

Formatting Requirements

These guidelines outline the placement and formatting of elements within the Word file of your manuscript and provide a general overview of artwork and permissions requirements. More detailed guidelines for artwork and permissions are located on our website.

UBC Press generally follows the *Chicago Manual of Style* (17th ed.), although we are amenable to following styles more specialized to your discipline, e.g., law, anthropology, or natural sciences (please consult your acquisitions editor). Our house guide for spelling is the *Canadian Oxford Dictionary*.

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, or hidden text whatsoever in the final version of the manuscript.

The text and any tables should be in single Word document with section breaks between chapters and paragraphs indicated with an indent. You should also provide a PDF file or hardcopy printout as a visual reference copy. Make sure that it matches the final manuscript exactly.

Ordering of 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 (if applicable)
7. Acknowledgments
8. Introduction
9. Book Chapters
10. Appendix
11. Notes
12. Glossary (if applicable)
13. Bibliography or References
14. Contributors list (if applicable)
15. Index

Table of Contents

- A good table of contents provides an important roadmap for your book. It should be clear and concise but also create interest.
- 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 in the chapters themselves.

Headings

- Heading and subheading levels should be distinguished clearly and consistently (using formatting styles such as caps, bold, or italics).

- Do not number headings.
- 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 use “Introduction” as the first heading in a chapter; it is implied that the opening of a chapter will be introductory.
- Do not affix endnote or footnote numbers to headings; these notes should be connected with the relevant text in the chapter (or may appear as an unnumbered note at the beginning of that chapter’s notes when relating to the chapter in general).

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

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.

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 the [Documentation Guidelines](#) on our website.

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. 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.
- Prepare 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>, followed by the table.

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 artwork 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 "as is" 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 or in a graph created with Word's chart function.

- * The Press charges \$35 for redrawing graphs and diagrams and \$200-\$350 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 MB 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 charges \$20 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

Artwork should *not* be embedded in the body of the text but should be provided individually in separate files. Put a call-out, e.g., <Insert Figure 5.1>, in the text at the end of the paragraph where the figure is first cited.

Artwork should also be labeled sequentially by chapter, e.g., Figure 1.1, 1.2, 5.1, 5.2, etc.

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.

Please consult our [Permissions Guidelines](#) for specifics on when and how to obtain permissions for copyrighted materials. You can model your permission request on the [Sample Permissions Request](#) form provided. It contains the following specific wording that should be used in requesting permission to reproduce an excerpt or illustration: "in all editions and formats related to this book, including electronic, for the duration of the publication, and in print and online advertising and marketing materials promoting the book."

The completed [Permissions Inventory Form](#) (for copyrighted text materials), the [Artwork Inventory Form](#) (for copyrighted artwork), and all permissions documents indicating that permission has been granted, should accompany the final manuscript.

Please note that 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).

Index

The index is drafted at the first-proof stage after the manuscript has been typeset. Indexes are the responsibility of the author or editor. UBC Press can hire a professional indexer to do the index at a cost of about \$6 per indexable page. Please let your acquiring or production editor know whether you would like to do the index yourself or have us hire one on your behalf.