

THE WPI PRESS STYLE GUIDE FOR MANUSCRIPT PREPARATION

This guide details how to prepare your final manuscript for submission to The WPI Press. These guidelines cover editorial and style preferences, manuscript formatting, illustrations, and documentation. Please observe these parameters: they are designed to save you valuable time and effort during the publishing process.

SECTION ONE. EDITORIAL AND STYLE PREFERENCES

The WPI Press follows *The Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017). We use the online dictionary Merriam-Webster.com and Merriam-Webster Unabridged (<https://unabridged.merriam-webster.com/>) for preferred spelling and word breaks.

Should your discipline use another style guide you wish to employ, consult your editor. For example, the *Council of Science Editors Style Guide* may be used for projects in the sciences.

Inclusive Writing and Language

The WPI Press is faithful to equity and inclusion, and that commitment extends to the preparation of our books. We endorse the use of inclusive language as part of that responsibility. Writers and publishers make their texts accessible to a wide audience by acknowledging and addressing the diversity of their audience and sources, by being sensitive to the historical and social context of their work, and by allocating respect to all people.

- *Bias-free language.* Confirm the manuscript follows the guidelines of bias-free language as outlined in *Chicago* 5.251–60, such as using gender-neutral terms for generic references to people (*mail carrier* instead of *mailman*). See also Einsohn, *The Copyeditor's Handbook*, 404–16.
- *Singular they.*
 - The WPI Press supports the use of inclusive, bias-free language and believes that an individual's pronoun preference must be respected; therefore, when an individual does not identify with a gender-specific pronoun but instead identifies with *they*, use *they* and its forms.
 - In formal writing, when a generic reference to a person of unspecified gender is made, avoid using the generic masculine pronoun or the singular *they*. (“A doctor knows his patients” or “A doctor knows their patients.”) Instead, use one of the several techniques for achieving gender neutrality. (“Doctors know their patients.”) See *Chicago* 5.255 for strategies on how to do so.

Preferred Usage

- *That versus which.* Generally, use *that* for restrictive clauses and *which* for nonrestrictive clauses. One permissible use is to employ *which* in a nonrestrictive clause to offer variety within the sentence.

- *And/or*. Avoid overuse of the *and/or* construction. Use simply *and* or *or* if that is the intended meaning.
- *Toward and towards*. Authors may use *toward* or *towards* as long as they choose one and use it consistently.
- *Recent or recently*. Be cautious about using the words *recent* or *recently*, since those words have no fixed meaning over the life of the book, especially when newer additions are released. Instead, offer a specific time frame.

Punctuation

We advocate using as few commas and semicolons as possible.

- *Serial comma (Oxford comma)*. Always use the serial comma for lists of three or more.
- *Commas with introductory adverbial phrases*. Unless misreading is likely or the phrase is particularly long, do not use a comma to set off an introductory adverbial phrase. See *Chicago* 6.31 for examples.
- *Ellipses*. Use both three- and four-dot ellipses. When using a four-dot ellipsis, insert a period, a space, and then three consecutive periods (or an ellipsis character). (“The email read, ‘You’ve completed a superb project. ... I have another job for you.’”) When using a three-dot ellipsis, insert a blank space, three consecutive dots, and then another blank space.
- *Punctuation and italics*. A punctuation mark that follows italic or boldface type should be set in roman type unless that punctuation mark belongs to the italicized or bold word. For example, the colon that follows the *Punctuation and italics* heading in this entry is not italicized because it does not belong to *italics*. However, the question mark in *Are You Smarter Than a 5th Grader?* is italicized because it belongs to the television show title.
- *Em dashes*. Em dashes do have spaces on either side of them. (“The argument was flawed—deeply flawed.”)

Treatment of Words

- *Contractions*. It’s fine to use contractions. Whether using contractions or not using them, ensure their treatment is consistent.
- *Translations*. For words and phrases from a language other than English, provide a translation. A translated word or phrase is placed in parentheses and does not require quotation marks—for example, “A line from Goethe, ‘Wer nie sein Brot mit Tränen aß’ (Who never ate his bread with tears), comes to mind” (*Chicago* 11.12).
- *Ampersands*. Do not use ampersands in running text.

Numbers

- *Numbers*. Spell out whole numbers one through ninety-nine. Numbers one through ninety-nine followed by the words *hundred*, *thousand*, or *hundred thousand* also are usually spelled out.

- *Percentages*. In running text use a numeral followed by the word *percent*. (“Sales are up 30 percent.”)
- *Decades and centuries*. Spell out references to decades and centuries. (“The seventies were a turbulent time” or “At the end of the twentieth century . . .”)

Organization, Titles, and Headings

- *Front matter*. Follow the guidelines in *Chicago* (1.4) for ordering front matter.
- *Notes on titles*. Do not place a footnote on a title, subtitle, or heading. Look for another alternative to provide the information.
- *Headings*. Ensure that headings are parallel with other headings and accurately describe the section they precede. In a book with multiple contributing authors, maintain consistency; either all chapters should use headings or none of them should. Titles and headings should not be in all caps. Follow this pattern for headings:

Heading-Level 1 should be in boldface and use sentence-style capitalization.

1 Introducing chemistry in lower secondary school

Heading-Level 2 should be in boldface and use sentence-style capitalization. The body text begins on the next line.

3.1 What is science?

Tables, Figures, and Illustrations

- *Consistency*. Check that the data, proper nouns, and so on used in the body text is consistent with their treatment in tables, figures, and captions.
- *Math*. Make sure easily verified math on tables and figures is correct—for example, ensure that all the percentages add up to 100 percent.
- *References*. Lowercase references to tables, figures, and illustrations. (“However, Figure 3 demonstrates the opposite.”)

Citations

- *DOIs*. When citing any kind of article accessed online (and when available), provide the DOI at the end of the citation.
- *Shortened citations and ibid*. Do not use *ibid* for repeated citations in notes. Instead, provide a shortened citation each time a source is repeated.
- *The three em dashes in bibliographies*. In a bibliographic list, when an author’s name is repeated, do not replace the name with three em dashes. This is so that citations are not hidden from bibliographic databases. See *Chicago* 14.67 for more information.

Changes to Quotations

The first word in a quotation should be either uppercase or lowercase depending on how the quotation fits the syntax of the sentence into which it is incorporated, regardless of how the word appeared in the original source (He said, “The troops might rebel under such circumstances.” / He said that “the troops might rebel under such circumstances.”). The initial letter of the first word should not be enclosed in brackets when the case is changed.

Ellipses signaling the omission of one or more words normally appear only in the middle of quotations; they are dispensed with at the beginning or end of quotations except when they are included at the end of a quote whose point is its inconclusiveness (Raising an eyebrow, she said, “If you don’t stop . . .”).

Four-dot ellipses are used when the preceding words of a quotation form a complete sentence, even if the sentence doesn’t end there in the original text: “Four score and seven years ago our fathers brought forth . . . a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war. . . . We are met on a great battlefield of that war.”

SECTION TWO. MANUSCRIPT FORMATTING

Before you submit your final manuscript, make sure it’s formatted correctly. This guide explains the parts of a manuscript and how they should be formatted—including font, margins, subheads, and so on—plus how to organize and name your manuscript files. Manuscripts submitted for peer review are not required to follow all the standards documented here; however, final manuscripts submitted to the press are.

Organizing the Files

The WPI Press accepts manuscript files in Microsoft Word (preferred) or RTF (Rich Text Format). If you use a word processor other than Word, save your files in a Microsoft Word format or RTF format before submission (with most word processors, you can do this through the **Save As** command).

Save one Word file per chapter and for the front matter (title page, table of contents, dedication, preface, etc.), bibliography, and other book sections. All tables and figure legends (or captions) should appear in respective single Word documents. Name the text and illustration files clearly and sequentially; e.g., authorlastname_ch1.docx; authorlastname_ch2.docx; authorlastname_figure1-1.jpg, etc.

Version Control

If possible, prepare your manuscript on the same computer and software from beginning to end to prevent corruption of any files. Leave your files in the format in which they were produced, unless instructed otherwise by your editor.

Formatting the Text

Remember, the manuscript you submit to the press will not look the same as the published version—it will be edited, designed, and typeset before publication. The less formatting you include in your submitted version, the easier it will be to edit and design your book. Here are formatting guidelines to help streamline that process:

- Present your manuscript uniformly in Times New Roman, 12-point font, double-spaced with 1-inch margins (including and especially the notes and bibliography).
- Number all pages in the footer section of the manuscript. Be sure to indicate the chapter number on each page (e.g., page 1-1 for the first page of chapter 1).
- Indicate divisions in the text (new headings, extracts, quotations, change of topic, etc.), by typing one extra hard return above and below this material. Other than that, do not put any extra spaces between paragraphs, notes, or bibliographical entries.
- Make paragraph indents throughout the text using the tab key, not the space bar or automatic indent function, except where text following an extract or list is a continuation of the preceding paragraph.
- Maintain the same font size as the text when indicating different levels of headings in the manuscript. Make sure you are consistent in how you style the headings (i.e., all first-level headings are boldface, etc.). This is for editing purposes only; the designer will determine how they will appear in the printed book.
- Align all chapter numbers, titles, and subtitles at the left margin. Exception: in block quotes of verse, align each line exactly as you want it to appear in the published book.
- Align all text flush left rather than justified. Never use hard returns at the end of a line unless it's the last line of a paragraph or a block quote of verse; instead, use your software's automatic wrap function. Also, turn off the automatic hyphenation feature on your word processing software. The only hyphens that should occur in your manuscript should be in hyphenated compound words.
- Use one space after colons and after periods at the ends of sentences. Avoid inadvertently introducing spaces before hard returns or before paragraph indents. Before submitting the manuscript, search for double spaces between words and eliminate the extra space.
- Remove all hyperlinks and field codes. Style URLs in roman—no angle brackets before or after and do not use italics.
- Never capitalize all letters in subheads, chapter titles, authors' names, etc. These words must be re-keyboarded, and errors are easily introduced this way. Instead, use headline-style capitalization (This Is the Title of My Chapter, rather than THIS IS THE TITLE OF MY CHAPTER).

- If your manuscript has any accented letters or special characters unavailable on your computer, send a list of these and indicate how you have marked them in the text. If possible, bring these special characters to your editor's attention in advance; we can advise you on a simple way to indicate these characters.

Front Matter

The front matter is composed of a title page, dedication (optional), table of contents, list of illustrations, and the acknowledgments (in some books, the acknowledgments appear in the back instead). For some heavily illustrated books, an illustrations list may not be necessary. Please consult your editor for advice and the section on illustrations for more on the list of illustrations.

Place all the front matter items in ONE file.

Manuscript Body

Since the manuscript cannot be edited in piecemeal fashion, submit every part of it together, including the illustrative materials.

Font, Margins, and Pagination

If you submit your manuscript in one document, paginate your manuscript consecutively and consistently from beginning to end (*not* chapter to chapter). Start your page numbering with 1 in the front matter.

Eliminate all nonessential formatting, and do not try to “style” the various elements of the manuscript. The plainer the Word files, the easier it will be for the editor and the designer to work with them.

Section Breaks

To indicate a section break, insert “<section break>” on its own line between paragraphs. Highlight these notations.

New Lines and Indentation

Hard returns (starting a new line by using the Enter key) should be used only where you want a new line to begin in the printed book. In other words, they should occur only at the ends of paragraphs, before and after extracts, and at the ends of items in lists.

If you indent extracts, epigraphs, etc., use your software's method of changing the left margin. (In Word, for example, you can move the arrow on the ruler over to where you want the line to begin or set the indent in the **Layout** menu.) Do not hit the hard return or insert extra spaces or tabs to achieve the effect of an indentation.

Mark Art and Table Locations in Manuscript

Because tables and illustrations are not embedded in the final manuscript, indicate where you want them to be placed. Type in a call out such as **<Insert Figure 1.2 here>** or **<Insert Map 1 here>** between paragraphs on the page where you want the art or table to be. Call outs should follow, not precede, relevant discussion in the text.

Mechanics and Typography

Use only one space after colons and after periods at the ends of sentences.

For hyphenated words, use a single hyphen (-), closed up. For dashes indicating breaks in thought, use an em dash (which can be typed as two hyphens [--]), with no space before, between, or after the hyphens.

Words, phrases, and titles that will be italic in the printed book can be either italic or underlined in the manuscript, but they should be one or the other consistently, not both.

All diacritic marks (é, ö, ñ, ç, ø, š, etc.) and special characters (œ, £, ¢, ¸, §, etc.) that should appear in the printed book must appear in the manuscript files submitted for editing. If your manuscript contains diacritics that are especially complex or require a special font—ancient Greek, for example, or Cherokee, or transliterated Arabic—you should consult with your project editor.

Parts of the Book

Please number and title all chapters. Chapter titles should match the table of contents exactly. Introductions, conclusions, prologues, and epilogues should not be assigned chapter numbers.

If you have divided your manuscript into parts/sections, be sure to

- indicate the parts/sections on the table of contents (as shown on facing page), and
- insert a page in the manuscript that stands as a placeholder for the part/section title.

Notes and Bibliography

See **Section Four. Guide to Documentation** for much more information about notes. While our preferred house style is Chicago short-form endnotes followed by a full bibliography, we will consider a style that conforms to other acceptable guides. Our main concerns with regard to style are clarity and consistency in presentation. But do consult with your editor before using a different documentation style

Preparing Tables

Unlike graphs, tables are not considered illustrations; they can be produced using type alone and are typeset along with the book's text.

- Do not embed tables within the text files. Place them in a separate file, all tables in one file. Begin each table on a new page within that file.
- Prepare tables using your word processor (e.g., Microsoft Word), not a spreadsheet program like Microsoft Excel.
- Include all the elements of a table—number, title, data, and any notes—in the table file. Do not supply a separate list of table titles or captions.
- A note indicating the source of the table or of the data in the table should go at the bottom of the table and introduce it by the word Source or Sources plus a colon.
- Place a substantive note that applies to the table as a whole at the bottom of the table, after the source note, and introduce it by the word Note plus a colon.
- Notes to specific cells in a table should appear below the table, after any source or general notes for the whole table. Use letters to indicate the sequence of notes for specific cells: a, b, c, etc.
- Remember the pages of the finished book will be much smaller than the manuscript pages in Word, and tables must be legible in the finished book. Type them using a font size large enough to read when the table is printed out at a width of 4 inches. Do not make tables so wide that they cannot be reproduced in portrait orientation in the book (i.e., at 4 inches wide). As a rule of thumb, avoid tables larger than 4 columns.
- Format columns clearly. Use your word processor’s Table function to define columns.
- Number tables either consecutively by chapter and sequence within that chapter (Table 1.1, Table 1.2, etc.) or, if there are only a few tables, in one sequence (Table 1, Table 2, Table 3, etc.). If your book contains both tables and figures, keep the numbering systems consistent.
- In the manuscript file, indicate with a “callout,” placed on a separate line between paragraphs and enclosed in angle brackets, approximately where each table should appear: <Insert Table 3.4 near here>. Every callout should begin with the word Insert to facilitate searching for them in the manuscript. The callouts will not be printed in the book.
- Remember that good page makeup in the finished book requires the tables not be in a fixed position in the text. Do not introduce them with a colon. Rather, refer to them by table number in the text: “The population increased dramatically over the decades (Table 3.4).”

SECTION THREE. GUIDE TO ILLUSTRATIONS

All illustrations and their permissions must accompany submission of the final manuscript for copyediting. The Press cannot proceed with copyediting until these pieces are in place.

Submit your art files to us via a file-sharing service like Dropbox, WeTransfer, or Google Drive.

Organizing the Art

Art should be numbered consecutively by chapter throughout the manuscript (e.g., Map 6.2 would be the second map in Chapter 6). The different kinds of art—figures, color plates, maps, tables, and graphs—are numbered independently; for example, figure numbers do not affect map numbers.

The file naming and numbering system for art should look like this. Please do not use long file names/descriptors, and do not use spaces.

Fig_1.1_Lewis

Fig_1.2_Lewis

Graph_1.1_Lewis

Map_3.1_Lewis

Table_3.1_Lewis

Table_3.2_Lewis

If you want two or more pieces of art to be grouped together on the printed page, give them the same figure number and append a letter: “Figure 1.1A,” “Figure 1.1B,” etc. Figures grouped like this share a single caption.

Callouts

Please do not embed any illustrations in the text. Instead, insert a callout at the end of a paragraph (“<Figure 1.1 here>”) to indicate the location of each piece of artwork that will appear in your book. The callout should always follow the paragraph in which the illustration or the subject of the illustration is mentioned. Make sure the callout formatting and language is consistent throughout the manuscript. Highlight all callouts.

We assume that the illustrations will be scattered throughout the text of a book, but there are circumstances in which grouping many illustrations together may be necessary (a central gallery of chronologically arranged photos in a biography, e.g., or a set of figures gathered as an appendix). If use such a grouping, please include a callout like this: “<Gallery of Figures 1.1 through 1.15 here>”

SECTION FOUR. GUIDE TO DOCUMENTATION

Creating and formatting source citations is a critical and often-overlooked part of manuscript preparation. This section explains our preferred style for documentation and provides many examples of notes and bibliography entries for various kinds of sources.

Following these guidelines will save time and eliminate headaches during copyediting. The earlier you start, the easier it is to follow them consistently. While manuscripts submitted for peer

review are not required to follow all the standards below, we urge you to begin adopting the style outlined here as soon as possible.

General Guidelines

Our preferred house style for documentation is *The Chicago Manual of Style* notes and bibliography system, in which short-form notes are followed by a full bibliography of all notes cited. The Chicago author-date system is an accepted variation.

When a book features a complete bibliography of all sources cited, note citations need not repeat all the information provided in the bibliographic entries. In this case, all note citations should be given in a short form consisting, for most sources, of the following:

- the author's last name;
- the title of the work, shortened in a logical way if it is lengthy (but not shortened to a single adjective participle); and
- the page number(s), preceded as necessary by the volume

When a book has no bibliography or a bibliography that does not list all sources cited in the notes, note citations should include full bibliographic information the first time a given source is cited in each chapter. Subsequent citations within a single chapter then take the short form described previously.

Tip: Indicate repetition of an author's name in a bibliography by using 6 hyphens (-----).

How to Structure the Bibliography

While you can choose whatever sections work best for your book, here's a suggested structure to follow:

- Primary Sources
- Archives (a list of the archives and manuscript collections plus their locations)
- Periodicals (a list of the magazines and newspapers whose articles are cited in the notes)
- Books
- Secondary Sources
- Books
- Journal Articles and Dissertations

Reference and Formatting Style

For all other questions of style, including the formatting of notes and references, please consult *The Chicago Manual of Style*, 17th edition. If any questions remain, please contact your editor.