

## Manuscript Preparation Guidelines for Authors

The University of Pittsburgh Press is honored to be publishing your work. We ask that you thoroughly review all of the following guidelines and make sure that the final manuscript you submit for copyediting and production adheres to them.

### General Preparation Guidelines

All University of Pittsburgh Press authors must submit the final version of their manuscript in Microsoft Word file format (either .doc or .docx). If you have used another word processing program (such as Google Docs or WordPerfect), we must ask you to convert the files to .doc or .docx format before you submit them to us.

Be sure to include all parts of the manuscript when you submit the final version to us, including all art, captions, acknowledgments, list of contributors, and so on.

Save each chapter or part of your manuscript as a separate file, naming them accordingly (TOC, acknowledgments, preface, dedication, chapter 1, chapter 2, bibliography, etc.). It may be helpful to include numbers in the file names, e.g., “00 Table of Contents,” “01 Introduction,” “02 Chapter 1,” etc., to make sure they appear in order.

Following publishing convention, an introduction does *not* carry a chapter number, and is *not* chapter 1. Thus, a Table of Contents might appear, for example, as:

Preface  
 Acknowledgments  
 Introduction  
 Chapter 1  
 Chapter 2  
 ...

Each figure and table should be submitted as a separate file. **Do not embed any art or tables in your manuscript chapter files.** Please also see the “Tables and Figures” section, below.

All permissions, for any art as well as any required to reuse your own previously published material or to use work created by others, must be submitted with your manuscript. Please consult the guidelines on copyright and permissions and remember to request necessary permissions early. **We cannot begin editing and production of your book until all necessary permissions have been received.**

The University of Pittsburgh Press uses *The Chicago Manual of Style*, 18th edition, as the arbiter of manuscript style issues and for our preferred citation and documentation system. For spelling and in instances where *Chicago* defers to a dictionary, we use *Merriam-Webster’s Dictionary*.

## Formatting

The final version of your manuscript should be as unadorned and typographically plain as you can make it: use *one* font and font size throughout (we prefer Times New Roman, 12 point), left aligned (not justified). Please turn off automatic hyphenation in Word. The version of the manuscript you submit to us should not use any Word “Styles” for formatting headings or text.

Set the margins to “normal,” or 1" all around. Double-space the entire manuscript, including notes, extracts, and bibliography, and do not use extra spaces between paragraphs or between notes or bibliography entries. Use your word processing program’s paragraph formatting feature, not the tab key or the space bar, to indent paragraphs.

Hard returns should be used only at the ends of paragraphs and at the ends of items in lists and lines of poetry. If you wish to create a line of white space in the book, type <#> on a line by itself. Do not use hard returns + tabs to create a hanging indent for your bibliography—use Word’s automatic paragraph formatting instead.

We follow *Chicago’s* guidance and set only quotations of 100 words or longer as extracts (block quotations); otherwise, quotations should appear in-line with the surrounding text. Format block quotations and verse extracts by changing the paragraph indent. **Do not “line up” text manually by using the space bar or the tab key.**

Make sure that all headings of the same level are formatted consistently—all level-1 subheadings should look the same; all level-2 subheadings should look the same, etc. Please do not use double-numbering or two-part headings (i.e. a heading that uses a colon or dash) for any headings or subheadings. Although you may use bold, underlining, or italics to signal heading levels, to avoid any possible confusion we would prefer basic codes: <H1> for all first-level headings, <H2> for all second-level headings, etc.

**Please remove any field codes, bookmarks, and hyperlinks** from the final version of your manuscript that you submit.

## Notes and Bibliography

It is essential for all sources in the notes and bibliography to be accurate, and it is your job to ensure this.

Your book must have a bibliography, list of references, or a list of works cited, unless you and your acquiring editor have agreed that your book will not have one. This is rare for single-author books and happens occasionally for edited collections.

For citations, you may use *Chicago Manual of Style* Notes & Bibliography style *or* Author-Date style, *or* MLA style. **Your citations must follow one of these three citation styles.** Do not combine styles, create a style of your own, or use a citation style not listed here—if you do, you will be asked to redo your notes and bibliography to conform to one of the citation styles we accept. Your bibliography (or reference list, or works cited list) must match the citation style

used in the text.

When following *Chicago*-style notes and bibliography, use short forms in the notes for anything that appears in full form in the bibliography; long form on first instance in a chapter for anything that does not. For repeated citations to the same source, we do not use *Ibid.*; please instead use the short form. This decision is based on electronic publishing needs.

In the bibliography, when listing successive works by the same author, use the author's or authors' names again (i.e., no use of the three em dash or ———). This is another decision influenced by electronic publishing needs.

For all citations as well as for any discursive notes, please use endnotes, not footnotes. Endnotes should be “live,” that is, inserted via Word's built-in endnotes function rather than manually. This “live” notes function connects the text of a specific note with a specific place in the text. These embedded notes can be moved, combined, or deleted with ease; the number in the text will always carry its text with it, and the notes will automatically renumber as needed.

Display type (chapter titles or subtitles, headings, epigraphs, etc.) should never have a numbered endnote attached. Move the note to the running text, or, in the case of a chapter title, the note may become the first, unnumbered endnote for the chapter.

## Special Characters

Please insert special characters using your word-processing program's built-in character set or copying-and-pasting a Unicode character, rather than making a character by combining more than one character or using graphics. If a special character is unavailable in your program, you may insert a code in angle brackets (such as <c> to stand for ç) and then, in your cover letter or a separate list, provide the code and the character it represents.

## Tables and Figures

Please use a double-numbering system to number all figures, tables, maps, etc. For example: Figure 1.1, Figure 1.2, Figure 2.1, Figure 2.2, Figure 3.1, etc. Figures and Tables should be considered separately. Maps may either be labeled as figures or considered separately depending on how many maps there are in comparison to the number of figures; i.e., Figure 1.1, Table 1.1, Map 1.1. Figures belonging to the introduction may be numbered Figure I.1, Figure I.2, etc.

Any figures, illustrations, and graphics should be submitted as separate image files, e.g., TIFF, JPG, EPS, etc., and should *not* be embedded in Word files. If you have questions about how to submit art with your manuscript, please consult the art guidelines or your acquiring editor.

Tables should be provided as individual Word documents, using Word's table function. If you have used a spreadsheet program (such as Excel or Google Sheets) to create and work with your tables, please convert them to Word tables for submission. Save each table as a separate file and label each clearly. Again, do not embed tables in the manuscript text.

In the manuscript files, please provide callouts in angle brackets for where figures, tables, illustrations, photos, and/or maps are to appear in the text. For example: <insert figure 1.1 about here>, <insert table 1.1 about here>. Any callouts should appear *between* paragraphs; they should never break up a paragraph.

Be aware that it is extremely difficult to have exact callout placements for figures, tables, maps, graphics, and so on, as we cannot judge from the manuscript how things will flow in page proof. As such, it is always our preference for “about here” callouts. We also request that any in-text mentions refer to figures parenthetically, as in “(see fig. 1.1)”—do not try to set off an image with a colon and a hard return.

Captions should be provided in a separate, numbered list. Please do not include captions alongside callouts in the manuscript files.

## **Color Galleries**

If your manuscript has a color gallery, you will need to handle those color images separately from any black and white images. The color images will be gathered into one or more galleries, will be labeled Plate 1, Plate 2, Plate 3, etc., and will *not* have angle-bracketed callouts placed in the manuscript. However, please include in-text mentions at the appropriate places in the manuscript, such as “(see plate 1)”. In the captions document, list black and white images first, and then color images that will appear in a gallery second, under a heading such as “Color Gallery.”

## **Equations**

If your manuscript uses equations that cannot be represented in-line using standard characters—that is, if you need to create an equation using Word’s “Equation” function—please save each equation to a separate document file and use a placeholder in angle brackets to indicate where it should appear in the text, e.g., “<EQU 1.1>.”

## **For Further Information or Guidance**

Please feel free to get in touch with the press if you have any need for clarification or when problems come up. Most questions that concern royalties, contractual issues, or questions about permissions and copyright can be answered by your acquiring editor.

Any editorial questions, whether they be about style, formatting, citations, or other specifics, may be directed to your acquiring editor or to the managing editor, Kelly Lynn Thomas, at [kthomas@upress.pitt.edu](mailto:kthomas@upress.pitt.edu).

Any questions about art may be directed to the editorial design and production director, Alex Wolfe, at [awolfe@upress.pitt.edu](mailto:awolfe@upress.pitt.edu).