
1. Manuscript Formatting

- 1.0 **PLAIN, UNIFORM TEXT** We ask that you submit your manuscript files as plain and uniform text. Nonessential or incorrect formatting will be removed from the manuscript before copyediting begins.

Font and Type Size

- 1.1 **USE TIMES NEW ROMAN FONT** Set your **entire** manuscript in Times New Roman, at a point size of 12.
- 1.2 **SPECIAL CHARACTERS** If any special characters in your manuscript are not available in this font, please alert your editor.

Margins and Alignment

- 1.3 **MARGINS** Every word processing file in your manuscript should have 1-inch margins on **all** sides. The header and footer margins should be 1/2 inch on the top and bottom.
- 1.4 **NO RUNNING HEADS** Do not include running heads (e.g., author name, chapter title, or other descriptor) in the header or footer.
- 1.5 **NO HYPHENATION OR JUSTIFICATION** Do not use your word processor's hyphenation or justification features. Your margins should look just like the margins in Figure 1.1: left side even (left justified or flush left) and right side uneven (ragged right). Do not hyphenate words at the ends of lines. The only words that should be hyphenated are compound words that retain these hyphens after typesetting.

“the hands and blessing seem to be conjugates in the school both of nature and grace” and that benedictions is “a natural right near allied unto the hand and of spiritual affinity with prayer.”²²

Not only does Bulwer invest gestures with heavy rhetorical eloquence and religious significance but also his method of analyzing gestures emphasizes his devotion to the belief that manual signs are of paramount importance in public speaking. From *Chirologia*'s detailed explications of various significant gestures (“I reprove,” “I extol,” etc.), one can see that he is remarkably sensitized to gestural visual effects and their physical production, a very deaf quality, one that may have arisen from his experience with the deaf and their sign language. He is also visually attuned in his constant use of chirograms throughout his books. His works stress the importance of gestures as the “crown of eloquence” in a concrete, almost body way through the rare visual presentation of many chirogrammatic plates, which portray drawings of hands and their proper shapes. For example, the illustration for “invite” (“I invite”) shows a hand upturned and curved gracefully inward, toward the speaker's body.²³ To extend the middle finger is “a natural expression of scorn and contempt.”²⁴ Bulwer's rhetorical orderings of manual movements are clear when he says these tables of gestures, “besides their typical signification, are so ordered to serve for privy cyphers for any secret intimation.”²⁵ Not only do gestures have a typical, clear meaning for many, but also they can serve as abstract “privy cyphers” of meaning, much as words and sign language signs do.

This Is an Example of a Level-A Subhead

The influence exerted on Bulwer's rhetoric by the presence of the deaf and their sign language in his life brings up a number of issues and implications that beg discussion, such as whether or not this influence helps validate the sign language of the deaf and what the nature of this influence is. For Bulwer, deafness and the deaf body in language are the ground on which his rhetorical arguments are built, ironic as that may sound. His rhetoric depends on a metaphor, that of the silent deaf body, for the deaf and their sign language are still largely absent from his art of speech even as he uses his familiarity with deafness and deaf people to apply gestures as a supplement to or replacement for oratory. Bulwer's art of rhetoric may be seen to be erected on an Irigarayan “silent ground” of deafness—Irigaray argues that the patriarchal thinker builds his discourse on the silent ground of woman²⁶—and in that way Bulwer is appropriative and

Figure 1.1. Example of properly formatted manuscript.

- 1.6 PARAGRAPH INDENTS** The first paragraph in each chapter or section should remain flush left. Indent all subsequent paragraphs 1/2 inch using the tab key; do not use multiple spaces to create an indent.

Spacing

- 1.7 **BETWEEN LINES** Set line spacing at 1.5 lines throughout the **entire** manuscript, including notes, extracts, and references. Use the line spacing feature in your word processing program to set this; do not manually insert a line space after each line of text.
- 1.8 **BETWEEN PARAGRAPHS** Do not insert blank line spaces between paragraphs, notes, or bibliographic entries, unless you intend for there to be a space in the printed book (do not use dingbats or symbols in these intentional breaks between paragraphs).
- 1.9 **HARD PARAGRAPH RETURNS** Use hard returns (creating a new line by hitting the Return or Enter key) only at the ends of paragraphs, after items in lists, after lines of poetry, and before and after headings (**SEE 2.12**). Never include a hard return within a paragraph.
- 1.10 **BETWEEN SENTENCES** Use only one word space between sentences. No double word spaces should appear in the manuscript.

Pagination

- 1.11 **PAGE NUMBERING** Please submit the manuscript without page numbers.

Italics

- 1.12 **PUNCTUATION, PARENTHESIS, BRACKETS** Italicize commas and periods that follow italic words, and italicize parenthesis and brackets if all text within the parenthesis or brackets is italic.

Italicize punctuation marks that follow *italic words*, please.

Italicize parenthesis if all text (*within the parenthesis*) is italic.

Punctuation

- 1.13 **COLONS, SPACE AFTER** Add only one space after colons.
- 1.14 **DASHES** To create a dash in your text, use two hyphens, without any space before, between, or after them. Your word processing program may include an auto-format function that automatically

turns two consecutive hyphens (--) into one continuous em dash (—). We prefer that you **not** use this auto-formatting function.

NOT Don't create dashes—like this.

BUT Create dashes--like this.

▶ Do not add extra space on either side of the two hyphens:

NOT Don't create dashes -- like this.

▶ To create a dash in the bibliography to indicate the repetition of an author's name, use six consecutive hyphens.

-----. Revolutionaries to Race Leaders: Black Power and the Making of African American Politics. Minneapolis: University of Minnesota Press, 2007.

1.15 **ELLIPSES** Use ellipses only to show the omission of words, phrases, or lines from quoted material. To create an ellipsis, insert three consecutive periods with one space before and after each. Your word processing program may include an auto-format function that automatically turns three consecutive periods into a single ellipsis character. We prefer that you **not** use this auto-formatting function but rather manually insert spaces between the periods.

NOT Don't create ellipses...like this or like ... this or ... this.

BUT Create ellipses . . . like this.

When an omission falls between sentences, a period should be used before the ellipsis points. There should be **no** space between the last word in the first sentence and the period, but a space **should** separate the period and the first ellipsis point. Another space separates the last ellipsis point and the first word of the second sentence.

Show an omission between sentences with an ellipsis. . . . Like this.

Diacritics and Special Characters

1.16 **STANDARD DIACRITICAL MARKS** Standard diacritics such as the acute (é) and grave (è) accents, tilde (ñ), umlaut (ü), circumflex (ô), and cedilla (ç) generally reproduce well through word processing programs, but if you are not able to print these characters on your paper

manuscript, or if you cannot make your electronic and paper versions of the manuscript match, contact your editor's assistant for help.

- 1.17 **UNUSUAL DIACRITICAL MARKS** If your manuscript includes other special characters, symbols, or numbers that are not standard in English (especially if this material is Arabic, Asian, or Eastern European, with diacritics that are especially difficult to create electronically), be sure to notify your editor's assistant before submitting your manuscript to the Press. If you are unable to create certain characters electronically, contact your editor's assistant for help.