# SOUTHERN ILLINOIS UNIVERSITY PRESS

# Manuscript Preparation and Submission Guidelines

Southern Illinois University (SIU) Press prefers manuscripts that have been prepared in one of the latest versions of Microsoft Word, such as the desktop Office Home and Student 2019, or Office 365, which is a cloud version for both Windows and Mac computers. An alternative, however, is Word 2013 or later for Windows, or Word 2011 or later for Mac. Keep the formatting simple, because the project editor will strip out yours and reformat with house styles before the manuscript undergoes copyediting, design, and page layout.

The guidelines in this document describe how to handle the following elements:

## Text

Use double-spacing, Times New Roman twelve-point type, and the default, or normal, Word style throughout your manuscript. Avoid the use of boldface type. Allow one-inch margins on all sides of the page. Paginate consecutively from beginning to end in the upper right-hand corner. Use only Arabic numerals, not roman numerals, in pagination.

Follow style recommendations in *The Chicago Manual of Style*, seventeenth edition. Favored dictionaries are *Merriam-Webster's Collegiate Dictionary*, eleventh edition, www.merriam-webster.com, and *Webster's Third New International Unabridged Dictionary*.

Chapters 5–13 in *The Chicago Manual of Style* address issues of style and usage, including grammar; punctuation; distinctive treatment of words; names, terms, and titles of works; numbers; abbreviations; and quotations, among other things. The electronic version of the manual, available by subscription at chicagomanualofstyle.org, has updates such as the following one: "Black is increasingly capitalized when referring to racial or

ethnic identity. As a matter of editorial consistency, similar terms such as White may also be capitalized when used in this sense. Usage varies according to context, however, and individual preferences should be respected" (8.38).

Distinguish parts of your manuscript in the following ways:

*Structure*

A book seems most cohesive if its structure is balanced. Ideally, all chapter titles are of similar length; all chapters or none have subtitles; all chapters or none have epigraphs; all chapters or none are divided into sections titled with subheadings; all subheadings are of similar length; and so on.

*Elements of Your Book*

Include in your manuscript a title page; a table of contents; a list of illustrations, if the images occur throughout the book and not in a gallery, or grouping; chapters or main text; and an author biography. You may choose to include a dedication, a front-matter epigraph, a preface, an acknowledgments section, an introduction and a conclusion, an afterword, and appendixes. Notes and bibliographies or references lists often are necessary. Place captions as a list in their own file or in your book manuscript. You will be responsible for creation of an index later in the process, whether you do it yourself or pay someone else to do it.

*Epigraphs*

Use no more than one concise epigraph per chapter. Epigraphs are meant to serve as introductory asides. If they serve as introductions, or even form parts of your argument, they are better incorporated into the chapter as quotations. Use of an epigraph does not require a note or parenthetical citation; rather, it should have an attribution (the speaker or writer's name and the title of the work) on the following line.

*Headings*

Short and descriptive chapter titles provide a better overview of a book's contents than longer, more whimsical titles. For chapter titles and a- and b-level subheadings, use capital and lowercase letters. For c-level subheadings, use sentence-style capitalization. Distinguish between the different level of subheadings by their placement on the page: center a-level subheadings; set b-level subheadings flush left; set c-level subheadings in italics and run into the paragraph that follows. Here are how the various headings should look:

<div align="center">

A-Level Subheading, Centered

</div>

B-Level Subheading, Flush with the Left Margin

> *C-level subheading, run in*. After it, the paragraph continues.

For the sake of aesthetics, do not use note numbers on chapter titles or subheadings.

*Documentation*

Follow a documentation style accepted in your discipline, such as the styles outlined in the latest editions of the following:

> • *The Chicago Manual of Style*
>
> • *MLA Handbook*
>
> • *Publication Manual of the American Psychological Association*

Compose your manuscript using the "insert endnote" function of your word-processing program. Whether you submit the final manuscript with embedded endnotes or with a separate notes section at the end of the manuscript, the book will be typeset with a notes section in the back matter or, in the case of an edited volume, at the ends of chapters written by different authors.

*Cross-references*

In most cases of cross-reference, you can refer readers to a chapter number or the title of a section within a chapter. Do not use cross-references to page numbers in your manuscript unless there is no other option. In that rare case, use three zeros ("000") as a placeholder and let your acquisitions editor know about the cross-reference. You will be responsible for inserting the correct page number when you review page proofs, or the pdf of laid-out book pages.

*Lists*

Create lists *without* the aid of automatic numbering or bulleting, as those insertions will not be retained during reformatting and design.

To disable such features in Microsoft Word for Windows,

> • select the File menu;
>
> • select Options;
>
> • select the Proofing tab on the left pane;
>
> • select AutoCorrect Options;
>
> • select the AutoFormat As You Type tab; and
>
> • uncheck the "Automatic bulleted lists" and "Automatic numbered lists" options; then click OK.

Or, in Microsoft Word for Mac,

> • click on Tools;
>
> • click AutoCorrect Options, then click the AutoFormat As You Type tab; and
>
> • apply As You Type, clear the "Automatic bulleted and numbered lists" check box; then click OK.

## Tables

Create each table in its own Word document. Indicate approximate placement of each table in your book by inserting an angle-bracketed letter and number on an otherwise blank line between blocks of text in the manuscript and below the first textual mention, if any, of the table. For example:

<t.1.1>

Format tables as simply as possible; the book designer will make them attractive and easily readable. If text in table cells is brief, that is, no more than one line long in each row, an option is to use only tabs to separate columns, as in the table below:

Table 1.1. Population Change in the Five Largest U.S. Cities, 2000–2010

| City | 2000 | 2010 | Change (%) |
|------|------|------|------------|
| New York | 8,008,278 | 8,175,133 | 2.1 |
| Los Angeles | 3,694,820 | 3,792,621 | 2.6 |
| Chicago | 2,896,016 | 2,695,598 | –6.9 |
| Houston | 1,953,631 | 2,099,451 | 7.5 |
| Philadelphia | 1,517,550 | 1,526,006 | 0.6 |

*Source*: data from *Population Distribution and Change: 2000 to 2010*, U.S. Census Briefs (U.S. Census Bureau, 2011), https://www.census.gov/prod/cen2010/briefs/c2010br-01.pdf.

If your tables are more complicated or you prefer the following option, use Microsoft Word's automatic table formatting by clicking on the Insert tab at the top of the Word screen, then clicking on Table. One of the many online tutorials about creating tables in Word is at https://edu.gcfglobal.org/en/word2016/tables/1/. And Word has its own help feature to teach you about the table function.

## Illustrations

To indicate ideal placement of illustrations in the text, place an angle-bracketed, sequentially numbered callout on a separate line in the manuscript between blocks of text and below any first mention of the image: <f1.1>, as above under "Tables." Do not embed figures in the text files. The typesetter will follow your callouts as closely as possible while still adhering to the specifications of the book design.

For help in preparing illustrative material such as figures, graphs, and maps, see "Art Submission Guidelines" at http://www.siupress.com/authors. If you create your own digital art, follow guidelines at http://www.siupress.com/authors: click on "Art Creation Guidelines."

If you created or are preparing maps or other illustrations that include text, you are responsible for making any corrections to errors found in that text during copyediting.

## Captions and List of Illustrations

Include a list of captions in a separate Word document or in the same document as the rest of the manuscript. Captions may begin with a sentence fragment (e.g., "Middle-class Polish woman posing with a book, Chicago, circa 1890s") or with an independent clause (e.g., "Both Hattie McDaniel and Vivien Leigh won Academy Awards for their roles in *Gone with the Wind*"), but please consistently use one or the other. Number the captions sequentially to match the callouts in the manuscript.

And include with each caption a credit line, or source. For each image borrowed or purchased from a public or private source, please give any required credit line. Even when specific credits are not required, include source information sufficient to help readers find a copy of the image. An example of such data is the reproduction number provided by the Library of Congress Prints and Photographs Online Catalog. For additional information on captions and credit lines, see *Chicago Manual of Style*, seventeenth edition, 3.21–3.37.

For illustrations that appear throughout the text—and not in a gallery, or gathered set—prepare a separate list of illustrations to appear in the front matter of your book. The list should contain summaries of the captions and should not include credits. You may list maps separately from other illustrations, especially if readers will refer to the maps repeatedly.

## Notes and Bibliographies

Use Word's built-in note-making feature, because it connects the text of a specific note with a specific place in the text. These "embedded" notes can be easily moved, combined, or deleted, and will be automatically renumbered as needed.

Full citations in notes are not necessary as long as complete documentation is provided in your bibliography or reference list. Use shortened versions of citations in notes instead: creator's last name, short version of main title, and locator (the last if a quotation is being documented). If your manuscript does not have a bibliography or reference list, however, give a full citation the first time a work is cited in the notes for each chapter.

Make documentation in notes read sentence-style, with author names not inverted, commas between most elements, and publication information in parentheses. Entries in bibliographies and reference lists, however, usually begin with author surnames for ease in looking through an alphabetized list.

For examples, see *The Chicago Manual of Style* citation quick guide online at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

## Biographical Notes

Brief notes about the author or authors may list previous publications, teaching and research interests, and, if relevant, academic affiliation. It is best to keep author biographies to fewer than seventy-five words.

## Expanded Guidelines for Edited Volumes

Create a contact information list of all contributors and volume editors (i.e., their phone numbers and mailing and email addresses), arranged alphabetically or by chapter.

Create a list of contributors to be published in the back matter of the book; it should consist of short biographies including names, departments and affiliations, and a recent publication or two. Restrict the length of each biography to about sixty words.

Remove all chapter abstracts and contact information from individual chapters.

Each chapter usually has its own reference list, but merging all references at the back of the book is an alternative.

Make all elements of your book consistent in content and format. For ease of identification, save each chapter, front-matter section, and back-matter section as a separate file. Use "ch01 author name" and the like to help us identify the files.

## Naming and Numbering

If you choose not to submit the manuscript in a single file, be sure to name chapters or similar divisions "ch01 author name," "ch02 author name," and so forth so that they appear in correct order.

Unless your images are to be gathered together in a gallery, double-number tables, figures, and chapter appendixes by chapter—"figure 1.1," "table 1.1," "appendix 1.1," et cetera—and include angle-bracketed callouts in chapters to indicate placement of images and tables in the text. As noted above under "Illustrations," callouts should appear on a separate line between text blocks in the manuscript (e.g., "<f1.1>").

## Submission of Final Manuscript

### Error Check

Spell-check your final files and reread them to catch errors previously missed. Verify numbers, dates, and the spelling of names and titles. Your copy editor will try to detect all errors and inconsistencies, but ultimately the author bears responsibility for accuracy.

### Sending Files

We prefer to receive images via our file transfer service, OneDrive. When you are ready to send your images, ask your acquisitions editor for a link you can use to upload your image files. Or you may submit manuscript files by attaching them to an email message. If necessary, you may mail us a flash drive.

### Changes during Copyediting

If you discover the need to make minor changes to the final manuscript after your acquisitions editor has turned it over to the editing, design, and production department, please wait until your review of copyediting to insert or replace text. We strongly advise against major changes to a manuscript during the copyediting process, and we do not allow major changes once your manuscript has been laid out in book pages. The costs of

extra copyediting and additional pages to the book resulting from extensive insertions will be charged to authors.

## Permissions

Once the SIU Press Editorial Board has approved your manuscript for publication, obtain written permission and pay any fee necessary to reproduce illustrative material and to quote prose or poetry from not only published material currently under copyright but also any unpublished material not created by you. We will not transmit your manuscript to our editing, design, and production staff without such permissions. A lack of complete permissions often causes delays. To guide you in considering whether you need to obtain permission, see "Materials That May Require Permission," below.

For more information about rights and permissions, consult chapter 4 of *The Chicago Manual of Style*, seventeenth edition, or the documents on the Association of University Presses website at http://www.aupresses.org/resources/for-authors-a-faculty/permissions-and-copyright.

### Fair Use

Often a portion of a copyrighted work may be included in your book without permission, under the concept of "fair use." While it is often difficult to determine precisely what constitutes fair use of previously published material under copyright, the discussion in chapter 4 of *The Chicago Manual of Style* should help you make a reasonable decision. As a practical matter, we consider use of up to 10 percent of a prose work (in the form of assorted brief extracts), 50 percent of a poem, and two lines of song lyrics without permission to be fair.

### Right to Use Illustrations

If you obtain illustrations from a museum, an archive, or an online source, save and send us, as part of your permissions packet, the "terms of use," which are usually on the organization's website. Terms of use sometimes request complimentary copies of your book and specify credit lines to appear with the borrowed material, among other stipulations.

### Previously Published Material

If any of your chapters are made up in large part of essays you published in journals, please write to the publisher of each of those journals for a release. This action is more informal than a permission letter, as you usually hold the copyright to your work, but we want the journal to know of the publication and to give the journal's staff a chance to tell us how they would like to be credited. Some journal publishers do hold copyright to essays and so may require more formal permission. Include in your manuscript (in the preface or acknowledgments section) wording indicating that the chapters originally appeared in these journals. If you significantly revised the essays for inclusion in the manuscript, that fact may be noted.

If, however, you published an article on a topic related to the book but the material is spread throughout the book, or you used only a portion of material from the published essay, then there is no need to write to the journal.

### *Rights to Request*

When requesting permission, ask for nonexclusive world rights for print and electronic editions, including e-book editions, as well as all future revised editions of the book in the English language with the right to license translations of the work into other languages. Include all the information listed on a rights-request letter (available at www.siupress.com/authors), which you can use as a template for contacting copyright holders. Ask your acquisitions editor to provide information about the book's publication—publication date, price, print run, cloth or paperback binding, et cetera—that you need to include in your permission requests.

### *Copies of Permissions to SIU Press*

Be sure to include copies of the signed and countersigned permission documents, with receipts for any fees paid, when you send the final manuscript to the Press. Ensure that all of the grantor's conditions for use, as well as the grantor's address (if a copy of the book is requested), are included with the permission documents.

### *Complimentary Copies*

If a grantor of permission has requested a copy of the published book, the Press will send it. Please ensure that a mailing address appears on the permission letter or form.

## Materials That May Require Permission

Before requesting permission, make sure that your use of the material does not constitute fair use (see SIU Press's guidelines on fair use under "Permissions," above). Do not request permission for materials that are considered fair use or are in the public domain (materials that are no longer—or were never—under copyright). For more information about when works enter the public domain, see https://copyright.cornell.edu/resources/publicdomain.cfm. For information about copyright, see the Association of University Presses guidelines at http://www.aupresses.org/resources/for-authors-a-faculty/permissions-and-copyright.

If you are uncertain whether permission is needed in particular cases, ask your acquisitions editor.

A link to a rights request letter template is at http://www.siupress.com/authors.

Listed below are materials for which permission may be required to use in a published book.

### *Text*

- Chapters or sections written by individuals other than the author or volume editor
- Epigraphs (quotations on chapter openings or after subheadings)

- Government reports and documents (federal government materials are public domain but may contain material copyrighted by others; state government documents require permission unless otherwise specifically indicated)

- Interviews (use of portions of published interviews may be fair use)

- Letters and emails (correspondence created by author does not require permission)

- Poetry

- Prose text (original or revised) from an author's previously published works

- Scholarly apparatus, such as filmographies and discographies, created by someone other than the author (if previously published, use of these materials may be fair use, but credit should be given to creator)

- Song lyrics of more than two lines (see "Fair Use" above).

- Translations by others of copyrighted material

- Unpublished works (fair use does not apply), such as theses, dissertations, and unpublished manuscripts

*Images*

- Advertisements

- Cartoons

- Drawings or line art

- Film stills and video captures (considered fair use if used inside the book)

- Photos taken by people other than the author, including stock photo images, as well as images of fine arts objects, magazine or book covers, author photos, and so forth

- Reproductions of original works of visual art

- Screen grab of a page on a website

*Other Materials*

- Jacket or cover art

- Maps (although no permission is necessary for those you paid a mapmaker to create especially for your book)

- Musical notation, such as that in sheet music (fair use does not apply)

- Tables, charts, and graphs created by someone other than the author (unless they reproduce factual data only)