



Preparing your manuscript, files, and images for submission

Manuscript size: Total word count for your manuscript should be in the 75,000–130,000 range. (A count over this may result in a longer production schedule or request to re-edit.)

Format your files in Microsoft Word with the following specifications:

- 1" margins on all sides.
- 1.5 line or double spacing.
- 12 point Times New Roman font.
- Use bold and italic as needed.
- Italicize titles of books and paintings, but not names of exhibitions.
- Titles of articles used within the manuscript should be placed in quotation marks.
- Format text as necessary for design instruction, i.e., bulleted lists or indented quotes.
- Do not use hyphens, tabs, or extra spaces as indents, or to force line breaks.
- Use Word formatting as necessary.
- Place footnotes as endnotes at end of chapter/section.
- References should be flush left, separated by a line space or formatted space. Do not use tabs or spaces to create indents or forced line endings.
- Use APA Style, 7th Edition. Section or paragraph headings should follow the five-level hierarchy indicated by APA. Do not begin with the heading 'Introduction.'
- Important—all text citations must be listed in references and must match references. Be sure spelling and dates of publication are consistent and correct within both.

Images and figures:

- Include all images, figures, tables, and other graphics as separate files. **Do not place final images into a Word file or save them as pdfs.**
- Use "Insert photo 1 here" or "table 1 here" or "Figure 1.1" to indicate placement within text or place a low-resolution version of the image. (Please note, if you are placing a low-resolution file in the document as a placeholder, the high-resolution files **must** be submitted separately.)
- Include captions in the text or in a separate Word file accompanying the images.
- Include permission/releases for all images, including any required wording for captions.
- Images, image permissions, and caption files should be in folders by author name.
- If images are not of high-print quality, please do not include them.
- All submitted images, figures, or other graphics must be **at least 1300 pixels wide and 300 dpi.** **Anything smaller than this will not be accepted.**
- We accept JPEG, TIF, or EPS graphic files. Please do not send PowerPoint files or Word documents with embedded photos (unless to indicate photo placement).

Name and organize your files:

- Each manuscript element should be submitted in an individual file. Every chapter, section, or other text file (including the introduction and conclusion) should be a separate .doc or .docx Microsoft Word document. Each figure should be submitted in a separate file in its original format, unless created in Word. Editable Tables should be embedded within chapter files.
- Name and number chapters consecutively and consistently so their order in the manuscript file folder reflects their planned order in the book and your table of contents (this will help you spot any holes or duplicates).
- Name artwork files by their figure (or other type) number, exactly as presented in callouts and captions (i.e., to reflect the chapter number and the order within that chapter). Captions must not be included in the file name.
- If your book is organized into parts, supply files to indicate each part in the appropriate place, including the title. If a part has an introduction, include it within the relevant “Part Title” file.
- Keep file names short and simple to avoid confusion and errors transferring and saving. File names should have a maximum character count of 30 characters (not including the file extension).
- Please do not use special characters in any file names.
- Please avoid the use of subfolders, other than one level of subfolder for all artwork.
- Example file naming and structure (with parts): 00a_Prelims.docx 00b_Introduction.docx, 01a_Part 1.docx, 01b_Chapter 1.docx, 02_Chapter 2.docx, Figure 1.1.jpg, Figure 1.2.tif , Figure 1.3.eps, Figure 2.1.jpg

Confirm that all your files are the correct and in the final version:

- Sending multiple versions of files could cause confusion, so please send only one version of each chapter/artwork file.
- Only send revised files if we request them to address any issues.