Formatting Requirements for Authors

1. All art for a project must be final before your manuscript can be released for editing. All electronic figures should also be submitted as separate files, not embedded in the text. Please get these to your acquiring editor as soon as possible. Your acquiring editor will tell you if any pieces of art for your manuscript are unacceptable for production, and these must be replaced or redrawn.

2. Illustrations should be called out in the appropriate locations in the text and numbered sequentially by chapter (e.g., the second figure in chapter 3 should be figure 3.2, and the callout in the text should say “Figure 3.2 goes here”; insert this callout approximately where the figure is to appear in the text).

3. In-text boxes should be delimited with simple notes to the MS editor (e.g., “Begin box 1.1 here . . . End box 1.1 here”). This text does not need to be put into an actual text box, and should not be treated as art.

4. Be sure to include a title page with the exact title and subtitle and all author/editor names spelled as you want them to appear in the book. Please also provide a table of contents.

5. All notes should be embedded in the chapter files using Word’s embedded notes feature. This is found in the References section of the Ribbon: Insert Endnote (or Insert→Reference→Footnote in older versions of Word). Notes for edited collections will eventually be printed as endnotes (at the end of each chapter), and notes for single-author works will be printed as backnotes (at the end of the main text).

6. Tables should be prepared in Word and placed in the appropriate location within the manuscript, numbered sequentially by chapter (e.g., Table 1.1, Table 3.2). Titles, sources, notes, and other material associated with the tables should not be in table cells.

7. Be sure to use a consistent citation system. If you need more guidance on this, please refer to chapter 1 of our Authors Guide or to The Chicago Manual of Style, 16th ed.

8. MS Word can produce European accents and characters, as well as Arabic, Greek, and Hebrew. You can find these under Insert→Symbol, using Times New Roman. If you are working with Asian transliterations, Sanskrit, Korean, Chinese, or Japanese, use a Unicode-based font such as Tahoma, MS Mincho, or PMingLiU, which can also be found under Insert→Symbol. Non-Unicode fonts are not acceptable because they do not work with our editing or typesetting system. If you are submitting a manuscript containing ayns and hamzas, use the characters from the Unicode hexes 02BF (ayn) and 02BE (hamza), which can be typed directly into the Character code window in the Insert→Symbol dialogue box. You can also use single quotation marks for these characters, but you will need to verify their orientation when you review the edited manuscript.

The manuscript you submit is considered final, but you can still make minor changes when you review the edited files. The review of the edited manuscript is your last chance to make these changes. As stated in the CUP Authors Guide, proof corrections are restricted to typos, grammatical errors, and updating statements when world events subsequent to typesetting would affect the validity of what you say. Stylistic changes will be rejected in proofs.