



WVU Press Guidelines for Manuscript Preparation and Submission

1 Introduction

Before providing your final manuscript to the Press, we ask that you edit and format it to meet our requirements.

Throughout these guidelines, the term *author* refers to the person preparing the final manuscript, even though you may be the volume editor, translator, or compiler. (Volume editors should consult the Guidelines for Volume Editors.) The guide also refers to Microsoft Word throughout. While you may use a word processor other than Microsoft Word to create your manuscript, you must submit a Word file (.doc or .docx) to the Press, and your manuscript must conform to these guidelines regardless of the word processor used.

When you submit your manuscript, the editorial assistant will examine it for adherence to these guidelines. If there are problems (e.g., poor organization, an incomplete bibliography, illustration placements not marked in the text, or insufficient copyright permissions for some materials), the editorial assistant will contact you to help you resolve the issue. If you encounter problems preparing your manuscript or have questions about this guide, please contact your acquisitions editor or the editorial assistant for guidance.

2 Editing Your Manuscript

Before providing your final manuscript to the Press, we ask that you edit it to meet the requirements below and those outlined in our House Style Guide.

2.1 Fact-Checking

It is your responsibility to ensure the accuracy of your facts, quotations, and citations. Before submitting your final manuscript, double-check statistics, dates, names, and other facts. Check direct quotations against their sources to ensure accurate transcription and complete citations. If diacritics are needed for foreign terms or names, make sure they appear in the files or are provided to the Press per 3.8 Special Characters and Fonts. Double-check the accuracy of your notes and bibliography; make sure that all citations in the notes are accounted for in the bibliography.

2.2 Parallelism and Consistency

The elements of your manuscript should be parallel and consistent. Consistency and parallelism help the reader navigate the book (and allow the designer to create a compelling presentation).

2.2.1 Titles and Headings

Titles, subtitles, and headings should be short, meaningful, and similar in tone and length. They should also use the same format. For example, chapter titles should all either contain a single part (“Payola”) or contain subtitles (“Payola: Corruption in the Music Industry”). Avoid using quotations for chapter titles and headings, since they are usually too long and give the reader little sense of what a chapter is about.

2.2.2 Part Divisions

If you elect to divide your manuscript into parts, be sure that each part contains the same elements. For example, if you include a part summary for one part, a summary should be provided for all parts.

2.2.3 Epigraphs

Epigraphs usually appear at the beginning of the book or the beginning of a chapter. Do not use epigraphs following subheadings or preceding section breaks.

Because the first page of a chapter must accommodate a chapter number, chapter title, and other textual or stylistic elements, you may include a maximum of one brief epigraph per chapter. If one chapter begins with an epigraph, all chapters should begin with an epigraph. Include the source of the epigraph under the quote (e.g., Ansel Elkins, “Autobiography of Eve”). If a full citation of the source is required, it should be provided as an unnumbered note in the endnotes, preceding note 1 for the chapter. Do not put numerical endnote markers in epigraphs.

See the Guidelines for Copyright and Permissions to determine whether you need to obtain permission for the epigraphs you use. It can be costly and time consuming to obtain permission for epigraphs. The Press encourages you to omit chapter epigraphs altogether. If epigraphs are essential, consider using epigraphs from sources in the public domain or discussing the epigraphs in a scholarly manner within the text (which favors fair use).

2.3 Anomalies Sheet

As you go through your manuscript one final time, please create an anomalies sheet—a list of any special style or formatting preferences you have. The list should cover idiosyncratic spellings, abbreviations or conventions specific to your field, adherence to a style or preferences other than *The Chicago Manual of Style* (CMOS) or *Merriam-Webster’s*, and any special characters or fonts that are required. Here is an excerpted example of an anomalies sheet:

- On pp. 17 and 32, in chapter 1, I use the Arabic kaf character. See the attached photocopy from another publication, where I have highlighted the character as an example.
- I use morningsong—a term that I devised—throughout the manuscript. Please do not change its spelling to morning song or morning-song.
- Freewrite is not in the dictionary, but it is a word commonly used by teachers of composition. Please retain its spelling as I have it.

2.4 Parts of a Complete Manuscript

You must submit a complete manuscript (excluding the index, which cannot be completed until the proof stage) to the Press. A complete manuscript includes the following items, as applicable, and should be presented in this order:

- 1) Front Matter
 - a. Title page: List the title of your book and your name exactly as you would like it to appear in the book and in library and bookseller databases.
 - b. Dedication (if desired)
 - c. Epigraph (if desired)
 - d. Table of contents: Do not use Word's automatic TOC feature to generate this list.
 - e. List(s) of photographs, maps, tables, charts, or other illustrative materials (if applicable): This list should be separate from any list of photo captions you submit and should provide abbreviated titles or descriptions of the illustrations.
 - f. Foreword (if applicable)
 - g. Preface or acknowledgments (if applicable): Personal acknowledgments and permissions acknowledgments may appear at the end of the preface, but if the acknowledgments are long, you may put them in a separate section. Acknowledgments can alternatively appear at the end of the book. Acknowledgments must be provided at the same time as the final manuscript.
- 2) Main Text
 - a. Introduction (if applicable): The introduction should not have a chapter number.
 - b. Part title pages (if applicable)
 - c. Chapters: Chapters may be numbered or unnumbered, as appropriate.
 - d. Conclusion (if applicable)
 - e. Afterword and epilogue (if applicable): The afterword or epilogue should not have a chapter number.
- 3) Back matter
 - a. Appendix(es) (if applicable)
 - b. Chronology (if applicable)
 - c. Endnotes (if applicable): In edited volumes, notes will instead appear at the end of each chapter.
 - d. Glossary (if applicable)
 - e. Bibliography or reference list (standard in nonfiction; rare in fiction)
 - f. List of contributors (if applicable)
- 4) Captions (if applicable)
 - a. Captions for illustrations should not be interspersed throughout the manuscript. They should be provided together in a single, separate file.

5) Tables (if applicable)

- a. All tables should be provided as Word documents, either as separate files or grouped together in one file with page breaks inserted between tables. Avoid providing PDF or Excel tables, if possible.

See CMOS 1.3, or contact your acquisitions editor or the editorial assistant if you have any questions about these sections.

3 Formatting Your Manuscript

Prepare your manuscript using Microsoft Word, with the following basic formatting (for all text, including titles, headings, epigraphs, notes, bibliography, etc.):

- 12-point Times New Roman
- Double-spaced
- Left-aligned
- 1-inch margins
- Pages numbered consecutively

Remember that you are preparing a file for copyediting, not designing the book itself. With few exceptions (outlined in the following sections), the appearance of the manuscript need not—in fact, should not—correspond to the appearance of a designed book. Extravagant formatting interferes with the editing and production process.

3.1 Notes and Bibliography

Insert notes using Word's Insert menu (do not enter and format notes manually), and format all notes as endnotes. You may place endnotes together at the end of the manuscript or at the end of each chapter. Regardless of placement, endnote numbering should start over from 1 with each chapter. Do not number notes consecutively throughout the book.

Ensure that note references in the text are all accounted for and placed correctly. Do not place note references in chapter titles, subheadings, epigraphs, or other display material. For epigraph sources, in most cases only the author's name and title of the work need appear. Chapter titles and subheadings should be clear enough that they do not need an explanatory note. General chapter notes should be unnumbered and appear at the beginning of the notes section for that chapter.

The bibliography (if included) should be formatted using a hanging indent (or left as block style for the Press to format). **Do not** use the tab key or space bar and paragraph returns to mimic a hanging indent. Instead, use the indentation options under Word's Format (paragraph) menu.

For the Press's requirements for citation style, see the House Style Guide.

3.2 Spacing

Use a single space (not two spaces) after periods and colons.

Do not use the space bar or tab key to indent paragraphs, extracts, and the like. Use the indentation options located under Word's Format (paragraph) menu.

3.2.1 Line Breaks and Text Ornaments

Do not use multiple paragraph returns (i.e., the Enter key) to create line breaks. Multiple returns will be globally removed from your manuscript and your desired formatting will be lost.

If you would like extra line space (white space) to appear between paragraphs, insert an octothorpe (#) between paragraphs. If you would like a text ornament to appear between paragraphs instead, insert an asterisk (*).

3.2.2 Page Breaks

Insert page breaks between each element of your manuscript (e.g., title page, table of contents, introduction, chapter 1, etc.). Do not use multiple paragraph returns (i.e., the Enter key) to create page breaks. Insert page breaks using Word's Insert menu.

3.3 Bold, Italics, and Other Character Formatting

Character formatting (e.g., italics, bold, small caps, etc.) should only be used in the text as required by CMOS, 17th ed. Never apply character formatting to indicate the structural elements of your manuscript (e.g., bold or italics for headings). See 3.4 Headings and Subheadings for the required formatting for headings.

Italics: Use italics, not underlining, wherever italics are intended (e.g., book titles, words used as words, emphasized words, foreign terms). Use italics for emphasis sparingly (See CMOS 7.50).

Bold: Avoid using boldfaced text whenever possible. If you must resort to bold formatting to indicate a key word or otherwise make your point clear, format the text accordingly and **notify the editorial assistant**.

SMALL CAPS: Like bold, small caps should be avoided—even in titles, subtitles, etc. There are a few cases in which small caps should be used (i.e., AD); in such cases, format the text accordingly and **notify the editorial assistant**.

Underlining: Text that is underlined will typically be interpreted as text that is to be formatted in italics. In the rare case that your book requires underlined text, format the text accordingly and **notify the editorial assistant**.

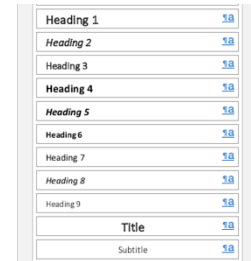
3.4 Headings and Subheadings

Capitalize all chapter headings and subheadings using title case (e.g., The CPK's Security Apparatus *not* The CPK's security apparatus). If a section of the text is subdivided, there should be

at least two subsections—that is, two or more first-level headings within a chapter, two or more second-level headings under a first-level heading, and so forth.

Do not use bold, italics, or any other text formatting to indicate headings or subheadings. If the body text of your manuscript contains more than one level of heading, you may indicate the structure of the headings in one of two ways:

- 1) Use Word’s built-in styles (available on the Home Tab or the Styles Pane) to indicate heading levels (see image on right).



OR

- 2) Label each heading with a simple code in angle brackets to indicate heading level (e.g., <h1> for main heading, <h2> for subheading, <h3> for sub-subheading, and so on). For example, suppose chapter 3 of your book contains a main heading with three subheadings. You would indicate these headings as follows:

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<h1>The CKP’s Security Apparatus
<h2>The Executive Apparatus
<h2>The Consensus Apparatus
<h2>The Productive Apparatus
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Because titles and subtitles are typically obvious from their placement in the manuscript, please *do not* apply heading codes to the book title/subtitle, part titles/subtitles, or chapter titles/subtitles.

3.5 Quotations

Indent extracts one inch from the left margin. Do not use the space bar or tab key to create extracts. Use the indentation options located under Word’s Format (paragraph) menu.

For multiparagraph extracts, the first paragraph of the extract should begin flush left (i.e., no first-line indent), but still indented by one inch. Subsequent paragraphs of the extract should have a first-line indent. See CMOS 13.22.

the end of the war might mean when five days later the news of President Lincoln’s assassination was received. It was a week before Rebecca felt she could express her despair to Annie:

You as well as I doubtless felt that the few days just past were no time for talking either by voice or pen—All subjects but one were impertinencies and upon that I felt no words were fitting.

For the last month I have thought—God was dealing with us as with His chosen people of old—by such great visible judgments that we almost heard His voice and saw His arm, a present God even to the dullest.

3.6 Lists

Run-in numbered (or lettered) lists should use both opening and closing parentheses around the number (or letter), and should end with appropriate sentence punctuation (a period, an exclamation

point, etc.): The Declaration of Independence guarantees our right to three things: (1) life, (2) liberty, and (3) the pursuit of happiness.

In vertical lists, the number (or letter) should be followed by a period and a single space, as follows:

The Declaration of Independence guarantees our right to three things:

1. Life
2. Liberty
3. The pursuit of happiness

3.7 Verse

Whenever possible, use Word's indentation features under the Format (paragraph) menu to indent poetry, lyrics, and the like. Where special spacing is required, you may use a combination of the tab key and space bar to achieve the correct look in the manuscript. If you do so, **notify the editorial assistant**. It is also helpful for you to provide a PDF, along with your manuscript, showing the desired appearance of the material, as formatting does not always display reliably in Microsoft Word across computer platforms and software versions.

Use hard paragraph returns, not soft line breaks, at the end of each line. Use octothorpes (#) between stanzas.

3.8 Special Characters and Fonts

Whenever possible, use Word's character set for special characters. Some typefaces have limited special characters; Times New Roman and Courier New contain a wide array of special characters.

If your text requires special characters that you are unable to find in Word, insert a unique marker in the manuscript (e.g., for an o with a macron, you might add "<o->"), note the approximate location (chapter and page number) for the editorial assistant, and provide an example of how the character should appear in print (e.g., write the character by hand or provide a scan from a publication).

If your manuscript requires a special font for accurate reproduction, please alert the editorial assistant as early as possible, indicate the areas that require special attention, and provide us with any typefaces or sources thereof that will facilitate production. You will be asked to pay special attention to the proper rendition of special fonts when proofreading your manuscript.

3.9 Tables

All tables should be provided as Word documents, either as separate files or grouped together in one file with page breaks inserted between tables. Avoid providing PDF or Excel tables, if possible.

Tables should not be interspersed throughout the manuscript except in rare cases (discuss such cases with the editorial assistant before providing your final manuscript). Instead, in the text of your manuscript, **provide a callout in bold and enclosed in angle brackets** where you wish to see the table appear. For example:

Most academic libraries use Library of Congress classification (LC) instead. As table 1 illustrates, LC is quite user-friendly.

<Insert table 1>

For a brief history of both cataloging systems, see appendix 1.

Note that a callout is an instruction to the typesetter, and it will not appear in the published book. In most cases, you should also provide a **text reference** for the reader (e.g., “As table 1 illustrates...”).

3.10 Illustrations

Image files should never be inserted into your manuscript. Instead, format image files and accompanying text according to the Guidelines for Illustrations.

3.11 Formatting to Avoid Entirely

Do not insert image files, text boxes, SmartArt, hidden text, or Word’s automatically generated and embedded fields for cross-references, citations, table of contents, or index terms.

Instead, insert callouts in the text for any special features. If your book has sidebars or other text to be separated visually from the main text, place the text in the manuscript approximately where it should appear surrounded by bracketed labels—for example, **<start text box>**, **<end text box>**.

Manuscripts with embedded elements will be returned to you for cleanup before the Press is able to proceed with copyediting.

4 Submitting Your Manuscript

Your final manuscript submission to the acquisitions editor or editorial assistant should include the following materials (as applicable).

4.1 Permissions Logs and Supporting Documentation

If your manuscript includes any text or images you did not create, or previously published material (even if your own work), you must complete and provide a permissions log and also send the Press all supporting documentation (e.g., emails, letters, etc.) showing proof of permission to republish copyrighted work. The Press must have proof of permissions in hand before the production of your book can begin. See the Guidelines for Copyright and Permissions for more detail.

4.2 Illustrations

If your book includes an art program, you must supply high-quality image files at the same time as your manuscript. See the Guidelines for Illustrations for image requirements.

4.3 Manuscript

Send an electronic copy of your manuscript, along with all supporting material (discussed above), to your acquisitions editor or the editorial assistant. You may submit your manuscript in one of two ways:

- 1) A single file containing all elements of your manuscript (with the exception of images, tables, and captions, which should be saved as separate files). For example:
 - lastname_abbrevtitle_text.docx (full manuscript, minus captions and tables)
 - lastname_abbrevtitle_captions.docx (captions)
 - lastname_abbrevtitle_tables.docx (tables)

OR

- 2) Separate files for each part of your manuscript. If you choose this option, please ensure files are named logically and in order of the parts listed in 2.4 Parts of a Complete Manuscript. For example:
 - 00_frontmatter.docx
 - 01_chapter1.docx
 - 02_chapter 2.docx
 - ...
 - 10_backmatter.docx
 - 11_captions.docx
 - 12_tables.docx

Edited volumes should always be provided as separate files (see the Guidelines for Volume Editors).