



Preparing and Submitting Electronic Manuscripts

To submit your manuscript to the Press for publication, e-mail the electronic files to your acquiring editor. A hard copy is not required.

Please observe the following guidelines while preparing your manuscript; your doing so can save valuable time and effort during the publishing process, though we recognize that you may have already prepared your manuscript without knowledge of our requirements.

Failure to follow the guidelines may result in your manuscript's being deemed not ready for production, and you may need to resubmit the manuscript (or a part thereof) before it can move forward.

If you have any questions about the technical nature of the guidelines that follow or about any other aspect of manuscript preparation, please contact the Press's managing editor, Eric Newman (ernewman@fordham.edu).

- Include in the body of your e-mail message an inventory of what you're sending (e.g., "frontmatter, eleven chapters, and bibliography"). Each element should be submitted as a discrete file.
- Avoid sending new or updated files once you have made your initial submission. Rather, hold on to late changes and discuss with your editor how best to proceed—or, if your editor has already turned the manuscript over to Eric Newman, discuss with Eric how to proceed. Depending on the nature of the change(s), it may be most efficient for you to make them to the files that will later be sent to you for review of the copy editing. After you have submitted the final manuscript and it has been accepted, avoid referring us in correspondence to specific pages in the manuscript (e.g., "It's on page 37"), because the page numbers will change as the manuscript moves through the production process.
- Avoid the use of specific page references (e.g., "as discussed on page 000"). Inserting the actual page numbers after the book has been laid out and paged counts as an editorial change for which you may be financially responsible. Also, your book will very likely be an e-book (in addition to its being a print book), and page numbers are meaningless in e-books.
- You can work on a Mac or a PC, but please not on a computer running any version of Linux or any other exotic operating system.
- We require Microsoft Word files. Further, we prefer the traditional file format (i.e., .doc files) as opposed to the newer file format (i.e., .docx files). We can work with .docx files, but we prefer not to. The recent versions of Microsoft Office that by default save as .docx can easily be configured to save as .doc. **Note that the files sent to you for review of copy editing will be in .doc format and should remain in that format.**
 - Many word processing programs can open .doc files and mimic the functionality of Microsoft Word. However, working on a file in any of these programs can introduce hidden formatting errors and significantly disrupt the editorial process. Please do **not** use LibreOffice (or any version of what was once known as OpenOffice), Google Docs, Pages (the Apple word processor), or any other word processor.
- Manuscript files should be submitted double-spaced.
- You must use Word's endnote function, as opposed to manually inserting superscript numerals in the text and then manually creating at the end of the chapter what will essentially be a numbered list. It's important that the notes stay "linked" to their citations in the text via the endnote function. (Such notes will typically be extracted from the respective chapters by the compositor—the typesetter—and grouped into a dedicated Notes section at the end of the book, or one at the ends of each chapter.)
- In a bibliography or list of works cited, do not create hanging indents by pressing Return where the line ends and then inserting a tab at the beginning of the next line. Rather, use Word's paragraph-formatting dialog box to apply a hanging indent. (For help with this, please consult Eric Newman, the Press's managing editor.)

- With a few important exceptions, avoid introducing unnecessary formatting, such as justification, underlining (see exceptions), or boldface. Chapter titles and headings should be standalone paragraphs and flush left. Use the following typographical conventions to show the structure of a chapter:
 - Underline primary (A-level) headings
 - *Italicize secondary (B-level) headings*
 - Use Roman type for tertiary (C-level) headings
- Do not number headings or affix notes to headings or chapter titles.
- Do not call the Introduction “Chapter 1.” Chapter 1 should be the first chapter after the Introduction, if there is an Introduction.
- Extracts (i.e., block quotations) should be indented to indicate plainly what they are.
- The only character-level formatting you should use is italic, wherever it is editorially called for. If your manuscript needs underscoring in order to represent underscoring in the source material (e.g., nineteenth-century handwritten documents), please draw our attention to this usage.
- Do not insert extra hard returns (blank lines) between paragraphs except where extra space is to appear in the book to signify a change of topic or an abrupt break in the discussion, in which case one blank line will suffice.
- Disable the feature that automatically makes URLs (web addresses) and e-mail addresses “live.” Avoid the use of fields, such as those that cross-reference items or display information (such as dates) dynamically.
- Disable the automatic hyphenation feature. The only hyphens that should appear in your manuscript are those used in hyphenated compounds or hyphenated names (e.g., Edward Bulwer-Lytton). Do not use nonbreaking spaces, nonbreaking hyphens, optional hyphens, or soft returns.
- If there are tables in your manuscript, use tabs, not spaces, to define columns, and avoid using or creating tables with more columns than will fit on a page. (Be sure to view the document in Print layout or Page layout view.) In places where a tab is needed, one tab will suffice; please do not add multiple successive tabs in order to achieve visual alignment in the document as it appears on your screen. Tables can be included in the chapter documents to which they belong, and their placement should be indicated in the text (e.g., <<Table 5.2 about here>>) in a standalone paragraph. Likewise, indicate placement of figures in the text (e.g., <<Figure 3.1 about here>>). The double angle brackets are significant. Figures and tables should never be introduced with a colon or with any wording (e.g., “the following table”) which suggests that the table or figure will be placed *right there*, because the realities of page makeup make it impossible to guarantee such placement. Do not embed figures (art) in the text manuscript. For more details on how to handle art, please consult the Art Preparation guidelines.
- If your manuscript has unusual typography (e.g., Greek, Hebrew, Chinese) and/or unusual diacritics (e.g., Žižek, Erda , H rinji, Ágb), bring this information to your editor’s attention when you deliver your manuscript. Conventional diacritics do not need to be mentioned unless they are used in unusual circumstances, for example an acute accent on a consonant instead of on a vowel (e.g., Miloševi). If your manuscript includes poetry that has specific spacing or indentation requirements, advise your editor of this as well.
- If you are a volume editor (or co-volume editor) of the manuscript you are submitting, be sure to include a list of contributors (short biographies of the chapter authors).
- Please submit acknowledgments and a dedication page (if any) with the final manuscript.
- Follow these conventions when naming files:
 - 00_AuthorSurname-FM
 - 00a_AuthorName-intro
 - 01_AuthorSurname-c01
 - 02_AuthorSurname-c02

The idea is that the leading number in the file name should match the number of the chapter that is contained in that file. “FM” is frontmatter.

- A bibliography or Works Cited, if warranted, should be submitted with the final manuscript files, and abbreviated citations (“short form”) should be used in the notes. Because of new methods of distribution that may make individual chapters available to readers, the full citation should be given on first use in a given chapter, with the short form used thereafter (in that chapter).