

Electronic Manuscript Preparation

An electronic manuscript refers to all the components of your manuscript that you have created and saved on a computer: manuscript text, notes, bibliography, appendix, tables, graphs, charts, captions for illustrations, and front matter (i.e., title page, dedication, epigraph, table of contents, list of illustrations, preface, and acknowledgments). The Press editorial staff uses Word for Windows and Conversions Plus to convert electronic files created on other common DOS and/or MAC word-processing programs.

Please do not apply any special formatting to your manuscript, such as bold, italics, unusual fonts and font sizes, ornaments, special margin settings for block quotations, running headers/footers, footnote/endnote formatting options, etc. Keep all formatting to a minimum: use underline for words or titles of works that should be italicized; use tab for paragraph indents; use the indent function for prose extracts of ten or more lines, then resume your typing of the main text on a new line, with no additional carriage returns; when not using the endnote/footnote feature for notes, use the superscript function for note numbers, and keep all notes in a separate file with the corresponding chapter titles.

Whenever possible, we prefer to receive a manuscript in a plain font, such as Courier New in 10-point size, rather than one of the condensed fonts that resemble a typeset page. For editing purposes, the condensed fonts are more difficult to read and make the task of estimating the length of the manuscript for design and typesetting purposes difficult. The final book will be set in a typeface appropriate to the overall design and audience of the book.

A few stylistic changes will be performed silently by the editorial staff in preparing an electronic manuscript for copyediting. It is important that you be aware of these changes and, if possible, that you incorporate them into the manuscript before submitting your final files to the Press. These include the following:

ITALICS / PUNCTUATION / ELLIPSES / INITIALS

1. Use the underline feature to indicate that titles of books and periodicals, foreign words, and stressed words or phrases should be italicized.
2. A comma or period following an italicized word should also be underlined.
3. Italics are not applied to a closing parenthesis or bracket unless the opening ones are italicized.
4. Periods and commas should be placed within closing quotation marks.
5. A colon or semicolon is generally placed outside closing quotation marks.
6. If a question mark or exclamation point is part of the material being quoted, it should be placed inside the closing quotation marks.
7. Use periods and word spaces for ellipsis points to indicate that material has been omitted from a quotation. Insert one space between each ellipsis point and one space between the text that precedes and follows the nearest ellipsis point (as in, "When in the course of . . . events"). When other punctuation is required, such as a comma before the omitted material, that punctuation should be separated by a space

from the ellipsis point that follows it (as in, “He cried, . . . and marked his place.”). When using closing punctuation (i.e., a period, question mark, exclamation point, colon, or semicolon) with ellipses, the original punctuation should be retained and the remaining three ellipsis point should be equally spaced from each other and from the text preceding and following the cited text (as in, “Shall I capitulate? . . . And shall I flee?”).

8. Use a space between initials in personal names (as in, F. D. Roosevelt). No space is needed between other abbreviations, such as i.e., or between the letters in an acronym.

TYPING BASICS

1. Apply double-line spacing to all text, including main text, notes, bibliography, appendix, and captions. We caution you that word-processing programs now offer multiple-line spacing options, so you need to double-check this.
2. Use left justification at all times, never full justification.
3. Do not use the numeral “1” interchangeably with the letter *l* (“el”). Although they appear identical in some fonts, they will not be similar when typeset and will result in errors that must later be corrected.
4. Em dashes should be typed as two hyphens without preceding or following spaces: this is an em dash--incorporated into text.
5. Do not insert additional line spacing between chapter titles and the main text, between subheads and the text that precedes or follows it, or between block prose or poetry quotations. If you need to indicate a space break in the text, do so by typing the code <SB> on a separate line between the two sections to be separated by the space break.
6. Part and chapter titles as well as subheads should be typed flush left. Text immediately following chapter and part titles and subheads should begin flush left.
7. Part titles, chapter titles, and subheads should follow the rules of title capitalization: apply initial capitalization for all words except articles (the, a, an), conjunctions (and, or, nor, but), and prepositions of four letters or less (with, from, to, etc.), unless such words are the first or last words of the title or subhead. Do not capitalize all letters. A subhead should not follow a chapter opening (e.g., chapter number, title, or epigraph). Distinguish the level of subheads by type style, such as underline (for subhead level 2).
8. Do not use the word-processing-hyphenation function, or any special kind of hyphen, to break words at the end of a line. The only acceptable uses of hyphens are: in compound words or phrases (daughter-in-law); to separate numbers that are not inclusive (such as telephone numbers or social security numbers); to indicate an en dash (one hyphen to connect numbers, as in the winter of 1944-45); or to indicate an em dash (two hyphens for a parenthetical element, as in “He said--and he meant it--that he was angry”).
9. Do not save your manuscript in one big electronic file. Organize it and save your work as individual chapter or part section files. Notes should be saved in a separate file, and so should the bibliography.
10. Prepare and save captions for illustrations (line art, photos, or maps) in separate files. Save tables in a separate file. You should indicate in the manuscript where illustrations or tables should be placed by typ-

ing instructions on a separate line in the appropriate place in the text, such as: <1-1> where the first numeral is the chapter number and the second corresponds to the illustration number, <TABLE 1> for table number 1, and <MAP 1>, etc.

11. If you have questions about this process, please contact your editor or the Press's managing editor.