Final Manuscript Preparation Requirements

These instructions lay the groundwork for us to meet our mutual goal of providing a high-quality book to readers. Adherence to the following requirements will facilitate your manuscript's smooth progress to the next stage: copyediting.

Copyediting is meant to assist the author with a final polish of the manuscript and is focused on ensuring consistency and correcting mechanics and style. We expect that substantive and developmental changes in the accuracy and organization of the manuscript have been handled before copyediting, based on the advice of the acquisitions editor and the expert readers. Copyediting does *not* include fact-checking or substantially revising your work.

All manuscripts submitted to the University Press of Florida and the University of Florida Press must be in their final form. Please make sure <u>everything</u> you plan to have published in the final book—manuscript text, illustrations, tables, captions, credit lines—is included, clearly labeled, and formatted according to these instructions. All permission documentation and the rights log should be submitted with the manuscript. Once the project starts the editorial process, no new material may be added.

BASIC REQUIREMENTS

The following tasks are mandatory. Your manuscript will not be accepted if they are not completed.

Naming Files

1. Name each file clearly and sequentially; do not use chapter titles or descriptions of illustrations in file names.
2. Label chapter files as Chap01, Chap02, and so on.
3. Label illustrations and tables numerically:
   - For single-author books with 20 or fewer illustrations, single-digit numbering is preferred (fig. 1, 2, 3, etc.; map 1, 2).
   - For edited volumes and books with more than 20 illustrations, double-numbering is favored (fig. 1.1, 1.2, etc., where the first number is the chapter number and the second is the image number).
4. If your manuscript contains one or more elements that is not an illustration or table (such as a text box or sidebar), follow the file-naming rules for illustrations and tables. For example, the first sidebar in chapter 10 should be labeled sidebar 10.1.

Creating Files

1. Create a separate electronic file for the introduction, for each numbered chapter, and for the conclusion.
   - All text files must be in Word or Word-compatible format.
2. Create **one** text file for the front matter, including the following elements (**as applicable**) arranged in this order:
   > title page
   > copyright page
   > dedication
   > epigraph
   > table of contents
   > list of illustrations
   > list of tables
   > foreword
   > preface
   > acknowledgments (if not part of preface)
   > list of abbreviations (if not in back matter)
   > chronology (if not in back matter).
   - If you do not know where materials should appear in the published book, consult your acquisitions editor.
3. Create **separate** text files for the back matter elements (**as applicable**):
   > acknowledgments (if not in front matter)
   > appendix (or first appendix, if more than one)
   > each subsequent appendix
   > chronology (if not in front matter)
   > list of abbreviations (if not in front matter)
   > glossary
   > bibliography or references
   > illustration credits (if not in captions or elsewhere)
   > list of contributors (including volume editors) or author bio.
   - Leave endnotes embedded within their chapters. Avoid using footnotes.
4. Create a **separate image file** for each illustration (photo, chart, map, etc.) as applicable.
   - Do not include illustrations in chapter files. Prepare the illustration files as specified in our **Final Art Submission Requirements**.
5. Create a **separate text file** for each table (as applicable).
   - Do not include tables in chapter files. Prepare table files as indicated in the Tables section of this document.
6. Create a separate text file containing captions for all illustrations. Include a credit line at the end of each caption (including any specific information required by the rights holder for permissions). Make sure the illustration type and number for each caption matches the file name of the illustration being indicated.

7. Create a text file containing your biography (for single-author works) or a list of contributors (for edited volumes). See examples on page 6.

Completing the Content

1. Confirm that the documentation style you are following is used consistently throughout the manuscript.
   - Ensure that your acquisitions editor is aware of which style you are following.
   - *For edited volumes*: It is the responsibility of the volume editor to ensure that all chapters follow the designated documentation style; if chapters vary in style, the press will **not** change them to follow a single style.
2. If your book will have illustrations and/or tables placed within the flow of the text (not grouped in a stand-alone section), insert a callout for each item—for example, {fig 2.1 here}—in the text indicating approximately where each table or illustration should appear in the book. Place each callout at the **end** of the relevant paragraph, and make sure every callout matches the file name of the illustration or table being indicated.
3. Remove all remaining tracked changes, comments, and highlighting.
4. Remove any reference to your dissertation or to any conference/symposium that inspired the creation of your book. For edited volumes, make sure such references have been removed from each chapter.
5. Submit the completed rights log and all accompanying documentation as required by your acquisitions editor with your manuscript. See **Permission Guidelines** for detailed instructions.
6. For edited volumes, submit all contributor agreements and the completed contributor address spreadsheet with your manuscript.
7. Provide a word count for the entire manuscript, including front matter, captions, tables, and notes, on the Transmittal Cover Sheet.
8. Provide a count of all illustrations and tables (as applicable), separated by type (for example, 15 b&w illustrations, 5 maps, 2 tables) on the Transmittal Cover Sheet.

Review the Details section in this document for specific instructions regarding formatting and style (including documentation).

DETAILS

Style

Please choose a style manual that is appropriate for your book and use it consistently. We accept manuscripts in Chicago, MLA, SAA, and limited other styles. Please note that the information below is our house style and takes precedence over style manuals. If you have questions about selecting a style, consult your acquisitions editor.

We ask that authors use conscious language—language that is free of bias, stereotype, and stigma and that promotes empathy, inclusivity, and respect (definition courtesy of copy editor Steve Barry). For more information, consult the Conscious Style Guide (https://consciousstyleguide.com/) and your acquiring editor.

Documentation

Follow the documentation style appropriate for your discipline. Mixing documentation styles is not acceptable. If your book is intended for a general audience rather than an academic audience, your acquisitions editor may suggest an appropriate documentation style. For edited volumes, it is the responsibility of the volume editor to ensure that all chapters follow the designated style; if chapters vary in style, the press will **not** change them to follow a single style.

- *For a single-author work*, use in-text citations or shortened endnotes and a full reference list or bibliography.
- *For edited volumes*, we prefer the documentation to be contained at the end of each chapter, either as in-text citations and reference list, shortened endnotes and bibliography, or long-form notes and no bibliography. If using in-text citations, create a full reference list at the end of each chapter. If using endnotes, use shortened endnotes and create a bibliography at the end of each chapter. Or use longform endnotes and no bibliography at the end of each chapter.
- Carefully review the accuracy, completeness, and consistency of all citations. As the author, you are responsible for supplying complete and correct information.
- Confirm that reference lists / bibliographies have an entry for each citation and that they do not contain entries for works not cited in the text.
- Bibliographies should have no more than two sections: primary sources and secondary sources. Some manuscripts may require additional sections (such as for archival material). Consult your acquisitions editor.
- If you use abbreviations for frequently cited sources, create a list of abbreviations. It will appear in the front matter or before the notes section, as applicable.
- For using notes in tables, see the Tables section.

For all other matters, consult your style manual. If questions remain, please contact your acquisitions editor.

Formatting

Your manuscript will be designed and typeset after copyediting. Please use a minimum of formatting in your manuscript files when you submit them to the press. Rather than formatting, you can give instructions to the designer through the use of typesetting codes in the manuscript. Text between the angle brackets < > indicates specific information about formatting the text to the designer (e.g., <ex> at the beginning of a line indicates an extract). Note that the instructions below apply to all text files, including tables.

- Create your text files in Microsoft Word or Word-compatible format, using 12-point type.
- Do not use Microsoft Word formatting styles or the table of contents, automatic bullet, or autonumbering features.
- Make paragraph indents with the tab key, not with spaces or the automatic indent function.
- Use hard returns only at the end of paragraphs or complete bibliographic entries and allow text to wrap. Do not combine hard returns and spaces or tabs to create the look of hanging indents in the bibliography / reference list.

- Do not use two hard returns to indicate line spaces. Where you want a line space to appear in the typeset page, type <ls> on a line by itself.
- Indicate subheadings by typing <a> for first-level subheads, <b> for second level, and so on, at the beginning of the heading.
- Brief quotations (8–10 lines or fewer) should be run in with the text and enclosed with quotation marks. Quotations longer than 8–10 lines should be set off from the main text as extracts, indicated by typing <ex> at the beginning of the extract and <txt> at the first line of non-extract text.
- Use Microsoft Word's endnote feature for endnotes. Avoid footnotes.
- Attach note numbers to text in the body of the chapter only. Do not attach note numbers to chapter titles, chapter author names, subheadings, tables, or captions.
- Number notes with Arabic numerals starting with "1" in each chapter.
- Use *italics* only for terms or titles of works that will be italicized in the text.
- To insert an em dash, use two hyphens, with no space before, between, or after the hyphens (--).
- Remove all hyperlinks, annotations, field codes, and hidden text. URLs should be in roman type with no angle brackets (< >) before or after.
- If you have used reference or indexing software on your Word files, those links may not transfer correctly through our editing and design software. Run the Word command that removes hidden field codes and turns the entries into plain, unlinked text.
- If your manuscript has accented letters or special characters that are not available on your keyboard or as a Unicode symbol, create a code enclosed in curly brackets ({ }). For example, *{bhook}aci* might indicate that the typesetter should render the Hausa word ɓaci. When you submit your manuscript, include a separate file with a list of all special characters and explanations of shorthand descriptions, including the actual character you wish to have. You may use graphics or second fonts in this list; the designers need to see the character.

Spelling and Treatment of Non-English Words and Phrases

For questions concerning spelling and hyphenation, consult *Merriam-Webster's Collegiate Dictionary*, 11th ed., and/or *Webster's Third New International Dictionary*.

- Always use American spelling and punctuation rather than British (except in quoted material).
- Italicize non-English words not listed in *Webster's*. Some non-English words, however, are used so frequently in some manuscripts that it is best to put them in italics the first time they are used, and roman thereafter.
- Do not italicize foreign proper names and adjectives. This includes place names and names of organizations, departments, and buildings.
- Non-English words and phrases in your own prose should be in italics, followed by the translation (if any) in parentheses or square brackets.
- Non-English quoted passages that are followed by translations should be in roman type, not italics. Short non-English quotations of fewer than 8 lines should be run in to the main text, enclosed in quotation marks, followed immediately by the translation enclosed in square brackets [ ], and closed with the closing punctuation of the mother sentence. Longer passages should

appear as extracts with no enclosing quotation marks, followed by a line space code <ls>, and then the translation enclosed in square brackets; each should end with closing punctuation.

- Spell out Latin abbreviations such as e.g. (for example) and cf. (compare) in the text. Such abbreviations may be retained when used parenthetically and in endnotes.
- Use spellcheck on your entire manuscript. Keep in mind that some errors will not be caught by spellcheck because the misspelled word is an acceptable word, such as "many" spelled as "may."
- Use lower-case for a.m. and p.m., and generally try to avoid using small caps. For example, do not use small caps for three- and four-letter acronyms.
- If your treatment of a word or phrase differs from *Webster's* or standard usage, we encourage the inclusion of an explanatory note to the reader.

Biographies

- Academic volumes should include a short biography for each contributing author. Provide the author's name, academic affiliation, and one to two previous publications, if relevant. For example, "[Author name] is assistant professor of [subject area] at [university]. She is the author of [book title]." Do not include additional information about research areas, current projects, or personal hobbies. For edited volumes, gather all author biographies together in a single file as a list of contributors that includes the volume editor. This list will be included in the back matter of the published book.
- *For trade books*: Biographies can include academic affiliation and should reference the author's expertise in the book's subject area as well as previous publications, if applicable. Consult your acquisitions editor if you have questions.

ILLUSTRATIONS

Labels and Numbering

- Illustrations that will appear in black and white, whether photos or line art, should be labeled "figure." If you choose, illustrative maps can be labeled "map"; otherwise, "figure" is correct.
- Color illustrations that will be ganged (grouped) together in a gallery rather than interspersed throughout the text should be labeled "plate" and numbered sequentially (plate 1, plate 2, etc.).

- *Interspersed illustrations*: For single-author books with 20 or fewer illustrations, single-digit numbering is preferred (fig. 1, 2, 3, etc.). For edited volumes and authored books with more than 20 illustrations, please use double-numbering (fig. 1.1, 1.2, etc., where the first number is the chapter number and the second is the image number).
- *Ganged illustrations*: Illustrations that will be ganged together in a gallery should be numbered sequentially with single-digit numbering.
- For each illustration, the label and number must be consistent across the digital illustration file name, caption list, in-text reference, callout, and list of illustrations in the front matter.

Requirements

Each illustration must

- meet the requirements in our **Final Art Submission Requirements.**
- meet the requirements in our **Permission Guidelines** (for all illustrations protected by copyright).
- have a corresponding callout (for interspersed illustrations) enclosed in curly brackets (for example, {fig. 1 near here}). If several illustrations will appear together or have in-text references in the same paragraph, include all figure numbers in one callout. Illustration callouts must appear at the end of paragraphs and in sequential order. Please note that an in-text reference is not a callout. An in-text reference is addressed to the reader (for example, "see table 5" or "as figure 3.2 shows") and will appear in the published version. In-text references are optional.
- have a corresponding caption in the caption text file that includes the illustration label and number and any necessary credit line and/or source information. When crediting illustrations from the author, use "[Photo/Illustration/Map] by author" in a single-author work; use the name of the particular author in multiauthor or edited books. Group all illustration captions together in a single text file. Captions should be sentence style, NOT headline style. Each caption should end with a period. Do not include captions within the text or embedded in the illustration file. All captions will be typeset and placed with the illustrations by the designer.
- Create a list of illustrations unless your acquisitions editor instructs otherwise. The list of illustrations should appear after the table of contents and contain one or two lines of identifying information; credit information is not included.

Additional information for labeling illustrations, writing captions, and creating list of illustrations entries can be found in *The Chicago Manual of Style*.

TABLES

If your book includes tables, please follow these guidelines.
- Create tables as text documents using Word's table feature.
  - Do not use tabs to create columns
  - Do not use textboxes
  - Do not create a table in another software program and submit a screenshot, PDF, or image file of that table.

You can create tables in Excel and simply copy and paste the table into a Word document.
- Limit the size of your table. If it will not fit comfortably into a standard size word-processing page, it will not fit on a 6" × 9" printed book page. Tables should contain no more than ten columns.
- Each table should be saved as a separate Word file that includes the table title, table notes, and table source (as applicable).
- Table titles include the table number and a succinct title (for example, Table 4.3. Number of birds per acre).

- Table notes should be placed at the end of the table in the table file. Create table notes following your style manual as a guide. Generally, table note numbering should be alphabetical (rather than numerical) beginning with the letter *a* in each new table.
- Do *not* include table notes in the chapter text notes.
- For single-author books with 20 or fewer illustrations or tables, single-digit numbering is preferred (table 1, 2, 3, etc.). For edited volumes and books with more than 20 tables, use double-numbering (table 1.1, 1.2, etc., where the first number is the chapter number and the second is the table number).
- Add a callout for each table near where the table should appear in the chapter. Callouts should be placed at the end of relevant paragraphs and should match the table number: {table 4.3 here}. If several tables will appear together or have in-text references in the same paragraph, include all table numbers in one callout.

FINAL CHECKLIST

Finalizing your manuscript

- ☐ Note the documentation style you are following on the Transmittal Cover Sheet. Confirm that it is used consistently throughout the manuscript and double-check citations for accuracy.

- ☐ Confirm there is a correctly placed callout for each illustration and/or table, and make sure every callout matches the file name of the illustration or table being indicated.

- ☐ Confirm all remaining tracked changes have been resolved and all remaining comments have been removed.

For your final project submission

- ☐ Check that all electronic files are named correctly and are included.

- ☐ Confirm the completed rights log and all accompanying documentation are included.

- ☐ Confirm the credit lines specified in the permissions documentation are included in the appropriate place.

- ☐ For edited volumes, submit all contributor agreements with your manuscript, and complete the contributor addresses spreadsheet.

- ☐ On the Transmittal Cover Sheet, provide a word count for the entire manuscript, including front matter, notes, bibliography, and appendixes.

- ☐ On the Transmittal Cover Sheet, provide a count of all illustrations and tables (as applicable), separated by type (for example, 23 b&w illustrations, 7 maps, 3 tables).