have illustrations and/or tables placed within the flow of the text (not grouped in a stand-alone section), insert a callout for each item—for example, <<fig 2.1 here>>—in the text indicating approximately where each table or illustration should appear in the book. Place each callout at the end of the relevant paragraph, and make sure every callout matches the file name of the illustration or table being indicated.
3. Remove all remaining tracked changes, comments, and highlighting.
4. Remove any reference to your dissertation or to any conference/symposium that inspired the creation of your book. For edited volumes, make sure such references have been removed from each chapter.
5. Submit the completed permissions documentation to your acquisitions editor with your manuscript. See Permission Guidelines for detailed instructions.
6. For edited volumes, submit all contributor agreements and a completed contributor address spreadsheet with your manuscript.
7. Provide a count of all illustrations and tables (as applicable), separated by type (for example, 15 b&w illustrations, 5 maps, 2 tables) when you submit your files. Review the Details section in this document for specific instructions regarding formatting and style (including documentation).

DETAILS

STYLE

BUP uses the Chicago Manual of Style formats for citations, and bibliography or reference lists. If your book is intended for a general audience rather than an academic audience, your acquisitions editor may suggest an appropriate documentation style. For edited volumes, it is the responsibility of the volume editor to ensure that all chapters follow the Chicago Manual of Style.

- For a *single-author work*, use in-text citations or shortened endnotes and a full reference list or bibliography.
- For *edited volumes*, we prefer the documentation to be contained at the end of each chapter, either as in-text citations and reference list, shortened endnotes and bibliography, or long-form notes and no bibliography. If using in-text citations, create a full reference list at the end of each chapter. If using endnotes, use shortened endnotes and create a bibliography at the end of each chapter. Or use longform endnotes and no bibliography at the end of each chapter.
- Carefully review the accuracy, completeness, and consistency of all citations. As the author, you are responsible for supplying complete and correct information.
- Confirm that reference lists / bibliographies have an entry for each citation and that they do not contain entries for works not cited in the text.
- Bibliographies should have no more than two sections: primary sources and secondary sources. Some manuscripts may require additional sections (such as for archival material). Consult your acquisitions editor.
- If you use abbreviations for frequently cited sources, create a list of abbreviations. It will appear in the front matter or before the notes section, as applicable.
- Notes should be embedded in text files, using the Microsoft Word “footnote” function. BUP prefers endnotes, not footnotes. Endnotes will be placed at the back of the book, or occasionally (for some multi-author books) at the end of each chapter. Use of footnotes is rarely allowed, for design and cost reasons.

For all other matters, consult your style manual. If questions remain, please contact your acquisitions editor.

FORMATTING

Your manuscript will be designed and typeset after copyediting. Please use a minimum of formatting in your manuscript files when you submit them to the press. Rather than formatting, you can give instructions to the designer through the use of typesetting codes in the manuscript. Text between the angle brackets << >> indicates specific information about formatting the text to the designer (e.g., <<ex>> at the beginning of a line indicates an extract). Note that the instructions below apply to all text files, including tables.

- Create your text files in Microsoft Word, using 12-point type and double-line spacing throughout.
- Do not use Microsoft Word formatting styles or the table of contents, automatic bullet, or autonumbering features.
- Make paragraph indents with the tab key, not with spaces or the automatic indent function.

- Use hard returns only at the end of paragraphs or complete bibliographic entries and allow text to wrap. Do not combine hard returns and spaces or tabs to create the look of hanging indents in the bibliography / reference list.
- Do not use two hard returns to indicate line spaces. Where you want a line space to appear in the typeset page, type <<ls>> on a line by itself.
- Indicate subheadings by typing <<1>> for first-level subheads, <<2>> for second level, and so on, at the beginning of the heading.
- Brief quotations (8–10 lines or fewer) should be run in with the text and enclosed with quotation marks. Quotations longer than 8–10 lines should be set off from the main text as extracts, indicated by typing <<ext>> at the beginning of the extract and <txt> at the first line of non-extract text.
- Use Microsoft Word’s endnote feature for endnotes. Avoid footnotes.
- Attach note numbers to text in the body of the chapter only. Do not attach note numbers to chapter titles, chapter author names, subheadings, tables, or captions.
- Number notes with Arabic numerals starting with “1” in each chapter.
- Use italics only for terms or titles of works that will be italicized in the text.
- To insert an em dash, use two hyphens, with no space before, between, or after the hyphens (--).
- Remove all hyperlinks, annotations, field codes, and hidden text. URLs should be in roman type with no angle brackets (<>) before or after.
- If you have used reference or indexing software on your Word files, those links may not transfer correctly through our editing and design software. Run the Word command that removes hidden field codes and turns the entries into plain, unlinked text.
- If your text includes foreign-language material, make sure that all diacritical marks (accent marks) are entered correctly (see the Microsoft Word “symbols” menu for accented letters). For uncommon diacritical marks that are not found in the Microsoft Word “symbols” menu, create a simple code for the character, such as <<slash ell>> or <<a macron>>. Although our copyeditors may point out mistakes or inconsistencies in foreign terms or names, correct spelling of all foreign names and terms is the author’s responsibility. Tell your acquiring editor what foreign languages are involved, and provide a list of any codes you have used for special characters.
- If your text includes material in a language that uses a non-Roman alphabet (e.g., Greek, Russian, Hebrew, Chinese), you will have to decide whether to transliterate or to use non-Roman text. If you choose to transliterate, please supply a list of transliterated names and terms for the use of the copyeditor. If you prefer to use non-Roman text, please consult your acquiring editor before you submit your MS.

SPELLING AND TREATMENT OF NON-ENGLISH WORDS AND PHRASES

For questions concerning spelling and hyphenation, consult Merriam-Webster’s Collegiate Dictionary, 11th ed., and/or Webster’s Third New International Dictionary.

- Always use American spelling and punctuation rather than British (except in quoted material).
- Italicize non-English words not listed in Webster's. Some non-English words, however, are used so frequently in some manuscripts that it is best to put them in italics the first time they are used, and roman thereafter.
- Do not italicize foreign proper names and adjectives. This includes place names and names of organizations, departments, and buildings.
- Non-English words and phrases in your own prose should be in italics, followed by the translation (if any) in parentheses or square brackets.
- Non-English quoted passages that are followed by translations should be in roman type, not italics. Short non-English quotations of fewer than 8 lines should be run in to the main text, enclosed in quotation marks, followed immediately by the translation enclosed in square brackets [], and closed with the closing punctuation of the mother sentence. Longer passages should appear as extracts with no enclosing quotation marks, followed by a line space code <<ls>>, and then the translation enclosed in square brackets; each should end with closing punctuation.
- Spell out Latin abbreviations such as e.g. (for example) and cf. (compare) in the text. Such abbreviations may be retained when used parenthetically and in endnotes.
- Use spellcheck on your entire manuscript. Keep in mind that some errors will not be caught by spellcheck because the misspelled word is an acceptable word, such as "many" spelled as "may."
- Use lower-case for a.m. and p.m., and generally try to avoid using small caps. For example, do not use small caps for three- and four-letter acronyms.
- If your treatment of a word or phrase differs from Webster's or standard usage, we encourage the inclusion of an explanatory note to the reader.

BIOGRAPHIES

- Academic volumes should include a short biography for each contributing author. Provide the author's name, academic affiliation, and one to two previous publications, if relevant. For example, "[Author name] is assistant professor of [subject area] at [university]. She is the author of [book title]." Do not include additional information about research areas, current projects, or personal hobbies. For edited volumes, gather all author biographies together in a single file as a list of contributors that includes the volume editor. This list will be included in the back matter of the published book.
- For trade books: Biographies can include academic affiliation and should reference the author's expertise in the book's subject area as well as previous publications, if applicable. Consult your acquisitions editor if you have questions.

ILLUSTRATIONS

LABELS AND NUMBERING

- Illustrations that will appear in black and white, whether photos or line art, should be labeled “figure.” If you choose, illustrative maps can be labeled “map”; otherwise, “figure” is correct.
- Color illustrations that will be ganged (grouped) together in a gallery rather than interspersed throughout the text should be labeled “plate” and numbered sequentially (plate 1, plate 2, etc.).
- *Interspersed illustrations*: For single-author books with 20 or fewer illustrations, single-digit numbering is preferred (fig. 1, 2, 3, etc.). For edited volumes and authored books with more than 20 illustrations, please use double-numbering (fig. 1.1, 1.2, etc., where the first number is the chapter number and the second is the image number).
- *Ganged illustrations*: Illustrations that will be ganged together in a gallery should be numbered sequentially with single-digit numbering.
- For each illustration, the label and number must be consistent across the digital illustration file name, caption list, in-text reference, callout, and list of illustrations in the front matter.

Check with your acquisitions editor to see if the illustrations will be ganged or interspersed.

REQUIREMENTS

Each illustration must

- meet the requirements in our **Final Art Submission Requirements**.
- meet the requirements in our **Permission Guidelines** (for all illustrations protected by copyright).
- have a corresponding callout (for interspersed illustrations) enclosed in brackets (for example, <<fig. 1 near here>>). If several illustrations will appear together or have in-text references in the same paragraph, include all figure numbers in one callout. Illustration callouts must appear at the end of paragraphs and in sequential order. Please note that an in-text reference is not a callout. An in-text reference is addressed to the reader (for example, “see table 5” or “as figure 3.2 shows”) and will appear in the published version. In-text references are optional.
- have a corresponding caption in the caption text file that includes the illustration label and number and any necessary credit line and/or source information. When crediting illustrations from the author, use “[Photo/Illustration/Map] by author” in a single-author work; use the name of the particular author in multiauthor or edited books. Group all illustration captions together in a single text file. Captions should be sentence style, NOT headline style. Each caption should end with a period. Do not include captions within the text or embedded in the illustration file. All captions will be typeset and placed with the illustrations by the designer.

- Create a list of illustrations unless your acquisitions editor instructs otherwise. The list of illustrations should appear after the table of contents and contain one or two lines of identifying information; credit information is not included.

Additional information for labeling illustrations, writing captions, and creating list of illustrations entries can be found in *The Chicago Manual of Style*.

TABLES

BUP generally discourages use of tables. Use tables only where necessary. If the material can be expressed as ordinary text, do not place it in a table.

If your book includes tables, please follow these guidelines.

- Create tables as text documents using Word's table feature.
- Do not use tabs to create columns
- Do not use textboxes
- Do not create a table in another software program and submit a screenshot, PDF, or image file of that table.

You can create tables in Excel and simply copy and paste the table into a Word document.

- Limit the size of your table. If it will not fit comfortably into a standard size word-processing page, it will not fit on a 6" × 9" printed book page. Tables should contain no more than ten columns.
- Each table should be saved as a separate Word file that includes the table title, table notes, and table source (as applicable).
- Table titles include the table number and a succinct title (for example, Table 4.3. Number of birds per acre).
- Table notes should be placed at the end of the table in the table file. Create table notes following your style manual as a guide. Generally, table note numbering should be alphabetical (rather than numerical) beginning with the letter a in each new table.
- Do not include table notes in the chapter text notes.
- For single-author books with 20 or fewer illustrations or tables, single-digit numbering is preferred (table 1, 2, 3, etc.). For edited volumes and books with more than 20 tables, use double-numbering (table 1.1, 1.2, etc., where the first number is the chapter number and the second is the table number).
- Add a callout for each table near where the table should appear in the chapter. Callouts should be placed at the end of relevant paragraphs and should match the table number: <<table 4.3 here>>. If several tables will appear together or have in-text references in the same paragraph, include all table numbers in one callout.

- Place all tables in a separate file. Label the file using the same conventions as for the other files in your MS, e.g., “Smith_tables.doc.”

FINAL CHECKLIST

Finalizing your manuscript

- Note the documentation style you are following when you submit your manuscript. Confirm that it is used consistently throughout the manuscript and double-check citations for accuracy.
- Confirm there is a correctly placed callout for each illustration and/or table, and make sure every callout matches the file name of the illustration or table being indicated.
- Confirm all remaining tracked changes have been resolved and all remaining comments have been removed.

For your final project submission

- Check that all electronic files are named correctly and are included.
- Confirm the all permissions documents are included.
- Confirm the credit lines specified in the permissions documentation are included in the appropriate place.
- For edited volumes, submit all contributor agreements with your manuscript, and complete the contributor addresses spreadsheet.
- When you submit your files, provide a word count for the entire manuscript, including front matter, notes, bibliography, and appendixes.
- When you submit your files, provide a count of all illustrations and tables (as applicable), separated by type (for example, 23 b&w illustrations, 7 maps, 3 tables).