



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 considerations as you prepare your manuscript for submission.

- **Use Microsoft Word format.** Times New Roman, double-spaced, with page numbers.
- **Acknowledgments.** You must include these in your final manuscript submission if you want them to appear in the book. For FIRST monographs, please refrain from mentioning your dissertation so as not to make the book appear to be an unrevised dissertation, thus undercutting sales of your book. See your acquisitions editor for questions.
- **Chapter numbering.** Chapter 1 should follow the introduction, which should be unnumbered. Renumber chapters as needed, updating any internal references to chapters and any figure numbers, as needed.
- **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.)
- **Citations.** Ensure you have consistently applied one citation style across your ms.
 - ✓ If you used a citation manager (e.g., Zotero, EndNote, etc.), **remove 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.
- **Epigraphs.** Remove any epigraphs at the beginning of the book unless quote is public domain. Epigraphs in chapters are permissible if (1) they fall within public domain, (2) you have documented permission to reproduce them from the rights holder, or (3) they meet the [standards for fair use](#). In the case of (3), the epigraph cannot be merely ornamental but must be directly discussed in a scholarly manner within the chapter.

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- **Figures.** Do NOT embed your images in the Word files.

If you have any graphics, be sure to consult our guidelines on [Preparing Graphics and Illustrations](#).

- **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.

Preparing the Cover Image

You must select a potential cover image prior to submitting the final files of your manuscript. Be sure to work closely with your editor to select an appropriate image, and keep your 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 guidelines you should follow:

- **File requirements:** Must be high resolution of at least 1800 x 2700 pixels. Acceptable file formats include: tiff, jpg, and png.
- **Obtaining Permission:** Beyond our usual permission requirements (nonexclusive, worldwide, English-language, print and electronic rights), be sure to:
 - Specify the image will be used on a book cover as well as for marketing purposes.
 - Ensure there are no term limits (e.g., Getty often sets a term limit of 4–6 years).
 - Resolve any other restrictions the rights holder has specified—cannot be cropped, overlaid with text, etc.—and notify your editor of these restrictions.

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. For further info on obtaining permission, consult our [Guidelines for Copyright and Permissions](#).

Submitting Your Manuscript

- ✓ Complete and submit the [Permissions Log](#) (and supporting documentation) for any copyrighted text or images and any previously published material in your manuscript. **Be careful with song lyrics and epigraphs!**
- ✓ 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. *If you have more than 10 chapters, consult with your editor before separating the files.
- ✓ Email high resolution and appropriately labeled files for:
 - (1) Cover image
 - (2) Figures