Manuscript Preparation Guidelines

To ensure accuracy and to avoid production delays, we ask that you prepare your manuscript carefully, referring to the Checklist for Final Manuscript as you assemble the final package of materials for submission. Please contact your editor with any questions about this process.

General Guidelines

These will be referred to or explained further below.

- All text elements included in a manuscript should be in Microsoft Word 97–2004 format. This means that the file extension must be **.doc**. Please do not submit files with the extension **.docx**.

- Each text element of a manuscript (including all parts of the front matter, main text, back matter, tables, and boxes) must be its own, separate Word file.

- Double-space the entire manuscript, including table of contents, block text, notes, references, bibliography, and figure captions.

- Deliver the final manuscript as a complete package with no missing components.

File Organization

Please submit your manuscript in electronic form, in Microsoft Word format. If this presents a problem, please discuss with your editor to make other arrangements.

- Place each chapter and other major divisions in the work in its own file. Do not submit a single file containing the entire manuscript.

- Each file should be named according to the following file-naming conventions. Please consult with your editor if you are unclear on the conventions or need to include any unusual elements.
  - *Front-matter elements*: titlepage.doc; toc.doc; prologue.doc; foreword.doc
  - *Chapters*: ch1.doc; ch2.doc; ch.3, etc.
  - *Back-matter elements*: glossary.doc; references.doc; notes.doc; appendix.doc
  - *Tables:* table1-1.doc; table1-2.doc (please do not use periods or spaces within file names)
  - *Boxes:* box1-1.doc; box1-2.doc (please do not use periods or spaces within file names)

- Use Word's "Save As" feature to save all files in the Microsoft Word 97–2004 format. This means that the file extension must be **.doc**. Please do not create or submit and files with the extension **.docx**.

General Formatting

Your book will be designed and typeset by Island Press, so please keep the layout of the manuscript simple, using italic type and different font sizes only where needed to differentiate the parts of the manuscript. Use a single standard font, and do not "design" the layout.

- Leave margins of 1 inch on the top, bottom, and sides of each page. Right margins should be "ragged," not justified.

- Double-space the entire manuscript, including table of contents, block text, notes, references, bibliography, and figure captions. The exception is tables, whose contents may be 1.5-spaced (or less) if double-spacing makes it difficult to read or understand text within individual cells.

- Indent paragraphs. Use a tab rather than several spaces or automatic indenting.

- Please do not leave redlining ("tracked changes"), hidden or otherwise, in the final manuscript. All tracked changes should be "accepted" as final, so that the copy is clean throughout. Similarly, remove any comments, hidden text, or codes.

- Do not autogenerate your table of contents. It should be normal, editable text like the rest of the manuscript.

- Number pages consecutively throughout the manuscript, but otherwise do not include running headers or footers.

- Use your computer's capabilities to add diacritical marks, mathematical symbols, and special characters, but avoid using specialized fonts for this purpose. If you are unsure about using a particular font or character, ask your editor.

- Set off quotations of more than eight or ten typed lines (about 100 words) as block text. Indent block text paragraphs and double-space the text. Do not italicize the paragraph or enclose in quotation marks (the indented paragraph serves to set it apart as a quote).

- Provide a source citation for quoted material, whether block text or run into the text.

Parts and Subheads

If your book is divided into two or more parts, write a short introduction to each, showing how the chapters in the part relate to each other, how they advance the discussion, and how they fit into the overall purpose of the book. In addition,

- Number and title each part and include in the table of contents.

- Create a page for each part comprising the part number, title, and introduction. The page should precede the first chapter in the part.

If you use subheads, they should be short and meaningful, and serve as useful signposts to the reader. They should be parallel in structure and tone. Books that are technical or scientific in nature may require more than one level of subhead, but do not use more than three. In addition,

- Use a combination of capital and lowercase letters ("Headline-Style Capitalization"). Do not use all capital letters.

- Indicate levels of headings in a consistent manner that distinguishes each element of your manuscript as simply as possible. For example,

  o Format first-level heads using a 16-point, boldface, roman (not italicized) font headline-style with all major words capitalized.

  o Format second-level heads using a 14-point, boldface, italic font, headline-style with all major words capitalized.

- Do not begin a chapter with an "Introduction" subhead. It will be obvious to the reader that opening text is introductory.

- Maintain the order of subheads throughout; that is, follow a first-level head with a second-level head, never a third-level head.

- Avoid "stacked heads" (two consecutive subheads with no intervening text) by including a few sentences of introductory text after each subhead.

Figures, Tables, Boxes

Please consult the *Chicago Manual of Style* (chap. 3 in the 16th edition) for detailed suggestions on creating effective figures and tables.

- Figures, tables, and boxes are designed elements handled separately from the main text. Please submit them as individual files, labeled according to the file-naming convention described earlier (e.g., fig1-1.jpg, fig2-4.tif, fig10-37.tif, table3-1.doc, box4-4.doc).

- Figures should be submitted as graphics files in an approved format, and meeting the minimum size and resolution requirements. See the separate handout "Art Preparation Guidelines" for a list of formats we accept and our minimum-quality requirements.

- Figure captions should be gathered in a single Word text file so they can be edited. Do not include a caption as part of the graphic itself.

- Tables and boxes should be submitted as Word text files, with a corresponding number and title above each (see example below).

- Figures, tables, and boxes should be directly relevant to the text narrative and each must be cited in the text, either directly or parenthetically. Insert a bracketed boldface callout in the manuscript on its own line immediately following the paragraph citing the figure or table:

  Ponderosa pine (*Pinus ponderosa*) is the dominant conifer species found in the Smith Creek watershed (table 1-1), but compare with table 5-5.

  [Table 1.1 here]

- Figures should be high-quality images that clearly illustrate the topic or principle under discussion. We encourage you to ruthlessly weed out low-quality or marginal images. See "Art Preparation Guidelines" for our minimum quality requirements.

  - All tables must be created in Microsoft Word. Please do not submit tables in Microsoft Excel format or as graphics files.

- Tables should be simply presented, consistent in style and understandable on their own. Because they can be expensive and time-consuming to typeset, please consider the size and layout of your book, and design the tables to fit the available space. Landscape-oriented tables are acceptable, but keep the reader in mind, who must turn the book to view wide-format tables.

- Create and format tables using Microsoft Word's table function, making sure to save the file with a **.doc** file extension. Each table should be in its own Word file and headed by a number and title:

Table 1-1

Distribution of conifer species in Smith Creek watershed

Species	Area (ha) [a]	Percentage of Area
Abies concolor	20	15
Pseudotsuga menziesii	40	28
Pinus ponderosa	65	46
Calocedrus decurrens	15	11[b]

Note: The table title should be short and to the point. Explanations pertaining to the table as a whole should be placed in an unnumbered footnote below the table. For example: Adapted from Smith 2001.

[a]Estimated from aerial photographs.

[b]Rounded up.

- Except for the simplest of two-column lists, do not create tables by using tabs and spaces. Do not submit tables as a graphics file (that is, do not submit a "picture" of a table); a copyeditor must be able to edit the components of individual cells.

- If double-spacing a table text distorts the presentation and makes the table difficult to read, 1.5 spacing is acceptable.

Island Press Style

In publishing terminology, "style" is more than sentence structure and word usage. It also guides where and how you punctuate, whether you spell out numbers, which words you capitalize, and other such choices. Island Press follows the *Chicago Manual of Style,* 16th edition, published by the University of Chicago Press. This style guide is available online, for a yearly subscription fee, at www.chicagomanualofstyle.com or is widely available in its print edition in the reference section of most libraries. Please discuss with your editor if you have reason to impose a different style.

For spelling, use the latest edition of *Webster's Collegiate Dictionary* (currently the 11th edition). When it gives two possible spellings, use the first, which is usually the preferred spelling. Let us know if you're using any unusual spellings and why.

Documentation: Notes, Bibliographies, References

The documentation style you use should be dictated by the type of book you are writing. *Chicago Manual of Style* recommends either the *author-date system*, used by many in the physical, natural, and social sciences, or *notes and bibliography*, often favored by those in the humanities fields. Please use the system that is appropriate for your book. We urge you to limit documentation to what is essential so that your book will be accessible to nonspecialists and educated lay readers even if it is written primarily for scientific, academic, or professional audiences.

Chicago style differs in several important ways from documentation styles used by many scientific journals you may be familiar with. For example, it relies less on abbreviations (which journals often use to save space) and recommends that author names in reference lists be given in full as they appear on the title pages of their books or heads of their journal articles. If length becomes an issue in your book, your editor will work with you to find a solution that avoids excessively abbreviating your notes or reference list.

Please consult the *Chicago Manual of Style* for detailed descriptions of documentation systems, and be sure to discuss with your editor any questions you might have before and during the writing process.

Bibliographies and Reference Lists

Authored volumes (one or more authors), generally contain a single bibliography or reference list in the back matter. In contributed volumes, reference lists are normally placed at the end of each chapter. This simplifies the editing process and makes it easier to publish chapters separately should the need arise. If you're editing a book and have reason to gather notes or references in a single list in the back matter, please discuss first with your editor.

Endnotes

If your manuscript contains endnotes, use Microsoft Word's endnotes option to automatically embed and number notes. Footnotes increase the cost and complications of the book's design and production, and Island Press avoids their use.

In contributed volumes, notes are normally placed at the end of each chapter. In single-authored books, we usually suggest that you gather endnotes in the back matter. However, to maintain automatically embedded endnotes for purposes of copyediting, leave your endnotes embedded in each chapter, and once the book has been copyedited and we are sure the notes and note number positions are firm, we will move the notes themselves to the back of the book. You will see the notes in their final form at the page-proof stage.

Permissions

It is the author's responsibility to obtain all permissions for the use of copyrighted material—both text and figures—and to submit written proof of permission when you deliver the manuscript.

Obtaining permissions can take weeks and even months, so you will want to begin this process early, while you are still writing your book.

We will provide you with a sample permissions letter that you may use when contacting copyright holders and will try to answer questions you may have about the process. The *Chicago Manual of Style*, 16th edition, contains a detailed, up-to-date discussion about rights, permissions, and copyrights, including a helpful section on author responsibilities, which we encourage you to read.

Contributed Volumes

If you are the editor of a contributed volume, you are responsible for submitting a manuscript that is cohesive and consistent throughout. Your editor can offer suggestions as you begin this process, but we encourage you to provide chapter authors with written guidelines before they begin their own writing. Guidelines for your authors should include the following:

- A description of the book as a whole, including its purpose or theme as well as how the chapter advances the argument and relates to the rest of the book.

- A description of the audience for the book.

- A table of contents, including chapter numbers, titles, and author names.

- Information on length, format, style, and especially the form of documentation to be used.

- Specifications and guidelines for submitting high-quality art.

- A schedule and deadlines.

- A letter of agreement (Contributor's Agreement) granting Island Press permission to publish the contribution. We will provide you with a blank contributor's agreement form along with specific instructions on instructing contributors on how to fill out and return.

As volume editor, you will also be responsible for distributing individual chapters to their authors for review after the manuscript has been copyedited, and for collecting and collating the feedback. This can require considerable effort over a short period, so you'll want to plan accordingly. The production staff will provide more information about this process once the book is in production.

Finally, we ask that you provide us with a list of names, mailing addresses, and email addresses for all contributors so that we can mail their copies of the book when it is printed and contact them directly if there is a problem with delivery.

Delivering the Manuscript

Unless you have made other arrangements with your editor, we would like all parts of your manuscript—main body of text, table of contents, foreword, preface, acknowledgments, extracts, appendixes, notes, bibliography, and any other material—delivered to us at the same time. The complete art package, including captions and permissions for the use of all copyrighted material, and also checklists and logs, should arrive along with the text. The exception is the index, which is usually compiled at the page-proof stage.

That said, we understand that occasionally a missing element must be submitted late, for example, a foreword whose author is traveling and can't make the deadline. Please discuss with your editor beforehand.

Accompanying Documents

Please complete the Checklist for Final Manuscript and any logs (permissions, etc.) that might be pertinent to your manuscript, and include them with your manuscript submission. We rely on word counts for checking the final manuscript against your contract specifications and for providing accurate planning information to our production staff.

Electronic Delivery

Depending on the size and nature of the manuscript, we'll accept manuscripts by a variety of methods, including

- Web-based file-hosting service, such as Dropbox

- Island Press FTP site or an author's secure FTP site

- CD, DVD, or USB flash drive sent by mail

- Email (for text-only manuscripts)

Please check with your editor, since file-sharing methods are evolving rapidly and each editor will have specific preferences. Large art packages should not be e-mailed.

A Note about Hard Copies

Occasionally we may ask you to send a hard-copy printout of your manuscript. To do so, print on standard white copy paper, *one side only, double-spaced*. Do not bind or staple the manuscript. Package it securely and send using a trackable service, such as United Postal Service, FedEx, DHL, or US Postal Service Express, and let us know when to expect it.