

Instructions for Making a Hard Copy Printout of Your Manuscript

1. Please format and print your **manuscript** so that:
 - **All text is double-spaced.** This includes front matter, body text, block quotations, notes and other back matter.
 - **All text is in 12-point font.** This includes front matter, body text, block quotations, notes and other back matter.
2. When printing your **manuscript**, please use:
 - **letter** size paper (8.5in x 11in)
 - **one side** of the paper only
 - Use 1” margins on all sides of the page (left and right, top and bottom)
 - **new** paper (not scrap paper that has been used on one side already)
3. Please format and print your **tables** so that:
 - **All text is double-spaced.**
 - **All text is in 12-point font.**
 - **Each table begins on a new page.** This is so that you will be able to insert table printouts into your manuscript printout.
4. Please make a set of black-and-white printouts or photocopies of your **illustrations**. Quality is not important; a recognizable facsimile will suffice.
5. Please **insert the table and illustration printouts** into the manuscript after the page where the relevant callout (placeholder) appears in the text. These tables and illustrations are often referred to as FPO copies, meaning “for position only.” Because they are integral parts of the project, they are **not optional**.
6. Please submit the manuscript **unbound**.