

# Assembly Guide for Manuscripts

## Order of book elements (as applicable):

### *Front Matter (before body text)*

- Title page
- Dedication
- Epigraph
- Table of Contents (called “Contents”)
- List of Illustrations (called “Illustrations”)
- List of Tables (called “Tables”)
- Foreword
- Preface (may include acknowledgments)
- Acknowledgments
- Introduction
- Abbreviations (if used in text)

### *Back Matter (after body text)*

- Appendixes
- Abbreviations (if used in back matter)
- Notes
- Glossary
- Bibliography or References
- List of Contributors (if edited volume)
- Index (will be prepared at a later stage)

**Number your pages consecutively** throughout, from the first page of the front matter to the last page of the back matter. Do not number each chapter individually.

Collect all **notes** either at the end of the manuscript or at the end of each chapter, even if they will appear as footnotes in the printed book. They must be numbered in a separate sequence for each chapter.

Make sure your hierarchy of **subheads** is consistent, preferably by using a unique formatting (italic, bold, centered, etc.) for each kind of subhead. Please do not use numbered subheads unless sections are cross-referenced extensively in the text.

**Illustrations and tables** should not be present in your primary manuscript document(s). Instead, place a call-out (placemaker) in the text for each illustration or table, keyboarded on a separate line in the text, indicating where it should appear. Use the format: “{Fig. 1.1 about here}.” Illustrations and tables should be numbered by chapter with a prefix for the chapter number, not sequentially throughout the entire text. If you would like a list of illustrations or a list of tables to appear in your book, please create and include these items in the order stated above.

**Illustration captions** should be provided in a separate file, not in your primary manuscript document(s). Captions comprise the text that will appear under each figure in the printed book and must include the credit line, if applicable. The caption list may substantially (or entirely) replicate the wording of the list of illustrations, but it serves a separate function and must be provided as a separate file. You may find it useful to refer to *The Chicago Manual of Style* (15th edition). It contains information on style and content for any and all of the book elements your manuscript may have.

### **Special Content**

If your manuscript contains any **special symbols that you cannot produce without writing them by hand**, please contact your acquisition editor.

Passages in **foreign languages** must be translated or paraphrased, either within brackets or parentheses in the text or in the form of a note. For foreign language excerpts, verify spelling and diacritics. For breathing marks, ensure that the correct direction is specified.

All **math variables** must be coded for italics on disk.

Please **do not use any macros** in your word processor. We prefer that you not create your bibliography or index using an automatic feature of your word processor.