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MANUSCRIPT PREPARATION AND SUBMISSION

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### Formatting Your Manuscript

Please refer to our [House Style Guide](#) for guidance on style considerations for your manuscript, including instructions on documentation and citation style. Below we highlight some final formatting considerations as you prepare your manuscript for submission.

- **Prepare two sets of files:** (1) one file of the complete ms and (2) individual files\* for each chapter or section of your ms (front matter, introduction, each chapter, conclusion, bibliography, etc.). \*Consult with your acquisitions editor if you have more than 10 chapters.
- **Use Microsoft Word format.** Times New Roman font and double-spacing preferred.
- **Check your notes!** Ensure you used Word's footnote/endnote function to create and link your notes. If you used another word processing program (e.g., Word Perfect or Pages) and then converted to Word, your notes probably became unlinked and will require re-entry. (Note that we prefer footnotes over endnotes, and so this will be the default notes style unless you arrange otherwise with your acquisitions editor.)
- **Remove embedded codes.** If you used a citation manager (e.g., Zotero, EndNote, etc.), you must remove the embedded field codes (each citation manager provides instructions on how to do this).
- **Apply hanging indent to your Bibliography/Works Cited.** Do not place tabs.

*Does your manuscript contain tables, figures, diagrams, or any other visuals?  
Consult our guidelines on "[Preparing Graphics and Illustrations.](#)"*

### Preparing the Cover Image

A cover image should be selected prior to submitting the final files of your manuscript. Be sure to work closely with your acquisitions editor to select an appropriate image, and keep your acquisitions editor apprised of any developments as you select the image, seek permission, obtain a high-resolution copy, etc. You should also complete the "[Author Design Form](#)" (ADF), which gives us important information about how you envision your cover. Here are some tips and guidelines to keep in mind:

- Ideal images will not have text, which competes with the title and author name on the cover.
- **File requirements:** Acceptable file formats include: tiff, jpg, and png. The file must be at least 1800 x 2700 pixels.
- **Permission:** Beyond our usual permission requirements (nonexclusive, worldwide, English-language, print and electronic rights), be sure your request to reproduce an image specifies that the image will be used on a book cover, as well as for marketing/publicity purposes. Also, double-check that the copyright holder doesn't have any term limits (e.g., Getty often sets a term limit of 4-6 years for use).
- Make sure to resolve any restrictions for use on the image: Can it be cropped? Wrapped around the book spine? Overlaid with text?

Please keep uppermost in your mind that you, as the author, are primarily responsible for all steps involved in selecting a cover image. This also includes payment for permission to use the cover image, if applicable.

*Do you have any further questions about permissions for the cover  
or any copyrighted content in your ms?*  
Consult the guidelines for [Copyright and Permissions](#) on our website.

### Submitting Your Manuscript

- Complete and submit the “[Permissions Log](#)” for any copyrighted content or previously published material in your manuscript.
- Complete and submit other forms necessary for the marketing and promotion of your book: (1) “[Author Information Form](#)” (AIF) and (2) “[Author Design Form](#)” (ADF).
- Email electronic Word files to your acquisitions editor—both (1) **a complete file** containing the full ms and (2) **separate files\*** for front matter, each chapter, and end matter.

\*Again, if you have more than 10 chapters, consult with your editor before separating the files.