

Michigan State University Press

Manuscript Preparation Guidelines for Volume Editors

Software We and our freelance editors most often use Microsoft programs and PCs; please let us know if your manuscript was prepared using another software or platform. We can work with most software, but if you used a program to automatically format or generate citations or reference lists, you might need to rekeyboard all of the affected text before you submit your final manuscript. (Text linked in such programs can be distorted or disappear when it is uploaded into typesetting software.)

Files Break up the manuscript into multiple files—one per chapter, and one per table or figure.

Reference Materials The Press generally follows the *Chicago Manual of Style*, 15th or 16th edition.

Style Impose consistent style treatment to elements such as the presentation of dates (American or European style), hyphenation, capitalization, variant spellings, and the formatting of text elements such as lists and subheadings, citations, and bibliographies.

Front and Back Matter See to it that your name on the title page is presented exactly as you would like to have it presented in the final book. See to it that the contributors' names in their chapter by-lines are presented exactly as they would like to have them presented in the final book. Provide brief biographical notes for each volume editor and contributor. Cross check the contents page and any mentions in introductory and other text and biographical notes against the chapter titles and by-lines. Provide everything you want included in the book (including dedication, acknowledgments, etc.) when you submit your final manuscript.

Subheadings Subheadings should be similar in tone and construction (for example, all should be either title-only or title-subtitle construction). Straightforward, informational titles help browsers discern the content of a book, and they help readers navigate to their areas of interest.

Epigraphs If epigraphs are used, they should be used on all chapters or subheadings, with no more than one epigraph paired with a given chapter title or subheading. The source should be identified in a by-line at the end of the epigraph, not in a note. Though chapter epigraphs are sometimes used in scholarly texts, they are a literary device, and the press recommends that authors of scholarly texts seriously reconsider their value before including them in a final manuscript.

Cross References Change references that indicate a location (such as “in the figure above”) to specifically identify material (such as “in figure 1”). Avoid cross-referencing your own text or notes or other chapters within your book.

Extracts Generally, six or more lines of prose and two or more lines of verse within the text should be set as extract. Do not set off prose quotations in the notes as extracts, regardless of length.

Punctuation

- Use the serial comma.
- Remove ellipses from the beginnings and endings of quotations.
- In most cases, “silent” (changed without braces []) changes in capitalization in quoted text are preferable; not making any changes is always acceptable.

Spelling Use U.S. spelling, except in quoted materials.

Diacritics List all special characters (any characters that do not appear on your keyboard, such as accented characters—á, é, ö, etc.) used in the manuscript on the first page of the manuscript.

Possessives We prefer apostrophe plus *s* for the possessive of names ending in sibilants.

General Chapter Notes Acknowledgments and information about earlier versions or publications of a chapter should appear in an unnumbered note at the end of the text for that chapter.

Note Callouts Place note callouts/markers/numbers at the ends of sentences where possible (at the end of a phrase otherwise). Do not call out more than one note per sentence; when combining notes, make sure you do not lose any content. Feel free to use your word processing software to generate linked footnotes or endnotes. If you do not use linked notes, check to confirm that the number of note callouts matches the number of notes. The standard for annotating a book text is very different than that for annotating a dissertation; generally, if a text contains a high number of notes, it is better to aim to pare the note content down from exhaustive to complete.

Citation Form *The volume editor(s) should impose a single type and format of citation throughout the entire text. So, if only one or two chapters contain in-text citations and the rest of the chapters employ notes, the in-text citations should be converted to notes, or vice versa. If this seems impractical, you should contact the press to discuss the next step. The volume editor should always see to it that the same format is used for the citations in every chapter (the same punctuation in in-text citations, the same punctuation, capitalization, and content in notes and reference lists). Our copyeditors will not do this work for you.*

In-text citations If the manuscript contains a comprehensive, alphabetized reference list, citations can be provided in parentheses in the text, rather than in notes. In-text citations should contain only the author's surname, publication year, and the page number where relevant; if any of this information is clearly established in the surrounding text, it can be omitted.

Full and short citations in notes If the manuscript contains both notes and a comprehensive, alphabetized bibliography, the notes need contain only the author's surname, a shortened title, and the page number where relevant. If the manuscript contains only a partial bibliography, a bibliography in essay form, or no bibliography at all, a work's first mention in each chapter should provide full bibliographic information; successive citations should use the shortened form.

Place of publication Eliminate the state where it is obvious from the publisher's name or where the city is well known, and include only the U.S. city where more than one is listed.

Publisher Publishers' names should be included in the bibliographical information and should reflect the title of the firm at the date of the citation's publication.

Latin abbreviations Avoid using "ff.," "passim," "supra," "infra," and "cf."

Electronic sources Internet postings are inherently unstable; even long-established resources regularly move and remove materials. If there is a hard copy form of a cited material (for example, a print edition of a journal), the hard copy form should be cited, even if you actually viewed the material electronically. If you are not familiar with a hard copy form of the material, provide a general web address (for example, "available on NationalGeographic.com," in lieu of a more detailed address that could become obsolete before your book is published).

Sample reference list entry, to support in-text citation:

Ross, David. 1994. *Barrier Reefs in the Caribbean: A Users' Guide*. New York: Praeger.

Sample in-text citation:

. . . buried in the silted depths (Ross 1994, 114).

Sample bibliography entry, to support notes:

Ross, David. *Barrier Reefs in the Caribbean: A Users' Guide*. New York: Praeger, 1994.

Sample full citation—notes:

David Ross, *Barrier Reefs in the Caribbean: A Users' Guide* (New York: Praeger, 1994), 114.

Sample shortened citation:

Ross, *Barrier Reefs*, 114.

Illustrations At least photocopies or low-resolution scans of any photographs, figures, maps, tables, graphs, charts, or other illustrations should be provided along with the manuscript submission. If illustrations are to be placed in the text, ensure that the placement for each is indicated by an angle-bracketed callout (for example, <figure 1 around here>) in the text. (Callouts are not necessary if the photographs will be grouped together in a gallery.) All artwork should be saved each in its own file—not in the text files.

We can work with art prepared using most electronic platforms; we can reduce but not increase the size of a piece of art or a scan, and scans need to be saved at a high resolution. See our Art Submission Guidelines for more detailed information.