
6. Submission Procedures

- 6.1 **ELECTRONIC AND HARD COPY** You must submit **both** an electronic and paper copy of your manuscript files: the digital files and the printout of your final manuscript **must** match exactly. Do not make any changes to the digital files or the paper copy after you have printed the final manuscript

Electronic Manuscript

- 6.2 **FILE AND DISK FORMATS** Submit manuscript files as Microsoft Word documents for either Mac or PC on CD, USB flash drive, or via e-mail (if permitted by your editor). If you are unable to meet these requirements, call your editor's assistant to discuss alternatives.
- 6.3 **FILE CREATION** Create a new file for each chapter or other major section of the book. Do **not** submit the manuscript as one large file. Remove duplicate or extraneous files. Include just one copy of each chapter (the copy saved immediately before printing).
- ▶ The front matter file should include (when applicable) the table of contents, dedication, epigraph, preface, and acknowledgments, in that order.
- 6.4 **FILE NAMING** Number and name the files as follows. Do not use spaces in file names:

01.Front_Matter.docx	06.Chapter_4.docx
02.Introduction.docx	07.Chapter_5.docx
03.Chapter_1.docx	08.Bibliography.docx
04.Chapter_2.docx	09.Author_Bio.docx
05.Chapter_3.docx	10.Captions.docx

► The Introduction should **not** be labeled Chapter 1.

- 6.5 **LABELING DISKS** Label all disks with your last name, the title of your manuscript, and the date. Be sure to retain backup copies of all files.

Artwork

- 6.6 **DOUBLE-CHECK GUIDELINES** Verify that the original illustrations you plan to submit meet the size and format specifications outlined in chapter 3 of this guide.
- 6.7 **DISK FORMATS** You may submit your digital image files on DVD, CD, USB flash drive, via a web-based, bulk-file-transfer service such as Hightail or WeTransfer, or via e-mail (if permitted by your editor).
- 6.8 **HARD COPY** Along with the original art, you **must** submit a numbered photocopy or printout of **all** figures and tables. Images should be right-side-up on the page.
- 6.9 **ORIENTATION** Identify the “TOP” on the photocopy if there could be **any** ambiguity about image placement, or if you have a particular preference for how an image should appear on the book page.
- 6.10 **CROPPING** Indicate any cropping instructions in red or blue ink on the photocopies of the illustration (**not** on the originals). If no cropping information is provided, the Press will assume that the image is to run full frame.
- 6.11 **HANDLING ARTWORK**
- *Photo prints:* When labeling photo prints, use a soft lead pencil and write your last name and the figure number on the back of the photograph. Do not use a ballpoint pen. Do not attach paper clips to prints and do not glue or tape prints onto paper.
 - *Transparencies:* Transparencies and slides must be submitted in protective sleeves. Labeling should be applied to the surface of the sleeve or the slide frame only. Never touch the transparency film.

- *Digital images:* Do not embed digital images in the manuscript files; each digital image should be saved as a separate file. Simply label digital images with the figure number (e.g., Figure 1.tiff, Table 2.2.pdf). Do not add a description of the image.

Mailing Instructions

6.12 After reviewing the final submission checklist in Appendix B, mail your manuscript and accompanying materials to the Press via a trackable service (e.g., FedEx, DHL, or USPS Priority Mail **with** delivery confirmation).

- ▶ Keep backup copies of all materials in case of delivery failure.

Address the package to your editor at:

University of Minnesota Press
111 Third Ave. S., Suite 290
Minneapolis, MN 55401
612-627-1970

Your editor or his or her assistant will confirm receipt of the package.