abbreviations: of source titles, 2.36
accuracy: of foreign-language material, 2.19; of quotations, 2.18
acknowledgments, 2.4–7; at end of book, 2.7; permissions and citations within, 2.5; revising, 2.4
address: changes of, 5.12; contributors’, 5.11; for manuscript submission, 6.12
alterations, 7.15
art log, purpose and function, 3.42
artwork: cover, 7.10; cropping, 6.10; digital images, 3.17–25; disk formats, 6.7; guidelines, 3.1–42, 6.6; handling, 6.11; hard copy, 6.8; labeling, 6.11; must be complete, 3.1; orientation, 6.9; permissions, 4.7, 4.9; photo prints, 3.3–3.7; reformatting, 3.9; transparencies, 3.14–16; types of originals, 3.2
author–date system, 2.38
auto-formatting, 1.14–15
backup copy, 6.12
bibliography, 2.39–42; for contributed volumes, 5.3; dashes for repetition of author’s name, 1.14; must correspond with note system, 2.41; need for, 2.39; versus note format, 2.40; order of works by same author in, 2.42; preferred style for, 2.40; for translations, 2.46. See also author–date system
biography: of author, 2.43; of contributors, 5.1, 5.6–7
Bitmap (BMP), 3.20
blank lines, 1.8
block quotes, 2.14; indention, 2.14, 2.16; no quotation marks for, 2.15; not allowed in notes, 2.35
brackets: for author interpolations, 2.15; for translator’s notes, 2.44; around website URLs, 2.30
CAD (Computer-Aided Design), 3.21
callouts, 3.38
capitalization: in headings and titles, 2.10
captions: placement in manuscript, 3.41; purpose, 3.39; source credits, 3.40
charts. See line art
Chicago Manual of Style, 16th ed., 2, 7.5
citations: within acknowledgments, 2.5; consistency, 5.2; illustration source credits, 3.40; shortened, 2.37; for tables, 3.35. See also author–date system; bibliography; notes
cleanup, 7.9
color plates, 3.15
contact information, 5.1, 5.11; changes of address, 5.12
contributed volumes: figures in, 3.27; permissions, 5.1, 5.8–9
contributor agreements, 5.1, 5.5
copyediting, 7.5–9; author’s review of, 7.7–8; cleanup, 7.9; definition, 7.5; electronic, 7.8; schedule, 7.3, 7.7
copy editor, 7.6
cover design, 7.10–12; author input, 7.10, 7.12
cropping, 6.10
dashes, 1.14; for epigraph attribution, 2.26; for repetition of names in bibliography, 1.14
deadlines, 7.3, 7.13
delays, 7.3, 7.13
design: cover, 7.10–12; text, 7.2, 7.6
developmental editing, 7.5
diacritical marks, 1.16; unusual, 1.17
dictionary, Appendix A
digital art, 3.2, 3.6, 3.17–25; color versus black-and-white, 3.19; handling, 6.11; line art, 3.20–23; photographs, 3.17–19; reformatting, 3.23; resolution, 3.18; size, 3.18. See also scanning; screen grabs
dingbats, 1.8
disks: formats, 6.2, 6.7; labeling, 6.5
documentation: two systems, 2.37. See also bibliography; citations
drawings. See line art
draft: editing: line art, 3.12. See also copypediting; developmental editing
electronic copy, 6.1; file and disk formats, 6.2, 6.7
electronic copy, 6.1; file and disk formats, 6.2, 6.7
electronic editing, 3.6
ellipses, 1.15
embedding: images, 6.11; notes, 2.28
“emphasis added,” 2.15
endnotes. See notes
ephemera, 4.8
epigraphs: attribution, 2.25; definition, 2.22; formatting, 2.26; length and frequency, 2.24; notes with, 2.25, 2.33; permitted uses, 2.23; placement, 2.23
EPS (Adobe Illustrator), 3.20, 3.21
extract. See block quotes; poetry
fair use, 4.6, 4.14
fees for permission, 4.13
figures: in contributed volumes, 3.27; versus maps, 3.29; numbering, 3.26–28; versus tables, 3.31
file creation, 6.3
file naming, 6.4
fonts, 1.1, 3.21
footnotes. See notes
foreign-language material, 2.19
formatting: artwork, 3.9, 3.13, 3.23; auto-formatting, 1.14–15; disks, 6.2, 6.7; epigraphs, 2.26; manuscript, 1.0–17; website citations, 2.30
freelancers, 7.6; for indexing, 7.17
front matter, 2.1–7, 6.3
GIS (Geographic Information System), 3.21
graphs. See line art
hard copy, 6.1, 6.8
headings: capitalization within, 2.10; consistency, 2.9; hard returns before and after, 1.9, 2.12; levels, 2.11; no notes with, 2.13; no numbering, 2.13, 2.33; purpose, 2.8; running heads, 1.4; within table of contents, 2.1
hyphenation, 1.5
ibid., 2.37
illustrations, 3.1–42; art log, 3.42; callouts, 3.38; captions, 3.39–41; numbering, 3.26–28, 3.30; tables, 3.31–37. See also artwork

Illustrator (Adobe), 3.20, 3.21

indention: block quotes, 2.14, 2.16; epigraphs, 2.26; paragraphs, 1.6, 2.16; poetry, 2.20

index: author versus professional, 7.17; procedure, 7.18; schedule, 7.16

introduction, 6.4; as heading, 2.13

italics: for punctuation, 1.12; for second-level headings, 2.11

journals: articles, permission to reprint, 4.2; contributor agreements for, 5.1, 5.5

justification, 1.5

labeling: art, 6.11; disks, 6.5

line art: definition, 3.8; editing, 3.12; format, 3.9, 3.20; permission for, 4.9; reformatting, 3.13; shading or colors, 3.11; size, 3.10

line spacing. See blank lines

mailing instructions, 6.12

manuscript: electronic copy, 6.1; formatting, 1.0–17; hard copy, 6.1; photocopy versus original, 5.4; properly formatted example, fig.1.1

maps: versus figures, 3.29; numbering, 3.30. See also line art

margins, 1.3

Microsoft Word, 6.2

moiré, 3.11

negative film, 3.16

notes, 2.27–38; abbreviation of source titles, 2.36; bibliographical information in, 2.37; with or without bibliography, 2.39–41; with chapter titles, 2.33; embedding, 2.28; endnotes versus footnotes, 2.27; with epigraphs, 2.25, 2.33; with headings, 2.13; “ibid.” in, 2.37; must be complete, 2.29; numbering, 2.31; placement of, 2.33; quotations within, 2.35; style, 2.32–36; in tables, 3.35; translator’s, 2.44; unnumbered, 2.34; with websites, 2.30

numbering: figures, 3.26–28; headings, 2.13; maps, 3.30; notes, 2.31; pages, 1.11; tables, 3.37

packager, book, 7.6

page numbering, 1.11

Palatino (font), 1.1

paragraph indentions, 1.6, 2.16

paragraph returns, 1.9. See also spacing

PDF, 3.17, 3.20, 7.18

permissions, 4.1–4.16; within acknowledgments, 2.5; for artwork, 4.7, 4.9; author’s responsibility, 4.1; for contributed volumes and journals, 5.1, 5.8–9; for ephemera, 4.8; fees for, 4.13; grants of, 4.11; how to request, 4.11, Appendix B; letters of, 5.10; must be final, 4.1; for photographs, 4.6; for poetry, 4.4; for prose, 4.3; quotations, 4.3; whether required, 4.2–3; for screen grabs, 4.6; for song lyrics, 4.4; for unpublished works, 4.5

photographs, 3.3; color versus black-and-white, 3.5; digital, 3.17–18; digital printouts of, 3.6; handling, 6.11; permission for, 4.6; from printed matter, 3.7; size, 3.4; of
staged performances, 4.6. See also reflective art
Photoshop (Adobe), 3.17
poetry: extracts, 2.20; hard returns in, 1.9; permission for, 4.4; in run-in quotations, 2.21
ppi (pixels per inch), 3.18
preface: acknowledgments within, 2.6
previously published material, 4.16; permission to reprint, 4.2; revision of, 4.2
production, 7.1–18
production assistant, 7.4
production coordinator, 7.9
proofreading, 7.13–15; changes allowed during, 7.15; schedule, 7.13
proofs: cover, 7.12; text, 7.14
PSD (Photoshop Document), 3.17
public domain, 4.7, 4.14
queries, 7.8–9
quotation marks: in block quotes, 2.15; with run-in poetry, 2.21
quotations, 2.14–19; accuracy, 2.18; block, 2.14; permission for, 4.3; sic in, 2.17; translation of foreign-language, 2.19, 2.45. See also poetry
ragged right, 1.5
reflective art, 3.2–7. See also photographs
resolution, 3.18, 3.22, 3.25
rewriting, 7.5, 7.8
roman type, 2.11
running heads, 1.4
scanning, 3.2, Appendix A
schedule, 7.3; copyediting, 7.7; cover design, 7.11; indexing, 7.16; proofreading, 7.13
screen grabs: permission for, 4.6; risks of using, 3.24; size and resolution, 3.25
sic: proper use, 2.17
slides. See transparencies
song lyrics: permission for, 4.4
spacing: for block quotes, 2.14, 2.16; after colon, 1.13; before and after dashes, 1.14; with ellipses, 1.15; between lines, 1.7; between lines of run-in poetry, 2.21; between paragraphs, 1.8; between sentences, 1.10. See also blank lines
special characters, 1.2
spreadsheets, 3.20
stills. See screen grabs
style guides, Appendix A
submission procedures, 6.1–12; Appendix B
table of contents: chapter titles within, 2.2; headings, 2.1; items to include, 2.1; order of elements, 2.3
tables: accuracy, 3.33; versus figures, 3.31; notes in, 3.35; numbering, 3.37; rules in, 3.36; simplicity, 3.32; titles, 3.34
text: design, 7.2, 7.6; plain and uniform, 1.0
TIFF, 3.17, 3.20
Times New Roman (font), 1.1
titles: capitalization of, 2.10; in tables 3.34
translations, 4.15; bibliography in, 2.46; quotations in, 2.45; translator’s notes in, 2.44
transmittal, 7.1
transparencies: and black-and-white reproduction, 3.15; handling, 6.11; negatives, 3.16; size, 3.14
underlining: for first-level headings, 2.11
URLs. See websites

volume editor: responsibilities, 5.1

websites: in notes, 2.30; permissions for, 4.6; screen grabs, 3.24
world rights, 4.15