Manuscript Preparation for Authors
Mountain Press Publishing Company

Style

Follow the style guidelines in the *Chicago Manual of Style,* 15th edition (Chicago: University of Chicago Press, 2003). Chapters 2, 4, 5, and 6 will be especially helpful to you. See chapter 18 for bibliography and notes style. See chapter 12, sections 40–51 for image permission and credit lines. For spelling and hyphenation, consult *Merriam-Webster's Collegiate Dictionary,* 11th edition. The type should be a readable 12-point font. Everything, including notes, bibliography, etc., must be double-spaced, with 1-inch margins. Number the pages sequentially throughout the book, not by chapter (i.e., do not start each chapter at page 1). Use <u>underline</u> in place of italics. Use only one space between a period and the next sentence.

Submission

Unless your editor states otherwise, you should submit the following by the manuscript deadline:
- manuscript (printout and electronic files)
- all photos and illustrations
- list of illustrations (printout and electronic file)
- copies of permissions
- names of one or two critical reviewers (consult your editor)

Please do not fax or email materials unless requested. Make sure the print quality of the hard copy is good. Send the pages loose (no staples or paper clips). The electronic copy of the manuscript must be the same version as the printout and submitted on disk or by email in any standard text format (MS Word, WordPefect, Rich Text Format, etc.). Digital images usually need to be sent on disk rather than by email (see Image Preparation for Authors).

Contents

Each chapter should be a separate electronic file. All front matter, including preface and acknowledgements, can be in one file. Include a table of contents with full chapter titles (and subtitles, if any) in the front matter. A bibliography or reference list should be a separate file, as should any appendix.

Notes

If there are more than a few footnotes, create these with an endnote function in a word processing program such as MS Word or WordPerfect.

Images

Mark the placement of images in the text with the image number in curly brackets in bold. On the next line should be the caption, followed by period, space, em dash (long dash), and the credit line. Leave a blank line before and after the image note:

> **{Figure 3-2}**
> Type caption here. —Credit line here

Submit with your manuscript a list of all images, in the order in which they appear in the manuscript. Include on the list image number, caption, and credit line, and note whether the image is color or black

and white. Attach to the list copies of the signed permissions for each image not created by the author. Label each permission with the image number.

Securing

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