



Manuscript Preparation Guidelines

Congratulations on nearing the final stages of the book writing process! We are honored to be publishing your work. As you prepare the final version of your manuscript, please review and adhere to the following guidelines. When you submit your final manuscript, the time for rewriting will be over. Your book will move into the production department, where it will be copyedited, designed, and typeset. You will be given the opportunity to review edits at the copyediting and proofreading stages.

SOME GENERAL POINTS

- *The Chicago Manual of Style*, 17th edition, is our preferred source on matters of citation and documentation.
- The manuscript should be submitted in electronic form only.
- Please format your manuscript in Microsoft Word using Times New Roman, 12-point font. The entire manuscript should be double-spaced with 1-inch margins.
- Save each chapter in a separate electronic file. See information about naming the files under "Manuscript Formatting and Submission."
- Please make certain that any editorial commentary in the manuscript has been accepted or deleted. You can check this by looking at the tracked changes function and turning on "Show Markup."
- Duke University Press *strongly* supports the concept of fair use and urges authors to take full advantage of it. No permission is required, for example, to quote brief portions of a copyrighted text or to reproduce copyrighted images for the purpose of criticism or commentary. In addition, text or images in the public domain do not require permission for use.
- By submitting your final manuscript to your acquisitions editor, you are indicating that this is the final manuscript and no further changes will be made (or allowed) until the copyediting stage.

I. Manuscript Formatting and Submission

1. **When preparing your manuscript for submission, please format it in Word using Times New Roman, 12-point font.** The entire manuscript should be double-spaced, including the notes and bibliography. Use left justification (not full justification), and suppress the automatic hyphenation.
2. **First lines of paragraphs should be indented with no extra spaces between paragraphs;** any visible spaces between paragraphs are interpreted as section breaks, rather than new paragraphs. Prose extracts should be indented using Word's paragraph formatting tools, not by inserting hard returns and tabs.
3. **Hard returns should be used only at the end of paragraphs, not at the end of lines.** In bibliographies, an entry will often flow onto the next line. Please separate entries with a hard return (and, if desired, use a hanging indent in the Paragraph tab in Word).
4. **Make heading levels clear through consistent formatting.** For example, set main-level headings in boldface type, second-level headings in italic type, and third-level headings in regular type. Numbering of heads is discouraged unless it is standard for the discipline.
5. **Please set all notes as endnotes, not footnotes, and use arabic not roman numerals for note callouts.**
6. **Use roman numerals for all front matter pages and start page 1 with the introduction or chapter 1.**
7. **Each chapter or section of the manuscript should be saved in a separate electronic file.** *Do not put the entire manuscript in a single file.* Please name the files in the manner shown in the box in the right-hand column of this page.
8. **Group all tables in a separate file or files; do not include them as part of a chapter file.** Use tabs, not spaces, to define columns. All parts of a table (table number, table title, table notes, and table sources) should be kept together.
9. **All citations should be complete and all content final.**
10. **All quoted material should be checked carefully to ensure that it has been recorded accurately and that the references to sources are complete; remember to always include page numbers.** Problems with quotes or permission to quote can cause delays in copyediting and unnecessary alterations in proofs.

HOW TO NAME MANUSCRIPT FILES

- Front matter: 00_FM (front matter file could include the items below)
 - Title page
 - Dedication
 - Contents
 - Foreword
 - Preface
 - Acknowledgments
- Introduction: 00_Intro
- Chapters: 01_Ch_1, 02_Ch_2, 03_Ch_3, etc.
- Chapters in multiauthored books: 01_Ch_1 Smith, 02_Ch_2 Jones, etc.
- Interlude or unnumbered chapters: 03_Ch_3a (falls after ch. 3), 07_Ch_7a (falls after ch. 7), etc.
- Conclusion: xx_Conc*
- Appendixes: xx_App1, xx_App2
- Bibliography or References: xx_Bib, xx_Refs
- Contributor biographies: xx_Contrib
- Tables: Tab_1.01 (1st table in ch. 1), Tab_1.02 (2nd table in ch. 1), Tab_2.01 (1st table in ch. 2)
- Captions: 99_Cap
- Abstracts and Keywords: 99_Abs_Kwds

* xx is a placeholder for sequential numbering; these final pieces should be numbered following the order of the chapter files. Example: 08_Ch_8 would be followed by 09_Conc, 10_App1, and 11_Bib.

II. Organization of Manuscript

1. **Place all of your front matter items in one file.**
2. **Introductions and conclusions/prologues and epilogues should not be assigned chapter numbers.**
3. **Aim for consistent style in chapter titles and headings throughout the book.** If only one chapter has a subtitle, consider deleting it or rewriting the chapter title. If only one chapter lacks a subtitle, think about adding one. All main-level headings should be styled the same, and there should never be only one in any chapter. All second-level headings should be styled alike as well. Also think about consistency in length of chapter titles and headings. Do not use "Introduction" as a heading.
4. **If the book contains parts, it must contain more than one part.** Each part must contain two or more chapters.
5. **Bibliography or references.** A bibliography or reference list should be included in a separate file. If you are including your bibliography or reference list in a contributed volume, you may leave the bibliography or reference list at the end of each chapter.

III. Notes and Bibliography

Your book should include a bibliography or reference list, prepared by the author or editor, unless you and your acquiring editor have already agreed that one is not necessary.

If your book is single-authored, prepare a single, integrated bibliography or reference list at the end of the book. An edited collection may have either an integrated bibliography at the end of the book or separate bibliographies or reference lists at the end of each chapter, depending on the particular needs of the volume. The bibliography or reference list must be prepared before the manuscript is submitted to production.

For endnotes, use an endnote function that creates notes “linked” to the text (such as the “Insert Endnote” function in Word). The advantage of doing this is that if notes are added or deleted during the editorial process, any renumbering of notes will be done automatically.

Above all, notes and bibliography must be accurate (the discussion said to be on page 45 must in fact be on page 45) and clear (the reader must be able to find the book or chapter containing the discussion on page 45). Err on the side of more information rather than less. When in doubt, leave the citation information in: it can always be abbreviated or removed during the copyediting stage.

The notes should appear at the end of each chapter, not at the foot of the text pages. Number the notes for each chapter separately (i.e., the first note in each chapter is note 1), with a heading preceding each note section (Notes to Introduction; Notes to Chapter 1).

Citations in text or notes to works included in the bibliography can use short forms only. This means the author’s or editor’s surname, the full unabbreviated title of the work (without subtitle), and page numbers if applicable:

Kuhn, *The Structure of Scientific Revolutions*, 25.

Warren and Brandeis, “The Right to Privacy,” 191.

An item deliberately excluded from the bibliography (such as a brief article in a newspaper or magazine) must be cited fully in the notes, either at its first appearance within a chapter or at every appearance (depending on how often the item is cited and how numerous and extended the notes are).

There is usually no need to subdivide a bibliography. If primary sources were used extensively, it does make sense to list these separately, before secondary sources, but other sorts of division rarely work (books versus articles, works cited versus works used for background, etc.).

Do not include note callouts in chapter titles, author’s names, headings, and epigraphs. If necessary, an unnumbered note can precede the numbered endnotes.

Note callouts go at the end of sentences or at least at the end of clauses. Combine endnotes when there is more than one per sentence.

If you use a lot of abbreviations or acronyms throughout your text, it may be helpful to include a list of abbreviations in the front matter or in the beginning of the notes section. Please see the Press’s **Citation Style Examples** for reference.

CITATION STYLE

The Press follows *The Chicago Manual of Style’s* two systems of documentation. The first style uses a system of numbered notes, whether footnotes or endnotes or both, and usually a bibliography. The notes allow space for unusual types of sources as well as for commentary on the sources cited, making this system extremely flexible. (See *CMS*, chapter 14.)

Chicago’s other system, which uses parenthetical author-date references and a corresponding reference list, is nearly identical in content but differs in form. (See *CMS*, chapter 15.)

Please note that DUP no longer uses *ibid*. Please repeat the shortened citation information in each note.

Please do not use dashes for repeated authors’ names in the bibliography or reference list. Repeat the author’s name for each citation.

Please see the Press’s **Citation Style Examples** for more detail.

IV. Text Style

We use *The Chicago Manual of Style*, 17th edition (*CMS*), and *Merriam-Webster’s Collegiate Dictionary*, 11th edition, as our reference and style guides. If you deviate from these guides, please let us know if there are style choices that your copyeditor should not alter.

SPELLING AND PUNCTUATION

American spelling and punctuation will be used in all manuscripts. British spellings will be retained in quotes and in the spelling of British organizations and such.

Example: travelled, towards, and regards will be changed to traveled, toward, and regard.

In general, use the serial comma, but do not alter quotations, titles of works, or institutional names where a serial comma is lacking.

FOREIGN WORDS

See **Languages Other Than English**, appended in this document, for more information.

V. Metanarrative and Signposting

It is best to not refer to a “section” of a chapter, since the term can mean different things to different readers: better to substitute “in the following pages” for “in the following section” and “earlier in the chapter” for “in the preceding section.” Avoid cross-references of the form “see page 95.” If an internal cross-reference is essential, the form “see chapter 4” is preferable.

A chapter should not be referred to as a “paper” or “article” or “essay”: it may have originated as such, but once it has been incorporated into a book, please refer to it with the chapter number. The best advice about internal references—references to other portions of the same chapter or to other chapters of the same book—is simply to make fewer of them.

VI. Epigraphs

SOURCE

In general, source information should be included with the epigraph, such as full name, full title of work, and publication year. If further information about the quote needs to be conveyed, this can be added in an unnumbered note at the beginning of the notes section (for chapter epigraphs) or to the first sentence in the section beneath (for epigraphs below main-level headings). Avoid epigraphs below headings other than main-level headings.

LENGTH AND NUMBER

Keep epigraphs and sources brief. More than one or two epigraphs per chapter opener can pose problems for the design and layout of the book.

EPIGRAPHS BELOW HEADINGS

Epigraphs below headings can be awkward for page layout so they should be brief and used only if they truly enhance the argument.

VII. Quotes and Extracts

We follow *The Chicago Manual of Style's* rules for quotations and extracts (17th ed., ch. 13, esp. 13.7–24).

RUN IN OR INDENTED?

In general, quotes of longer than 100 words or of more than a paragraph should be set as an extract or block quote; shorter prose quotes should be run in to the text. Please do not use hard returns at the ends of lines to format extracts; instead, change the indent width for the paragraph.

QUOTE MARKS

Use double quotation marks, with single quotes for “quotes within quotes” (CMS 13.30–31). No quote marks are needed around

extracted quotes (or epigraphs); double quote marks are used for internal quotation marks in extracts.

SCARE QUOTES

We avoid the use of scare quotes, as their meaning is not always clear and when overused they become distracting.

ELLIPSES

Use the three- or four-dot method of ellipses to mark elided text: three dots for an elision within a sentence or to indicate a deliberately incomplete sentence, four dots when what precedes the ellipsis is a complete sentence (CMS 13.53).

RELATION TO TEXT

The surrounding sentence should fit with the syntax of the quote. If the quote needs to be adjusted to fit, use square brackets (not parentheses) to indicate your changes or additions (CMS 13.11–13.12).

CAPITALIZATION CHANGES

Except for detailed textual analysis, it is not necessary to use square brackets for capitalization changes made to the first letter of a quoted phrase (CMS 13.18–21).

VIII. Permissions

The Press strongly supports the fair use doctrine of copyright law. If you have any questions regarding fair use, public domain, obtaining any necessary permissions, and organizing the permissions materials for final submission with your manuscript, please feel free to contact your editorial associate or acquiring editor.

IX. Artwork

Please see the Press's **Art Submission Guidelines** for detailed instructions on organizing your artwork.

Callouts to all images (e.g., photos, graphs, maps) should be typed on a new line following the paragraph in which they are discussed. For example, <Fig 2.03 about here>.

Captions for both figures and maps should be provided in a separate file, with numbering corresponding to text mentions and callouts.

X. Tables

Tables should be saved in Word, not Excel. Use only numerals, letters, and tabs.

Titles, sources, and footnotes should remain with the table. Each table should be in its own separate file (named: Tab_2.03).

Table numbers should be double numbered, and there should be a text mention of each table: (see table 2.3).

Callouts for tables should be placed at the end of the paragraph in which they are discussed: <Tab_2.03 about here>.

Bear in mind that because book pages are in “portrait” rather than “landscape” format, very wide tables are difficult to reproduce.

XI. Multiauthor Works

For a multiauthor work or an edited collection, all authors must use the same form of citation. If there are names with variant spellings, diacritical marks, or hyphenation, please be consistent from chapter to chapter.

The volume editor should compile one or two sentences of biographical information for each contributor, including the contributor’s full name and professional affiliation. This information will appear at the back of the book.

The volume editor should also submit a list containing each contributor’s mailing address, telephone number, and email address. This information will not be included in the book.

XII. What Happens during the Production Process

Soon after your manuscript is sent to production, it will be assigned to a project editor in our Editorial, Design, and Production (EDP) department. The project editor will contact you to introduce themselves, outline the schedule of tasks, and provide you with an estimate of when your book will be available to readers.

After the project editor does a careful review of your manuscript, they will send it off to a freelance copyeditor. Copyediting of the manuscript usually takes from four to six weeks.

When the copyediting is complete you will receive the copyedited manuscript by email. You will be asked to approve or disapprove the changes, as well as answer any remaining queries. Reminder: All changes you want to make to your manuscript should happen at this time. This is *not* the time, however, to rewrite your manuscript! Changes in pages are limited to spelling, punctuation, and factual errors. After you return the copyedited manuscript to DUP the project editor will get it ready for design and typesetting.

Two to three months later you will receive a set of page proofs via email. These proofs are to be used for both proofreading and indexing. A professional proofreader will also be looking at the page proofs. Under the terms of your publishing agreement you are responsible for preparing the index, and it is advisable to decide well in advance of the proof stage whether you will compile

the index yourself or engage a professional indexer to do the job.

We will provide you with a list of professional indexers we have worked with and recommend when we send you the copyedited manuscript.

An in-house designer will be in contact with you during this time to follow up on cover art suggestions and to show you cover sketches.

Once you have corrected the page proof and returned it, along with the index, to your project editor, your role in the editorial process is essentially complete. From that time until publication (about four months later), you will primarily work with the marketing staff on back cover copy and other marketing plans.

For Further Information

Feel free to get in touch with us if questions or problems arise. Questions about royalties, due dates, and other general contractual matters can usually be answered by your acquiring editor or their editorial associate. Questions about documentation and other editorial specifics should be directed to our editorial and production editor, Jessica Ryan, at jessica.ryan@dukeupress.edu.

Appendix

Languages Other Than English

For any words, phrases, or longer passages in languages other than English, authors are fully responsible for ensuring the accuracy and consistency of spelling, capitalization, diacritics, and so on. DUP copyeditors cannot edit passages in other languages (but will of course point out any errors or inconsistencies they notice).

Capitalization

The capitalization of titles varies in languages other than English. For guidance, see *CMS* 11.6–10. For the capitalization of proper nouns, please follow the usage of the language in question. See *CMS* 11.4 and 11.18.

Personal Names

Please take care regarding the capitalization, alphabetization, and use of matronymic surnames. For more, see *CMS* 16.32; and Bill Black, “Indexing the Names of Authors from Spanish- and Portuguese-Speaking Countries,” *Science Editor* 26, no. 4 (2003), <https://www.councilscienceeditors.org/wp-content/uploads/v26n4p118-121.pdf>. Treatment of surnames beginning with particles (e.g., *d’*, *da*, *de*, *del*, *von*, *van*, *ten*) varies widely based on a number of factors, including language of origin and common practice, meaning that names must be checked individually. See *CMS* 8.5. The Library of Congress’s online catalog is a good resource for how to handle specific personal names. For further guidance on treatment of non-English names, see *CMS* 8.7–18.

Special Characters and Diacritical Marks

Please alert the editor and/or project editor if you use any characters or unusual diacritical marks extensively in your book. Please be consistent in the system of transliteration you use and explain any exceptions to this system.

Bibliographic Information

If English translations are provided for titles, please follow *CMS* 11.10 and 14.99. In a bibliography or reference section, please organize entries by personal name as follows: [surname, first name] for works published in English; for works published in Chinese, Japanese, Korean, and Vietnamese, please use [surname first name], without a comma between the names. (See also **Personal Names** in this appendix.)

The following are some language-specific points to note.

ARABIC

For typographical reasons, DUP prefers to use the hamza and ‘ayn characters rather than single quotes in Arabic transliterations. If this is not possible or if you need guidance on how to insert those characters, please discuss the situation with your editorial associate or project editor.

CHINESE

Please let the project editor know whether you are using spaces before punctuation, and please use either style consistently throughout all passages. If you want to use both traditional Chinese characters and simplified ones, depending on how your sources use them, please add a note to clarify this usage.

HAWAIIAN/‘ŌLELO HAWAI‘I

DUP prefers that you use an ‘okina, rather than a single quotation mark, in Hawaiian words. Both the ‘okina and kahakō are available in Word. For more information, go to <https://www.hawaii.edu/askus/1767>.