Formatting Requirements

These guidelines outline the placement and formatting of elements within the Word file of your manuscript and provide a general overview of artwork and permissions requirements. More detailed guidelines for artwork and permissions are located on our website and within this file.

UBC Press generally follows the *Chicago Manual of Style* (17th ed.), although we are amenable to following styles more specialized to your discipline, e.g., law, anthropology, or natural sciences (please consult your acquisitions editor). Our house guide for spelling is the *Canadian Oxford Dictionary*.

Make sure that you have sent us the final version of your manuscript and that all "tracked changes" or other revision marks have been accepted as final and that there are no comments, annotations, or hidden text whatsoever in the final version of the manuscript.

The text and any tables should be in single Word document with section breaks between chapters and paragraphs indicated with an indent. You should also provide a PDF file or hardcopy printout as a visual reference copy. Make sure that it matches the final manuscript exactly.

Ordering of Elements

Please put the applicable elements in your manuscript in the following order:

1. Title Page
2. Dedication
3. Table of Contents
4. Illustrations List (if applicable)
5. Foreword (if applicable)
6. Preface (if applicable)
7. Acknowledgments
8. Introduction
9. Book Chapters
10. Appendix
11. Notes
12. Glossary (if applicable)
13. Bibliography or References
14. Contributors List (if applicable)
15. Index

Table of Contents

A good table of contents provides an important roadmap for your book. It should be clear and concise but also create interest. List all part titles and complete chapter titles and subtitles in the table of contents, and please verify that chapter and part titles in the table of contents *exactly* match the titles in the chapters themselves.

Do not list headings and subheadings in the table of contents.

Headings

Heading and subheading levels should be distinguished clearly and consistently using formatting styles such as caps, boldface, or italics. Do not number headings.

The Press uses headline-style capitalization for chapter titles and section headings. Keep articles, conjunctions, and prepositions lowercase, but capitalize the other words in the headings, including the first and last word.

Do not use "Introduction" as the first heading in a chapter; it is implied that the opening of a chapter will be introductory.

Do not affix endnote or footnote numbers to headings; these notes should be connected with the relevant text in the chapter (or may appear as an unnumbered note at the beginning of that chapter's notes when relating to the chapter in general).

Quotations

Be sure to copy the exact wording, spelling, and punctuation of quotations. You should also provide full citation information for any quoted material, including the page number. Enclose your own interpolations and modifications in square brackets, not parentheses. If you have added italics to part of the quotation, note "emphasis added" in brackets at the end of the quotation.

Quotations of more than about 60 words should be set off from the rest of the text as extracted block quotes.

Poetry passages should appear in the manuscript exactly how you wish them to look in your book: your manuscript should exactly follow the indentation and line breaks of the source. Use tabs to create these indentations, not paragraph styling.

Epigraphs

Epigraphs, or short quotations that set the tone for the text that follows, should appear in only three instances: at the opening of the book, at the beginning of a part, or at the beginning of a chapter. Epigraphs placed elsewhere, such as after headings within the chapter, are discouraged. If they appear at the beginning of chapters, they should be used fairly consistently throughout the book.

Documentation

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The notes and bibliography style, generally encountered in history and law, gives complete bibliographic information for a work the first time it is cited in each chapter's notes. These notes may or may not be accompanied by a full bibliography. If you give complete citation information in your notes, a

bibliography that merely repeats that information is redundant in that case. You could also consider a selected bibliography, which adds value by imposing a selection process.

In the author-date and references style, sources are cited in the text in parentheses, by the author's last name, the year of publication, and page numbers if needed; for example, (Brown 1992, 12). This system obviously requires a full bibliography (called References or Works Cited). Discursive endnotes in this system also can include author-date citations.

Footnotes and endnotes should be incorporated into your manuscript using Microsoft Word's "Insert Footnote" function, **not** using superscripted note numbers. See more information on how to use this function [here](#).

Please consult our Documentation Guidelines, [below](#), for more information on formatting your citations.

Tables

A table can be an efficient means of conveying information. It should be as simple as possible (no more than five columns wide) and must be understood on its own without reference to the text. Some other things to note:

- Give each table a concise title and provide all relevant source information in a note following the table.
- Use sentence-style capitalization.
- Prepare tables in a word-processing program using the table function, which separates rows into cells rather than being tabbed.
- Unlike figures, tables should be embedded in the body of the principal text files. Put a callout in the text at the end of the paragraph where these items should be placed, e.g., <Insert Table 4>, followed by the table.

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tables, maps, figures, and illustrations. You must also acknowledge sources of table and figure data, map data (if you have created maps based on other published sources), and, of course, intellectual debt (original ideas that are not your own).

Artwork

Your final manuscript submission must include all the artwork (photographs, maps, drawings, graphs, or diagrams) that will appear in the finished book. Work on your manuscript cannot begin until the artwork program is complete and you have provided the following:

- Finished artwork (in accordance with Press specifications)
- Finalized permissions for all artwork
- Complete captions, including sources and credit lines
- Alt-text for all artwork

Please consult our Artwork Guidelines, below, for more information on assembling and submitting your artwork. **Authors who would like the Press to assess the suitability of potential images for inclusion, especially before purchasing images from an archive, are encouraged to contact their acquisitions editor as early as possible.**

Index

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