Manuscript Preparation Guidelines

Parkhurst Brothers Publishers prefers manuscripts submitted in electronic form in Microsoft Word. If you use a different word processing program, please contact us and we will do our best to work with you so that you can send us a manuscript that is ready for the design-to-press process.

The advantage of electronic manuscripts is that they can be edited and prepared for publication without having to retype anything. Please keep in mind, however, that during the design process, the final edited files will be uploaded to a typesetting/design program from which the page proofs will be created. So please keep it simple—if you spend a lot of time using your software to format your manuscript and customize the way it looks, we, in turn, must spend more time paring your manuscript back to its basic elements to make sure that the whole design-to-press process goes smoothly.

Please note that the *Chicago Manual of Style* is available online for your reference. We refer to Chicago style throughout the design-to-press process to ensure that your manuscript results in a product that is as easy to read and understand as it is attractive and marketable. We are your prospective readers' advocates. It is most helpful if your words come to Parkhurst Brothers Publishers ready for the entire design-to-press process.

Please use the following guidelines to ensure that the electronic manuscript and printouts you submit to us will be ready to edit with minimal loss of time. Contact us if you have any questions.

Use of "Styles"
- Please do not assign "styles" to achieve different formats for subheads, block quotes, paragraph indents, etc.
- The default, or "normal," style should be the only style in your manuscript. (If your program assigns a special style to automatic notes, however, that's okay.)
- If a chapter has more than one level of subheads, differentiate them by typing (using angle brackets) <A>, <B>, or <C> at the beginning of each subhead, as appropriate.
- It is also acceptable to differentiate subheads visually (with centering, bolding, underlining, etc.), but please be consistent in the way you use such formatting.

Spacing and Indentation
- Margins should be 1".
- Manuscripts should be submitted as double spaced, with paragraphs separated by one extra hard return
- Do not use the space bar to achieve tabs or indents or to align text.
- Do not use the space bar or the tab key to start a new line, format block quotations, or create hanging indents for your bibliography.
- Format prose extracts (block quotations) and verse extracts with your word processor's feature for indenting paragraphs:
- Insert a hard return only at the end of a paragraph or a line of verse.

- Do not use the automatic hyphenation feature. There should be no "optional" hyphens in your manuscript.
- Do not "justify" text to the right margin.

Special Characters
- Use the same font throughout the entire manuscript. We suggest Times New Roman 12 pt. Produce any special characters (such as ™, ®, or ½) using your word-processing program's built-in "special characters" set (found under Insert>Symbol in MS Word).
- If you need a character that's not available in your chosen font/symbol menu, you can use descriptive shorthand enclosed in angle brackets. For example, <DB> might indicate that the typesetter should create a small figure to indicate a break in the text. Parkhurst Brothers possesses a large library of such characters in various fonts and images that may be used to enhance the design of your manuscript.
- Please do not include a "made" character, by combining more than one character, or by using graphics, different fonts or codes, within the text of the manuscript.
    - If you would like to use a special font to create characters, please let us know and send a test file early in the process so that we can see whether or not the font is compatible with our system.
    - When you submit your manuscript, include a list of special characters and, if applicable, include their angle-bracketed shorthand descriptions.

Boxes/ Sidebars, Tables, And Figures
- If you plan to include text boxes/sidebars in the text, please submit a file separate from the manuscript that provides a numbered list of each item.
- Please submit each table, or figure of any kind (including photographs, maps, charts, and graphs) as a separate file, along with a separate file that contains a numbered list of each table or figure.
    - File names of figures should follow the convention (author name, image #): "Smith_01.tif." (See our Digital Art Submission Requirements for more information.)
    - File names of tables and figures should be numbered separately. Furthermore, if your book will have a full-color gallery, please number color plates separately from black and white images.
- **Indicating Placement**
    - To indicate ideal placement in the text, please place a bracketed, sequentially numbered "callout" on a separate line in the manuscript between paragraphs that indicates placement: [Smith_01 about here].
    - Please do not embed figures in the text files. The book designer will attempt to follow your callouts as closely as possible, while adhering to the specifications of the book design we provide.
- **Preparing a List of Captions**
    - Include a separate, sequentially numbered list of captions that matches the callouts in the manuscript with the proper caption and credit line (or source), if any, for each illustration.
    - For additional information on captions and credit lines, please refer to the *Chicago Manual of Style*. Please note that the **list of captions** is different from a **list of tables or illustrations** that might appear in the front matter of the book. If a list of tables or illustrations is required, the design staff at Parkhurst Brothers Publishers will prepare it separately as part of the front matter.

Documentation Guidelines
- To insert notes, use your software's built-in note-making feature. Use the feature "as is"; please do not reset any of the options. The benefit of the built-in notes feature is that it 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 note text with it, and the notes will automatically renumber as needed. (Never renumber notes by typing over the automatically generated numbers.)

- Please understand that all formatting of number size and style, placement of the notes relative to the book as a whole, and even conversion of endnotes to footnotes and vice versa will be done by the designer. In most cases, notes will be placed at the end of the book or at the end of each chapter. If you feel there is a compelling reason for placing notes at the foot of the page, please contact us.

Formatting Notes and Bibliographies
- Please do not assume that software tools for managing references (e.g., Endnote) will generate bibliographies/reference lists that are ready to send. These software tools often include hidden formatting that needs to be stripped from the document prior to design.
- Please check your notes and bibliography carefully and edit text as needed before submitting your manuscript.
- You do not need to worry about the paragraph formatting of your bibliographies/reference lists, if you provide us with all of your references/bibliographic information, the Parkhurst Brothers Publishers' designers will take care of that for you. If you would like to know more about how to word your references, read on:
  - Endnote (or footnote) citations should read sentence-style; that is, the authors' names must read naturally (not reversed with surname first), and the citations may not have periods in the middle. (When several citations appear in a row, it has to be clear where one ends and the next one begins. Periods in the middle of citations cause confusion in this regard.) The publication information should be in parentheses, as is required by all major style guides: (Chicago: University of Chicago Press, 2011).
  - Unlike in notes, surnames must come first in bibliographies and reference lists for ease of scanning down the page's alphabetical order.
  - Please note that full citations in notes are not necessary as long as complete bibliographic information is provided in your bibliography or reference list. Shortened versions of citations in notes are recommended, in fact: e.g., Melville, *Moby Dick*.
  - Manuscripts that do not have a bibliography or reference list must give full citations the first time a work is cited in the notes (preferably the first time in each chapter); thereafter, short citations should be used. If you are using an Author/Date reference style instead of notes and a bibliography, the year of publication must immediately follow the author's name in each entry of your reference list.
  - Do not manually create hanging indents for your bibliography or reference list by using hard returns and tabs in the middle of an entry. This is done after the manuscript is in the design application.

Manuscript Submission Guidelines

We accept final submissions via e-mail or by a shared folder in Dropbox. Contact ted@parkhurstbrothers.com to arrange a shared folder in Dropbox.

Organizing Your Files
All the elements in your manuscript should be easy to identify. The manuscript should be submitted as one document that includes front matter, introduction, chapters, notes, references, appendixes, etc. Tables, figures, photographs, illustrations, etc., should be saved and submitted as separate files. All files should be named "Author last name-manuscript," "Author last name-Table-01," "Author last name-Image-02," "Author last name-List of image captions," and so forth (or something similar) so that they appear in correct order. Your final submission should include the complete text, including title page, dedication, table of contents, list of illustrations (if appropriate), list of image captions/credits, and acknowledgments.

Submitting Figures and Permissions
Please submit your art in electronic form. All images must be bigger in size than they will be used in the book and at a resolution of **a minimum of 300 dpi**. Include a separate document that lists each figure with your manuscript, labeled by author last name and figure number.

Supply one copy of all permissions documentation, labeled by figure number or, for text, by chapter/paragraph/line number insertion position. Permissions in a foreign language must be translated prior to submission.

Keywords for Online Discoverability

The publishing world is now a "mixed model" environment in which the printed book is joined by other technologies that lead readers to content. In line with this trend, Parkhurst Brothers Publishers is working with library e-book vendors and other partners to make book content more widely available and easier to access for readers.

In order to enable the text of your book to be fully searchable alongside other online content—a crucial feature in ensuring its discoverability—we need you to identify keywords for the full text of your book as well as keywords for each chapter. By creating these, you will ensure that the contents of your book are represented as you think best and most appropriate. This information may well be the primary means by which readers are led to your content in its digital forms.

Keywords are input online through our Keyword Portal at Chicago Distribution Center. Please submit a list of keywords, separated by commas, **as a separate document** when you submit your manuscript.

Keywords
Please suggest 5–10 keywords for the book as well as 5-10 keywords for each chapter, including the introduction and conclusion. The keywords will enable the full text of the book to be searchable online. Keywords are equivalent to terms in an index in a printed work and distinguish the most important ideas, names, and concepts in the book.
- Each keyword should be kept short, one word where possible (though two- and three-word specialist terms are also acceptable where necessary).
- A keyword should not be too generalized.
- A keyword cannot contain punctuation of any sort (i.e., no commas, periods, colons, semi-colons, etc.).
- A keyword can be drawn from the book or chapter title.
- A keyword must be all lower case except for proper nouns.
- A keyword for names should be presented as "John Smith" rather than "Smith, John"; and No special formatting (e.g., italics, bold, superscript text, etc.).

Before submitting your keywords, please consult the following checklist:

- Are keywords provided for the book and all chapters (including those without numbers)?
- Do the book title and author's name match the main text exactly?
- Do chapter titles (and chapter authors, where appropriate) match the main text exactly? Are at least 3 keywords provided and no more than 10 keywords?
- Is each keyword short (one word where possible, two or three word specialized terms where necessary)? Are keywords lower case, except for proper nouns?
- Do keywords contain special formatting?
- Do keywords use punctuation (e.g., inverted commas or quotation marks)?