Manuscript Preparation Guide

Formatting Your Manuscript

Make sure that you have sent us the final version of your manuscript and that all "tracked changes" or other revision marks have been accepted as final and that there are no comments, annotations, field codes, or hidden text whatsoever in the final version of the manuscript.

Remember that simpler is better. Your manuscript will be easier for us to work with if it does not include multiple levels of formatting. Do not use the indexing feature, the table-of-contents generator, or other automated features of your word-processing program.

Use the indent feature in Word instead of line spaces or tabs to indicate paragraph breaks. If indents are absent, it is difficult to know whether the text that follows a block quote continues or starts a new paragraph.

For notes, use your word-processing software's endnotes or footnotes option, which automatically embeds the notes.

Heading and subheading levels should be distinguished clearly and consistently.

Any accents, diacritics, or special characters (other than the common European ones) should be noted. Elements from non-European writing systems (Chinese characters, Cyrillic alphabet, etc.) should be confined when possible to discrete elements of the book, such as a glossary. These characters may need to be manually created within the typesetter's program, so all instances in the text need to be highlighted.

Tables should be embedded within the body of the text near where they occur. Put a call-out in the text at the end of the paragraph where the table is first cited (e.g., <Insert Table 4.2>).

Figures (graphs, maps, photographs, diagrams) should *not* be embedded in the body of the text but should be provided individually in separate files. Put a call-out in the text at the end of the paragraph where the table is first cited and also include the caption for the figure (e.g., <Insert Figure 5.1 – Left-right ideological placement of the NPD and its supporters>).

Your files should be submitted on a USB flash drive, CD, or via email to the acquisitions editor. For text and tables, you should also provide a PDF file or hardcopy printout as a visual reference copy. Make sure that it matches the final manuscript exactly.

For artwork, we require the proper digital files or original hardcopy art (prints, transparencies) plus a printout or photocopy of each item. For more information, see the Artwork Guidelines.

Original artwork or digital files for artwork should also be labeled sequentially by chapter, e.g., Figure 1.1, 1.2, 5.1, 5.2, etc.

Text Elements

This section reviews various elements of the text to aid you in preparing your final manuscript. UBC Press generally follows the Chicago Manual of Style (16th ed.), although we are amenable to following styles more specialized to your discipline, e.g., law, anthropology, or natural sciences. Our house guide for spelling is the Canadian Oxford Dictionary.

Order of book elements

Please put the applicable elements in your manuscript in the following order:

1. Title page
2. Dedication
3. Table of Contents
4. Illustrations List (if applicable)
5. Foreword (if applicable)
6. Preface
7. Acknowledgments (if brief, add them to the end of your preface)
8. Introduction
9. Chapters
10. Appendix
11. Notes
12. Glossary (if applicable)
13. Bibliography or References
14. Contributors (if applicable)

Table of contents

- List all part titles and complete chapter titles and subtitles in the table of contents.
- Be sure to verify that the chapter titles on the table of contents *exactly* match the titles at the chapter openers.
- Do not include the headings and subheadings within chapters.
- Do not include page numbers for the chapters, as these numbers will change when the book is typeset.
- Do not use the table of contents generator function in your word-processing program to produce the table of contents.

Headings

For scholarly books, headings are particularly important for guiding readers through dense information and emphasizing connections between ideas.

- Try to maintain consistency of wording and length in headings throughout the book.
- Headings and sub-headings should be clearly distinguished from each another and treated consistently, so that we can easily discern the hierarchy.
- The Press uses headline-style capitalization for chapter titles and section headings. Keep articles, conjunctions, and prepositions lowercase, but capitalize the other words in the headings, including the first and last word.
- Do not number headings.
- Do not affix endnote or footnote numbers to headings; these notes should be connected with the relevant text in the chapter (or may be best as an unnumbered note at the beginning of that chapter's notes when relating to the chapter in general).
- Do not use "Introduction" as the first heading in a chapter; it is implied that the opening of a

chapter will be introductory.

Quotations

- Quotations of more than about 60 words should be set off from the rest of the text as extracted block quotes.
- Be sure to copy the exact wording, spelling, and punctuation of quotations. You should also provide full citation information for any quoted material, including the page number.
- Enclose your own interpolations and modifications in square brackets, not parentheses.
- If you have added italics to part of the quotation, note "emphasis added" in brackets at the end of the quotation.
- Poetry passages should appear in the manuscript exactly how you wish them to look in your book: your manuscript should exactly follow the indentation and line breaks of the source. Use tabs to create these indentions, not paragraph styling.
- Epigraphs, or short quotations that set the tone for the text that follows, should appear in only three instances: at the opening of the book, at the beginning of a part, or at the beginning of a chapter. Epigraphs placed elsewhere, such as after headings within the chapter, are discouraged. If they appear at the beginning of chapters, they should be used fairly consistently throughout the book.

Notes

- All notes should be embedded within the chapter text, using the endnote insertion feature of your word-processing software.
- The Press uses only endnotes (not footnotes) in the final book.
- Citation notes should follow the style described in the Chicago Manual of Style.

Documentation

The Press follows the "Chicago Style" of documentation. If you have a strong preference for another style, please consult your acquisitions editor before submitting your final manuscript. The Press will accept an alternate style when deemed appropriate and consistent.

Within the Chicago system there are two main types of documentation: **notes and bibliography,** which consists of endnotes and a bibliography; and **author-date and references**, which consists of in-text author/year of publication citations and a reference list at the back of the book. Please make sure you follow one of these styles consistently.

The notes and bibliography style, generally encountered in history and law, gives complete bibliographic information for a work the first time it is cited in each chapter's notes. These notes may or may not be accompanied by a full bibliography. If you give complete citation information in your notes, a bibliography that merely repeats that information is redundant in that case. You could also consider a selected bibliography, which adds value by imposing a selection process.

In the author-date and references style, sources are cited in the text in parentheses, by the author's last name, the year of publication, and page numbers if needed; for example, (Brown 1992, 12). This system obviously requires a full bibliography (called References or Works Cited). Discursive endnotes in this system also can include author-date citations.

For examples of proper format for these two types of documentation styles see our Documentation Samples and the Chicago-Style Citation Quick Guide.

Artwork

Your final manuscript submission must include all the artwork (photographs, maps, drawings, graphs, or diagrams) that will appear in the finished book. Work on your manuscript cannot begin until the artwork program is complete and you have provided the following:

- finished artwork (in accordance with Press specifications)
- finalized permissions for all artwork
- complete captions, including sources and credit lines
- a completed Artwork Inventory Form

Please consult our Artwork Guidelines, which will guide you through the process of assembling and submitting the art program for your book.

Some general points:

Graphs, maps, and diagrams

UBC Press's general policy for maps, graphs/charts, and diagrams is to have our typesetter or cartographer redraw each item to our specifications. Please provide whatever files you have. Although files for figures created in a word-processing program, a spreadsheet program, or PowerPoint are not usable in the final book, we can use these files as a departure point for redrawing figures. For graphs, it is important that the data from which the graph was created is provided, usually in the form of an Excel file.

The Press charges $35 for redrawing graphs and diagrams and $200-$300 for maps (depending on their complexity).

Photographs

Photographs should be provided as high-resolution digital files or as high-quality prints. Black-and-white photographs should be scanned as continuous tone or grey scale, and provided as TIFF or high-quality JPG files at a resolution of 300 dpi (dots per inch) at 5" wide. We cannot use GIF/JIF or HTML files. The overall size of the scan's file is generally a good guide as to its resolution. If a file is smaller than 500 KB, the image is unlikely to be of adequate resolution. High-quality grayscale tiffs are often over 2 MBs in size. Colour scans can be significantly larger. If you are unsure, we will be happy to check the files for you.

There is no charge for the first 20 photos, but the Press generally charges $10 per photo over that amount.

Line drawings

If the image you are scanning is a line drawing with only solid black and white (with no shades of grey), then the resolution must be a minimum of 1200 dpi at 5" wide scanned as line art.

Previously published images

We will not get the sharpest reproduction from images that are taken from printed sources, such as books or newspapers. If possible, supply an original photograph or image.

Placement

Do not put artwork directly in your text files; use callouts instead (see Formatting Your Manuscript).

Tables

A table can be an efficient means of conveying information. It should be as simple as possible (no more than five columns wide) and must be understood on its own without reference to the text. There is no charge for the first 20 tables, but the Press generally charges $10 per table over that amount. Some other things to note:

- Give each table a concise title and provide all relevant source information in a note following the table.
- Use sentence-style capitalization.
- Prepared tables in a word-processing program using the table function, which separates rows into cells rather than being tabbed.
- Unlike figures, tables should be embedded in the body of the principal text files. Put a callout in the text at the end of the paragraph where these items should be placed, e.g., <Insert Table 4>, <Insert Figure 5.1>, followed by the table.

Permissions

It is your responsibility to obtain permission for the use of material (text or illustrations) copyrighted by others for both print and electronic editions of your book. Because obtaining permission often takes several months and may delay the production of your book, you should start to send out permission requests well before you submit your final manuscript.

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The completed Permissions Inventory Form, and all permissions documents indicating that permission has been granted, should accompany the final manuscript. Make sure that each permission letter is labeled with the corresponding figure number (for illustrations) or chapter (for texts). You should also list all required credit lines on this form.

Even if formal permission is unnecessary, it is incumbent on you to identify the sources of your material. Just as you cite the sources of all direct quotations, so you must cite the sources of tables, maps, figures, and illustrations. You must also acknowledge sources of table and figure data, map data (if you have created maps based on other published sources), and, of course, intellectual debt (original ideas that are not your own).