

Stanford University Press is pleased to be publishing your book. We have prepared the following guidelines to help you prepare your final manuscript for production. If anything in these instructions is unclear, please contact your editorial assistant.

SUBMITTAL REQUIREMENTS

Two paper copies of the manuscript

Excepting the index, the final manuscript should include everything that is to appear in the finished book: table of contents, preface, acknowledgments, dedication, other front matter, complete text, endnotes, references, appendices, all tables and illustrations (photographs, charts, graphs, diagrams, maps, drawings, etc.). The paper copies must reflect the electronic files *exactly*: one will be used by our rights manager for a permissions check, and the other is for editorial use throughout the production process.

The manuscript should be considered final. Once the manuscript has been turned over for editing, we cannot accept revised chapters, sections of chapters, or other modifications to the text.

Electronic files for the entire text and any electronically created or scanned tables or illustrations

The Press strongly prefers that all manuscripts be prepared in Microsoft Word. If you use a program other than Microsoft Word, please notify your editorial assistant before submitting your manuscript.

Please submit your electronic files on a CD or flash drive, or via email or Dropbox. If submitting a CD, please label it clearly.

Forms

The following forms, which are available on the SUP website, should be returned with the final manuscript:

- Author Information
- Marketing Questionnaire
- Abstracts and Keywords
- File Information

And, if applicable:

- Art & Text Log
- Caption List

Permission acknowledgments for all reprinted material

By the terms of your contract with Stanford University Press, you are responsible for obtaining permission (non-exclusive, all-world, English, print and electronic format) to use copyrighted material, as well as paying all necessary fees and providing, upon publication, any complimentary copies of your book that the copyright holder requires. As necessary, permissions acknowledgments from the copyright holder must be submitted with the final manuscript. Permissions should be listed on the appropriate worksheets of the Art & Text Log.

It can take up to six months to obtain permission. Be sure to request permissions well before completing your manuscript. Do not request permission or submit payment for cover images, however, without prior agreement from your editor.

FORMATTING REQUIREMENTS

The final manuscript length limit is specified in your contract.

Contract length is specified by maximum character count, including the spaces between words, and maximum number of tables, figures, half tones, and maps. Use the word count tool in Microsoft Word (found in the Proofing section of the Review tab or in the Tools menu) to calculate the number of characters (with spaces and notes) in a document.

Double-space everything, including endnotes and block quotations.

Use a consistent font type and size throughout the entire manuscript.

Please use 12-point type for all text including epigraphs, block quotations, endnotes, and bibliographic entries. Do not use all capital letters or ornamental typefaces for styling or formatting purposes. Boldface, italics, and underlining are fine.

Every page must be numbered. No two pages should have the same number.

Please number each chapter starting from page 1, indicating on each page both the chapter number and the page number. For example, Page 1 of Chapter 2 should be labeled “2-1” or “Ch.2 – 1”. Use Arabic numbers only.

All notes should be endnotes, not footnotes.

Please use the endnotes option in Word. Use the same font and font size for the notes as in the main text. Notes should be numbered consecutively, beginning with 1 for each chapter (do not

use roman numerals).

Stanford University Press follows the *Chicago Manual of Style*. When you prepare your notes and bibliography or list of references, please choose one of the two styles described in the Chicago Manual (chapters 15 and 16). Most important is a strict consistency of citation throughout your manuscript and to other works in your field. If you have used another style guide, please check in with your editorial assistant.

Create a new electronic file for each chapter or major subdivision.

Create a new Word file for each chapter or major subdivision in your book (front matter, bibliography, section title pages, etc.) and name these files so that they can be identified easily. Endnotes should appear at the end of each chapter file; they should not be separated out or removed from the chapters or sections to which they apply. Please do not put your entire manuscript into a single file.

Use 1" margins on all four sides of the page.

Do not justify (align) the right margin. Please format the page to fit American-style 8½ x 11-inch paper, even if you are printing the manuscript on A4 paper.

Use tabs, not spaces, for paragraph indents, and do not add spaces between paragraphs unless this visual break should also appear in the book.

If your manuscript contains subheadings, be sure to differentiate the levels of heading so that your copy editor can easily identify the hierarchy.

MARKETING AND COVER DESIGN

Marketing

The marketing department is eager to work with you in developing marketing strategies and publicity opportunities and has designed the Marketing Questionnaire to aid its work and planning. The department will refer to the answers you provide and, as possible, incorporate your suggestions and recommendations for the successful marketing of your work.

Please give careful thought to this questionnaire and answer every question completely. A full and accurate initial response to these questions will allow the marketing department to promote your book more effectively. If you have any questions about the Marketing Questionnaire, please contact your editorial assistant.

Cover design

As a Stanford University Press publication, your book will meet the highest industry standards for both interior and cover design. While we do not expect our authors to provide suggestions

for their covers, if you do have ideas about the design of your book, you should discuss them with your editor prior to submitting the final manuscript. The editor will begin discussing your book cover with the art director shortly after the manuscript enters production, and can relay any general suggestions you have (e.g., concepts, colors, examples of book covers you particularly like—or dislike). If you have a particular image already in mind, please remember that you'll likely need to get specific permission to use this on the book cover and may need to pay a fee for use of the image. But please do not pay for use of any image until the Press has approved the image for use on the book cover.

Although our design and marketing departments may be able to accommodate your suggestions, Stanford University Press reserves the right to make the final decision on cover design and content based on our professional marketing and design expertise and budgetary constraints.