

Newfound Press

Manuscript Preparation Guidelines for Authors

http://newfoundpress.utk.edu/submissions/manuscript_guide.html

Newfound Press follows *The Chicago Manual of Style*, 16th edition. Numbers given within these guidelines refer authors to sections of *CMoS* that provide further information.

Basic Submission Requirements (2.3)

- Prepare the manuscript using Microsoft Word and Times New Roman font.
- Submit all parts of the manuscript (illustrations, tables, captions, etc.) along with the text.
- Ensure that all elements of the manuscript are final and up to date, including any URLs cited. See 2.3 for a list of elements to check before submitting the manuscript.
- Provide a paper copy of the manuscript.
- Obtain permission to use any material owned by others. See 4.69-4.76. Please include these permissions (or verify) when submitting the manuscript. [Copyright Information for UT Libraries](#) provides basic concepts of copyright and links to other copyright sites.
- Alert the press immediately if any further changes need to be made after submitting the manuscript. Only minor changes may be made after typesetting begins.

Formatting (2.7)

- Double space the entire manuscript.
- Leave one space between sentences and after colons within sentences.
- Leave the right margin unjustified.
- Turn off the hyphenation feature.
- Begin each chapter on a new page.
- Set subheadings flush with the left margin.
- Indent block quotations from the left margin.
- Use endnotes (rather than footnotes) and place them at the end of each chapter.

Illustrations and Tables (2.23)

- Submit separate files for illustrations.
- Number the illustrations consecutively.
- Submit all images as TIFs or TIFFs (rather than JPSs or JPEGs). Use a mandatory resolution of at least 300 DPI (pixels per inch) to produce a high-quality printed image.
- Request a copy of images from webpages from the source to ensure sufficient resolution for a high-quality printed image.

Cross-Checking (2.29)

- Cross-check all parts of the manuscript. See 2.29 for a list of major items to check.

- Check the content and the citations for all quoted material against the original source before submitting the manuscript.
- Check all URLs and update as necessary.
- Check all cross-references within the manuscript.

Naming and Saving the Electronic Files (2.33)

- Save all material for the front matter in a file named “Front Matter.”
- Name each chapter (e.g., “chapter 01 Chapter Title”) and save as a separate file.
- Give a descriptive name that will signal the order of placement in the book.
- Within each file, number the pages of the chapter consecutively.
- Save tables in a separate file name named “Tables.”
- Save figures in a separate file named “Figures.”
- Save reference lists in a file named “Bibliography.”
- Delete any comments embedded in the manuscript before submitting the files.
- Back up the final manuscript.

Style and Usage

- Use the serial comma (6.18):
I want no ifs, ands, or buts.
- Restrict use of the abbreviations i.e. (“that is”) and e.g. (“for example”) to parentheses or notes (6.43).
- Month-day-year style of dates--set off the year by commas (6.45):
The February 2, 2006, performance took place at the State Theatre.
- Refer to Merriam-Webster’s Collegiate Dictionary, 11th edition, or Webster’s Third New International Dictionary for matters of spelling, preferring the first form listed (7.1, 7.31).
- Consult also the *CMoS* “Hyphenation guide for compounds and words formed with prefixes” (7.85).
- In manuscripts, do not break URLs among two lines (7.42).
- Prefer sparing use of capitals (8.1):
Brussels, brussels sprouts
- Use italics for titles of major or freestanding works such as books, journals, movies, and paintings (8.2).
- In nontechnical contexts, spell out whole numbers from zero through one hundred. Also spell out any of these whole numbers followed by hundred, thousand, or hundred thousand (9.2, 9.4):
seventy, 103, twenty-five thousand
- In nontechnical contexts, express percentages in numerals and spell out the word *percent* (9.18).
- Abbreviate inclusive numbers as shown in section 9.60.
- Prefer the all-capital form of acronyms and initialisms (10.6):
NAFTA
- In the text, spell out names of states, territories, and possessions of the United States. In bibliographies, tables, and lists, use the US postal code (10.38).

- In the text, spell out names of countries. Spell out United States as a noun, reserving US for the adjective form only (10.33).
- Whether quoting, paraphrasing, or using other's ideas to advance their own arguments, give explicit credit to the source of those words or ideas in the form of a parenthetical note (13.3).
- See 13.7 (also 13.13-13.16) for permissible changes to punctuation, capitalization, and spelling within quotations.
- Set off quotations of a hundred words or more, or a quotation of two or more paragraphs, as a block quotation, using the indentation feature of the word processor (13.10).
- Set off two or more lines of verse as a block quotation (13.23).
- See 13.28-13.33 for use of quotation marks.
- See 13.62, 13.66, and 13.68 for use of parentheses with in-text citations and for guidance with punctuation.

Documentation

- Compile the bibliography using Author-Date References, following *CMoS* Chapter 15, referring to Chapter 14 as necessary.
- Refer also to the [Sample Author-Date References](#) from *CMoS*. [Reproduced following this document].

Author-Date References

From the *Chicago Manual of Style*, 16th ed.*

BOOK WITH SINGLE AUTHOR OR EDITOR

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.

(Pollan 2006, 99-100)

Greenberg, Joel, ed. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press.

(Greenberg 2008, 42)

BOOK WITH MULTIPLE AUTHORS

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941-1945*. New York: Knopf.

(Ward and Burns 2007, 52)

Heatherton, Joyce, James Fitzgilroy, and Jackson Hsu. 2008. *Meteors and Mudslides: A Trip through . . .*

(Heatherton, Fitzgilroy, and Hsu 2008, 188-89)

For a book with four or more authors, include all the authors in the reference list entry. . . . In the text, however, cite only the last name of the first-listed author, followed by *et al.*

(Barnes et al. 2008, 118-19)

CHAPTER IN AN EDITED BOOK

Gould, Glenn. 1984. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308-11. New York: Vintage.

(Gould 1984, 310)

JOURNAL ARTICLE

Blair, Walter. 1977. "Americanized Comic Braggarts." *Critical Inquiry* 4 (2):331-49.

(Blair 1977, 331-32)

Novak, William J. 2008. "The Myth of the 'Weak' American State." *American Historical Review* 113:752-72. doi:10.1086/ahr.113.3.752.

(Novak 2008, 758)

OR

Karmaus, Wilfried, and John F. Riebow. 2004. "Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls." *Environmental Health Perspectives* 112 (May): 643-47.
<http://www.jstor.org/stable/3435987>.

(Karmaus and Riebow 2004, 645)

MAGAZINE

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . ."), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations.

Mendelsohn, Daniel. 2020. "But Enough about Me." *New Yorker*, January 25.

(Mendelsohn 2010, 68)

NEWSPAPER

Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27.
<http://www.nytimes.com/2010/02/28/US/politics/28health.html>

(Stolberg and Pear 2010)

THESIS OR DISSERTATION

Choi, Mihwa. 2008. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.

(Choi 2008)

PAPER PRESENTED AT A MEETING OR CONFERENCE

Adelman, Rachel. 2009. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21-24.

(Adelman 2009)

*Examples are taken from Chapter 15 in the *Chicago Manual of Style*, 16th ed (pp. 790-792), or from the Chicago-Style Citation Guide: Author-Date Sample Citations, http://www.chicagomanualofstyle.org/tools_citation_guide.html.