DUKE

UNIVERSITY
PRESS

Manuscript Preparation Guidelines

We at Duke University Press are honored to be publishing your work and invite you to review the following notes as you prepare the final draft of your manuscript.

SOME GENERAL POINTS

- We use *Webster's Collegiate Dictionary*, 11th edition, as our general purpose authority on spelling and usage.

- *The Chicago Manual of Style*, 16th 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 between you and your acquiring editor 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 some copyrighted images, for purpose of criticism or commentary. In addition, text or images in the public domain do not require permission for use. Please be sure that before submitting the final draft you have documented either: (1) the basis for a claim of fair use; (2) the basis for belief that the text or images are in the public domain; or (3) that otherwise you have secured any necessary permissions to reproduce images or to quote extensively from text (including unpublished material). Include with the manuscript copies of all pertinent permissions agreements and correspondence. See the Press's Permissions Guidelines for more information about securing and organizing your permissions.

- 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 the automatic hyphenation should be suppressed.

2. **Paragraphs should be indented with either the Tab key or the ruler tool in Word.** Please do not add spaces between paragraphs; any visible spaces between paragraphs are interpreted as section breaks, rather than new paragraphs.

3. **Hard returns should only be used at the end of paragraphs, not at the end of lines.** In bibliographies, an entry will often flow onto the next line. Use an extra return to separate entries or the ruler tool to indent content flowing on to additional lines. Please click "Hanging" in the "Special" box in the Paragraph tab in Word.

4. **Make heading levels clear through consistent formatting:** For example, main-level headings in boldface type; second-level headings in italic type; third-level headings in regular type.

5. **Please set all notes as endnotes, not footnotes, and use arabic not roman numerals for note callouts.**

6. **Avoid auto-formatting of lists.** Em-dashes (—) are preferred at the beginning of bulleted lists. Enter numbers manually rather than using the automated numbering Word often provides in numbered lists. If Word begins to format a list automatically, a lightning bolt in a box should appear. Click on this and select Stop Automatically Creating Numbered Lists.

7. **Do not use all capital letters for chapter titles or author names.**

8. **Use roman numerals for all front matter pages and start page 1 with the introduction or chapter 1.**

9. **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 here.

10. **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.

11. **The manuscript pages should be numbered consecutively from beginning to end, not chapter to chapter.**

12. **All parts of the manuscript should be submitted complete and ready for production.**

13. **The manuscript should be up to date and all revisions and/or deletions made before the manuscript is submitted.** Changes made in proof are expensive and are not always possible late in the process.

14. **All quoted material should be checked carefully to be certain that it has been recorded accurately and that the references to sources are complete, always including page numbers.** Problems with quotes or permission to quote can cause delays in copyediting and unnecessary alterations in proofs.

15. **Permissions should be complete.** See "Permissions" for permission details and requirements.

HOW TO NAME MANUSCRIPT FILES

- Front matter: 00_FM (front matter file could include the items below)
    - Title page
    - Dedication
    - Contents
    - List of Illustrations
    - Foreword
    - Preface
    - Acknowledgments
- Introduction: 00_Intro
- Chapters: 01_Ch_1, 02_Ch_2, 03_Ch_3, etc.
- Chapters in multi-authored books: 01_Ch_1 Smith, 02_Ch_2 Jones, etc.
- Conclusion: 00_Conc
- Appendixes: 00_App1, 00_App2
- Bibliography: 00_Bib
- Contributor biographies: 00_Bios
- Captions: 00_Cap
- Tables: Tab_1.1 (1st table in ch. 1), Tab_1.2 (2nd table in ch. 1), Tab_2.1 (1st table in ch. 2)

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. Text Style

We use the *Chicago Manual of Style*, 16th edition (*CMS*), and *Merriam-Webster's Collegiate Dictionary*, 11th edition (*Webster's*) 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 will be used in all manuscripts unless British spelling is approved by the Press. British spellings will be retained in quotes and in 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.

—Punctuation following, but not part of, an italic element such as a title should be roman.

—For singular possessives that end in "s," please add an additional "s" after the apostrophe (follow *CMS* rules in general about this). For joint possessives, also follow *CMS*.

> *Example:* James's

> *Example:* Deleuze's and Habermas's works; Masters and Johnson's book

—Use of quote marks indicating special terminology or ironic usage should be employed sparingly. Quotation marks should not be used around a term introduced by "so-called."

ABBREVIATIONS
Spell out abbreviations at the first mention in the book or chapter.

ACRONYMS
Provide full name for acronyms at first mention in the book or chapter.

> *Example:* Association of American University Presses (AAUP)

FOREIGN WORDS
Use italics for foreign words at the first mention; use roman thereafter. If a word is found in *Webster's* 11th edition, it should be in roman type throughout. Provide a translation of all quoted foreign-language passages into English, either in the text or in a note.

NAMES OF PEOPLE
Unless the person is widely known, provide full name on the first mention, and last name thereafter.

HYPHENATION
Use *CMS* as your primary hyphenation guide, followed by *Webster's* 11th edition. If you have specific questions regarding hyphenation, please refer to those resources. Pay special attention to words that have significantly different meanings depending upon the hyphen.

> *Example:* re-creation and recreation.

Most compounds beginning with commonly used prefixes—including anti, co, counter, extra, inter, intra, non, over, post, pre, pro, re, semi, socio, sub, trans, un, and under—will be closed up rather than hyphenated.

If there are words that are commonly hyphenated in your field of study that differ from our style above, please let us know.

BRACKETS AND PARENTHESES
If you are referencing something within parentheses, use brackets. Make sure you have both beginning and ending parentheses and/or brackets.

NUMBERS AND DATES
—Do not begin sentences with numerals.
—Spell out numbers under 100
—Commas should be used in four-digit numbers (4,000)
—Write out the word "percent" instead of using the symbol "%." Use numerals when discussing percentages

> *Example:* 45 percent, not forty-five percent

—Write out centuries

> *Example:* nineteenth century, not 19th century

—Date ranges in chapter titles and headings should be full.

> *Example:* 1834–1862 or 2001–2007

   Within the text, date ranges should be shortened

> *Example:* 1834–62 or 2001–7,

   but life-death dates should always be full.

—When citing inclusive numbers, follow the shortened style.

> *Example:* 112–25, 237–79, but 200–201.

IV. 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 use 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.

V. 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.

QUOTE MARKS

No quote marks are needed around an epigraph. An em-dash (—) should be placed before the quoted author's name.

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 kept brief and used only if they truly enhance the argument.

PERMISSIONS

To be considered fair use, epigraphs must have a direct relation to the text—either by being referred to in the argument or by having a close and clear connection to it. If the epigraphs are decorative and do not qualify as fair use, you will need to obtain permission to use the material in your book. Please refer to the Press's Permissions Guidelines for more information on obtaining permission.

VI. Quotes and Extracts

We follow the *Chicago Manual of Style*'s rules for quotations and extracts (16th ed., ch. 13, esp. 13.7–22).

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* 13.28–29). 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* 13.51).

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* 13.13–16).

VII. Permissions

As an author (or editor of a collection), you are responsible for obtaining the necessary permissions to include in your book any artwork or text that belongs to another party. In some cases, you may find that the reproduced material is in the public domain or that you can make a strong fair use claim by analyzing the text or image.

Copyright and fair use are complex legal issues, so please make sure to review the Press's Permissions Guidelines for information on obtaining and organizing permissions for your book.

The process of locating rightsholders and negotiating permissions can take some time, especially if you are planning to include a lot of artwork or if you are putting together an anthology of previously published works. Because all permissions must be secured before a book can be accepted into production, we encourage you to start the process early to avoid causing any delays with your book's production schedule.

If you have any questions, or if you need advice on a specific image or reprint issue, feel free to contact your acquiring editor.

VIII. 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: <Fig 2.3 about here>

Captions for both figures and maps should be provided in a separate file, with numbering corresponding to text mentions and callouts. Include in the captions any necessary credit lines as stipulated by the rightsholders.

IX. 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_2.3).

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: <table 2.3 about here>

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

X. Multi-author Works

For a multi-author work or edited collection, the volume editor must obtain written permission from each applicable copyright holder. A contributor will not necessarily control the copyright if his or her contribution has already been, or is scheduled to be, published elsewhere; in such a case, permission must be obtained from the relevant book or journal publisher.

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 e-mail address. This information will not be included in the book.

XI. Notes and Bibliography

Your book should include a bibliography or list of works cited, 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 at the end of the book. An edited collection may have either an integrated bibliography at the end of the book or separate bibliographies at the end of each chapter, depending on the particular needs of the volume. Consult with your acquiring editor to determine which type of bibliography will be most suitable for your book. The bibliography 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 Reference" 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 the end of clauses. Combine endnotes when there is more than one per sentence.

CITATION STYLE

Duke University Press (DUP) 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 see the Press's Citation Style Examples for a list of examples.

XII. What Happens during the Production Process

Soon after your manuscript is put into production, it will be assigned to a project editor in our Editorial, Design, and Production (EDP) department. They will then assign it to a freelance copyeditor. The project editor will contact you to introduce themselves, outline the schedule of tasks, and provide you with an estimated date of publication.

Copyediting of the manuscript should take from four to six weeks, during which time you may receive queries from the project editor, the copyeditor, or both.

When the copyediting is complete you will receive the copyedited manuscript. You will be asked to approve or disapprove the changes, as well as answer any remaining queries. After you return the copyedited manuscript to DUP the project editor will get it ready for design and typesetting.

About two months later you will receive a set of page proofs via e-mail. 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 sent 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 assistant. Questions about documentation and other editorial specifics should be directed to the managing editor, Jessica Ryan, at jessica.ryan@dukeupress.edu.