

The University of Utah Press

Final Submission Guidelines for a Monograph

Preparation of the Manuscript

Final manuscripts must be submitted in both hardcopy and electronic form. These guidelines should be followed carefully in order to ensure that your manuscript moves quickly through the production process. Disregard for the items outlined below could cause a delay in publication. The checklist at the end of this guide must be filled out and turned in with the manuscript.

The following instructions are broadly applicable to any manuscript. Any requests for exceptions to these instructions should be discussed with the acquiring editor. The Press uses the University of Chicago Press's *The Chicago Manual of Style* (latest edition) as its basic style guide. For manuscripts in archaeology, we follow the style guide used by the Society for American Archaeology, now available online (<http://www.saa.org/publications/StyleGuide/styFrame.html>). Authors are encouraged to use *Chicago* or the SAA guide in preparing their manuscripts. The MLA style manual is not acceptable.

1. **Save each portion of the manuscript as a separate document** and label them consecutively (e.g. 00Front matter.doc, 01Chapter 1.doc, 02Chapter 2.doc . . . 09Chapter 9.doc, 10Glossary.doc, 11List of Contributors.doc, 12Bibliography.doc, etc.) so that they arrange on your disk in proper order. Page numbers, however, should run consecutively through the entire manuscript.
2. **Double space** the entire manuscript and use **Courier New 12-point font** on everything, including text, extracts, notes, bibliography, table of contents, lists of illustrations, etc. (For rare exceptions to this rule, such as linguistic manuscripts that require a special font, please speak to the acquisitions editor.) Because this is one of the few fixed fonts, it allows us to make the most accurate estimates for printed page count. **Graphics and tables are the only exceptions.** For graphics, please see the Art Submission Guidelines below. For tables, please see number 6 below.
3. **As a rule, do not add extra space between paragraphs.** If you want to include extra space after a paragraph to indicate a break in the text more significant than a normal break between paragraphs and are not using a subhead at that place, type and center an asterisk to indicate the intentional space. Leave **1" margins** at the top and bottom and left and right of pages. Align the text left, not justified. (Right margin should be ragged.) **Use a tab key**, not the spacebar, to indent the beginning of each paragraph. **Use only one space between sentences**, i.e. following a period or colon.
4. For the title page and all major headings, such as Preface, Introduction, chapter titles, and subheads, **use headline-style capitalization.** (This Is an Example of Headline-Style Capitalization.) Do not use all caps, and do not style titles with underlining, italics, or boldface elements. Levels of subheads should be indicated with a letter set in angled brackets next to each heading (e.g. <a>, , <c>). (If a manuscript contains only a-level subheads, such indication is

not necessary.) **Eliminate all formatting that is not essential.** A manuscript that has been “designed” by an author creates extra work for the Press and the typesetter.

5. **Use all appropriate special characters** including symbols (°, Δ, £) and other diacritics (ß, ı) throughout the manuscript **and list them in a separate sheet** labeled “Special Characters” to be turned in with the submission. Your word processor’s superscript function may be used.
6. **Use a word-processing program or spreadsheet program to create tables.** If a table is simple and does not require the use of the table feature, use a single tab, not multiple spaces, to establish columns. Tables may be left in their original font for legibility. **Each table should be removed from the text** and saved in its own separate file. **A callout should be inserted** in the text where the table should be placed for publication (e.g. <table 1.2 goes here>). **Table headings should be in a cell in the tables**, not removed and placed in a separate document as figure captions are.
7. **Figures should be removed from the text and saved separately as tiff, JPG, or EPS files.** (See the Art Submission Guidelines.) **A callout should be inserted** in the text where the figure should be placed for publication (e.g. <figure 2.3 goes here>) unless you expect the figures to be gathered in one or more portfolios, or photo sections. If figures will be distributed throughout, number them in callouts, captions, and file names by chapter and order in the chapter, as shown above, where 2 is the chapter and 3 is the number of the figure within that chapter. Figures should never be sent as Word files.
8. A List of Figures in the front matter and a list of captions for the figures are two separate items that each need to be created. A List of Figures consists of short, succinct titles by which to identify the figures. The figure captions are more detailed and often consist of more than one sentence. They are also the place to provide the credit line for the figure if necessary. If your manuscript contains figures, **please supply a List of Figures for the front matter and a separate list of figure captions** saved as a separate document. A List of Tables should also be included if your manuscript includes tables. **Table headings, however, should not be removed from the table** and placed in a separate document. They should remain with their respective tables.
9. **Endnotes should be used rather than footnotes.** The **endnote feature** of the word processor should be used to insert notes so that they are numbered sequentially throughout the chapter, and are automatically renumbered should one note be removed. The numbering sequence should begin anew for each chapter.
10. Em-dashes should be indicated with the **em-dash character** (—) **or two hyphens** with no spaces before or after them (--). Ellipses should be indicated with the **ellipsis character** (...) **or three dots** each separated with a space (. . .). Please be consistent with whichever method you choose.
11. The Press considers what is on the disk you submit as the actual manuscript, so it is imperative that the printout you supply is identical to the disk. **Any changes on the printout not made on the disks must be identified as “change not on disk” and reported to the acquisitions editor.** Submit your manuscript employing current, widely used programs and operating systems. In works of multiple authorship, submit all materials in a single format. MS Word is preferred.

Style

“Style” means consistent spelling, punctuation, abbreviation, capitalization, and italicization (or underlining) throughout the manuscript. This includes formats of lists and tables. Avoid a variety of formats; comparable data should appear in comparable form. A book seems most cohesive if its structure is balanced. Ideally, all chapter titles are of roughly similar length and all subheads are of roughly similar length; all chapters or none have subtitles; all chapters or none have epigraphs; all chapters or none are divided into sections titled with subheadings; and so on.

Use gender-neutral and bias-free language. The Press subscribes to the position statement of the Association of American University Presses. The AAUP urges its members “to adopt a strong but flexible and intelligent policy with regard to bias in language. Books that are on the cutting edge of scholarship should also be at the forefront in recognizing how language encodes prejudice. They should also be agents for change and the redress of past mistakes. Insensitivity to racial and ethnic identities and to differences of religion, age, ability, and sexual orientation reinforces the conscious and unconscious attitudes that allow us too often to reproduce ignorance.” Should there be any questions regarding this issue, contact the Press.

For elaboration on specific items of style, see the latest edition of *The Chicago Manual of Style*; for preferred spellings use *Webster’s Third New International Dictionary* (unabridged) or the latest edition of *Webster’s New Collegiate Dictionary* (for words too current to be in the third international).

For proper handling of omissions, punctuation, capitalization, and paragraphing in extracts, follow *Chicago*.

An author should evaluate all references to sources in terms of clarity, consistency, and ease of use by readers. An author should also use a style of documentation that is appropriate to the manuscript. Usually, the choices are author-date or numbered notes (or a combination of these two). *Chicago* offers a variety of acceptable styles for notes, both foot- and endnotes, and for bibliographies. Before selecting a nontraditional style of documentation, discuss the matter with the Press prior to preparation of the manuscript. Regardless of the style used, consistency and accessibility of bibliographical information is paramount.

The Press does not use *op.cit.*, *loc.cit.*, *art.cit.*, *f.*, *ff.*, or *passim*. The Press does use “*ibid.*” as described in *Chicago*.

When inclusive page numbers or dates are referred to, follow the instructions in the *Chicago*. Discuss with the Press prior to preparing the manuscript the option of dividing a bibliography into sections (e.g., books, articles, documents, newspapers, etc.) The usual preference is a single alphabetical list of sources, but there are often valid reasons for dividing the list into appropriate categories. Generally, however, the fewer the categories the better.

A final note on documentation: bear in mind the importance of the relationship of notes or citations to the bibliography. The bibliographic data supplied in the reference to a source and the source as listed in the bibliography must agree.

Art Submission Guidelines

While paper and printing process are factors, the quality of the reproductions in your book is determined mostly by the quality of the original artwork. It is important that the artwork you submit is of the best possible quality. Because of this, if you have physical artwork to scan (prints, negatives, or transparencies) we prefer you send those to us for scanning or have a professional graphics service scan your images. When submitting hardcopy art for the Press to scan, please be sure to label the artwork clearly with the figure number (using the method described earlier in these guidelines).

Digital art that does not meet Press guidelines may be rejected. If artwork is rejected, you will be asked to provide a substitution or eliminate the image from the book.

Resolution in digital artwork is measured by the number of dots or pixels per inch—ppi for short. In general, we prefer the following resolution:

Photographs: 300 ppi

Line Drawings: 1200 ppi

All art should be submitted at the size you would like it printed in the book. A quick way to figure out if your images will be large enough at the appropriate resolution is to divide the number of pixels by the appropriate ppi. For example, if you want an image to print 3 inches by 5 inches it should be at least 900 pixels by 1500 pixels. **900 pixels/300 ppi = 3 1500 pixels/300 ppi = 5**

A Note on Maps, Charts, and Graphs. Charts, graphs, and sometimes maps are not scanned, but rather created using some sort of software (Microsoft Word, Microsoft Excel, Adobe Illustrator, etc.). These types of graphics are typically vector graphics meaning they are resolution independent, and should be submitted as EPS or PDF files to preserve this quality. Please keep in mind when placing text on your charts, graphs, or maps, that they may be scaled down as much as 50% to fit the final format of your book. You should do a test print to make sure all of the text is legible before submitting your final files to the press. Also, do not use rule lines less than 1 pt. or greater than 2 pts. in your drawings.

Artwork can be submitted in color when available, but keep in mind that most of our books are printed black and white, color images may be used in ebooks when appropriate. For artwork submitted in color, a grayscale conversion for print books will be preformed at the Press. Artwork **should not** rely on color, and should be able to be reproduced in black and white without loss of meaning.

Please try to avoid the following mistakes:

- **DO NOT** assume images that look fine on your computer will look fine in your printed book
- **DO NOT** submit images embedded in PowerPoint, Word, or any other document
- **DO NOT** submit images in the following formats: GIF, PNG, BMP, or PSD.
- **DO NOT** edit or re-save JPEGS
- **DO NOT** artificially enlarge an image to meet the Press' resolution requirements

Permission to Use Copyrighted Material

Permission must be obtained from the copyright holder to reproduce illustrative material such as a drawing, fine art work, or photograph, or to quote a copyrighted passage, or to use an illustration of any sort (even if it is a map or other graphic that is “based on” or “modified from” the original). Obtaining all permissions and paying all permission fees are the author’s responsibilities. Since a publisher may specify a certain form of acknowledgment or make some other special request, letters of permission must be obtained by the author at the manuscript stage. **All letters granting permission must be sent to the Press with the manuscript.**

To aid in the process of obtaining and keeping track of permissions, the Press has provided an **Art Log that must be completed electronically and turned in with the final manuscript.** The Art Log asks for the number and type of figure (photo, line drawing, etc.) as well as source information, necessary credit lines, and **most importantly, if electronic rights are granted.** It is essential that you request/obtain electronic rights for all images. If these are not obtained, it will affect the Press’s ability to sell your book as an e-book. Notify the Press if there are difficulties in obtaining permissions.

Quoting without permission is permitted under the doctrine of fair use. Authors should refer to the latest edition of the *Chicago Manual of Style* for a discussion of fair use. Fair use depends on several factors: the purpose of using the material, how the material is used in the work, and the proportion of the material used in relation to the complete work. The law does not establish exact limits for fair use. As a general rule, a literary work should never be quoted in its entirety without permission, and no more than a few contiguous paragraphs of prose or lines of poetry should be used. The quoted material should not be a substitution for the author’s own material.

Letting Go of the Accepted Manuscript

After a manuscript is accepted for publication, the final disks and a printout should be sent to the Press. The original illustrations and drawings should also be sent at this time. The originals should be sent by registered mail, UPS, or Federal Express—some traceable service. Do not staple or paperclip information to these originals. You should write only the figure number on the back of a photograph. Do not use Post-its. They can become dislodged and travel. Full captions should be in a separate file. Consultation between the author and the Press on illustrative material at an early stage of manuscript preparation will save time and expense for both the author and the publisher.

Keep a duplicate copy of the manuscript and the disks. These copies are for security reasons only. The copies at the Press are considered the master copies. Do not make any changes on the back-up disks; they must remain exact copies of the master disks at the Press.

Once the manuscript is edited, it is sent to the author for approval. Respond to the editor’s queries and indicate any new changes to the manuscript, but do this *only* on the edited manuscript. Regardless of how simple and helpful it might seem, do not change the back-up disks and print out a “clean,” edited manuscript to return to the Press. A “clean” manuscript erases all controls established by the editor and threatens the integrity of the work. The typesetter or editor will correct the master disks to match the untidy, edited manuscript.

Proofs in page format are sent to the author for proofreading; at the same time, these proofs are read against the manuscript by the Press. Any changes by the author in the proofs are subject to approval by the Press.

Our policy is to work in cooperation with an author to produce the best possible book, but there are several areas that the Press considers within its sole purview, such as marketing decisions that may determine the release date, list price, size of print run, and so forth. Decisions concerning the design of the book and its cover or jacket art are critical to the successful marketing of your book. While we value your input, final cover design is left to the discretion of Press staff. Please bear in mind that the working title (and/or subtitle) of your book may have to be changed, although you will be consulted if this is the case. We encourage you to have alternatives in mind.

It is our intent—and certainly in everyone's best interests—to publish a book you will be proud to claim. In return for your understanding and cooperation in this endeavor, the Press offers a level of personal attention to both the author and the book not always available at other publishers.

Thank you.
The Staff of the University of Utah Press

Submission Guidelines Checklist

Please check off each box or write “NA” if an item is not applicable. Send in this form with your final manuscript submission.

- Manuscript is on a clean disk with nothing else on it but the appropriate files.
- Manuscript is the final version.
- Each portion of the manuscript is saved as a separate document and numbered sequentially (e.g. 00Front matter.doc, 01Chapter 1.doc, 02Chapter 2.doc . . . 09Chapter 9.doc, 10Glossray.doc, 11List of Contributors.doc, 12Bilbiography.doc, etc.). Page numbers, however, run consecutively through the entire manuscript.
- Tables have been removed from the text and saved as separate documents. A callout has been inserted in the text where the table should be placed for publication (e.g. <table 1.2 goes here>).
- Figures have been removed from the text and saved separately as tiff, JPG, or EPS files. A callout has been inserted in the text where the figure should be placed for publication (e.g. <figure 2.3 goes here>).
- A List of Tables and a List of Figures have been included in the front matter. The titles consist of a single sentence or a few words, not several sentences as in a caption.
- A list of figure captions has been included as a separate document. (Table headings remain with each table.)
- The endnote feature of the word processor was used to insert notes so that they are numbered sequentially throughout the chapter, and will automatically renumber should one note be removed.
- The entire manuscript is aligned left, not justified.
- The entire manuscript is double-spaced with one-inch margins, including the notes and the bibliography.
- The font of the entire manuscript is Courier New, 12-point, including the notes and the bibliography. (Linguistics manuscripts are the exception to this requirement.)
- Only one spacebar is used after periods and colons, not two.
- There is no extra space between paragraphs. Any intentional extra space has been indicated with an asterisk.
- Headline-style capitalization has been used for all part titles, chapter titles, and subheads, and no additional formatting has been used to “style” these elements.
- For manuscripts with more than one level of subhead, levels have been indicated with <a>, , <c>, etc. next to the subhead. This can be done on either the electronic or hard copy.
- All** special characters have been listed in a separate sheet titled “Special Characters” that is included with this submission.
- All em-dashes have been indicated with the em-dash character (—) or two hyphens with no spaces before or after them (--). One method was consistently used.
- All ellipses have been indicated with the ellipsis character (...) or three dots each separated with a space (. . .). One method was consistently used.
- Permissions for images and copyrighted material and the completed Art Log are included with this submission.

What is the total page count for the manuscript, including front and back matter? _____