

## PM Press Manuscript Formatting Guide

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These are the formatting standards PM Press asks its authors to follow. Should you submit your manuscript in a form that does not follow these standards, your editor may return your manuscript and ask that you format it in accordance with the standards laid out in this guide. Please don't hesitate to ask your PM copyeditor about anything related to style or the copyediting process: michael@pmpress.org or gregory@pmpress.org. If you have not yet been in communication with Michael or Gregory yet, email inquiries about manuscript prep can still be forwarded so that questions may be answered. Working these matters out as early in the process as possible will save time and effort later.

For most matters of style and formatting not covered in this guide, please consult *The Chicago Manual of Style*, 17th ed. Concerning spelling and hyphenation, refer to *Merriam-Webster's Collegiate Dictionary*.

1. Do not add extra spacing, hard returns (pressing the Enter key), or line breaks between paragraphs, endnotes, and bibliographic entries. Don't include tabs in the middle of paragraphs or bibliography entries.
2. With the exception of chapter titles and A-level subheadings (which are centered), all text should be left aligned.
3. Do not use the space bar or tabs to indent the first line of a paragraph. Use a paragraph indent.
4. If you want a blank line to appear between two paragraphs in your book, place the callout "<code><code></code></code>" where the blank line should be. Use this sparingly.
5. Bold typeface, underlining, and ALL CAPS for emphasis are against PM Press's house style. When emphasizing words in the text, use italics (sparingly). No text should be bolded or underlined, not even headings and subheadings.
6. All headings should be title case. Do not use all caps or sentence case for headings or subheadings. The chapter title is not a heading and is separate from the heading structure. If chapters are divided into parts using subheadings, the styles for the hierarchy of .  
A-level Subheadings: Centered, hard return above and below  
B-level subheadings: Aligned left, hard return above and below  
*C-level subheadings* (these are uncommon): Aligned left and italicized, hard return above and below
7. Quotes of five or more lines should be set apart from the surrounding text and indented exactly one-half inch from the left margin. Adjust the margins for this or click the "Increase Indent" button located in the paragraph section of the main Microsoft Word toolbar; do not use spaces or tabs, and do not include a hard return (Enter) after each line of the quote, Let lines wrap naturally, but please do include a hard return before and after each block quote.
8. Do not use hyphens to break words at the ends of lines.

9. Images and tables should not be inserted directly into the text. Each image and table must be saved in a separate file and you will need to submit a complete list of all image and table captions. (See the art guide section of this document for information about file naming).
10. Prepare a table of contents: list all parts/sections of the book (i.e., groupings of chapters), chapter numbers and titles, bibliography/references, and appendices. This will be used to verify that we have all parts of your manuscript, so ensure it is complete and accurate. Make sure chapter titles are the same in the table of contents and the text itself. Do not include page numbers in your table of contents. It is against PM's house style to include subheadings in the table of contents.
11. Leave no remnants of past editing (comments, tracked changes, highlighting, or hidden text) in the draft you submit to be copyedited.
12. Do not insert headers or footers in the manuscript.
13. Do not use any special formatting in Microsoft Word, such as preset styles or page templates. Do not use Word's heading styles for headings and subheadings. All text should be formatted as normal text.
14. Citations and bibliographies/reference lists should be formatted according to the *Chicago Manual of Style (CMOS)* formatting guidelines. Authors may choose between using the endnote/bibliography style or parentheses/reference list (a.k.a. author/date style) style of *CMOS* citations. The notes/bibliography style is preferred, unless the manuscript has already been prepared in author/date style. A short guide to *CMOS* citations can be found here: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)
15. All endnotes must be embedded. That is, please use Microsoft Word's endnote feature to create endnotes rather than simply making a numbered list at the end of your document.
16. Endnotes cannot be included in chapter headings or subheadings. Any notes that you would want to include in the chapter headings should instead be placed at the end of the first sentence following the heading or subheading.
17. Bibliographies may be either of two types: a full bibliography or a selected bibliography. A full bibliography includes all works cited in the main text and may also include works that were especially relevant to the author's research even if not mentioned in the text (the heading "Bibliography" is used). If the author does not wish to list all the works cited, the heading "Selected Bibliography" may be used (or, if the list is very brief, "Suggested Readings" or "Further Readings"). A headnote should explain the selection process. For more details about bibliographies, see *CMOS* chapter 14 or the quick guide cited above.
18. Bibliography entries should not be separated according to publication type. All entries should appear together in one unified, alphabetized bibliography (see the edited collection section for information about bibliographies in edited collection chapters).
19. Avoid citing Wikipedia as a source. In case no workable alternatives may be found, consult with your copyeditor about whether, in that case, Wikipedia may be used.

## Edited Collections

In addition to the guidelines listed above, there are some formatting requirements specific to edited collections. It is the collection editor's responsibility to make sure that all chapter authors follow these guidelines and make certain that all chapters follow a uniform and consistent style.

1. Rather than providing a combined bibliography for all chapters, each chapter must have its own bibliography or reference list. It should appear immediately following the main body of the chapter text.
2. All chapters must use the same citation style (either endnotes/bibliography or author/date and reference list).
3. Include an alphabetical list of brief, up-to-date biographical notes about each contributor (100 or fewer words is a good target, but bios may also be even briefer if desired).
4. Please ensure that all contributor names are spelled correctly and are consistent in the chapters, table of contents, and contributor bios. If the roster of contributors has changed at any point when creating the manuscript, editors must double check for missing or superfluous contributors in the table of contents and bios.

## Figures, Tables, and Text Boxes

1. All images, tables, and text boxes should be sent in separate documents, and the file names should include the chapter number and numbering that indicates the order in which they should appear. For example, the file for the first figure in chapter 2 should be named "figure 2.1," and the first table in chapter 2 should be named "table 2.1," etc. They should be referenced in the text according to the same naming scheme as the file names.
2. Indicate the location in the chapter where the figure/table/textbox should appear by using the following tag, with a hard return above and below:  
<INSERT FIGURE/TABLE/TEXTBOX #.# HERE>
3. Captions are needed for ALL figures, tables, and text boxes. Captions should include the figure/table/textbox numbers, source information, and accurate credit lines. Please submit the captions in a separate file named "list of captions."
4. All images should be submitted as jpg, tiff, pdf, or .docx files and must have a resolution of at least 300dpi and dimensions of at least 600px by 600px.
5. Please only use figures, tables, or text boxes that are discussed in the chapter.