

Preparing Your Manuscript

The following suggestions provide general guidelines for standard manuscript preparation. For problems related more specifically to style, order, and citations, you will find helpful information in *The Chicago Manual of Style, 15th Edition*, our primary authority for questions of style, and *Merriam Webster's Eleventh Collegiate Dictionary*, our final authority for questions of spelling.

When you submit your final manuscript, do your best to make it complete. All front matter (dedication, epigraph, table of contents, preface, etc.) and back matter (notes, resources, appendixes, about the author, etc.) with the exception, of course, of the index, should be included.

Sending and Organizing Manuscript Files

New World Library is becoming as paperless as possible; most manuscripts are now submitted via email, and no hard copy is necessary. If your editor would like a hard copy, she or he will request one.

- Please email the files to your editor. Our preferred software is Microsoft Word for Macintosh or Windows. If you do not have this program, please consult your editor; she or he can advise you about options for saving the files.
- Electronic files should be separated by chapters; PLEASE DO NOT PUT THE ENTIRE MANUSCRIPT IN ONE FILE. You may gather all of the front matter sections in one file named with your last name and the extension "FM"; e.g., "NAME.FM." The file for each chapter should be named with your last name and the chapter number, e.g., "NAME.ch01," "NAME.ch02," and so on.

Sections to include

- Book dedication and book epigraph (if applicable)
- Contents page listing part numbers and titles (if any) and chapter numbers and titles (no need to include page numbers)
- Acknowledgments page (Do you have one? Please note that you will be able to revise your acknowledgments up to one month before your book goes to the printer.)
- About the author page and, if applicable, information about your workshops or other books
- References (i.e., footnotes or endnotes, bibliography, and/or recommended reading)

Manuscript Preparation & Electronic File Preparation

As you prepare your electronic files, please keep the following pointers in mind:

- Double space all files.
- Use a ragged right (not justified) margin. Do not put hard returns at the ends of lines except at the ends of paragraphs.
- Indent the first line of each paragraph using an automatic first-line indent (you can set this on the ruler at the top of your document field) or the tab key. Do not create indents by pushing the space bar numerous times.
- Do not put extra line spaces between paragraphs.
- Resist the temptation, passed down through generations of typewriting classes, to type two spaces after sentences. There should never be more than one space between words or sentences.

- Do not add hard carriage returns at the end of text blocks to get to the next page. Add page breaks manually using Word’s “Insert > Break > Page Break” command.
- Leave at least a one-inch margin on all sides, top and bottom.
- Use a clean, readable font, such as Courier or Times New Roman, sized at 12 points.
- Always number the pages consecutively from 1 to your last page number.
- If your editor requests a hard copy of your manuscript, print it on clean, white 8.5 x11 paper.
- Do not format your text beyond the use of italics and boldface.** All text and headings in your manuscript should appear in the same font, including the chapter titles and all levels of headings.
- Do not use any of the other formatting features on your word processor, such as tables, body text, centering text, or headings. Such formatting only interferes with the actual editing and typesetting later in the process. Your editor and the book designer and typesetter will determine, with your approval, an appropriate style for these things.
- If your manuscript contains art, charts, sidebars, or illustrations, please discuss with your editor the appropriate format for submitting them. These should usually either be submitted to the editor for scanning or sent electronically on a CD or via email. Each image should be sized at 4 x 6 inches and be at least 300 dpi.

Miscellaneous

Other things to provide to your editor:

- PERMISSION LETTERS (if applicable): Letters authorizing the use of quotations, photos, art, or anything requiring permission are the responsibility of the author. If you have permissions questions, discuss them with your editor, who can provide sample letters. Many publishers now have methods for requesting permission to quote via their websites, making this process much simpler. (See below for more information.)
- AUTHOR PHOTO: A Black-and-white or color photo of yourself (5x7 preferred) for possible use on the inside of the book or back cover. Include a photo credit line and permission to use any photo you send. If electronic, the photo should be delivered as a tif, 4 x 6, and minimum 300 dpi.
- YOUR SCHEDULE: Alert your editor of any times during the months after your manuscript is due that you will be unavailable or out of town. Once the book enters the editorial and production cycle, we will discuss the book’s editing and production schedule, specifying when you will see edited versions for response. There will also be queries that you will need to answer. However, it is impossible to predict how long some of these stages will take. Please be flexible about our schedule and keep us informed of yours.

Special Elements within the Manuscript

Contact your editor if you have any questions regarding manuscript appearance, structure, or style. Our job is to work with you to ensure that the final product meets with our, and your, satisfaction.

Heads and Subheads

Each chapter should open with introductory text that provides the reader with an overview of the topics you will discuss in that chapter. Following the introduction, the text should be broken up by heads and subheads. Most nonfiction books benefit from heads and subheads, which act as

signposts to direct the reader quickly to a topic. Breaking the text into pieces also makes the information easier to assimilate. Try never to stack heads without intervening text.

Lists

It is sometimes desirable to assemble short, cogent points into lists. The most common forms of lists are bulleted and numbered.

Bulleted lists are used to indicate a series of options, such as points in a theory or categories in a group. Although most current word-processing programs are capable of automatically creating bulleted lists, you may create them manually by using hyphens or asterisks instead of bullets.

Numbered lists are used for items that should appear sequentially.

NOTE: Do not indent your lists or attempt formatting beyond bullets or numbers. Avoid the use of tabs in lists.

Tables

Tables should be gathered in a separate file. Number your tables sequentially in the order in which they will appear in the manuscript. At the place in the text where you wish a table to be placed, please insert a callout, in brackets — e.g., [Insert TABLE 1 here]. Use single tabs, not spaces, to separate multi-columned lists. When the typesetter comes to a table in your manuscript, he or she will set it for you and box it, if necessary.

If the table is short, no table number or caption is required. Just let the reader know a table is following with a clause such as, “as the table below indicates.” If the table is long (more than two inches deep), it will be placed where it will fit, and it will need a title. The title should look something like this:

Table 3. Monetary Benefits of Retiring Members of Congress

Using a table number will enable readers to locate the table easily. (Numbered tables are located consecutively within each chapter.)

Artwork/Illustrations

All artwork should be in a separate electronic file from the text. Please discuss art elements with your editor prior to submitting them.

- Submit one packet containing all FIGURES, PHOTOS, or other VISUAL ELEMENTS
- In most cases, each item should have a caption. If you’re unsure whether to include captions, check with your editor.
- Indicate within the electronic manuscript files where the artwork is to be placed. Use bracketed callouts such as [Fig. 1].
- Provide hard copies of all artwork. Photocopies are fine if you are delivering electronic art files; otherwise we need art suitable for scanning.

Legal Considerations

There are several legal considerations you should be aware of: permissions, invasion of privacy, libel, and product liability. If one or more seems to be applicable to your manuscript, it is essential that you discuss it with your editor. Disclaimers can be used in the front of the book, but please take care to assure that you stand by whatever you include in your book.

Quotations from other sources Anytime you are quoting another work or author, even one or two sentences, you will need to provide a complete citation for the quotation. A complete citation would include the following: Author's name, name of work, city of publication, publisher, date of publication, page number where quotation is found.

Keep in mind that copyright protection is set up so that writers are given proper credit for their work. You would not want someone misquoting your work or using it without proper acknowledgement, and thus you offer the same courtesy to other writers. Overuse of quotations may be a sign of lazy writing, so be sure that each quotation is adding something and that you are not allowing the quoted material to do your work for you.

If you use quotations from the Internet, be aware that you may be misquoting or quoting a piece of a larger work. Try to quote from sources and authors familiar to you and of which you have read widely. Discuss the need for permission with your editor.

Permissions: In general, copyright law protects everything published and copyrighted after 1910. However, the "fair use" doctrine permits limited quotation of copyrighted material without the need for permission. Because what constitutes fair use is of necessity a relative determination, your editor should be involved in determining the need to secure permissions. All necessary permissions should be requested soon after your final ms is submitted, so that any permissions acknowledgments required can be typeset with the balance of the text. Be aware that permissions for poetry and popular lyrics tend to be expensive — sometimes prohibitively so — and that all tables, illustrations, and photographs reproduced from another source will require permission.

Invasion of privacy: In general, the key to a successful lawsuit for invasion of privacy lies in identification. If you have written about a living, private person, or a private event not previously known to the community, or if you have used characteristics of someone familiar to you in your fiction or nonfiction work, to the extent that readers could recognize the characters in your account as depictions of living people, an action for invasion of privacy is possible. Nonetheless, even though identification is the crux of liability for invasion of privacy, it is to be stressed that what constitutes inadequate identification under New York law (for example) might be entirely adequate under California law. Since the law in the area of privacy varies considerably from jurisdiction to jurisdiction, prudence dictates that any use made in your work of private people and private events be raised and discussed with your editor.

Release Forms: We have release forms that can be used to obtain permission from persons to use their names and/or stories. Discuss this with your editor as early in the process as possible.

Libel: As with invasion of privacy, a valid lawsuit must first establish that a living person has been identified in your work. Assuming that person has indeed been made recognizable by name

or likeness in your account, the second main element of liability for libel is that what you have said is false and defamatory — i.e., untrue and detrimental to that person’s reputation at work, in the family, in the community, and so on. There are numerous other considerations connected to the determination of liability for libel, but in general it makes sense to think carefully about making statements of fact about recognizable people in your work that could be considered derogatory of them. Ask yourself, “Have I supported the statements with demonstrable facts? Could I prove to a court the validity of what I have said about someone?” Since neither an author nor a publisher benefits from the publication of false information, raise any uncertainty you feel over a libel question with editor.

Product Liability: If you give instructions of some sort in your book — how to make a bicycle out of old plumbing gear, dietary or health suggestions, or how to prepare a dandelion casserole, for example — it is essential to think about the possible consequences to a reader following your instructions. How could the procedure you have outlined be dangerous to perform? Are there any dangers to the procedure and/or its results that are not immediately obvious and that could do damage to a reader relying on your expertise? Perhaps a warning should be added or a change should be made in the instructions in order to steer the reader clear of a potential danger. Again, any uncertainty in this area deserves mention to your editor.

Bibliography and Endnotes

We at New World Library use *The Chicago Manual of Style* guidelines for endnotes and bibliographic references. Put any necessary notes at the end of each chapter, and number notes consecutively within each chapter. (In other words, the first note in each chapter will be “1.”) The following examples will give you an idea of how to format notes. Please double-space all notes. Also, please note that we generally do not include `http://` in URLs.

For Endnotes:

Books:

Anne Llewellyn Barstow, *Witchcraze: A New History of the European Witch Hunts* (San Francisco: Pandora/HarperSanFrancisco, 1994), p. 22.

Magazine/Journal Articles:

Marshall Berman, “Why Modernism Still Matters,” *Tikkun* 4, no. 1, Jan./Feb. 1989, pp. 11–14, 81–86, 123–135.

Websites:

Evanston Public Library Board of Trustees, “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach,” Evanston Public Library, www.epl.org/library/strategic-plan-00.html (accessed July 18, 2002).

For content from very informal websites, where titles and authors may be lacking, descriptive phrases can be used:

Camp Taconic Alumni, 1955 photo gallery, www.taconicalumni.org/1955.html.

For Bibliographies:

Books:

Northrup, Christiane. *Women's Bodies, Women's Wisdom*. New York: Bantam, 1994.

Terger, Peter, Brigitte Berger, and Hansfried Kellner. *The Homeless Mind: Modernization and Consciousness*. New York: Random House, 1973.

Magazine/Journal Articles (not always necessary to include in bibliography if in endnotes):

Wise, Penelope. "Money Today: Two Cents for a Dollar." *No Profit Review* 2, no. 4 (1987): 123–142.

Hewitt, Bill, Lyndon Stambler, Julie Klein, and Doris Bacon. "The Body Counters." *People*, April 12, 1993, 35–37.

Websites:

Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston Public Library. www.epl.org/library/strategic-plan-00.html.

Other Items

- The index, if one is called for, cannot be created until the book is typeset and paginated. If you and your editor decide an index is needed for your work, New World Library will engage a professional indexer.
- Avoid real names of companies and individuals unless you are discussing relevant products or services. If you are using real names, releases may be required. Please discuss this with your editor.
- Avoid sexist language. We encourage you to use a balance of genders in your examples. If you are interested in a book on the subject, Casey Miller and Kate Swift's *Handbook of Nonsexist Writing* (New York: Lippincott & Crowell, 1980) provides a good discussion and helpful examples.

If you adhere to all these guidelines, your book will pass through our hands quickly and end up on the bookstore shelves in great shape. All of these rules really boil down to a few simple principles:

- Have a clear idea of where you're going
- Keep it simple
- Number everything clearly and logically so it can't get out of sequence

We are all looking forward to working with you to make your book as good as possible and the publishing experience as pleasant as possible. Please contact us if you have questions or concerns along the way.

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