

# Manuscript Preparation Guidelines

Process Century Press only accepts manuscripts submitted in electronic form in Microsoft Word. Please keep in mind that a design for your book will be created by Process Century Press, and the final edited files will be converted to a typesetting program from which the page proofs will be created. So **please keep it simple**—if you spend a lot of time using your software to format your manuscript and customize the way it looks, we, in turn, must spend time paring your manuscript back to its basic elements to ensure that the whole process goes smoothly.

Please use the following guidelines to ensure that the electronic manuscript you submit to us will be ready to edit without further time-consuming steps. Contact the editor if you have any questions! Submit all e-files to [jslettom@processcenturypress.com](mailto:jslettom@processcenturypress.com).

Process Century Press uses the Chicago Manual of Style.

## Formatting

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Your manuscript should use the same typeface (or font) throughout the entire manuscript. For information about special characters, please see below.

## Sections and Headings

Do not assign “styles” to achieve different formats for subheads, block quotes, paragraph indents, etc. The default, or “normal,” style should be the only style in your manuscript. (If your program assigns a special style to automatic notes, however, that’s okay.) If a chapter has more than one level of subheads, differentiate them by typing (using angle brackets) <A>, <B>, or <C> at the beginning of each subhead, as appropriate.

## Spacing and Indentation

- Do not use the space bar to achieve tabs or indents or to align text.
- Do not use the space bar or the tab key to start a new line, format block quotations, or create hanging indents for your bibliography. If you do not know how to do this with your word processing program, type the desired format between brackets, e.g. <block quote>.
- Format prose extracts (block quotations) and verse extracts with your word processor’s feature for indenting paragraphs (0.5 inch). Insert a hard return only at the end of a paragraph or a line of verse.
- Do not insert an additional hard return to create extra space between paragraphs. Where you want a space break in the book, type “<space>” on a line by itself.
- Do not use justified margins.

## Special Characters

Use the same font throughout the entire manuscript. Produce any special characters using your word-processing program’s built-in “special characters” set. If you need a character that’s not available, you can use a descriptive shorthand enclosed in angle brackets. For example, <bhook>aci might indicate that the typesetter should render the Hausa word *ḥaci*. Do not “make” a character by combining more than one character, or by using graphics or codes.

For words with Chinese characters or mathematical symbols, include the name of the font used (e.g. *PMingLiU fonts*).

Em-dash: two hyphens with no space on either side. Word will automatically turn this into an em-dash but only if you leave no space on either side.

## Style Guidelines

- American English spelling, hence *behavior*, not *behaviour*, etc.
- Use U.S. surname protocol (FirstName LastName) for Western names; use Chinese surname protocol (LastName FirstName) for Chinese names.
- Earth—the planet—with a capital “E.”

## Hidden Text, Comments, and Field Codes

Make sure that there are no comments, annotations, field codes, or hidden text whatsoever in the final version of the manuscript that you submit to the Press. In addition, make sure that all “tracked changes” or other revision marks have been accepted as final (i.e., there should be no revision marks, hidden or otherwise, in the final manuscript).

## Boxes/Sidebars, Tables, and Figures

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### Separating Boxes/Sidebars, Tables, and Figures from the Text

Each text box/sidebar, table, or figure of any kind (including photographs, maps, charts, and graphs) must be submitted in files separate from those of the main text. File names of figures should follow Chicago’s convention: “Smith\_ch1\_001.tif” or “Smith\_001.tif.” (See our Digital Art Digest and Art Submission Requirements for more information.)

### Numbering

Text boxes/sidebars, tables, and figures should be numbered separately.

### Indicating Placement

To indicate ideal placement in the text, please place a bracketed, sequentially numbered “callout” on a separate line in the manuscript between paragraphs that indicates placement: **[Figure 1.1 about here]. Do not embed figures in the text files.** The typesetter will attempt to follow your callouts, while adhering to the specifications of the book design we provide.

### Preparing a List of Captions

Include a separate, sequentially numbered list of captions that matches the callouts in the manuscript with the proper caption and credit line (or source), if any, for each illustration. For additional information on captions and credit lines, please refer to the *Chicago Manual of Style, 16th Edition*, 3.21 – 3.36. Please note that the list of captions is different from a list of tables or illustrations that might appear in the front matter of the book. If a list of tables or illustrations is also required, it should be prepared separately as part of the front matter and not include full captions or credits.

## Documentation Guidelines

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### Inserting Notes

**To insert notes, use your software’s built-in note-making feature.** Use the feature “as is”; **please don’t reset any of the options.** The benefit of the built-in notes feature is that it connects the text of a specific note with a specific place in the text. These “embedded” notes can be moved, combined, or deleted with ease; the number in the text will always carry its note text with it, and the notes will automatically renumber as needed. (**Never** renumber notes by typing over the automatically generated numbers.) Notes to tables should be numbered separately and it may be necessary to submit each table in a separate file to ensure that the note numbering starts anew with each table. All formatting (of number size and style, placement of the notes relative to the book as a whole, and even conversion of endnotes to footnotes and vice versa) will be done by the typesetter. **In most cases, notes will be placed at the end**

of the book or at the end of each chapter for edited volumes. If you feel there is a compelling reason for placing notes at the foot of the page, please contact the PCP editor.

## Formatting Notes and Bibliographies

The [Chicago-Style Citation Quick Guide](#) is available online for your reference. PCP does not insist on Chicago style, but we do ask that you adhere to a few basic requirements before submitting your final manuscript. Do not assume that software tools for managing references (e.g., Endnote) will generate bibliographies/reference lists that are ready to send. You will need to check your notes and bibliography carefully and edit as needed before submitting your manuscript. Please ensure that all field codes and hidden text are stripped from your bibliography before sending it.

- Endnote (or footnote) citations should read sentence-style; that is, the authors' names must read naturally (not reversed with surname first), and the citations may not have periods in the middle. (When several citations appear in a row, it has to be clear where one ends and the next one begins. Periods in the middle of citations cause confusion in this regard.) The publication information should be in parentheses, as is required by all major style guides: (Chicago: University of Chicago Press, 2011).
- Unlike in notes, surnames must come first in bibliographies and reference lists for ease of scanning down the page's alphabetical order.

### Book

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#### One author

Endnotes: 1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (Penguin, 2006), 99–100.  
2. Pollan, *Omnivore's Dilemma*, 3.

Bibliography: Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Notice that endnotes read "sentence style." The authors' names read naturally and there are no periods in the middle of the citation. The publication information is in parentheses.

Unlike in notes, surnames come first in bibliographies.

- Please note that full citations in notes are not necessary as long as complete bibliographic information is provided in your bibliography or reference list. Shortened versions of citations in notes are recommended, in fact: e.g., Melville, *Moby Dick*. **Manuscripts that do not have a bibliography or reference list must give full citations the first time a work is cited in the notes** (preferably the first time in each chapter); thereafter, short citations should be used. If you are using an Author/Date reference style instead of notes and a bibliography, the year of publication must immediately follow the author's name in each entry of your reference list.
- **Editors of books with multiple contributors must ensure consistency in notes and documentation style. Manuscripts with inconsistent styles will be returned to the editor(s).**

- Do not manually create hanging indents for your bibliography or reference list by using hard returns and tabs in the middle of an entry. Instead, either use the hanging indent feature in your word-processing program or format each entry like a normal paragraph with a first line indent.

## Manuscript Submission Guidelines

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Submit all e-files to [jslettom@processcenturypress.com](mailto:jslettom@processcenturypress.com) and include the name of the software and fonts you used to produce your manuscript (e.g., “Word 2007 for Windows 7; Times New Roman and PMingLiU fonts”).

### Organizing Your Files

All the elements in your manuscript should be easy to identify. **Save each chapter as a separate file.** Each additional part of your manuscript—front matter, introduction, references, appendixes, tables, figures, etc., should also be saved as separate files. Chapters or similar divisions should be named “Author last name ch-01,” “Author last name ch-02,” and so forth (or something similar) so that they appear in correct order.

### Completeness of Your Text

Your final submission should include the complete text, including title page, table of contents, list of illustrations (if appropriate), any image captions, and acknowledgments. *A word about acknowledgments:* For a book intended to reach non-specialist readers, acknowledgments should appear at the back of the book rather than in the front matter. If your book has its origins in a dissertation, your acknowledgments should not draw attention to this fact, as it will discourage library sales and book review attention.

### Submitting Figures and Permissions

Regardless of whether you submit your art in electronic form, include a **printout or photocopy of each figure** (including slides, transparencies, etc.) with your manuscript, labeled by author last name and figure number. See Chicago’s [Art Submission Guidelines](#) for more information.

Supply **one copy of all permissions documentation**, labeled by figure number or, for text, by chapter/MS page/note number, etc. **Permissions in a foreign language must be translated prior to submission.** See Chicago’s [Permissions Guidelines](#) for more information.

### Abstracts and Keywords for Online Discoverability

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*The publishing world is now a “mixed model” environment in which the printed book is joined by other technologies that lead readers to scholarly content. In line with this trend, Process Century Press is working with library e-book vendors and other partners to make book content more widely available and easier to access for faculty and students.*

*In order to enable the text of your book to be fully searchable alongside other online content—a crucial feature in ensuring its discoverability—we need you to create an abstract and to identify keywords for the full text of your book. For edited books from many contributors, please supply as well abstracts and keywords for each chapter. By creating these, you will ensure that the contents of your book are represented as you think best and most appropriate. This information may well be the primary means by which students, academics, and researchers are led to your content in its digital forms.*

*Guidelines for writing your abstracts and keywords, as well as examples, follow. Please prepare your abstracts and keywords using the template provided by your editor ([also available here](#)), and submit them in a separate file named “[Author Last Name] Abstracts” along with your final manuscript.*

## **Abstracts**

The book abstract should provide a clear idea of the main arguments and conclusions of your book, while chapter abstracts should give an overview of the content of each chapter, including the introduction and conclusion.

Abstracts must be concise. The book abstract may be no more than 250 words, and chapter abstracts may be no more than 200 words. Where possible, you should adopt an impersonal voice rather than using personal pronouns: “This chapter discusses...” rather than: “In this chapter, I discuss...”

## **Keywords**

Please suggest 5–10 keywords for the book as well as 5-10 keywords for each chapter. The keywords will enable the full text of the book to be searchable online. Keywords are equivalent to terms in an index in a printed work and distinguish the most important ideas, names, and concepts in the book.

- Each keyword should be kept short, one word where possible (though two- and three-word specialist terms are also acceptable where necessary).
- Keywords should not be too generalized.
- Each keyword should appear in the accompanying abstract.
- A keyword can be drawn from the book or chapter title, as long as it also appears in the text of the related abstract.

## **Expanded Guidelines for Edited Volumes**

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### **Checklist for final submission of edited volumes**

- Create a contact information list of all contributors and volume editors (mailing and e-mail addresses, phone numbers), arranged alphabetically or by chapter.
- The accuracy of this list is very important, as it will be used by the Press throughout the publication process to (1) send publication agreements to contributors, (2) contact contributors during editing, and (3) deliver chapter pdfs and copies of the book to contributors upon publication.

### **List of contributors**

- Create a list of contributors *to be published in the back matter* of the book, which includes names, departments/affiliations, cities/states, and countries but *not* full street addresses, e-mail addresses, or phone numbers (example below). Be sure to list this item in your table of contents.

John Smith  
Department of Biochemistry  
The University of Chicago  
Chicago, IL 60637  
USA

## Text

*All elements of your book should be consistent throughout in content and format*

- Please refer to the more detailed information about formatting found above under Manuscript Preparation Guidelines.
- Remove all chapter abstracts and contact information from individual chapters.
- Include acknowledgments at the end of each chapter, if appropriate.
- Ensure that in-text citations have corresponding entries in the references. Each chapter should either have its own reference list or all references should be merged at the back of the book.
- Make sure chapter appendixes are double numbered (e.g., “Appendix 1.1,” “Appendix 5.1”) and appear in the table of contents.

## Boxes/sidebars, tables, and figures

- All elements should be double numbered by chapter—“Figure 1.1,” “Box 1.1,” “Table 1.1,” etc.—and chapters should include bracketed callouts to indicate their placement in the text. Callouts should appear on a separate line in the manuscript between paragraphs (e.g., “[Insert fig. 1.1 here]”; “[Insert table 1.1 here]”).
- Tables and boxes/sidebars should be submitted as separate, individual text files, removed from the main text and clearly labeled (e.g., “Table 1.1.doc,” “Box 1.1.doc”). These elements are typically typeset by design.
- Likewise, figures should be submitted as separate files, clearly named according to Chicago’s file-naming conventions, with the lead volume editor’s last name (e.g., “Smith\_ch1\_001.tif,” “Smith\_ch5\_001.pdf”). Art should *not* be embedded in the text.
- If any figures are to appear in tables or boxes, they should be numbered alphabetically (e.g., “Figure A,” “Figure B,” “Figure C”) and the files should be named as such (e.g., “Smith\_table1.1\_A.tif,” “Smith\_box1.1\_A.pdf”).
- All art must be print-ready (free of typos and of sufficient line weight and resolution). See [Digital Art Digest](#) and [Art Submission Requirements](#) for more information.
- Art will be reproduced in black and white. The Press will convert any color photos to grayscale, but all line art should be black and white, with judicious use of gray tones. Ensure that any mention of color in the captions is edited appropriately to accommodate black-and-white reproduction.
- All figure captions should be merged into one Word file and should include the date of origin of each figure, if known. Any credit language in the captions should be accompanied by the appropriate permissions documentation (see our [Permission Guidelines](#) for more information). Captions should not appear in the main text or as part of your figures.

## Delivering the final manuscript

- Contributors should confirm prior to submission of the final manuscript that their chapter is the correct version to be edited. Volume editors should collect index entries from each contributor to use in preparing the index. Volume editors are responsible for the index, if one is desired.

1. Most of this information is taken verbatim from the University of Chicago Press website, with modifications for Process Century Press <<http://www.press.uchicago.edu/infoServices/emsguide.html>>.