PREPARING YOUR MANUSCRIPT

OHIO UNIVERSITY PRESS

GENERAL INFORMATION

These guidelines are designed to help you prepare your manuscript for publication. Ohio University Press follows *The Chicago Manual of Style* (CMS) in most matters of style and refers to the most recent edition of *Merriam-Webster's Collegiate Dictionary* for spelling and hyphenation. If your book is part of a series, consult the series editor for specific series guidelines.

Please aim for consistency in such details as spelling, punctuation, capitalization, use of italics, and abbreviations. If you are unable to find answers to your questions in CMS, please contact your editor at the press.

Please submit one hard copy of your manuscript as well as an electronic version in Word or WordPerfect on a CD, DVD, or flash drive. Be sure to keep a backup electronic copy as well as the copy on your hard drive.

PERMISSIONS

You must obtain written permission from copyright holders to reproduce images or to reprint extended passages from works that are not in the public domain, unless the doctrine of "fair use" applies. You should request nonexclusive world rights to reproduce the material. If you need a sample permissions letter, please ask your editor at the press.

Reproduction rights are limited to a specific use. Even if you have obtained permission to reproduce material in another context (e.g., in a journal article), you need written permission to use the same material in this book. Reprinting previously published material of your own composition may require permission from the original publisher, depending on the terms of your original contract.

Submit the originals of all signed permissions letters to the press along with your manuscript.

COPYRIGHT, PUBLIC DOMAIN, AND FAIR USE

Works in the public domain (i.e., not under copyright) include works published before 1923, works created by the federal government or its agencies, and works whose copyright is defective or has expired without renewal. Brief excerpts from works under copyright may be used without permission under the doctrine of "fair use." In general, quoting passages of three hundred words or less from prose works or a few lines from poems (except very short poems) is considered fair use. In most other cases, you will need to secure written permission from the rights holder.

For further guidance, see the website of the U.S. Copyright Office (http://www.copyright.gov) or the University of Chicago Press guidelines (http://www.press.uchicago.edu/Misc/Chicago/copyright.html).

LIBEL AND INVASION OF PRIVACY

Any mention of a living person should be made with care. Identifying someone as a criminal, a person of questionable character, or a member of an unpopular or illegal group can have legal consequences. Quoting an individual's remarks or using someone's image or likeness without obtaining written consent to publish is not advised.

Note: Failure to clear permissions for images or quoted material will delay the publication of your book.

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MANUSCRIPT FILES

Save each chapter or section in a separate file, labeled clearly with your name and the chapter number. Provide a title page, table of contents, preface and/or acknowledgments, and other front matter (e.g., dedication, epigraph, list of abbreviations, chronology) as appropriate. Provide a bibliography or reference list as appropriate. For notes, see under Specifications for Formatting below. Illustrative material submitted in electronic form (tables, photographs, and other graphics) should be placed in separate folders, clearly labeled. Please follow the guidelines in the Illustrations section below.

SPECIFICATIONS FOR FORMATTING

Please format the manuscript as simply as possible. Ohio University Press will use your electronic version of the manuscript, and thus the plainer the formatting, the easier it will be for us to edit and design the book. Please let us know if you have special design requests.

Spacing Double-space the entire manuscript, including block quotations, bibliography or reference list, tables, and notes.

Font Please use the same font for all elements of your manuscript. Do not use bold type. You may either italicize or underline words that will be italicized in the finished book—for example, journal and book titles and foreign words. Do not vary font size or style for titles, headings, or other special text. You may use letters in angle brackets in the left margin to indicate different levels of text heads:
<A> Flowers
<B> Marigold

Page Numbers Number all pages of the manuscript consecutively in Arabic numerals in the upper right corner.

Running Heads It is not necessary to include running heads in your manuscript.

Margins Set all margins (right, left, top, bottom) to 1 inch.

Justification Use left justification (a justified left margin and a ragged right margin). Turn off the automatic hyphenation feature on your word-processing software.

Hard Returns Use hard returns only to end a paragraph, section, title, or heading. At all other times, allow your word-processing program to break lines automatically.

Punctuation Use only one space after punctuation marks, including periods at the ends of sentences.

Diacritical Marks and Special Characters If your manuscript uses any characters that cannot be keyboarded through your word-processing program, please provide a list of them and note how you have indicated them on the disk: e.g., n<acute accent on n>.

Block Quotations Most short quotations should be incorporated into your text and enclosed in double quotation marks. Quotations longer than seven lines should be set off as block quotations and indented at least half an inch. See also Quotations below.

Notes Use the endnote feature in Word (or WordPerfect), but do not use bibliographic programs such as EndNote that automatically link bibliography entries and notes; the coding will not translate to our editing and typesetting programs. Ohio University Press places notes at the end of the text (end of the book for monographs; end of each chapter for edited collections). Insert note reference numbers in the text at the end of a sentence, after end punctuation, or if necessary after a mark of punctuation within the sentence. Do not attach note numbers to chapter titles, subheadings, or epigraphs; for placement options, see CMS 1.36, 1.48, and 14.21–22.

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QUOTATIONS

Brief quotations, including poetry quotations of one or two lines, should be incorporated into the text and enclosed in double quotation marks. Longer prose quotations (material that will take up more than seven lines of type), all quotations of more than one paragraph, and all poetry quotations longer than two lines should be set as block quotations and indented half an inch.

· If a quoted sentence is a complete thought, formally introduced, capitalize the first word, even if it was lowercased in the original. Except in close readings of primary texts (literary criticism and legal studies), you need not use brackets to show this type of editorial change.

· Use square brackets [like this] to indicate editorial interpolations.

· Indicate an omission by ellipsis points, that is, three dots separated by spaces (. . .). If the text preceding the omitted material functions as a complete sentence, insert a period before the three ellipsis points.

· Omit quotation marks at the beginning and end of a block quotation unless they are part of the original text (e.g., dialogue).

· In block quotations of more than one paragraph, indent paragraphs as in the original. See CMS 13.20–22 for further details.

Check all quotations very carefully against the originals before submitting the final manuscript for editing.

Permission must be obtained from copyright holders to reprint any material not in the public domain, unless it falls under the fair use exception. See Permissions above.

DOCUMENTATION

Ohio University Press accepts two basic systems of documentation. Most works in the humanities use notes and bibliography. Most works in the social sciences use the author-date system. The basic principles of the two systems are outlined below. Consult your editor at the press for assistance in determining which is more appropriate for your book. For documentation style, see CMS chapters 14 and 15.

Failure to provide full documentary details will delay the publication of your book.

NOTES AND BIBLIOGRAPHY SYSTEM

The first citation of a work in your book should be complete—that is, it should contain the same details of documentation as the bibliography entry, although the format differs. If your book includes a bibliography of all works cited, you may elect to dispense with full citations in the notes, but check with your editor at the press before adopting this approach to documentation.

Notes

A full citation of a book should include the following details: author's full name; full title and subtitle; names of editor and translator, if any; place, publisher, and date of publication; page reference (see CMS 14.68–169). A full citation of a journal article should include the following details: author's full name; full title and subtitle of article; full title of journal; volume number; issue number (or, alternatively, month or season of publication); year; page reference (see CMS 14.170–98).

· Provide full names of authors if possible. If an author habitually uses initials rather than a first name, put a space between the initials: T. S. Eliot.

· Italicize titles of published books, plays, films, and other large-scale works. Titles of articles, chapters in books, short poems, and unpublished materials (such as most dissertations) are placed within quotation marks and are not italicized. Titles of works in English are usually capitalized in headline style (see CMS 8.154–95); titles in other languages should follow a consistent pattern of capitalization appropriate for that language.

· Use inclusive page numbers rather than the forms f. (and the page following) and ff. or et seq. (and the pages following). Ohio University Press uses the CMS system for abbreviated forms of inclusive numbers; see CMS 9.60.

· Do not use "p." and "pp." with page numbers.

Books are cited in the following basic form:

John Doe, *Title of Book: Subtitle of Book* (Athens: Ohio University Press, 2007), 123–48.

· Include edition (e.g., "3rd ed.") or series information following the title. Titles of series are capitalized headline style but are not italicized or enclosed in quotation marks.

· Include only the primary city of publication (do not use, e.g., "New Haven and London").

· If the city of publication may be unknown to readers or may be confused with another city of the same name, use the two-letter, no-period postal abbreviation of the state, province, or country (as appropriate). See CMS 10.28–29 for a list of state and province abbreviations.

· Use the year of publication of the edition cited, not the year of the most recent printing.

Journal articles are cited as follows:

Jane Doe, "Title of Article: Subtitle of Article," *Name of Journal* 12, no. 3 (2007): 45–46.

Magazine and newspaper articles: see CMS 14.199–217.

Internet resources can be cited as follows, with the optional inclusion of access date (check with your editor at the press):

[10] Peter Bergquist, "Floral Fragrances and Their Importance in Pollination by Bumblebees," http://www.cas.usf.edu/ISCE/page83.html.
[11] Carnivorous Plant Database, http://www.hpl.hp.com/botany/public_html/cp/html/actualcp.htm.

Other sources: Refer to CMS guidelines for citing unpublished sources (14.224–42), audiovisual materials (14.274–80), interviews and personal communications (14.218–23), and any other material.

Shortened Citations

After a first, full citation of a work, subsequent citations can be shortened to the author's or editor's surname and a short form of the title plus the page number(s); for details on shortened citation forms, see CMS 14.24–31. Be sure to use the same short form for a work throughout. The abbreviation "Ibid." (in the same place) is used to indicate "the same as in the preceding reference except as noted." It may not be used if the preceding note cites more than one source.

To avoid excessive annotation that consists merely of short forms or "Ibid." plus page references, and especially for repeated references to the same primary source, cite sources parenthetically in the text after the first full citation in the notes. Use only the page number in parentheses if the source is clear from the context. Otherwise, use short forms (shortened title alone when the author is clear from context) or abbreviations as appropriate; see CMS 13.62–70 and 14.53–54. (Alternatively, if several consecutive references to a work appear in a paragraph, you can avoid a string of "Ibid." references in the notes by combining the citations into a single note placed at the end of the paragraph, listing page numbers in the order cited. This method is practical only if it is clear from the context which page number refers to each item cited.)

Examples of common citation forms in humanities style are as follows:

[1] John Hope Franklin, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 54.
[2] Henry J. Friendly, "Some Kind of Hearing," *University of Pennsylvania Law Review* 123 (May 1975): 1267–317.
[3] Ibid., 1298.
[4] Franklin, *George Washington Williams,* 87.
[5] George Jeffers, "Wolves at the Door: The Expansion of Judicial Review in Britain," in *Constitutional Change in Europe,* ed. John Deere and Nevil Johnson (Oxford: Oxford University Press, 1999), 178–99.
[6] Friendly, "Some Kind of Hearing," 1301.
[7] James G. Jones and Oliver Manor, *Lost in the Margins* (New York: Inkster, 1998), 42.
[8] Mark Okrent, *Rational Animals: The Teleological Roots of Intentionality,* Series in Continental Thought 34 (Athens: Ohio University Press, 2007), 49.
[9] T. H. White, "The Power of Women in the Family in Medieval France" (PhD diss., New York University, 1997), 42.

Bibliography

Unless it is called "Selected Bibliography," the bibliography or list of works cited should include all works cited in the notes and text except newspaper articles. List works alphabetically by author, with authors' names inverted. List multiple works by the same author alphabetically; use a 3-em dash (———) in place of the author's name after the first appearance. Provide the full page range for articles and chapters. For details of bibliographic style, consult CMS 14.56–67 and chapter 14 as a whole.

Bibliography entries corresponding to the citations above are as follows:

Franklin, John Hope. *George Washington Williams: A Biography.* Chicago: University of Chicago Press, 1985.
Friendly, Henry J. "Some Kind of Hearing." *University of Pennsylvania Law Review* 123 (May 1975): 1267–317.
Jeffers, George. "Wolves at the Door: The Expansion of Judicial Review in Britain." In *Constitutional Change in Europe,* edited by John Deere and Nevil Johnson, 178–99. Oxford: Oxford University Press, 1999.
Jones, James G., and Oliver Manor. *Lost in the Margins.* New York: Inkster, 1998.
Okrent, Mark. Rational Animals: *The Teleological Roots of Intentionality.* Series in Continental Thought 34. Athens: Ohio University Press, 2007.
White, T. H. "The Power of Women in the Family in Medieval France." PhD diss., New York University, 1997.

AUTHOR-DATE SYSTEM

The author-date system of documentation uses parenthetical source citations in the text and a reference list that contains all sources cited. Supplemental endnotes may be used if necessary to convey substantive information.

Author-Date Citations

A parenthetical author-date citation consists of the author's last name followed by the year of publication, with no intervening punctuation; specific page references, when appropriate, follow the year, separated by a comma: (Author 2004, 15). Author-date citations are usually placed just before end punctuation, except for block quotations, where they follow terminal punctuation.

· For works by two or three authors, use all names: (Jones and Smith 2005); (Jones, Smith, and Brown 2006).

· For works by four or more authors, use first author's name with "et al.": (Jones et al. 2005); give all the authors' names in the reference list.

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· For two or more references in a single parenthetical citation, separate the references by semicolons: (Jones 2007; Smith 2005); they can be listed in order of citation, order of relative importance, alphabetical order, or chronological order. Follow one practice consistently.

· For two or more works by the same author in the same citation, separate the years by commas except where page numbers are required (Jones 1977, 1979); (Smith 2000; 2001, 17).

Reference List

Arrange the reference list alphabetically by last names of primary authors. You may use initials instead of authors' first names; follow one practice consistently. Arrange multiple works by the same author (or identical group of authors) chronologically; replace the name(s) with a 3-em dash after the first occurrence. Place the year of publication immediately after the author's name(s). List title and other publication details after the year. For titles of works, Ohio University Press prefers to use the humanities style of capitalization, italicization, and quotation marks in reference lists.

The sources cited above would appear in a reference list as follows:

Franklin, J. H. 1985. *George Washington Williams: A Biography.* Chicago: University of Chicago Press.
Friendly, H. J. 1975. "Some Kind of Hearing." *University of Pennsylvania Law Review* 123:1267–317.
Jeffers, G. 1999. "Wolves at the Door: The Expansion of Judicial Review in Britain." In *Constitutional Change in Europe,* ed. J. Deere and N. Johnson, 178–99. Oxford: Oxford University Press.
Jones, J. G., and O. Manor. 1998. *Lost in the Margins.* New York: Inkster.
Okrent, M. 2007. *Rational Animals: The Teleological Roots of Intentionality.* Series in Continental Thought 34. Athens: Ohio University Press.
White, T. H. 1997. "The Power of Women in the Family in Medieval France." PhD diss., New York University.

ILLUSTRATIONS

Proposed illustrations must be sent to Ohio University Press at least thirty days before the final manuscript submission date and must be accompanied by a completed preliminary illustration checklist.

Final illustrations must be sent to the press with the final revision of the manuscript submitted for copyediting and must be accompanied by a completed final illustration checklist (see enclosures).

Missing or defective illustrations or accompanying materials will delay publication of your book.

The press encourages authors to submit all illustrations in digital form (on CD, DVD, or flash drive, not via e-mail). See the specifications for digital images under Photographs and Scans and Line Art below.

Illustrations may include photographs, line art, diagrams, charts, and graphs (all usually labeled as figures) as well as maps and tables. Illustrations interspersed in the text, or text figures, should appear as close to the first text reference as typesetting and design allow. Plates are illustrations printed in a separate section, or gallery, either paginated or unpaginated; consult your editor at the press before planning to include a gallery in your book.

Include with your manuscript the following materials:

· Digital files in the proper format and resolution (or glossy photographs) for all illustrations.

· Two sets of printouts of images submitted in digital format (or photocopies of photographs), labeled with identifying numbers as described below.

· A numbered list of illustrations.

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· Captions for all figures, maps, and plates, numbered to match the labels and callouts (see below) and saved in a separate file. The caption for each illustration must include the source. If a credit line is required by the rights holder, use the wording specified in the permission agreement.

· Originals of all permissions agreements, including permission for digital reproduction, distribution, and display.

· A completed final illustration checklist.

Numbering

Number all figures, maps, and tables in separate sequences according to illustration type.

Use double numeration to specify chapter number and illustration order within the chapter (e.g., Figure 2.1, Map 2.1, Table 2.1). Label originals (for glossy photographs, use pressure-sensitive labels on the backs) and all photocopies and printouts to match. Assign each digital image a file name that incorporates the illustration number (e.g., fig2-1.tif, fig3-5.jpg, map3-5.eps). References to illustrations in the text should be by the numbers: "as figure 3.2 shows." Parenthetical references to figures are abbreviated: "(see fig. 4.2)." For plates appearing in a gallery, single numeration is acceptable.

Callouts

For each figure, map, and table, insert a boldface callout at the appropriate place in the manuscript text file (e.g., "{insert fig. 3.2 about here}"). Place the callout on a separate line following the paragraph in which the illustration is first referenced.

Digital Files

Do not embed digital versions of the illustrations in the text files; instead, provide a separate file for each image submitted in digital form. See specifications below.

PHOTOGRAPHS AND SCANS

Submit high-resolution digital scans of photographs, saved as TIFs or JPGs on CD, DVD, or flash drive.

Do not deliver digital images via e-mail. Digital scans of photographs or other grayscale images must be at least 300 dots per inch (dpi) for images 5" × 7" in size or larger. For images smaller than 5" × 7", scans must be at least 600 dpi or 1350 pixels wide. When ordering photographs from a museum or other agency, request digital images, if available; if high-resolution digital images are not available, request glossy prints, either 5" × 7" or 8" × 10" in size. Note: Photocopies or laser prints cannot be used for reproduction purposes.

LINE ART

Line art such as maps, drawings, graphs, and charts should be submitted as 1200 dpi EPS files. Please do not use any word-processing or spreadsheet programs to create graphics. Word, WordPerfect, Excel, and similar programs do not produce usable electronic art. Illustrator and Freehand are acceptable. Do not embed graphics in your Word files.

Maps

It is a good idea to prepare a map at about 150 percent of the size of the book page, so for a 6" × 9" book page, you should try for 7.5" × 10.5" with 1" margins. The map will be reduced to fit the book page. We cannot accommodate foldouts or maps that spread across two pages.

Text copy should be in a clear font and no smaller than 12 pts. Please supply copies of the printer and Postscript fonts you use, no matter how ordinary they are.

Proofread the place-names carefully so that they appear just as they do in the text. Keep in mind that you will be responsible for making changes to maps and graphics once these have been copyedited and proofread. This is especially important if you have hired someone to make maps for you. It is more than likely that elements of the map will have to be corrected in some way, so you should provide for making changes during the editing process.

Omit the title of the map from the image area. It will be set as a caption.

Save each map as a 1200 dpi EPS file and supply a good hard copy.

Graphs and Charts

Graphs and charts are worth including only if they are an efficient and effective way to present complicated numerical data. They should not merely represent in graphic form information given in the text. With few exceptions, information should be presented in the text instead.

TABLES

Tables, like graphs and charts, are time consuming and expensive to produce and are worth including only if they are indeed an efficient and effective way to present complicated information, particularly numerical data. Tables should complement, rather than merely repeat, information given in the text. Often the information can be presented in a straightforward manner in the text instead.

Tables must be clear and intelligible. Titles should be brief. Spelling, capitalization, and use of abbreviations must be consistent with use in the text. Elements such as headings, titles, notes, and numbers must be consistent in format from table to table. Source information, where necessary, should be supplied in a line below the data. For further details of table format, see CMS 3.46–85.

Tables should be created in the word-processing software used for the text. Use tabs (not hard spaces) to separate columns and hard returns to separate lines. Tables created as spreadsheets (e.g., in Excel) must be reformatted before being typeset.

Wide tables cannot be run across two pages, as this presents difficulties in binding. Large tables can sometimes be turned sideways on the page.

Provide clear hard copies of all tables along with digital versions.

FROM MANUSCRIPT TO BOUND BOOK

When you deliver the manuscript in complete, final, and acceptable form, the acquisitions editor will transmit it to the editorial department, where it will be assigned to a copyeditor. The copyeditor will read the manuscript for clarity and consistency in style and presentation. You will have an opportunity to review all queries; no substantive changes will be made to the manuscript without your approval. Any necessary revising must be done at this stage. You should regard this as your final opportunity to make changes. All later changes—after the manuscript has been typeset—are expensive and time consuming.

After all copyediting issues have been resolved, the manuscript will be transmitted to the production department, where the text and cover are designed and the manuscript is prepared for typesetting. We will send you page proofs in the form of a PDF file, from which you can print a copy to proofread. You will also be responsible for preparing an index at this stage.

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FINAL CHECKLIST

Formatting: Have you . . .

· Supplied a title page, table of contents, preface, acknowledgments, and other appropriate front matter?

· Double-spaced your entire manuscript, including quotations, notes, bibliography, and captions?

· Set all margins at 1 inch?

· Used left justification and turned off automatic hyphenation?

· Paginated your manuscript consecutively?

· Printed out notes on pages separate from the text?

Bibliography, Notes, and Citations: Have you . . .

· Double-checked the numbering of the notes, both in the chapters and in the notes section?

· Checked documentation in the notes against the bibliography for consistency in all bibliographic details (including authors' names, titles, and publishing information or other source identifiers)?

· Provided complete source citations, including page numbers, for all quotations?

· Checked the accuracy of all quotations in your manuscript against the original sources?

Illustrations: Have you . . .

· Numbered and labeled all illustrations (figures, maps, tables) by chapter and order within the chapter?

· Inserted callouts for all illustrations in the text?

· Placed each digital image in a separate file labeled with its illustration number?

· Provided captions for figures and maps, including credit lines as specified in permissions letters?

· Compiled a list of illustrations and checked it against the illustration labels, callouts in the text, and captions?

· Completed a final illustration checklist?

What to send: Have you furnished . . .

· Your current contact information: business and home addresses, including street address or building name of your office address; telephone and fax numbers; and e-mail address?

· Electronic files for all text, including a list of illustrations and a separate file of captions?

· Two hard copies of the manuscript, plus two sets of photocopies or printouts of the illustrations?

· Digital files in the proper format and resolution (or glossy photographs) for all illustrations?

· A completed final illustration checklist?

· All permissions correspondence?