THE OHIO STATE UNIVERSITY PRESS
MANUSCRIPT PREPARATION AND SUBMISSION

Formatting Your Manuscript

Please refer to our House Style Guide for style guidance for your manuscript, including instructions on citation style. Below we highlight some final considerations as you prepare your manuscript for submission.

- **Use Microsoft Word format.** Times New Roman, double-spaced, with page numbers.

- **Acknowledgments.** Include these in the **back matter** of your final manuscript submission if you want them to appear in the book. For first monographs, please refrain from mentioning connections to graduate school, your dissertation, or conferences so as not to make the book appear to be an unrevised dissertation or conference proceedings, which can undercut sales. Talk to your editor for more information.

- **Chapter numbering.** Chapter 1 should follow the introduction, which should be unnumbered. Renumber chapters as needed, updating any internal references to chapters and any figure numbers as relevant.

- **Notes.** Ensure you used Word's **footnote** function to create and link your notes. If you used another word processing program (e.g., Word Perfect or Pages) and then converted to Word, your notes probably became unlinked and will require re-entry. (Note that we use footnotes for accessibility reasons, and so this will be the default notes style unless you arrange otherwise with your acquisitions editor.)

- **Citations.** Ensure you have consistently applied one citation style across your ms.
  - ✓ If you used a citation manager (e.g., Zotero, EndNote, etc.), **remove embedded field codes;** each citation manager provides instructions on how to do this.
  - ✓ Apply **hanging indent** to your Bibliography/Works Cited; do NOT use tabs.
  - ✓ Repeat author names; do not use the 3-em dash for repeated names.

- **Artificial Intelligence (AI).** Please notify your editor if you have used generative AI in the creation of any part of your manuscript.

- **Epigraphs.** Remove epigraphs at the beginning of the book unless the quote is public domain. Epigraphs in chapters are permissible if (1) they fall within public domain, (2) you have documented permission to reproduce them from the rights holder, or (3) they meet the standards for fair use. In the case of (3), the epigraph cannot be merely ornamental but must be directly discussed in a scholarly manner within the chapter.

  Consult our Guidelines for Copyright and Permissions for more on obtaining rights for images, your previously published work, epigraphs, poetry, song lyrics, and more.

- **Figures.** Do NOT embed your images in the Word files. If you have any graphics, be sure to consult our guidelines on <u>Preparing Graphics and Illustrations</u>.

- **Accessibility Checklist:** Please adhere to these best practices for an accessible book:
    - ✓ Provide alt text for any images.
    - ✓ Use author names for repeated citations (not *Ibid.* for in-text citations and not the 3-em dash in the reference list).
    - ✓ Notify your acquisitions editor if you have any text in a language other than English (at the sentence-level or higher, not individual words or phrases).

- **Prepare two sets of files:** (1) one file of the complete ms and (2) individual files* for each chapter or section of your ms (front matter, introduction, each chapter, conclusion, bibliography/back matter, etc.). ***Consult with your acquisitions editor if you have more than 10 chapters.**

Preparing the Cover Image

It is ideal that you select a potential cover image prior to submitting the final files of your manuscript. Be sure to work closely with your editor to select an appropriate image, and keep your editor apprised of any developments as you select the image, seek permission, obtain a high-resolution copy, etc. You should also complete the <u>Author Design Form</u> (ADF), which gives us important information about how you envision your cover. Here are some guidelines you should follow:

- **File requirements:** Must be high resolution of at least 1800 x 2700 pixels. Acceptable file formats include: tiff, jpg, and png.
- **Obtaining Permission:** Beyond our usual permission requirements (nonexclusive, worldwide, English-language, print and electronic rights), be sure to:
    - ➢ Specify the image will be used on a book cover as well as for marketing purposes.
    - ➢ Ensure there are no term limits (e.g., Getty often sets a term limit of 4–6 years).
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Submitting Your Manuscript

- ✓ Complete and submit the <u>Permissions Log</u> (and supporting documentation) for any copyrighted text or images and any previously published material in your manuscript (note there are **multiple tabs**). **Be careful with song lyrics and epigraphs!**

- ✓ Complete and submit other forms necessary for the marketing and promotion of your book: (1) <u>Author Information Form</u> (AIF) and (2) <u>Author Design Form</u> (ADF).

- ✓ Email electronic Word files to your acquisitions editor—both:
    - (1) A complete file containing the full ms and
    - (2) Separate files* for front matter, each chapter, and end matter. *If you have more than 10 chapters, consult with your editor before separating the files.

- ✓ Email high resolution and appropriately labeled files for:
    - (1) Cover image
    - (2) Figures

While your index is <u>not</u> submitted at this time, you will want to consult our [Indexing Guidelines](#) later during the proof stage, when the index is composed.