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**Final Manuscript Basics**

**When preparing your final manuscript for editing, please be sure to include all elements that are to appear in the printed book** (e.g., title page with your name as you would like it to appear in print, table of contents, dedication, acknowledgments). **Please remember it is your responsibility to ensure that the manuscript you submit is final**—that the prose reads as you would like it to, that quotations have been verified, that your documentation has been carefully and consistently rendered. **Note that manuscripts will not move into editing without final illustrations and permissions in place.**

In addition, manuscripts submitted to the Press for editing should meet the following formatting requirements:

* The entire manuscript should be saved in a single Word file.
* The entire manuscript should be formatted in 12-point Times New Roman font (like this).
* The entire manuscript (including notes and bibliography) should be formatted with 1.5 line spacing, margins set at “Normal” (one inch all around), and left justification.
* Prose quotations of approximately one hundred words or more (approximately eight lines or more) or consisting of more than one paragraph should be set off as block quotations, indented half an inch from the left margin. Block verse (poetry) quotations should also be indented half an inch from the left margin. When indenting, please use Word’s indent feature, not tabs.
* Although bibliographic or notes software that links to outside sources should be disabled or turned off, notes should remain embedded as endnotes. Note numbering for each chapter’s notes should begin at 1. (Please use section breaks between chapters.)
* Chapter titles, subtitles, and subheads should be typed upper- and lowercase (Like This and This), not in all caps (NOT LIKE THIS).
* If using more than one level of subhead, please set the levels up clearly and consistently so that it is easy to distinguish between them (e.g., center the first level, set the second level flush left, indent the third level).
* Pages should be numbered in the upper-right corner, consecutively from beginning to end of the manuscript; only the page number should appear (no other headers, and no footers).
* Automatic hyphenation and widow/orphan protection should be turned off.
* The manuscript should not be stapled or otherwise bound. All pages should be printed on one side only.

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 We thank you in advance for your cooperation.