# FINAL SUBMISSION GUIDELINES

GEORGETOWN UNIVERSITY PRESS is pleased to be publishing your book. To make the editorial, design, and production process go smoothly, we invite you to follow these guidelines as you prepare your final manuscript and illustrations. These instructions are meant for contracted authors who are putting the finishing touches on their manuscripts, not for those submitting initial queries or draft submissions for peer review.

## KEY POINTS

- We follow *The Chicago Manual of Style* (CMOS), 17th edition, on all matters related to citations and style. Many libraries have subscriptions to the online edition of CMOS.

- Our preferred dictionary is the online edition of Merriam-Webster.

- For bias-free language, we adhere to the American Psychological Association's guidelines.

- CMOS provides two different ways to cite sources: the notes and bibliography system and the author-date system. Georgetown only accepts these two systems.

- Please type your manuscript using Microsoft Word. The entire manuscript must be double-spaced and left aligned, set in Times New Roman, 12-point font.

- Levels of subheads should be tagged <A>, <B>, or <C> and set flush left, instead of using centering, bold, italics, and so forth, to distinguish them.

- Save each chapter as a separate Microsoft Word file, named by zero-padded number, author last name, and section. See the file naming box on p. 4 of this guide.

- With the exception of Microsoft Word's "insert endnote" functionality, no special formatting should be used in your manuscript (e.g., MS Word Styles, tracked changes, or comments).

- No tables or illustrations should be embedded in the manuscript documents. Illustrations must meet press requirements and have been discussed with your acquisitions editor in advance of submission.

- Where Fair Use does not apply, all text and image permissions must be in hand prior to final submission.

- By submitting your final manuscript to your acquisitions editor, you are indicating that this is the final manuscript and that no further changes will be made or allowed until the copyediting stage.

# 1. GENRE-SPECIFIC ADVICE

## 1.1 Monographs

For most monographs—specialist works on a single subject, usually by a single author—the design will incorporate the structural elements that readers expect to find in scholarly works. If your book is a monograph, please include, as applicable, only the following components in your project:

- front matter (as described in CMOS 1.4)
- part numbers and titles
- chapter numbers, titles, subtitles, and epigraphs
- text, block quotes, A- and B-level subheads, and lists (numbered, unnumbered, bulleted, and two-columned)
- tables and figures (with captions)
- section breaks
- glossary, notes, and bibliography

Including unconventional structural elements not listed above—such as numerous levels of subheads beyond two levels, sidebars, or epigraphs on subheads—will slow down the production process and make it more difficult for the standard library aggregators to disseminate your work to library patrons. If you have questions regarding whether your book is a monograph, consult with your acquisitions editor.

## 1.2 Edited Collections

For edited collections—works with multiple contributors, organized by one or more volume editors—it's important to follow a standard format. More and more researchers are finding single chapters in digital form through library aggregators, such as Project MUSE and ProQuest, so it's crucial to include only the above mentioned "monograph" components and to also

- confirm that author names, chapter numbers, and chapter titles match the table of contents;
- ensure consistency throughout (all or no chapters have subtitles, epigraphs, chapter bibliographies);
- repeat the full citation the first time it appears in each new chapter, and consider eliding a bibliography; and
- include an alphabetized list of contributors with brief bios.

In addition to compiling the complete manuscript according to these guidelines, volume editors should read each chapter for sense and grammar before submission. It will be especially important to watch for awkward prose if the chapters were originally presented orally or submitted several years ago.

When the time comes, volume editors will be asked to send the copyedited and proofread chapter files to contributors and return all files to the press by a given deadline.

## 1.3 Language Textbooks

We have a long history of publishing award-winning language textbooks. If you are a language textbook author, you should have early conversations with your editor about the elements of your book—such as activities, grammar charts, vocabulary lists, and special text you would like to call attention to. When you prepare the manuscript, they'll help you develop a set of "tags" for each of these manuscript elements so that when the designer receives your Word files, they will know how to design and format the book in the way that you and your editor have envisioned. Because the author is the expert on the language and pedagogy, you will be responsible for tagging your manuscript with your editor's guidance and submitting a complete list of tags used with your manuscript.

- After you have received a contract, submit to your editor a sample chapter and an outline of that chapter's structure and headings. Your editor will work with you to develop a set of tags to apply to this chapter and use throughout the rest of the book.
- As language textbooks are often heavily illustrated, please attend early to the illustration guidelines (section 3) to ensure that the images you are collecting meet our requirements.
- Talk with your editor about any special font requirements: diacritics, other character sets beyond English and the target language (for example, IPA), bold/italics/underscore in the target language, and so forth.
- If your textbook includes Arabic with diacritics, please submit the entire manuscript in Scheherazade font. This will ensure that all diacritics and special characters are included. If your manuscript includes the International Phonetic Alphabet (IPA), please use the Doulos SIL font for those characters.

**2.1 Prepare your manuscript in Microsoft Word without stylized formatting.** The entire manuscript including notes should be double-spaced in Times New Roman, 12-point font. Use a 1-inch margin for the entire manuscript. The alignment should be ragged right (not justified).

**2.2 Paragraphs should be indented** using the indent ruler tool in Word. Do not leave extra spaces between paragraphs. Spaces between paragraphs will be interpretted as section breaks.

**2.3 Manual line breaks should be used only to indicate actual line breaks,** such as at the end of a paragraph or a line of poetry. In reference lists, use a hanging indent for runover text. (Select "Hanging" in the "Special" box in the Paragraph tab in Word.)

**2.4 Do not use fancy word-processing features to "design" your manuscript.** Such special formatting has to be stripped out to enable the designer and compositor to do their work, so we prefer that you not include it in the first place. Avoid Microsoft Word Styles such as "Heading 1" and "Body Text." Also see 2.11.

**2.5 Levels of subheads should be tagged** <A>, <B>, or <C> and set flush left, instead of using formatting to distinguish them (e.g., see the box above and to the right). Language textbook authors may have other tags to distinguish between subheads (see 1.3).

**2.6 Block quotations.** For lengthy quotations, verse (song lyrics, poetry), or dialogue, format the paragraph to indent one inch from the left margin; do not insert line breaks or tabs to make it look indented. Denote the type of block quotation by placing a tag before its first word: <EXT> for prose extracts; <VEXT> for verse; and <DIAL> for dialogue.

**2.7 No illustrations should be embedded in the manuscript files.** For information on illustrations, please see section 3 of this guide.

**2.8 Each chapter, table, or section of the manuscript should be saved as a separate file.** See the box to the right for naming conventions.

## SUBHEAD TAGGING

<A>How to Tag a Subhead
Enter the carroted tag directly in front of the subhead like above. For a first level of subhead, use <A>, second level <B>, and third level <C>. As a best practice, subheads should not be "stacked," meaning an A-head should not be followed directly by a B-head; rather, there should be text in between the two sections.

## FILE NAMING

All files should be named using "zero padded" numbers (00, 01, 02, 03, etc.) in order of their appearance in the book and include the author's/editor's last name.

- **Front matter**, which could include a title page, dedication, contents, list of illustrations, preface, and acknowledgments, saved in a single file:
  00_NAME_FM

- **Chapters in an authored book** should include the author's name:
  01_AUNAME_Intro
  02_AUNAME_Ch1

- **Chapters in an edited collection** should include the editor's and chapter author's name:
  01_EDITORNAME_AUNAME_Intro
  02_EDITORNAME_AUNAME_Ch1

- **Back matter**, which could include an appendix, bibliography, contributor bios, or author bio, saved in multiple files:
  08_NAME_AppA
  09_NAME_Bib
  10_NAME_Bios

- **Illustrations** should typically be labeled as either figures or tables (see 3.13) and numbered:
  NAME_Figure_1.1 (first image in ch. 1)
  NAME_Table_1.2 (second table in ch. 1)

- **Captions** should be listed in a single document:
  00_NAME_Captions

2.9 Citations should follow *The Chicago Manual of Style*. CMOS 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. Please refer to chapters 14 and 15 of CMOS for a comprehensive overview, and consider using a reference management software such as Zotero.

2.10 Bibliographies. If your bibliography is comprehensive, use short citations (author's last name, shortened title, and page number) in the notes or parenthetical references in the text even on the first appearance of the source. If you do not have a bibliography or if your bibliography is selected, provide full bibliographic information for the first citation of each source in each chapter and short citations thereafter.

2.11 Notes. Use Microsoft Word's "Insert Endnote" feature under the "References" tab. Notes should appear at the end of each chapter file, not at the bottom of each page (i.e., do not select "insert footnote"). Place note markers at the end of a complete sentence or phrase, combining multiple notes into one if need be (see CMOS 14.57). Do not put note markers on display matter (e.g., chapter titles, epigraphs, and subheads). Please number notes consecutively within each chapter.

2.12 Notes and bibliography, like all manuscript materials, should be double-spaced in Times New Roman, 12-point font. Do not add blank lines between notes or between bibliography entries. See 2.1 and 2.3.

2.13 Pare down literature reviews to the most essential works, and eliminate most or all discursive material from the notes. Lengthy discursive notes will be queried for removal in copyediting.

2.14 Proofread direct quotations, authors' names, titles, page numbers, and dates and places of publication.

2.15 Wherever possible, include a DOI as the URL for online sources. A DOI forms a persistent URL, starting with https://doi.org/, that ensures the locations of online sources remain up-to-date.

## MANUSCRIPT CHECKLIST

Before you submit your final manuscript, please double-check the following:

- **The text of the entire manuscript is complete and final.**

- **Your name appears on the title page exactly as you wish it to appear in the published book.**

- **Notes and bibliography follow *The Chicago Manual of Style*.** Authors' names, titles, page numbers, and date and places of publication have been carefully proofread (see 2.9–15).

- **Each chapter is in a separate Microsoft Word file**, named by zero-padded number, author/editor last name, and section/chapter (see 2.8 and the file naming box on p. 4).

- The entire manuscript—including notes, block quotes, and references—is formatted in **Times New Roman, 12-point font and double-spaced** with no extra blank lines between paragraphs or individual notes (see 2.1–3).

- With the exception of Microsoft Word's "insert endnote" functionality, **no autoformatting is in place** (see 2.4 and 2.11).

- **Levels of subheads and block quotes are tagged** (see 2.5–6 and the subhead tagging box on p. 4).

**3.1 Consult with your editor early** if you wish to include illustrations—photographs, maps, tables, graphs, charts, and diagrams. They will collaborate with you in deciding which illustrations to include and how to best prepare them. We recommend that you not pay for images until you have conferred with your editor.

**3.2 All art should be inventoried in the art and permissions log.** We encourage you to seek permission only where Fair Use does not apply (see 4.1 below).

**3.3 Decide with your editor whether art should be "gathered" or "scattered."** Gathered images are collected together in what is known as a gallery. If the images are closely tied to specific sections of the text, we can alternatively scatter them throughout the book.

**3.4 Include callouts in the manuscript for scattered art.** In this case, the final text should contain a one-line marker or "callout" for each image (e.g., <insert figure 1.1 about here>). Callouts should be located between paragraphs.

**3.5 Image captions should appear in a separate double-spaced Word document.** They should be numbered as you want them to be in the book (see CMOS 3.10–14). Captions should be just a few lines, including a title or description and a source or credit line (see CMOS 3.21–28).

**3.6 If art will be black and white in the book, it should be submitted in grayscale. Color art should be in CMYK format.** The press can assist with this conversion if need be.

**3.7 Static images should be a minimum of 1500 pixels wide or tall on the longest side and saved at 300 DPI.** Bigger is always better. Do not resample images to make them either smaller or larger, as this can distort the file. Photographs, screengrabs, and scans are typically static images. For illustrations, maps, charts, graphs, and diagrams, see 3.10.

**3.8 For static images, we strongly prefer TIFF files over JPGs.** JPG is a compressed format, which allows for a smaller file but can leave a low-quality image that is not suitable for printing at book standards.

**3.9 Charts, graphs, and diagrams should be submitted as PDF or EPS files, exported from their original format.** That is, a graph created in Excel should be saved as a PDF. You should submit both the original and exported file to the press. Charts, graphs, and diagrams should be saved as separate files (one for each figure), and callouts should be left in the manuscript (see 3.4).

**3.10 Vector formats are preferred for graphics.** If images were created using graphic design software (like this one), it is best that they be submitted as resizable vector files, in EPS, PDF, or SVG format. This often includes illustrations, maps, charts, graphs, and diagrams. If only static image files are attainable, see 3.7.

**3.11 Tables should follow** *The Chicago Manual of Style*. See chapter 3 for complete guidance on formatting. Tables should be created in Microsoft Word, with the title given above the table and the sources and notes below. Tables should be saved as separate files (one for each table), and callouts should be left in the manuscript (see 3.4).

**3.12 If your book will contain maps,** please consult with your acquisitions editor. Contemporary cartographers should submit maps as vector files (see 3.10). Scans of print maps (like this one) should be submitted as TIFF files (see 3.7). If you need the press to commission maps on your behalf, please supply base files with a detailed list of the geographic locations for our cartographer.

**3.13 Illustration file names** should follow the conventions in the box on p. 4 of this guide. In most instances, please label files as either tables or figures. If illustrations are extensive, however, it may be useful to label files by illustration type (e.g., maps, plates, drawings). If you intend to list the illustrations in the front matter, the file names should follow the same convention used in the manuscript (see CMOS 1.39).

**3.14 Low-resolution images may be dropped if quality is unacceptable.** Note that screengrabs and images downloaded from the internet will often result in images with inadequate resolution. Screengrabs from a Blu-ray disc or retina display will be of higher quality.

**ILLUSTRATIONS CHECKLIST**

To avoid errors or delays in production, please do not replace art after submission. Double-checking the following key points will help the process go smoothly:

- **File size and type is adequate.** Static images are at minimum 1500 pixels wide, saved at 300 DPI, and submitted as TIFF files (see 3.7). Vector formats are provided for graphics (see 3.10).

- **Images are not embedded in the manuscript.** They are saved as individual files and named according to the conventions on p. 4.

- **Named and numbered callouts appear in the manuscript.** That is, <insert figure 1.1 about here> (see 3.4).

- **Captions with credits** are complete and saved in a single Word document (see 3.5).

- The **art and permissions log** is complete and there are no outstanding permissions (see 3.2 and section 4).

# 4. PERMISSIONS

4.1 **Fair Use**. We highly recommend that you acquaint yourself with the doctrine of Fair Use and request permission only where the doctrine does not apply.

4.2 **For material not covered by Fair Use, you must seek permission.** Unless you have discussed and made other arrangements with your acquisitions editor, responsibility for obtaining permission, paying any fees for permissions, and providing the press with relevant documentation rests with you, as author/editor.

4.3 **Authentic material**—that is, real-life examples of language used in everyday situations—generally require permission to reproduce.

4.4 **Documentation of permissions.** Make sure to provide a completed permissions log as well as copies of all letters/forms/emails both requesting and granting permission. If the permission grantor does not have their own form, please make use of our sample permissions request letter. Include translations if the documentation is not in English. Label all permissions letters with the number of the figure, table, or illustration to which they correspond or the title of the reference text and its corresponding chapter.