



**Syracuse University Press**  
**Manuscript Preparation Instructions**

*Please read carefully!*

## Delivery Requirements

Syracuse University Press appreciates your careful attention to detail when preparing your final manuscript materials for delivery. Please keep in mind that the publication of your book cannot be scheduled until all final materials have been delivered to the Press as outlined in this document, and all have been approved by your acquisitions editor and our editorial and production staff. Please read this document carefully and refer to it as you prepare your text and illustrative materials. Please note that we defer to the *Chicago Manual of Style*, 16<sup>th</sup> edition, on all questions of style and usage. A searchable online version is available here:

<http://www.chicagomanualofstyle.org/16/contents.html>

**Final Materials for Delivery.** We ask that you submit the following materials in one package by regular mail or express courier by your contracted delivery date:

1. The full text of your manuscript in both printed copy and electronic form on a CD or thumb drive.
2. All illustrative materials you wish to include, prepared according to our specifications.
3. All permissions documentation for third-party material—text or illustrations—you wish to include in the published book.
4. A completed permissions chart.
5. A signed copy of your manuscript preparation checklist.

**Note:** Please do not submit any materials via email attachment. Please do not submit materials piecemeal to your acquisitions editor. Please communicate with your editor if you are unable to meet your delivery date so that we can reschedule accordingly.

### When preparing your text

- Use Courier New 11 point as your font setting for all text. This requirement is important because we rely on these specs to estimate typesetting and printing costs.
- Set all margins—top, bottom, left, and right—to 1 inch.
- Format *everything* using double spacing—front matter, text, block quotations (prose and poetry alike), footnotes, references, tables, glossary, illustration legends, index.
- Indent new paragraphs; do not insert extra hard returns before or after paragraphs.
- Underline words that should be printed in italic. *Do not* use an italic font.
- *Do not* insert scanned material or graphics into text pages—this includes photographs, figures, maps, or any other kind of line art. Proper handling of these items will be discussed later in the instructions.
- Paginate the document continuously, start to finish. In other words, do not restart page numbering with each new chapter.























**Printout.** Please provide a complete printout of your final manuscript. The printout should be single-sided, double-spaced, and must include everything that will appear in the published book, except for your index:

- front matter (title page, dedication, epigraph, contents, list of illustrations, preface, acknowledgments, list of abbreviations, author bio)

- introduction
- chapters (do not include “interludes” of any kind between chapters)
- back matter (appendixes, bibliography, glossary)
- photographs, illustrations, maps
- tables, charts, graphs
- captions, including complete credit lines

**Electronic text files.** Provide your final text in electronic files on a CD or thumb drive. This text must match the printout and should be saved as Microsoft Word files. Each chapter should be saved as an individual file. The other pieces of your book should also be saved in individual files, such as front matter, introduction, glossary, captions, appendixes, bibliography, tables, and captions.

The electronic files should be labeled according to their chapter or part name, along with your last name. For example, the front matter file should be labeled “Smith\_front\_matter.doc”; your introduction would be labeled “Smith\_introduction.doc.” Your chapters should be labeled “Smith\_ch1,” “Smith\_ch2,” and so forth (or something similar). Your back matter files should be labeled likewise, for instance: “Smith\_bibliography.doc.” See the following example:

Name	Date modified	Type	Size
 Maps	8/2/2012 11:02 AM	File folder	
 Tables	8/2/2012 11:02 AM	File folder	
 1 Dunham.Front Matter	8/1/2012 4:32 PM	Microsoft Word D...	46 KB
 2 Dunham.Chapter 1 Allegany Atmosph...	8/1/2012 4:33 PM	Microsoft Word D...	25 KB
 3 Dunham.Chapter 2 Failed Compromises	8/1/2012 4:33 PM	Microsoft Word D...	32 KB
 4 Dunham.Chapter 3 Elmira Excitement	8/1/2012 4:34 PM	Microsoft Word D...	25 KB
 5 Dunham.Chapter 4 On the Move	8/1/2012 4:34 PM	Microsoft Word D...	28 KB
 6 Dunham.Chapter 5 Life in the Trenches	8/1/2012 4:35 PM	Microsoft Word D...	36 KB
 7 Dunham.Chapter 6 Life Back Home	8/1/2012 4:36 PM	Microsoft Word D...	34 KB
 8 Dunham.Chapter 7 Battle at Boydton	8/1/2012 4:36 PM	Microsoft Word D...	31 KB
 9 Dunham.Chapter 8 Wrecking the Weld...	8/1/2012 4:37 PM	Microsoft Word D...	41 KB
 10 Dunham.Chapter 9 Faith and Fighting	8/1/2012 4:37 PM	Microsoft Word D...	32 KB
 11 Dunham.Chapter 10 Battle at Dabney's	8/1/2012 4:38 PM	Microsoft Word D...	39 KB
 12 Dunham.Chapter 11 Epilogue	8/1/2012 4:39 PM	Microsoft Word D...	32 KB
 13 Dunham.Abbreviations	8/1/2012 4:39 PM	Microsoft Word D...	17 KB
 14 Dunham.Works Cited	8/1/2012 4:45 PM	Microsoft Word D...	50 KB
 15 Dunham.Appendix A	8/1/2012 4:45 PM	Microsoft Word D...	20 KB
 16 Dunham.Appendix B	8/1/2012 4:46 PM	Microsoft Word D...	20 KB
 17 Dunham.Appendix C	8/1/2012 4:46 PM	Microsoft Word D...	32 KB
 Footnotes	8/1/2012 4:47 PM	Microsoft Word D...	19 KB
 Photograph and Map Captions	2/14/2012 4:42 PM	Microsoft Word D...	23 KB
 Photos	7/3/2012 3:57 PM	Shortcut	1 KB

**Permissions documentation.** It is the responsibility of the author to pursue and secure express written permission to reprint any third-party material in his or her book. In every case, please request worldwide English-language rights for both print and electronic form from the rights holder. We can provide you with sample request letters if needed, but rights holders often request that you fill out specific paperwork. Please provide copies of all permissions forms and related correspondence when submitting final materials to your acquisitions editor. Label each permission document with the appropriate figure or illustration number or textual extract, and be certain this corresponds to the number listed in your permissions chart. For each permission document, there should be a corresponding entry on your chart. ***NB: Please carefully read the permissions packet you received after signing your SUP contract. Your manuscript will not be considered complete until all permissions documents have been submitted to the Press.***

**Tables.** Tables are not considered art and should be saved in separate Microsoft Word files, labeled according to their table number. For example, table 2.1 should be labeled “Smith\_table 2.1.” **Under no circumstances should tables be embedded in text files.** The title of the table should appear *above* the table. The title should begin with the word *Table* followed by the table number. Tables can be numbered sequentially throughout the text or by using a double-numeration system according to chapter (e.g., Table 1.1, Table 2.1, Table 4.2, etc.); the latter is recommended for contributed volumes. There should be no period at the end of the title. Column headings within tables must align horizontally at the *base*, items in columns must align vertically (if decimals are used, align on them), and the organization of the table must be clear. Items in the tables should reflect the terminology and phrasing used in the text. Appropriate placement of each table should be indicated in the text with the use of a callout, such as:

<<Place table 2.4 here.>>

**Illustrations.** Provide your illustrations, charts, maps and line graphs as individual electronic files. The files should be black & white, and saved as Tagged Image File Format (TIFF) files and labeled according to their figure. Figure 4, for example, should be saved in a file labeled “Smith\_figure 4.” Under no circumstances should any illustrations be embedded in text files. All illustrations, along with any necessary permissions documentation, must be submitted with your text files on your delivery date. Please indicate where in the text you would like each illustration to be placed by inserting a callout on a separate line, like this:

<<Place figure 4.5 here.>>

If you wish to reproduce color images in your book, be aware that this may increase production costs significantly. Please speak with your editor before proceeding. Illustrations in general are costly to reproduce; please be highly selective, therefore, when deciding which images to include in your book. Be certain they augment the text in some meaningful way for the reader.

***Electronic files and resolution.*** Illustration files should be submitted in TIFF format with a minimum of 300 dots per inch (dpi) at the physical size it will appear in the book. Bear in mind that dpi and physical size are inversely related: for any given digital image, if we increase the physical size the resolution will decrease, and vice versa. We will reject image files that are not prepared at 300dpi at a usable size. Ultimately, the quality and usability of all images will be

determined by our production and design staff.

If there is text present, the image needs to be 600dpi to preserve crisp lines and legibility. For black and white line art, the images should be created at minimum 600dpi (dots per inch), although 1200 dpi is preferred, and saved in TIFF format.

**Scans.** For photographs, please try to obtain first-generation, museum-quality scans. In most cases a scan of a second-generation image (e.g., a scan of an image in a book) will have poor image quality. Please note that we cannot improve upon the quality of an image, and we will reject images that are markedly blurry, distorted, pixilated, or contain moiré patterns. Choose only sharp images that will reproduce well.

**Prints.** We accept first-generation prints (photographs or original printed artwork), which we can scan. Please label them with a Post-it note on the back for identification purposes.

**Captions or legends.** For every illustration, chart, map, graph, or photograph you wish to include in your book, please be sure to assign a caption with credit line. Please prepare a file in MS Word format that includes all of your captions. A caption should contain the figure number, a short description of the illustration, and a credit line. For example: “Figure 1.5. Pablo Picasso, *Women of Algiers*, oil on canvas, 1955. Coll. Victor M. Ganz. © 2009 Estate of Pablo Picasso / Artists Rights Society (ARS), New York. Reproduced with permission from Scala / Art Resource, New York.” Under no circumstances should your caption or figure number appear on or in your illustration. Other examples of captions with credit lines:

John Pine, frontispiece to James Anderson, Constitution of Free-masons, London, 1723. Engraving; 8 X 7 in. Courtesy of the Museum of Our Heritage.

Unknown artist, title page to H. W. Longfellow, The Poets and Poetry of Europe. Steel engraving. By permission of the Houghton Library, Harvard University.

Unknown photographer, Joseph Pennell, ca. 1905. Photograph. Courtesy of the Library of Congress.

L. H. Bradford, statuette of Benjamin Franklin, ca. 1856–58. Photo-lithograph; 8 X 4 in. Courtesy of Smithsonian Institution.

## Style

We follow *The Chicago Manual of Style*, 16<sup>th</sup> edition, on virtually all matters of style, punctuation, capitalization, and hyphenation. We therefore require US-style punctuation (e.g., use double quotation marks, and single quotation marks for quotations within quotations, and place commas and periods inside quotation marks).

**Dictionary.** We use *Merriam Webster's Collegiate Dictionary*, latest edition. We therefore require US spellings.

- Use the serial comma (*eats, shoots, and leaves*, not: *eats, shoots and leaves*)
- Use month-day-year dates. So not “23 June 2011” but “June 23, 2011.” Note that in running text a comma follows the year.
- Use en dashes rather than hyphens in between number spans. So not “23-29” but “23–29.”
- Truncate the last number in page ranges as follows: 1–5, 43–44 (do not truncate when the last number is only two digits), 100–102 (do not truncate when the first number is a multiple of 100), 106–7 (don't repeat the 0), 131–38, 188–213.
- Use ellipses to indicate omissions from quoted passages. In general do not bracket ellipses. If ellipses appear in the original quotation, please explain this in the note citation (e.g., “ellipses in original”).
- Spell out whole numbers from zero through one hundred and round multiples of these (i.e., whenever a number one through one hundred is followed by “hundred,” “thousand,” “hundred thousand,” or “million.” For example: thirty-two, one hundred nine thousand, fifty-four thousand, three hundred thousand.) If many numbers appear within the same paragraph or short section, use numerals, even if they should be spelled out according to the rule above. Also in a sentence or paragraph with many numbers, if you should use numerals for one number in a category, use numerals for other numbers in that category. For example: Three books are ready for publication—one with 250 pages and two with 300 pages.

### Quotations and Poetry

- Prose quotations of fewer than 10 full lines of type should be run into the text and enclosed in quotation marks.
- Poetry of only 2 or 3 lines can also be run into the text. Use a solidus (/), preceded and followed by space, to separate the lines.
- Poetry that is set off from the text as an extract should use double line spacing and should follow the form and spacing of the original.
- Do not begin or end quotations with ellipses. It is permissible to change the first word of a quotation from a capital to a lowercase letter, or vice versa, to fit into the author's own prose more gracefully.
- For more specifics, please see the *Chicago Manual of Style*, 16<sup>th</sup> edition: <http://www.chicagomanualofstyle.org/home.html>

## Play Texts

- In plays, the speaker's name is usually set in a font distinct from the dialogue—caps and small caps, for example, or all small caps. The dialogue is not enclosed in quotation marks and is usually set in flush-and-hang style, or hanging indentation. Stage directions are usually italicized; please indicate italicization by underlining.
- For more specifics, please see the *Chicago Manual of Style*, 16<sup>th</sup> edition, 13.44: <http://www.chicagomanualofstyle.org/home.html>

## Epigraphs

An epigraph may be used for the book. Please avoid assigning gratuitous epigraphs to chapters. If you absolutely must use chapter epigraphs, be certain to obtain express written permission for the quotation and include that documentation when you submit your final text to SU Press. It is considered better bookmaking to include an epigraph for every chapter, or none at all.

## Glossary

If you wish to include a glossary, place it in a separate file so that you can add to it and confirm spellings and definitions as you write. Input items in alphabetical order with the same formatting (underlined [for italic] or roman, capital or lowercase) used in the text, with each item beginning on a new line, flush left, followed by a colon and the definition.

## Abbreviations

If you wish to include a list of abbreviations, please create two columns with tabs to separate columns, using double line spacing, with the word or abbreviation in alphabetical order in the left column and the definition or full name in the right. Underscore the abbreviation if it is of a book title or other italicized word.

## Documentation

Syracuse University Press allows either the **author-date system** or **humanities-style system** of documentation.

The **author-date system**, common to books in the sciences and social sciences, uses a parenthetical reference that includes the author's last name and the work's year of publication (unless given in the text), followed by a comma and the page reference (e.g., Whyte 1982, 73). Commentary notes—used with author/date method of citation—will be placed on text pages as footnotes in the final book. When preparing your manuscript, use the automatic footnote function in your software. As with the text, employ the author-date system of documentation within the notes. References and Works Cited are interchangeable terms used for the bibliographic section in the author-date system of documentation. They should include only items cited in the text. Please *do not* omit citations in an effort to shorten your manuscript. Use a "hanging" indentation; that is, begin each item at the left margin and indent subsequent lines. Place the date of publication after the author's name. If an author has more than one publication for any one year, place them in alphabetical order by title and distinguish them by adding a lowercase letter after the date. For examples of this style of documentation, please consult the *Chicago Manual of Style* here: [http://www.chicagomanualofstyle.org/16/ch15/ch15\\_sec005.html](http://www.chicagomanualofstyle.org/16/ch15/ch15_sec005.html)

Syracuse University Press also allows the **Humanities-style system of** documentation. In this system, favored by many writers in the humanities, bibliographic citations are provided in notes, often supplemented by a bibliography. The notes, whether footnotes or endnotes, are numbered and correspond to superscripted note reference numbers in the text. Notes should be embedded within the chapter files. If the bibliography includes all works cited in the notes, the notes need not duplicate the source information in full because readers can consult the bibliography for publication details and other information. In works with no bibliography or only a selected list, full details must be given in a note at first mention of any work cited; subsequent citations need only include a short form. For further detail about this system of documentation, please see the *Chicago Manual of Style*: [http://www.chicagomanualofstyle.org/16/ch14/ch14\\_sec014.html](http://www.chicagomanualofstyle.org/16/ch14/ch14_sec014.html)

### **The Index**

A comprehensive index augments the value of most books, particularly those of serious scholarship. Note that it is the responsibility of the author to provide an index or arrange for a professional index to be made. Our editorial and production manager can recommend professional indexers, and must approve any indexer you hire. Note that the amount of time allotted to create the index is short, and corresponds with the period during which you will be asked to review typeset page proofs; for this reason, too, we encourage you to hire a professional indexer.

### **Foreign Languages**

Languages using the Latin alphabet cause relatively few problems for the compositor, but matters of capitalization, punctuation, and accents should be considered carefully, and as in other aspects of the manuscript, consistency should be maintained throughout. Include a list of the special characters used in the manuscript for the convenience of both the editor and the compositor and to ensure accuracy. Sometimes special diacritical marks present computer problems; please contact your acquisitions editor with questions about diacritics and special fonts.

### **Transliterated (Arabic, Greek, Persian, Russian) and Romanized (Chinese and Japanese) Languages**

Following accepted practice among scholarly publishers, SUP no longer uses most diacritics in transliterated languages, except in works on linguistics. Only the *ayn* and *hamza* are used in transliterated Arabic and Persian, and they must be clearly distinguished. A single opening quotation mark is acceptable for the *ayn*; a single closing quotation mark for the *hamza*. For additional guidelines, including the presentation of proper names, please refer to the Translation and Transliteration Guide provided by the *International Journal of Middle East Studies*. A summary of these points can be found here:

[http://ijmes.chass.ncsu.edu/IJMES Translation and Transliteration Guide.htm](http://ijmes.chass.ncsu.edu/IJMES_Translation_and_Transliteration_Guide.htm).

To help the editor resolve questions about the correct form of words and phrases in a transliterated language, you must include an alphabetized list of all such terms in their complete form. Invert personal names so the surname appears first, followed by the first name. *Editing cannot begin without these lists.*