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## 6. Submission Procedures

- 6.1 **FILE SUBMISSION.** Submit an electronic copy of your manuscript files, artwork, permissions, logs, and questionnaire. **Do not make any changes to your manuscript once the digital files have been submitted.**

### Electronic Manuscript

- 6.2 **DOUBLE-CHECK CITATIONS.** Verify that your citations are properly formatted according to the specifications outlined in chapter 2 of this guide. Remember that complete citations should only appear once, and endnotes should not include full citations if your book has a bibliography.
- 6.3 **FILE FORMATS.** Submit manuscript files as Microsoft Word documents via email or through a file-sharing service or on USB flash drive. Contact your editor's assistant for preferred submission method.
- 6.4 **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.
- ▶ The front matter file should include (when applicable) the table of contents, dedication, epigraph, and preface, in that order. Acknowledgments should be submitted as a separate file.
- 6.5 **FILE NAMING.** Number and name the files as follows:
- 01\_Front\_Matter.docx
  - 02\_Acknowledgments.docx
  - 03\_Introduction.docx

04\_Chapter\_1.docx  
05\_Chapter\_2.docx  
06\_Chapter\_3.docx  
07\_Chapter\_4.docx  
08\_Conclusion.docx  
09\_Bibliography.docx  
10\_Author\_Bio.docx  
11\_Captions.docx

- ▶ The Introduction should *not* be labeled Chapter 1.
- ▶ Do not use spaces in file names.

## Artwork

- 6.6 **DOUBLE-CHECK GUIDELINES.** Verify that the original illustrations you plan to submit meet the size, resolution, and format specifications outlined in chapter 3 of this guide.
- 6.7 **ELECTRONIC FORMATS.** Submit your digital image files via a file-sharing service or on USB flash drive. Consult your editor’s assistant with questions.
- 6.8 **ORIENTATION AND CROPPING.** Your editor’s assistant will provide an art log where you should note cropping instructions and image orientation as applicable. If no information is provided, the Press will assume images should run unaltered.
- 6.9 **HANDLING ARTWORK.**
- *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., Figure1.tiff, Table2.2.docx). Do not add a description of the image.
  - *Photo prints, transparencies, and slides* must be submitted in protective sleeves. Labeling should be applied to the surface of the sleeve or the slide frame only.

## Final Submission Checklist

- 6.10 After reviewing the final submission checklist in Appendix B, contact your editor’s assistant to submit your final materials.