

Rowman & Littlefield

Final Manuscript Prep Guide

FORMATTING

These are the formatting standards Rowman & Littlefield requires its authors to follow. Should you submit your manuscript in a form that does not follow these standards, your acquisitions editor or the assistant editor may return your manuscript and ask that you format it in accordance with the standards laid out in this guide. For any topics not covered in this guide, refer to the current edition of the *Chicago Manual of Style*.

The final draft you submit to your acquisitions editor is what will appear in the book. No edits other than proofreading corrections can be made after the book is sent to our production team. Text cannot be rewritten, and images cannot be added. All edits must be completed before you submit your final draft.

File Preparation

- All manuscript files should be in Microsoft Word.docx file format. (See art section for details on file types for figures, textboxes, photos, etc.)
- Files should be submitted via email. Sending multiple emails due to attachment size limits may be necessary. If you cannot submit via email, please contact your acquisitions editor to discuss other accepted submission methods.
- The final manuscript must be divided into individual files for each chapter. Front and back matter should be split into separate files for each component (e.g., dedication, acknowledgments, table of contents, list of figures, bibliography, appendices, etc.).
- File names for chapters should include the chapter number. **Note: introductions and conclusions should not be labeled or numbered as chapters.**
- Do not submit an index with your manuscript files. Page numbers will change once the book is typeset, and so indexing will be completed when you receive typeset page proofs. You can make a list of terms, but you must add page numbers later.

Formatting Manuscript Text

- All text, including headings, subheadings, endnotes, and block quotes must be double-spaced in black, 12pt. Times New Roman font.
- Pages should be letter sized (8½" × 11") with 1-inch margins.

- Do not use any special formatting in Microsoft Word, such as preset styles, page templates, or automatic tables of contents. Do not use heading styles for headings and subheadings. All text should be formatted as normal text.
- Leave no comments, tracked changes, highlighting, or hidden text in your submitted manuscript.
- Do not insert top-of-page headers or bottom-of-page footers in the manuscript, not even page numbers. Page numbers will be added during typesetting.
- Do not add extra spacing (one space only between sentences), hard returns (pressing the Enter key to make a blank line), or line breaks between standard paragraphs, endnotes, and bibliographic entries. Do not include tabs in the middle of paragraphs or bibliography entries.
- If you want a blank line to appear between two paragraphs in your book, place the callout “<break/>” where the blank line should be. Use this sparingly.
- With the exception of chapter titles and A-level subheadings (see below), all text should be left aligned. Do not justify or right align text.
- Use a paragraph indent in the margin bar (not the space bar or tab key) to indent the first line of a paragraph.
- Do not indent the paragraph that directly follows a chapter title or A-level subheading.
- Do not use hyphens to break words at the ends of lines. Our typesetting software will take care of this.
- Bold typeface and underlining are against our house style. When emphasizing text, use italics. If including italics in quoted material, please note in an endnote whether emphasis is original or yours. No text should be bolded or underlined, not even headings or subheadings.

Table of Contents

- Submit a table of contents with your manuscript: list all parts/sections (frontmatter, chapters, part pages, appendices, bibliography/references, about the author/contributors, and any other backmatter.) We use this to verify that we have all parts of your manuscript, so be sure it is complete and accurate.
- Do not use Word’s automatic numbering feature in your table of contents.
- Make sure chapter titles and author/editor/contributor names are the same in the table of contents, chapter files, biographies, and contributor consent forms.
- Do not include page numbers or subheadings in your table of contents.

Titles and Subheadings

- Center chapter numbers and titles. Do not italicize, bold, or make them all caps. Example:

Chapter 1

Title

- All headings and subheadings should be title case. Do not use all-caps, small caps, or sentence case for headings or subheadings.
- Do not start a chapter with a header such as “Introduction.”
- Do not number headings or use numbers instead of titles for headings.
- Headings are available in three levels, each subordinate to the preceding level: A, B, and C. You cannot have a B-level heading without a preceding A-level heading and cannot have a C-level heading without a preceding B-level. The chapter title is *not* a heading. Examples of the types of subheading formatting:

A-Level Subheading (centered, hard return above and below)

First line of text (not indented).

B-Level Subheading (aligned left, hard return above and below)

First line of text (indented).

C-Level Subheading (aligned left and italicized, hard return above and below)

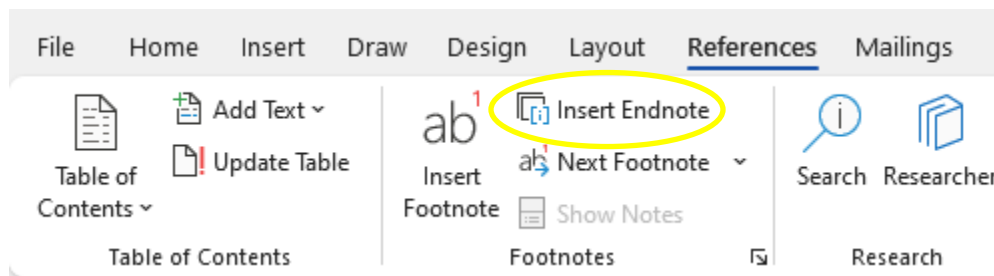
First line of text (indented).

Quotations, Citations, and Bibliographies

- Make sure that any material not of your own authorship is properly set off in quotation marks and cited. If the material is of your own authorship but has been previously published, it must be properly cited or permission must be obtained to reprint the material.
- Block quotes: quotes of five or more lines, or more than 100 words, should be set apart from the surrounding text and indented exactly one-half inch from the left margin and not indented at all

from the right margin. Adjust the margins for this or click the “Increase Indent” button located in the paragraph section of the main Microsoft Word toolbar; do not use spaces or tabs. Let lines wrap naturally. Include a hard return (hit the enter key) before and after each block quote. All block quotes should be double spaced. Block quotes should not be enclosed in quotation marks. If the sentence following the block quote is a continuation of the preceding paragraph, do not indent it; if the sentence starts a new paragraph, indent it as you would any other new paragraph.

- Citations and bibliographies/reference lists should be formatted according to the *Chicago Manual of Style*'s guidelines. Authors can choose between using the endnote (not footnotes) and bibliography style **OR** author-date style. For edited collections, please ensure all chapters follow the same citation style. A short guide to *Chicago*-style citations can be found here: http://www.chicagomanualofstyle.org/tools_citationguide.html.
- Use of alternative style guides (APA, AP, MLA) is permissible *only* by express permission of your acquisition editor.
- All endnotes must be embedded using Word's endnote feature. Do not simply make a numbered list at the end of your document. You can find the endnote insertion feature on the References tab of the Word toolbar:



Note: If you need help with this, ask your editor to send our How to Embed Endnotes Guide.

- Endnotes cannot be included in chapter headings or subheadings. Any notes that you would want to include in the chapter headings should instead be placed at the end of the first sentence following the heading or subheading.
- Do not put hard returns (pressing the enter key) between endnotes.
- All cited sources must appear in the bibliography, and the bibliography should not include sources that are not referenced in the text. If there are supplemental sources that you think are absolutely necessary to mention but do not reference directly, include them in an appendix named “Appendix: Further Reading.”
- Bibliography entries should not be separated according to publication type. All entries should appear alphabetically in one unified bibliography at the end of the manuscript (see the edited collection section for information about bibliographies in edited collection chapters).

Formatting Art (Figures and Tables)

Types of Art

- **Figures** are any image files including photographs, illustrations, charts, and fine art reproductions, etc.
- **Tables** are editable rows and columns created and submitted as MS Word files. You must use Word's table function.

Note that *all* art will print in black and white in the print formats and can appear in color in the eBook format.

- Captions are needed for ALL figures and tables. Captions should include the figure or table numbers, source information, and accurate credit lines. Credit lines are needed for all images, **even if they were created by an author or contributor**. Please submit the captions in a separate file named "list of captions."
- All images should be submitted as JPG, TIFF, PNG, PDF, or .DOCX files and must have a resolution of at least 300dpi and dimensions of at least 1200*1800 pixels (or be at least 4 inches tall or wide).
- Any content not created by the author and not created before 1929 will require permission from the rights holder of that content. Please see the permissions section of this guide and the **Permissions Guide** for more information.
- Please only use figures, tables, or text boxes if you will be directly engaging with them in a way that strengthens your argument. Figures, tables, and textboxes add length to the book, which in turn increases the final book price.
- Do not send figures that contain watermarks.
- Only submit graphics provided by the rights holder.

See our **Tables and Figures Guide** for more information.

Numbering and Manuscript Notation

- Art should be numbered according to its chapter and sequence within the chapter. For example, the second figure of chapter 3 would be "Figure 3.2." Please do not label figures 1, 2, 3, etc.
- Figures, charts, and tables should all have separate numbering sequences. So, you could have both a Figure 2.1 and a Table 2.1.
- In your manuscript, note the *approximate* location where you'd like your figure/chart/table to appear. Insert a callout like the following:

<Insert Figure 3.2>

<Insert Table 4.3>

- Art will be placed as close to the callout as possible, but *do not* plan on it being exactly where you've placed the callout. This all depends on the text flow during typesetting.
- Refer to art in your text by its number rather than “the figure below” or other position-specific wording. Instead, use “See Figure 3.2” or “In Table 4.3 we see...”

EDITED COLLECTIONS

In addition to the guidelines listed above, there are some formatting requirements specific to edited collections. It is the collection editor's responsibility to make sure that all chapter authors follow these guidelines and make certain that all chapters follow a uniform and consistent style.

- Contributors must approve all changes the collection editor makes to their chapters at all stages of the publication process.
- Be sure to collect completed contributor consent forms from each contributor. For co-authored chapters we require consent forms from each chapter author. We will also need a separate document listing addresses and contact information for each contributor.
- Rather than providing one bibliography for all chapters, each chapter must have its own bibliography. It should appear immediately following the main body of the text. The bibliography should not be separated by source type, and sources must appear in alphabetical order.
- All chapters must use the same citation style. Consistency is paramount.
- Provide an About the Contributors document with brief (100 word maximum) biography for each contributor and the volume editors and organize these alphabetically by last name.
- Please ensure that all contributor names are spelled correctly and are consistent in the chapter(s) they authored, table of contents, and contributor bios.
- Share the **Permissions Guide** with all contributors and make special note that almost all epigraphs require permissions. We strongly recommend not including epigraphs at all.

PERMISSIONS

Books including copyrighted material from a third party cannot be sent into production if proper permission and documentation for reprinting the copyrighted material is not provided. While some material may be printed without permission under fair use guidelines, the vagueness of US copyright law does not set specific standards for what does and does not count as fair use. The following is a partial list of what Lexington Books considers to be fair use. If you have any questions about materials that do not appear in this guide, or if you are uncertain as to whether you will need permission for something, please contact your acquisitions editor.

Quotations from a fiction or non-fiction source: A new work's usage of previously published fiction or non-fiction text may be considered within fair use if all of the following apply:

1. It reproduces not more than 5% in the aggregate of a source more than 5,000 words in length or not more than 10% in the aggregate of a source fewer than 5,000 words in length;
2. It reproduces, in one place, not more than 300 consecutive words from a source;

AND

3. Material reproduced from the source makes up not more than 5% of the new work.

Regardless of whether a quotation is considered fair use or requires written permission for use, authors should give explicit credit to the source of words or ideas that are quoted, paraphrased, or otherwise used to advance their own arguments. If you have questions about this, please review our Plagiarism and Libel Guide.

Epigraphs: Permission is always required to reprint content as an epigraph because epigraphs are decorative and offset from the body text. We strongly encourage authors to refrain from using epigraphs and instead suggest that this information be worked into the chapter text accompanied by a complete citation.

Figures (which include photos, artwork, images, etc.): Permission is required to reprint any image unless the images were created by the author or the work is in the public domain. In cases where a photograph depicts other artwork that may be copyrighted, the author must obtain permission from both the copyright holder of the work (could be a museum or artist, for example) depicted in the photograph as well as the photographer who took the photograph.

Personal photos: Permission from all identifiable individuals appearing in photos used in your book, as well as from the photographer, is required.

Screenshots from films, YouTube, or video games: Two screenshots (not promotional film stills created by the production company, which are copyrighted images) from a single movie, video game, or YouTube video can be reprinted without permission.

Interviews: If identifying interview subjects by name or by other identifiable information, written permission from the interviewees is required. Permission is not required if using pseudonyms or withholding the interviewee's identity, but a note is needed in the book stating that pseudonyms are used or identities are withheld.

Poetry and Song Lyrics: There is no limit to the number of lines from a poem or song that can be reprinted, but only two lines can appear together consecutively and they must be analyzed, unless the poem/song is in the public domain. "Lines" of song lyrics are similar to those of poetry and not sentence-based. Some songs have whole sentences broken up into multiple lines.

Translations of other works: The same guidelines for fiction/nonfiction works apply to quoting a previously published translation of a copyrighted work. If limits are exceeded, permission must be obtained from the rights holders of both the original work and the translation. If providing your own

translation of a copyrighted work, permission is not required, though you still need to cite the original work. If quoting more than the above specified limits from a translation of a work in the public domain, permission is only required from the rights holder of the translation.

Web-based material: Permissions for web-based materials should be treated like the print sources they most closely resemble (i.e., photographs found in a blog post should be treated the same as any other photograph, and an article found on the website for *The New York Times* should be treated the same as an article found in the print version of the newspaper). Most content from the internet, including images, is not in the public domain and will require permission to reprint. Check the website's 'Terms of Use' page first, and if you still have questions, consult your acquisitions editor about whether a web source requires permission.

Social media: Different social media platforms have different copyright requirements. Please examine the user agreement for the social media platform from which you are quoting to determine who holds the rights to the content. Do not assume something posted on social media is fair use. If you cannot determine who holds the rights to a social media post, please consult your acquisitions editor.

Unpublished material: Guidelines for fair use are even stricter for unpublished material than for published material. Unpublished material is protected regardless of whether its copyright has been registered or if it includes the copyright symbol. Anonymous works or works for hire are protected until 120 years from date of creation. Unpublished works written before 1978 by a named author are protected for the life of the author plus 70 years.

Contributions toward an edited volume: If you are the editor of a collected volume, you must obtain a signed release form from each contributor. This form can be obtained from your acquisitions editor. If a chapter in your collection has been previously published elsewhere, you and the contributor are responsible for obtaining permission to reprint the chapter. Please include an endnote after the first sentence in the chapter indicating this and providing the citation for the original publication unless the permission from the publisher specifies otherwise. Only 30% of your manuscript is permitted to be previously published material.

See our **Permissions Guide** for more information and be sure to share it with your contributors.

THE PRODUCTION PROCESS

After your final manuscript has been submitted and sent to production, you will be contacted by a production editor. Throughout the production process, your production editor will be your main point of contact and will provide an estimated schedule for the below tasks.

Proofreading: Once the book has been typeset, you will receive a PDF file of the typeset book pages. At this time, you will be asked to review your manuscript for any errors. The typeset proofs will also be sent to an outside proofreader. You will be given two weeks to review your page proofs and submit any

corrections to your production editor. You will only receive one set of proofs and will not be able to review a second set of proofs. Please note that this is not an opportunity for rewriting; only minor edits, inaccuracies, and egregious errors will be fixed once the manuscript has been typeset.

Edited Collections: Volume editors are **required** to share the typeset page proofs with each contributor so they can mark any minor corrections to their chapter and answer any queries from the production editor or proofreader. A volume editor should **never** make changes to a chapter without the contributor's direct consent. Once all corrections to each chapter have been made, the volume editor is responsible for compiling all corrections into one master document for the production editor to work with.

Indexing: While you are reviewing your page proofs, you will also be asked to complete an index according to the indexing guidelines provided to you by your production editor. This is to be returned at the same time as any corrections you have to the page proofs. If you are interested in hiring a freelance indexer, consult your production editor.

Cover information: Your acquisitions editor will send you cover copy for your approval. You will be asked to review this document and return any corrections you may have by the end of the following business day. The descriptions you provide in your Author Questionnaire are used to create this copy. Please note: Be sure to review this copy carefully; once the cover proof is created, we do not typically allow large amounts of rewriting, only minor edits, inaccuracies, and egregious errors will be fixed.

Cover proofs: The cover design is created using the information from your Author Questionnaire (template choice, color preferences, and image information) as well as the cover copy you review and return. You will be shown the cover proof and asked to approve it. You will not see multiple different cover designs. This is the final opportunity to make any additional updates or edits, so be sure to proofread very carefully. See our **Cover Guide** for more information.

If you have any questions about the content in this guide, please contact your acquisitions editor for clarification.