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If you plan to have University Press of America typeset your manuscript for you, please follow these guidelines:

GENERAL— The printout must be the same version of the manuscript that is on the files you submit. Do not add handwritten corrections to the manuscript; please make all revisions to your files. Please use Microsoft Word. Do not use RTF (rich text format). All chapters of edited collections should be submitted in the same word processing program.

1. **FONT SIZE**—The entire manuscript should be typed in **12pt Times New Roman Font**. This includes your notes and bibliography. Please check with us if you plan on using any foreign characters in your manuscript.
2. **TEXT**—**You may not use bold or underlining in the manuscript.** Use italics for emphasis. Any other special formatting that is not normal text is not permitted.
3. **MARGINS**—You must make sure that EVERY file has **1” margins at the top, bottom, left and right**. You will have to reconfigure the margins when you open a new file or alter your preferences in MS Word so that every new file begins with 1” margins.
4. **SPACING**—**Your entire manuscript should be double-spaced.** (Points 1, 2 & 3 are imperative because the size of your manuscript will determine the price of your book.) When you indent the first line of each paragraph, use the tab key, not the space bar. Do not insert an extra line of space between each paragraph. Use a single space after the period at the end of sentences as well as after a colon. If you’ve already typed the manuscript with two spaces, you can search for two spaces and replace with one using the search and replace feature in your software.
5. **PAGE NUMBERS**—Your title page will be page 1. Every page after will increase by one. Pages should be numbered consecutively; do not begin with “1” for each chapter. Do not use roman numerals; use **Arabic Numerals only— in the upper right-hand corner of the page**. We will use these numbers as a reference only, so do not list page numbers on the Table of Contents. We will insert them after your book has been set.
6. **CHAPTER FILES**—You must submit each section/chapter of your book in its own **separate Microsoft Word file**. Please be sure that you name each file as such so that your book is in order when we receive the files:
 - 00-Title Page
 - 01-Dedication (if relevant)

- 02-Epigraph (if relevant)
- 03-Table of Contents
- 04-List of Figures (if relevant)
- 05-List of Tables (if relevant)
- 06-Foreword (if relevant)
- 07-Preface (if relevant)
- 08-Acknowledgments (if relevant)
- 09-Introduction (if relevant)
- 10-Chapter 1
- 11-Chapter 2

...and so on. Please note that any section that comes before the Table of Contents should not be listed on the Table of Contents.

7. **FIGURES & TABLES IN THE TEXT**—**You cannot place figures and tables within the text.** They must be called out from the text using the double numbering system. Place the call out in the approximate area where you would like the figure or table located:

<INSERT FIGURE 1.1 NEAR HERE>

We cannot promise placement in an exact location, so do not state “See Figure 1.1 below.” **Instead refer to the figure number: “as shown in Figure 1.1.”** You will use the double numbering system for figures and tables. The first table in chapter two will be Table 2.1, the second, Table 2.2, and so on. Figures and tables are numbered independently from each other. You can have Figure 4.1 in chapter 4 as well as Table 4.1.

8. **SUBMITTING FIGURES & TABLES**—Figures can be submitted as MS Word Files, jpegs, tiffs or hard copies. Tables must be submitted as MS Word Files AND as hard copies. **You must submit a MS Word File with the titles and captions for all tables and figures.** Your captions will be taken directly from this file.
9. **PHOTOGRAPHS**—All photographic images must be submitted either in hard copy or in a tiff or jpeg file. You may not submit photography in a Microsoft Word File. When submitting a file, please note that the file must be 300dpi or higher and must be larger than 3” x 3”. Photographs can be numbered as Photo 1, Photo 2, Photo 3... **You must submit a MS Word file with all captions for photographs.**
10. **ENDNOTES**—Please note that we will not accept footnotes for typesetting— we accept **endnotes only.** Endnotes should be located at the end of their respective chapters under the heading “Notes.” It is preferred that you use the endnotes feature in MS Word. You must reformat your endnotes because the original endnotes are usually entered using roman numerals. You must change the notes numbers to Arabic numerals.¹ In the notes section at the end of the chapter, the numbers will automatically be entered as superscript. You will need to highlight all the notes and take the superscript off² (if you’ve hit the superscript button, hitting it a second time will take everything out of superscript). You will then need to manually enter a period after the number.³ Your endnotes should look like this⁴:

Notes

1. You will want to make sure that notes begin at number 1 for every chapter. Never continue notes from one chapter to another.
 2. Notice that the note number to the left is the exact same size of the text.
 3. The period cannot be entered for all the notes at once. You will need to go through your notes and add each one separately.
 4. If you've formatted your notes properly, they should look exactly like these. If not, please ask us before you submit your entire manuscript for review.
11. **HEADINGS & SUB-HEADINGS WITHIN CHAPTERS**—When a chapter is broken up into sections, you will use headings and sub-headings. How you format the heading determines how we set your manuscript. The first heading in a chapter is referred to as an A-Level Heading. It will be centered above the relevant section. If you have to break up a section further, you will use a B-Level Sub-Heading. B-Level Sub-Headings will be flush left on the page above the relevant section. For some manuscripts it is appropriate for you to list A-Level Headings in the Table of Contents. **It is never appropriate to list B-Level Sub-Headings in the Table of Contents.**

Centered A-Level Heading

Flush Left B-Level Sub-Heading

12. **BIBLIOGRAPHIES**—Bibliography entries should be set with a hanging indent. For repeated entries by same author, do not repeat the author's name—replace it with a long dash (3-em dash). But if the author wrote the piece with someone else, you must list both names again. Make sure that your bibliography is in alphabetical order by author. Any bibliographies that do not match the standards laid out by the Chicago Manual of Style for an academic text will be returned to the author for corrections.
13. **COPY-EDIT YOUR MANUSCRIPT**—You will not have the opportunity to edit your manuscript once you've given us your final submission. **We will accept one and only one set of files as the final submission.** Do not submit your final manuscript unless you are confident that you have stated everything you intended in the exact manner you had envisioned when you began to write your manuscript.

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