

UNIVERSITY OF MISSOURI PRESS



MANUSCRIPT GUIDELINES

Once final revisions to your manuscript are complete, please submit the following:

1. Computer files: Please send as email attachments:
 - a. The entire manuscript text as a Microsoft Word document with **embedded** endnotes. The endnotes should follow the “**notes and bibliography**” system as laid out in the Chicago Manual of Style. Do *not* use the “author-date” system, which is also listed in the Chicago Manual of Style. Please avoid parenthetical citations unless discussed with and approved by your acquisitions editor.
 - b. Illustrations and photographs should be at least 300 dpi in raster format.¹ Line drawings and maps should be at least 1200 dpi in raster format, or instead in rescalable vector format²); one illustration per file with a separate Word document listing the captions and credit lines. Please see below for more specifics on illustrations.
2. Signed, written permission from rights holders for images or text under copyright or rationale for considering them to be in the public domain. This is a very helpful guide to the public domain in the U.S.:
<http://copyright.cornell.edu/resources/publicdomain.cfm>.
3. Written justification for quotations deemed by the author as “Fair Use”³ that states the number of words quoted from copyrighted material, including unpublished work such as correspondence or archival manuscripts. You may find the current definition of “Fair Use” at
<https://www.copyright.gov/fair-use/>.

Manuscript Format

1. Use 12-point Times Roman font with one-inch margins (ragged right—*not* justified). Please use **standard indents of 0.5 inches** rather than tabs.
2. Double-space throughout, including endnotes, quotations, and bibliography.
3. Make sure pages are numbered consecutively from beginning to end.
4. Use **only** one space after periods and other end punctuation
5. Do not include any hidden text such as tracking indications or comments.
6. Endnotes and bibliography should conform to the *Chicago Manual of Style*.

Front Matter

Below is a list of front matter elements for your final manuscript: **those indicated in bold are required**, the others may be included as applicable or at your discretion. Front matter elements should appear in the following order:

1. **Title Page** (full title; subtitle; name of the author, editor or translator as you would like it to appear in the published work);
2. Dedication (dedications are discouraged for edited works);
3. Epigraph (also include the epigraph source);
4. **Table of Contents** (make sure the chapter titles match the Table of Contents)
5. List of Illustrations (if the caption for the image is long, please shorten to one line)
6. List of Tables (if applicable)
7. Foreword (prefatory remarks by someone other than the author)

8. **Preface** (author's own statement about the work)
9. Acknowledgements
10. List of Abbreviations

Special Layout and Typography

1. To indicate an extra line should appear between two paragraphs, insert as follows on the line intended to be left blank:
<EXTRA LINE SPACE>
2. All prose extracts (indented quotations) should be flush left.
3. Align poetry passages exactly as they should appear in the printed book.
4. Provide a list of any special characters such as accented letters or symbols.

Image Guidelines

1. Number illustrations in order of appearance and number captions to match. The captions and their credit lines should be saved as a separate document. You may also include a List of Illustrations in the front matter.
2. Do not embed illustrations, tables, or charts in the text. Instead indicate image locations with angle brackets:
<INSERT FIGURE 7 HERE>.
3. Send suggestions for the jacket art (ideas/images). Please keep in mind that the final jacket art is determined by the Marketing Department.

Digital Image Files

1. Digital images must be submitted at a resolution of *at least* 300 dpi (dots per inch) at 100% of its anticipated size when reproduced. Line drawings must be submitted at a resolution of *at least* 1,200 dpi at 100% of anticipated size when reproduced, or as scalable vector¹ graphics for which dpi resolution does not apply.

2. Each digital image must be submitted individually. Digital images may be submitted as TIF (strongly preferred), PSD or JPEG files. Please note that PDF, GIF, PNG, and BMP are not acceptable for halftones, nor are images embedded within the manuscript Word files or in PowerPoint files.
3. Map files must be submitted as vector graphics in SVG, EPS, or PDF formats. The Press strongly recommends that all maps be prepared by a professional cartographer. Your acquisitions editor can recommend a professional cartographer from a list of freelancers with whom our authors regularly work.
4. For a half-page image in a standard 6 x 9 inch book, each digital image should be submitted at a size of *no more than 4 inches wide and 7 inches long*. For a full-page image, each digital image should be submitted at a size of *at least 5 x 7 inches*.
5. You should avoid using previously printed images (such as halftones from books and magazines) as your original art, as they can result in unwanted pattern effects called moirés. Printed photographs contain a dot pattern as a result of the halftone process, so scanning printed images creates an overlapping array of patterns.
6. If the digital image files are too big to send in an email, please send them via a file-sharing website, like Dropbox .

Notes

1. Raster graphic files are made up of many tiny squares called pixels and are often referred to as 'bitmap' images, though they take multiple formats, including TIF, Jpeg, et al. When zoomed in closely, the individual pixels can be observed, and blurriness will increase. The resolution of a raster file is referred to as DPI (dots per inch) or PPI (points per inch). Essentially all digital photography is raster-based. Any digital file pulled into Adobe Photoshop will be rasterized. To retain sharpness, raster graphic files required for use in printed material must have a standard resolution of 300 DPI at 100% anticipated size (the size desired in the final published book).

2. Vector graphic files are made up of points and lines to create paths, and can be scaled up and down infinitely without losing quality. This makes vector files the best format for graphic assets such as "line art" illustrations, icons and maps as the same file can be used for designs ranging from a mobile app to a book, to a poster, or to

a large billboard without sacrificing quality or increasing file size. Vector graphic files are often created and saved from graphic assets created in Adobe InDesign and Adobe Illustrator. To tell whether your file is a vector graphic, zoom in on the file. If there is no loss of quality and clarity and if no blurriness or jagged edges appear, then you likely have a vector graphic.

3. In cases where Fair Use of copyrighted material is unclear, the Press shall make the final determination if content falls within the scope of Fair Use or requires permission from the copyright holder.