

AUTHOR GUIDELINES

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The submitted manuscript and any illustrative material is considered final. Once the manuscript has been turned over for editing, we cannot accept revised chapters, sections of chapters, or other substantial modifications.

Forms

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

Author Questionnaire

And, if applicable:

- Art and Text Log
- Caption List

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Submit the manuscript in separate electronic files 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 subdivisions to which they apply. Do not submit your entire manuscript into a single file.

Double-space everything, including endnotes and block quotations, and use a consistent font type and size throughout the manuscript.

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 file must be numbered by chapter and page. 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.

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