We are pleased to provide the following guidelines as you prepare and submit your manuscript for publication with Georgetown University Press. They cover important issues that can be problematic if not addressed before your book is transmitted to Editorial, Design, and Production (EDP).

For any production questions or concerns, your contacts in EDP are:

Glenn Saltzman, Editorial and Production Manager  
(202) 687-6251; gls43@georgetown.edu

Kathryn Owens, Editorial and Production Coordinator  
(202) 687-0159; kao51@georgetown.edu

As you prepare your manuscript, check off the appropriate items below. If an item does not apply, mark "N/A" on the line provided. Please submit the completed checklist with your final manuscript files to your acquisitions editor. Note that on all editorial matters the press follows the Chicago Manual of Style, 16th edition (CMS), a widely available reference book online and in print. It may be helpful or necessary to consult this manual while formatting your manuscript.

We look forward to working with you as partners in the publishing process.

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I. Permissions

Your contract states you guarantee that you have not used copyrighted materials without permission. Before the final manuscript is received by the press, it must be cleared for use of all material from other sources. Unless you have discussed and made other arrangements with your acquisitions editor, responsibility for obtaining permissions, paying any fees for permissions, and providing the press with relevant documentation rests with you, as author/editor. Make sure to provide a completed permissions log as well as copies of both the requests and the signed permissions letters and/or emails. Keep copies for yourself.

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Complete information about copyright, fair use, and works in the public domain can be found at www.copyright.gov. If you have any questions, please contact your acquisitions editor.

1. Complete a permissions log provided to you by the press.

2. Include copies of all letters both requesting and granting permissions for use of figures, tables, photographs, or text, as well as any credit line that the copyright holder requires. Include translations if the letters are not in English.

3. Label all permission letters with the number of the figure, table, or illustration to which they correspond, or the title of the reference text.

II. Manuscript Fundamentals

4. Manuscripts must be submitted as digital files. Microsoft Word is required for submitted text files, and edited text files will be reviewed in Word. Word Pad or open source word processing formats are not acceptable. (Note: If you have converted the manuscript from another program, check to be certain that no data were lost.)

5. Each chapter and section should be in its own file. We will not accept manuscripts if they are in a single file, except for front matter. Please make sure all front matter is in one file (see part V for front matter elements). The naming convention is by zero-padded number (i.e., 01, 02), author last name, shortened book title, and section. There should be no spaces or punctuation used in the file names; please use an underscore instead. For example:

   00_Author_Book_FM
   01_Author_Book_Ch1
   ...
   15_Author_Book_Appendix
   16_Author_Book_Biblio
   17_Author_Book_Bio

6. Provide a total word count. This includes all text, notes, and bibliographic material.

7. Provide a total illustration count. Specific instructions for art submission can be found in the illustrations section of this document (part VII). Figures include charts, graphs, photographs, or other illustrative material.

   No. of tables: ___ No. of figures: ___

III. Formatting

Bear in mind proper formatting may require more than one pass through the manuscript.
Use 12-point Times New Roman for the entire manuscript for all text with the following exceptions: for manuscripts that include Arabic with diacritics, use Scheherazade (free at sil.org for the complete manuscript), and for manuscripts that include text with IPA or other linguistic symbols that are not available in Times New Roman, use Doulos SIL font (free at sil.org for the complete manuscript). If your language needs a different font, please discuss this with your acquisitions editor prior to submission. All language fonts must be Unicode compliant.

Remove any headers or footers in the manuscript. We will prepare the running heads (headers) based on the structure of the manuscript. You will have an opportunity to review them.

Designate levels of subheads, or headings of sections, as <A>, <B>, or <C> instead of using bold, italics, etc., to distinguish them. Please note we strongly discourage further sectioning unless this applies to a foreign language textbook. For linguistics books, we prefer not to use numbered sections (2.1, 2.2, etc.), as is sometimes done.

First level of subheads = A-level (<A>)
Second level of subheads = B-level (<B>)
Third level of subheads = C-level (<C>)

Set off special text by a one-inch indent on either the left or the right side (depending on the directionality of the text). Do not enter a hard return at the end of each line.

Em dashes must be indicated by a double hyphen closed off on either side--like this.

Input ellipses manually by typing in periods with spaces between, before, and after. Do not use the autoformat function.

IV. Other Important Requirements

Check all URLs and ensure the websites are still active and accurately display the information you intend.

Run spell check, a critical tool of Word, for all text in English.

Check quoted passages with original sources for accuracy and completeness.

Quotes of more than eighty words must be made into a block quotation; they should not be a part of the running text.

Use the capitalization rules for the language used.

For numbered lists, type each number manually, followed by a period and one space. Do not use the automatic formatting feature. If the text following the number will be in a different alphabet and
you cannot type the number and text beside each other, create a table in Word with the numbers in one column and the text in an adjacent column.

____ To indicate a gloss (such as in vocabulary lists), do not use automatic footnotes. Use arabic numerals, and type the note below the list.

____ Insert tags if it’s not clear where one text element begins or ends. The tags should be standardized: “<Begin Block Quote>” and “<End Block Quote>” (or <BQ>, </BQ>) or “<Begin Pull Quote>” and “<End Pull Quote>” (or <PQ>, </PQ>), for example. Keep a running list of the tags you used and submit this with the manuscript.

____ For translations, please place terms in italic within parentheses. For example, “The special modifiers этот (this), тот (that), and весь (all, entire) are declined and agree . . .”

____ For general foreign language usage, please place terms in italic. For example, “You can, however, use quasi-frère/sœur in your rédaction if you need to use the terms.” Please note that foreign text that uses a non-Latin alphabet in an English context—an Arabic script term in the middle of an English sentence—should not be italicized unless it would be italicized in the native language.

____ Your manuscript may contain text elements that require special formatting. Please discuss with your acquisitions editor.

V. Parts of a Manuscript (in order of appearance)

The sections of the manuscript that are required are marked with an asterisk. Other sections may or may not be necessary; discuss this with your acquisitions editor if you have any questions.

Front matter:
Title Page*
Dedication / Epigraph
Contents*
List of Illustrations
Foreword
Preface
Acknowledgments
Introduction / How to Use This Book / To the Teacher/Student
Abbreviations
IPA or Transliteration Chart

Back Matter:
Appendix(es)
Glossary
Bibliography/References *
Credits

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A few specifics by order of section:

____ TITLE PAGE: Include the title of the book and name of the author(s)/editor(s) as they should appear in print. "Georgetown University Press/Washington, DC" should also be included.

____ TABLE OF CONTENTS: Includes front and back matter sections. If your manuscript is divided into parts, be sure to insert part titles in the table of contents. Do not list page numbers.

____ FOREWORD: A brief statement by an authority in the field. It should include a byline and affiliation at the end of the text; we do not publish a date for the foreword. If you wish to add a foreword, please seek approval from your acquisitions editor before inviting someone.

____ PREFACE (if desired): A preface is written by the author and should state the purpose of the book and specify the intended audience. It is not signed. A paragraph or two of acknowledgments may be included at the end. A preface should not include in-text citations or notes. This may be divided into “To the student” and “To the teacher.”

____ ACKNOWLEDGMENTS (if desired): Most brief acknowledgments can be included in the preface. Acknowledgments longer than a paragraph or two should be in a separate section that follows the preface.

____ INTRODUCTION: An introduction placed in the front matter provides a brief overview of the book only; one that is more substantive, in addition to providing an overview, will be in the main text. An introduction must not be chapter 1.

____ LIST OF ABBREVIATIONS: Alphabetize by abbreviation. Do not include abbreviations that only appear once in the manuscript. They will be removed by the copyeditor.

____ TEXT: Consists of sequentially numbered chapters, which may be grouped into parts. An introduction that is only an overview of the book belongs in the front matter.

____ APPENDIX(ES): An appendix contains material or explanations that are not essential to the text but are helpful to the reader. It can also contain data that are extensive or difficult to incorporate into the text.

____ NOTES (for citations): Format notes according to CMS16 chapters 14 and 15. Each chapter describes a different system, so please select a system to follow in your manuscript. See section VI in this document.

____ GLOSSARY (if desired): A glossary is necessary when there are many unfamiliar terms that the reader may need to know or as a pedagogical tool. All words/phrases are listed alphabetically.
BIBLIOGRAPHY/REFERENCES: Format bibliographies or reference lists starting with CMS16 section 14.56, as well as sections 15.10–15.30. Note that entries in bibliographies and reference lists vary slightly in their arrangement of citation components. See section VI in this document.

CREDITS: A credits page indicates grants of permission and citation of materials that are included in the book. If you are submitting a permissions log, please also put together a credits page.

LIST OF CONTRIBUTORS (in edited volumes): List names and provide a short biography of all contributors, including the editor(s). Arrange alphabetically by last name. Contributor bios should be no more than a hundred words each.

ABOUT THE AUTHOR (authored works only): A brief professional biography (ideally, 3–5 sentences) that includes the highlights of your career and your most current position. Readers love a personal touch as well. This will always be the last page of text.

VI. Source Citations

CMS provides two different ways to cite sources: the notes and bibliography system and the author-date system. *Georgetown only accepts these two systems*; which one you choose should largely depend on your book’s subject matter and intended audience.

Notes and Bibliography System: This system is best for a general audience and is also commonly found in the humanities. For works with a full bibliography, all notes should be shortened. For works with no bibliography, however, notes must contain complete bibliographic information upon first mention and a shortened citation on each subsequent use. This is discussed in detail in CMS16, chapter 14. Consult your acquisitions editor if you prefer to only have notes.

Author-Date System: In the author-date system, citations are given parenthetically in the text with the author’s last name and year of publication following paraphrased passages or direct quotes. Notes can be included too but should only be substantive in nature; they do not typically include source material. Full citations appear in the reference list, the format of which subtly varies from that of a bibliography.

An example of how the citation elements differ between the two documentation systems is found in CMS16, chapter 15.

Use the automatic notes feature in Word to create notes. Notes will be placed at the end of the chapter. Notes should always be embedded so that they are autonumbered.

Check bibliography or reference list for completeness and accuracy, and that each entry is found in the text or in the notes.

For books with a full bibliography, shorten all citations. For books with a selected bibliography or section on suggested readings, provide a full citation upon first mention of the work.
Do not use footnotes unless previously given permission by your editor. Footnotes can easily upset pagination and design, and our house style does not allow for them.

For acknowledgments of previous publication, assistance with the chapter, or general thoughts on a chapter, please create an unnumbered note prior to note 1.

In the reference list, all successive works by the same author(s) after the first appearance are preceded by three-em dashes and a period in lieu of the author name.

Magazine and newspaper articles belong only in the notes section under the notes and bibliography system. Please do not include them as bibliographic entries. Because books with the author-date system often only contain substantive notes, magazine and newspaper articles are permissible in the reference list.

VII. Illustrations

Illustrations include any nontext element that is used to elaborate on the textual discussion. These may include, but are not limited to, tables, figures, graphs, charts, photographs, drawings, and maps. Illustrations that are included should be discussed in the text and contain information that cannot be conveyed another way. In these guidelines, illustrations are divided into two categories: tables and figures. Graphs, charts, photographs, and maps are types of figures. Linguistic trees, graphic representations of spoken text, and similar illustrative representations often used in linguistics are also considered figures. They are more complex, however, and should be discussed with your acquisitions editor prior to submission to determine the appropriate file type. Below, please find general guidelines that apply to both categories. Be sure to keep a backup copy of all illustrative materials for yourself. Please submit all illustrations to your acquisitions editor as early as possible for evaluation.

Please complete an illustrations log provided by your acquisitions editor with details about each illustration and the copyright holder for each.

Illustrations should be submitted as separate electronic files. Do not embed the illustrations in the manuscript Word files or place them in a separate Word document.

Ideally illustrations and illustration files should be numbered by both chapter and by order of appearance within the chapter. For example, the first figure in chapter 2 would be labeled figure 2.1, the second would be figure 2.2, etc. For foreign language textbooks with multiple types of illustrations, it may be best to create more descriptive file names. Please consult your acquisitions editor before proceeding.

All illustrations that have been created must be submitted in the program used to create them (not as images copied and pasted into a Word file). Having the file in the original program ensures that the press can re-create illustrations in high-quality resolution and edit the file if necessary. See sections below for further information.
___ Every illustration submitted must have a corresponding call-out in the text displayed in angle brackets, for example, <Figure 2.1 about here>. This helps the compositor determine an illustration’s placement. Please insert a call-out after the paragraph in which the illustration is referenced. For foreign language textbooks, if placement is crucial, please place the call-out exactly where you wish the illustration to appear.

___ Filenames for all electronic files of illustrations must include the same name and number given in the text. For example, “Table_4.1” will also be included in its electronic filename, taking care not to use spaces but underscores and hyphens instead.

Tables

A table compares textual or numerical information, often data, whose bulk would be difficult to comprehend in the form of prose. For any questions on whether your illustration is a table, please contact your acquisitions editor.

___ Titles and source lines are placed outside the actual table as a caption, not as a row or table within it. Titles appear at the top and source lines appear at the bottom of the table.

___ No note numbers are attached to the title. These notes should be made into source notes or notes that apply to the entire table and appear at the bottom of the table.

___ Table footnotes appear at the bottom of the table and are not integrated with a chapter’s foot- or endnotes. Use superscript letters (a, b, c, etc.), not symbols.

___ All tables taken from another source are indicated and labeled using the format given in CMS16 3.75. Source citations appear below the table following any notes.

Figures

A figure provides information in the form of a chart, graph, photograph, or other illustrative material. It must be high resolution at 6” wide and 300 dpi (dots per inch) or higher. Alternatively, you may provide images at 72 dpi, but those images must be at least 1800 pixels wide. To check resolution, please visit http://www.irfanview.com/ for free software.

___ Programs we strongly prefer for creating figures are InDesign and Illustrator. Word is an acceptable program for creating a figure; copying and pasting a figure from its native file into a Word document, however, is not stable and will not be accepted. Please contact us if you have questions about a program not listed above.

___ Captions, if desired and appropriate, must be provided in a separate file. Do not embed captions in the body of the text or add them to the actual illustration files. List the captions by their illustration number (e.g., 2.1).

___ Line illustrations must be high contrast black ink on white background. These should be submitted as a .tif, which is preferable, or .jpg at 6” wide and 300 dpi or higher.
____ For bar graphs and charts, please use patterns to fill the elements rather than multiple shades of gray.

____ Photographs must be submitted in black and white (unless previously discussed with your editor) at 6” wide and 300 dpi or higher. Please provide high-resolution versions of all photographs, labeled correctly.

____ Maps, if permission is cleared and the quality is sufficient, may be used from alternate sources, if acknowledged. In some cases, GUP may decide to re-create maps using a mapmaker; discuss this with your acquisitions editor. Maps must be submitted in black and white (unless previously discussed with your editor) as a .jpg, .tif, or as a .pdf.

____ Clip art is highly discouraged. Evaluate illustrations found online carefully to ensure they meet our quality requirements. Each illustration that you did not create requires permission to be used in commercially available materials.

____ Screen grabs, or screen shots, are permissible, but they must be at least 3” or 900 pixels wide at 300 ppi (pixels per inch). Because stills can be hard to capture for print (resulting in bad contrast, blurry subject matter, and so on), we recommend using professional software, such as Final Cut, Capture Me, or DVD Snap. Please consult your acquisitions editor if you plan to use screen grabs.