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# ROWMAN & LITTLEFIELD

## MANUSCRIPT AND DISKETTE PREPARATION GUIDE

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If you are submitting your manuscript on diskette, there are some special guidelines you must follow so that we can work with your diskettes. If you have any questions about these guidelines, please contact your acquisitions editor or the production department.

Please submit two double-spaced printouts and your diskettes for copyediting. The printouts must be the same version of the manuscript that is on the diskettes. Do not add handwritten corrections to the manuscript. If you need to update or revise the manuscript before submission, please make the changes to the disks and print out a new copy of the manuscript. When copyediting is done, we will return the copyedited manuscript to you and ask you to review and approve the changes. At that point you can mark the necessary changes onto the edited manuscript, and the copyeditor will incorporate them into the final version of the file.

### **Software guidelines**

Our typesetters can accept disks in both PC and Mac format. They are competent to handle a wide range of word processing programs; however, should you wish to use a program other than Word or WordPerfect, please call to verify that we can accept diskettes in other formats as we may have trouble working with very new or little-known programs. If your text includes numerous accents (diacritical marks) please discuss this with your acquisitions editor as this may affect the typesetting process. Please do not use RTF (rich text format); it often causes trouble. Also, please submit multiple disks if necessary, rather than saving the entire manuscript on one disk as a compressed file. Make sure that your disks are high density (HD) rather than double density (DD).

We request that editors of collective works submit all parts of their book in the same word processing program. If you believe this will be prohibitively difficult for you, please call a production editor for further advice.

Save each chapter and section of front matter or end matter in a separate file on the diskette. Use file names that are easily recognized, such as “chap1” for the first chapter, “contents” for the contents, “biblio” for the bibliography, etc. Pages should be numbered consecutively, rather than beginning with “1” for each chapter.

## Word Processing Tips

- Pages should be double spaced and single sided. This includes long quotes, notes, and the bibliography.
- Use *italics* for emphasis, book and journal titles, and foreign words that aren't in the dictionary. (Common foreign words/expressions, such as “a priori,” “carte blanche,” “ibid.,” etc. are not italicized. If you can find the term in Webster's dictionary, do not italicize it.)
- Do not use underlining or **bold**.
- Indent the first line of each paragraph 3 or 4 spaces *using a tab, not the space bar*. This is very important!
- Do not insert an extra line of space between each paragraph.
- Use a single space after the period at the end of sentences as well as after a colon. If you've already typed the manuscript with two spaces, you can search for two spaces and replace with one using the search and replace feature in your software.
- Text should be left-justified only, not fully justified. (Full justification hides spacing problems.)
- Do not use hard returns at the end of each line—let the lines wrap as they will. Enter hard returns only at the end of each paragraph to drop down to a new line.
- Do not change font sizes or styles throughout the manuscript. All formatting will be removed at the beginning of the typesetting process. Stick to a Times Roman or Courier font, even for subheadings.
- Please number pages sequentially throughout the manuscript (do not begin each chapter with page 1). This will save us an enormous amount of trouble.

## Subheadings

Type subheadings as follows, with a hard return preceding each subhead:

- First- or A-level subheads: centered, caps and lowercase.
- Second- or B-level subheads: flush left, caps and lowercase.
- Third- or C-level subheads: flush left, caps and lowercase, italics.

This Is an A Subhead

This Is a B Subhead

*This Is a C Subhead*

It is okay for a subheading to be the last line on a manuscript page—this will be adjusted in typesetting.

Subheadings are used to make your organization clear to your readers. There should be no need for more than three levels of subheads, and you may not have that many, or any at all, depending on the type of book (textbooks *must* have subheadings). Subheadings are capitalized the same way book titles are: The first and last words are always capitalized, as are all other words except articles (the, an, etc.), prepositions (through, in, etc.), and coordinating conjunctions (and, or, etc.). Please do not number or letter your subheads.

## Notes

Rowman & Littlefield prefers notes at the end of each chapter or gathered together at the end of the book instead of footnotes. Please discuss note placement with your acquisitions editor before making a final decision. **Double-space all notes** so the copyeditor can read and mark them easily; title the section “Notes.”

Here is the correct way to format several types of notes. For note formats not covered here (dissertations, etc.) see *Chicago Manual of Style*, 14th edition.

### For a book:

1. Laurie Kain Hart, *Time, Religion, and Social Experience in Rural Greece* (Lanham, Md.: Rowman & Littlefield, 1992), 242–43.

**(notice no “p.” before page numbers)**

2. Robert J. Donia and John V. A. Fine, Jr., *Bosnia and Hercegovina: A Tradition Betrayed* (New York: Columbia University Press, 1994), 15–21.

**(notice no state abbreviation with a major city; consult *Chicago Manual of Style* for cities needing no states and for proper state abbreviations, e.g. Tenn., not TN)**

3. Daniel M. Shea and John C. Green, eds., *The State of the Parties: The Changing Role of Contemporary American Parties* (Lanham, Md.: Rowman & Littlefield, 1994), 33–35.

### For a chapter from an edited collection:

4. Gary A. Olson and Evelyn Ashton-Jones, “The Politics of Gendered Sponsorship: Mentoring in the Academy,” in *Gender and Academe*, ed. Sara Munson Deats and Lagretta Tallent Lenker (Lanham, Md.: Rowman & Littlefield, 1994), 231–46.

**(notice that the editors’ names follow the title of the collection)**

### For an article in a journal:

5. Jane R. Bush, “Rhetoric and the Instinct for Survival,” *Political Perspectives* 29, no. 3 (March 1990): 45–53.

**(notice colon after date; no “p.” before page numbers)**

### For an article in a newspaper:

6. Michael Norman, "The Once-Simple Folk Tale Analyzed by Academe," *New York Times*, 5 March 1984, 15(N).

(notice no "*The*" before *New York Times*; include date and page number)

**For a paper read at a conference:**

7. Eviatar Zerubavel, "The Benedictine Ethic and the Spirit of Scheduling" (paper presented at the annual meeting of the International Society for the Comparative Study of Civilizations, Milwaukee, Wis., April 1978), 17–19.

**For an internet source:**

8. Lauren P. Burka, "A Hypertext History of Multi-User Dimensions," *MUD History* 1993, <<http://www.ccs.neu.edu/home/1pb/mud-history.html>> (5 Dec. 1994).

(notice the date the website was accessed is included at the end of the reference)

For repeated references to the same work within a chapter, use short form references after the first reference. Do not use *ibid.* and *op. cit.* Examples:

1. Laurie Kain Hart, *Time, Religion, and Social Experience in Rural Greece* (Lanham, Md.: Rowman & Littlefield, 1992), 242–43.

2. Hart, *Time, Religion*, 246.

3. Gary A. Olson and Evelyn Ashton-Jones, "The Politics of Gendered Sponsorship: Mentoring in the Academy," in *Gender and Academe*, ed. Sara Munson Deats and Lagretta Tallent Lenker (Lanham, Md.: Rowman & Littlefield, 1994), 231–46.

4. Hart, *Time, Religion*, 242.

5. Olson and Ashton-Jones, "Gendered Sponsorship," 236.

**Please truncate page numbers in the following style:** 1–5, 10–11, 15–19, 100–101, 105–9, 147–48. For note formats not covered here (dissertations, conference papers, etc.) see *Chicago Manual of Style*, 14th edition.

## **Bibliography**

Here are sample formats for bibliography entries:

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." *MUD History*. 1993. <<http://www.ccs.neu.edu/home/1pb/mud-history.html>> (5 Dec. 1994).

Bush, Jane R. "Rhetoric and the Instinct for Survival." *Political Perspectives* 29, no. 3 (March 1990): 45–53.

Friedman, Marilyn, and Jan Narveson. *Political Correctness: For and Against*. 2d ed. Lanham, Md.: Rowman & Littlefield, 1995.

Hart, Laurie Kain. *Time, Religion, and Social Experience in Rural Greece*. Lanham, Md.: Rowman & Littlefield, 1992.

*Milwaukee Journal*, 8 February–12 March 1990.

**(notice that a date range will suffice for a newspaper, especially where numerous articles have been used)**

Olson, Gary A., and Evelyn Ashton-Jones. "The Politics of Gendered Sponsorship: Mentoring in the Academy." Pp. 231–46 in *Gender and Academe*, edited by Sara Munson Deats and Lagretta Tallent Lenker. Lanham, Md.: Rowman & Littlefield, 1994.

Tortelli, Anthony B., ed. *Sociology Approaching the Twenty-First Century*. Los Angeles: Peter and Sons, 1991.

Zerubavel, Eviatar. "The Benedictine Ethic and the Spirit of Scheduling." Paper presented at the annual meeting of the International Society for the Comparative Study of Civilizations, Milwaukee, Wis., April 1978.

- Notice that bibliography entries are set with a "hanging indent"—the first line is flush left, and all following lines are indented. This is easily accomplished using the hanging indent feature of your software.
- Entries should be **double-spaced** (even though these samples aren't) and alphabetized by the first author's/editor's last name. Note that only the first author's/editor's name is in reverse order.
- The abbreviations "ed." and "trans." are used for "edited by" and "translated by" except in bibliography entries referring to only part of a book; in these cases identify the editor or translator of the entire book using the unabbreviated form. (See Olson and Ashton-Jones in the set of examples above.)

For repeated entries by same author, do not repeat the author's name—replace it with a long dash (3-em dash). But if the author wrote the piece with someone else, you must list both names again.

For multiple entries by the same author, *Chicago* style prefers that you order each entry by date. We will also accept arranging the multiple entries in alphabetical order.

Bush, Jane R. "Rhetoric and the Instinct for Survival." *Political Perspectives* 29, no. 3 (March 1990): 45–53.

———. *The Rhetoric of Politics*. New York: Free Press, 1989.

———, ed. *Politics and Rhetoric*. Lanham, Md.: Rowman & Littlefield, 1992.

Bush, Jane R., and Martin Jones. "Rhetoric in the Academy." *Chronicle of Higher Education* 37, no. 7 (July 1994): 32–35.

- If you strongly prefer to use author-date style references, please consult your acquisitions editor. If he or she approves that style, you may use it provided all chapters in your book use that notation style. We will not accept edited collections that use a mixture of author-date and humanities note styles.

## Artwork

All artwork, including line art, maps, charts, graphs, equations, and photographs, must be provided in camera-ready form. If artwork is being prepared for the book, it should be created to measure no more than 4½ inches wide and 7½ inches long and should include the figure number and caption. If the artwork already exists (photographs, maps being taken—with permission—from another book), you must make sure that it is clean and will reproduce well. If it is larger than 4½ by 7½ inches, try reducing it on a photocopier. Sometimes when you reduce a map enough to fit the text area the type on the map is so small it is illegible. If this is the case, you will have to have the map (chart, etc.) redrawn. Tables should be provided on disk in files separate from the main text.

Please double-number figures by chapter for easy reference. For example, if you have three tables and two figures in chapter 3, they would be table 3.1, table 3.2, table 3.3, figure 3.1, and figure 3.2. Be sure to place callouts in your text to direct readers to tables, figures, or artwork as needed.

You should produce each piece of art (maps, line art, equations, etc.) on a separate page, using a laser printer that prints at least 600 dpi. Mark the figure with the correct manuscript page number using a non-reproducible blue pen or pencil and indicate in the manuscript where you would like each figure to appear. Keep all original figures together in a folder or 9" x 12" envelope—do not staple, tape, or paperclip them to the manuscript pages.

Please provide a separate list of figures, tables, and artwork along with the manuscript page numbers that each is to appear on.

We strongly prefer to receive the original art and scan it ourselves, in order to ensure that scans are created at optimal settings for the printer who will be printing the book and the type of paper the book will be printed on. However, if you wish to submit artwork on disk, contact your acquisitions editor to determine if your disk format is acceptable.

## **Line Art/Maps**

- Remember that the line art or map must fit the 4½-by-7½-inch text area or it will be reduced.
- If you are preparing original art, be sure to prepare it at the right size so that it will not have to be enlarged or reduced—it is always preferable to have correctly sized art from the beginning.
- If art will have to be reduced, be sure that the type will not become too small to read.

## **Photographs**

- Black and white photographs may be included in your book if approved by our acquisitions editors. Please consult with your acquisitions editor to determine how many photographs may be included.
- Each photo should be labeled on the back using nonreproducible blue pen or pencil or a soft black pencil so that you do not mar the surface of the photo. Label the photo with the figure number and the page number it belongs on. When photos will appear together in a photospread (which must be approved by your acquisitions editor), you must indicate what order the photos should appear in.
- Captions should be included in a list enclosed with the photographs, and you should indicate in the manuscript where the photos should appear. Place photocopies of photos in the correct positions in the manuscript.
- Do not paste or clip photos to the pages. Submit them, clearly labeled, in a separate large envelope.

## Tables

- Do not simply use the tables feature of your word processor to turn out a gridlike table with every entry enclosed in a block (looks like a spreadsheet). Use tabs (including the decimal, centered, and right-aligned tabs as necessary) to set up tables. You may use rules where appropriate to set off column headings from body of the table or before the source line, but use them sparingly. If your manuscript will contain tables, please request our separate guide to formatting tables.
- Label all tables clearly, and call out their placement in the text.

## Equations

- Equations must measure no more than 4½ inches across. If necessary, break them into two or more lines.
- If your manuscript contains a few simple equations we will typeset them. Otherwise you must provide camera-ready equations that we can scan. If you are submitting camera-ready equations, please use 10- or 12-point type in a Times Roman font.

## Before you submit your final manuscript

- Have you made all changes requested by your acquisitions editor?
- Have you run the software's spellcheck feature and proofread the final manuscript carefully? Although our copyeditor is responsible for catching spelling, punctuation, and grammar errors, you should proofread and spellcheck the manuscript first to be sure it is ready for submission.
- Have you made a photocopy so you can submit two copies to Rowman & Littlefield? You must submit two copies to us or production may be delayed.
- Have you included all camera-ready tables, line art, photographs, equations, and charts?

- Have you included all necessary permissions letters for tables, art, photos, previously published materials, quotations, etc.?
- Have you produced the entire manuscript in double-spaced format, including the notes and bibliography?
- Have you numbered all the pages consecutively?