



# Manuscript Preparation Guidelines

## File Preparation

PIMS prefers manuscripts submitted electronically in Microsoft Word format.

- The front matter should be submitted as a single file, and should include the title page, table of contents, preface, acknowledgements, and list of abbreviations. Other elements that should be included in the front matter if they are present in the volume are a dedication, a foreword, and maps.
- All other sections or chapters should be submitted as separate files. Footnote numbering should begin at 1 in each separate file.
- Files should be named with a numeric prefix, and they should be numbered in the order that they will appear in the table of contents (for example, 00-frontmatter, 01-introduction, 02-chapter1, etc.), so that all files will appear in order when placed into the same folder.

Footnotes should be left embedded within the documents; they should not be pulled out into separate files.

- Footnotes are preferred instead of endnotes.
- Footnotes should be attached to text only, not to subheadings, chapter titles, or epigraphs.
- Please do not manually renumber footnotes.

## Basic Formatting and Style

The entire manuscript should be formatted in a consistent way throughout.

- Letter-size pages (8.5 x 11 inches) and one-inch margins are preferred.
- All text should be double-spaced; footnotes may be single-spaced.
- If your word-processing software allows you to assign different “styles” to different kinds of text, please use only the default or “normal” style throughout, including for subheadings, block quotes, etc.

A single font and type size should be used throughout, even if different chapters or essays were prepared by different authors.

- If the manuscript includes special characters or text that uses a non-Latin alphabet, please provide a list of special characters, identify all special fonts used to display them, and provide a PDF of the manuscript to make sure that these characters are all displaying correctly.
- If you cannot insert a necessary character, mark the location where it is required and provide a name or description of it for the typesetter.

The use of italics and bold for emphasis should be avoided. The use of underlining should be avoided, except when text is set in parallel columns for comparison.

Do not use spaces for alignment or paragraph indentation, or to create tabs. Do not place hard returns or line breaks in the middle of a paragraph. If you are unable to create features such as hanging paragraphs using your word-processing software, do not try to approximate them manually using hard returns, tabs, or spaces.

In order to create a blank line of space, please mark the blank space explicitly with three asterisks or some other combination of unique characters (note that such markers will be deleted in typesetting).



Make sure that all marginal comments and other such annotations have been removed, and make sure that all tracked changes or any other markings indicating revisions have been accepted or resolved, so that the text is clean and in its final form.

- To make sure that tracked changes are not simply hidden, please view “All Markup” instead of “Simple Markup.”

Use spellcheck before submitting your manuscript, but also pay attention to proper names and non-English words that spellcheck cannot handle, and make sure that autocorrect does not incorrectly alter the spellings of non-English words.

For all other matters relating to style, including citations and bibliography, please consult the PIMS Style Guide.

## Titles and Subheadings

Chapter/essay titles should not be excessively long, nor should subheadings, to prevent them from taking up too much space on the page (remember that printed pages will be smaller than manuscript pages!).

- If different essays or chapters of the work are written by different authors, enter the author’s name directly below the title. The author’s affiliation should not be included, since all such information will be included in the list of contributors in the back matter of the volume.

Subheadings should be capitalized following Chicago’s headline style and set in italics.

- Numbered subheadings should be avoided, unless they are essential to the conduct of the argument. Do not use numbered headings as a convenient way to produce cross-references.
- A chapter or essay should begin with (at least a few lines of) introductory text, not with a subheading.
- If two levels of subheading are necessary, please clearly and consistently distinguish the first-level and second-level subheadings from each other. Three or more levels of subheading should be avoided if possible.

## Other Elements

Volumes may be divided into parts for conceptual or thematic reasons; these parts should be signalled in the table of contents. Discrete part-title pages should only be used to mark editions or translations.

Exercise restraint when adding epigraphs; there should be at most one per chapter.

- Epigraphs are best placed at chapter openings.
- Epigraphs are typically not footnoted. Instead, the author, title, and date should be added directly after the epigraph.

Cross-references to specific pages or to specific notes should be limited as much as possible, but are acceptable where necessary.

- Cross-references to entire chapters are fine.
- Cross-references to sections within chapters should be converted to page references.



## Quotations

Because long passages in italics are hard to read, any quotation in another language longer than a few words should be set in roman, not in italics, and in quotation marks.

Most quotations should be run in to the surrounding text. Block quotes should be reserved for quotations longer than 50 words (75 words for books in art history and archaeology, which are published in larger format). The block quote should not be placed within quotation marks. It should be formatted as a separate paragraph, which should be left-indented. No other formatting is necessary.

Verse quotations should also be left-indented as a block quotation, with additional indentation on specific lines if necessary. Verse quotations of three or fewer lines are better run in to the surrounding text, with each line separated by a spaced solidus, unless there is a compelling reason to offset them as a block quotation.

## Tables

Remember that the typical page size will be 6x9, significantly smaller than the manuscript page, so tables must be legible and useful at that smaller page size; excessive numbers of columns and excessive wordiness should be avoided. Tables that include complex information in multiple columns will likely be set in landscape orientation at the typesetting stage.

Tables should be inserted using the “table” feature of your word-processing software; they should not be created using hard returns and tabs.

- Make sure that rows of data that must align have been entered as separate table rows. Alignment should not be created manually with hard returns, as it is easy for such manually-created rows to be misaligned during typesetting.

Formatting of tables must be as simple as possible.

- Ideally there will be only a single horizontal rule beneath the column heads.
- Typographical elements such as italics, bold, and small caps should be used sparingly, and only for necessary differentiation; they should not be used decoratively.
- Footnotes in tables should be avoided; the necessary information may be added to a headnote instead. If footnotes are unavoidable, please pull the table out into a separate document so that its internal notes will remain separate from the other notes in the chapter.

For tables containing mathematical operations such as addition or percentages, please ensure that sums are accurate and, if percentages are meant to add up to 100%, please ensure that they do so. We recommend creating these kinds of tables using spreadsheet software such as Excel that can be set to perform mathematical operations, and therefore can automatically update the totals if revised data is entered. The final results, though, should be copied and pasted into your word-processing software.



## Text in Parallel Columns

When setting text in parallel columns for comparison, do not enter a hard return after each line of text in each column, and do not use tabs to separate the columns. Also, do not use the “columns” feature of your word-processing software. Instead, please enter the text into a table.

If specific sections of text must align with each other, use separate table rows to create the alignment.

Line numbers should not be added to prose texts. If *apparatus criticus* is needed, please set it as footnotes, and please include lemmata in these footnotes.

If the section of text in parallel columns will be longer than two pages, or if it will contain complex apparatus, please consider whether it might be better presented as an appendix; see the section on editions below.

## Editions

Editions must be presented as simply and cleanly as possible, whether for the manuscript review stage or for the typesetting stage.

*For those interested in using Classical Text Editor:* CTE allows easy generation and revision of a text with multiple sets of apparatus. Feel free to use this program to produce an edition for an initial submission; this will facilitate the process of manuscript review. However, after your manuscript has been approved for publication, we will need the edition in Microsoft Word format or Rich Text Format for typesetting. It should be possible to export Word or RTF files from Classical Text Editor. Please make sure that you:

- export textual notes or *apparatus criticus* as footnotes, making sure that you have selected the program’s setting to incorporate lemmata into these notes;
- export source notes or *apparatus fontium* as endnotes;
- manually incorporate any notes containing additional information (such as marginal folio numbers of the manuscript) as in-text references, within |vertical bars|, deleting any marginal comment bubbles that may have been generated.

The Word file of your edition should contain the *apparatus criticus* as footnotes and the *apparatus fontium* as endnotes. (The *apparatus fontium* may include source notes, parallel places, and Biblical citations as well; PIMS books typically do not contain a separate *apparatus biblicus*.) Manually insert a lemma into each footnote containing *apparatus criticus*. The typesetter will assemble the *apparatus criticus* into a condensed bank of notes.

- If the edition is of a prose text, do not insert any line numbering. Line numbers in both text and apparatus will be added by the typesetter.
- If the edition is of a verse text, line numbers may be added, as they will not change. Each footnote (containing *apparatus criticus*) and endnote (containing *apparatus fontium*) should begin with the line number to which it refers.

If the edition will be accompanied by a facing translation, please provide the translation as a separate file. Please include frequent markers in both text and translation (roughly every 100 words), so that the typesetter can produce appropriate page breaks by matching up the markers. Where there are features such as section



numbers, headings, or short paragraphs that are easily matched, markers may not be necessary, but all lengthy paragraphs should contain markers.

If notes to the text are lengthy, we recommend that they be treated as a commentary. This should be submitted as a separate file, to be typeset in a separate section after the edition (and translation, if relevant). The commentary for a prose text will be typeset after the edition, so that final line numbers can be inserted.

Samples formatted in the way we recommend will be supplied on request.

## Illustrations and Figures

Charts, maps, graphs, and images are typically reproduced in black and white on text stock, but some volumes will include a separate gathering of plates in colour. Art history volumes will typically be printed in colour throughout.

Images, wherever possible, should be obtained from professional sources such as libraries, stock photo agencies, professional cartographers, etc. Please avoid manipulating the image files that are sent to you; if the images need adjustment or cropping, let the press know.

In a work with multiple figures or illustrations, each one must be assigned a unique number.

- Figures or illustrations can be numbered sequentially from the start of the volume (Figure 1, Figure 2, etc.), or can be numbered separately by chapter (Figure 1.1, Figure 1.2, etc.); the latter is preferred for volumes with many figures, or for edited collections.
- If the work will contain both figures (integrated with the text) and plates (gathered into a separate section), each group should be numbered separately.
- Ensure that every figure or illustration is mentioned by number in the text.

A file containing a complete list of captions must be provided, organized by figure number. If the volume is illustrated heavily, then a separate list of captions can be provided for each chapter or section.

- The list(s) of captions must be complete, and must include a credit line or source wherever necessary, including the photographer's name if relevant, as well as any specific language required by the institution from which you have secured the image.
- Captions should not be inserted into the text, nor into the image files.
- Sample captions:
  - Figure 5. The three Marys and Jesus. Reykjavík, Stofnun Árna Magnússonar, AM 673a III 4o. Photograph: Jóhanna Ólafsdóttir. Reproduced with permission from Stofnun Árna Magnússonar.
  - Figure 51. Sub-Fauvel Master, *Painter and Devil*, from *Vie des Pères*, Paris, 1328. Brussels, Bibliothèque royale de Belgique, 9229-30, fol. 184v. © Bibliothèque royale de Belgique, Brussels.

On submitting images:

- Heavily illustrated manuscripts pose special challenges for series editors and peer reviewers, as the illustration programme must be considered along with the argument of the volume, but handling and downloading many separate files can be burdensome. In order to facilitate manuscript review, the press will need:
  - a complete set of files of the text, in Microsoft Word format as described above, with no images embedded;



- a complete file of image captions (or one caption file per chapter), with low-resolution versions of the images embedded alongside their captions. This file can be a PDF, a Word document, etc.
- After the manuscript has been approved for publication, the press will need high-resolution versions of every figure or illustration.
  - These images **must** be submitted as separate files, which must **not** be embedded into any Word file (or PDF, or PowerPoint file, etc).
  - These files should be transmitted to us without having been manipulated, edited, cropped, resized, etc.
  - Every image must have a unique filename, allowing it to be matched up with its caption and its reference in the text. In particular, the filename **must** include the figure number, though it may also include a word or two of description or a manuscript shelfmark, etc.

Photographic images are ideally submitted in TIFF format. JPG format is also acceptable, but do not re-save images if they are in JPG format, as this re-compresses them and degrades their quality.

- All photographic images must have a resolution of at least 300 pixels per inch (ppi) at the size at which they are to be printed in the book. For example, if you intend an image to be printed at a size of 4 inches wide by 2 inches tall, then the file you submit must have a resolution of at least 300 ppi at a size of 4 inches by 2 inches – in other words, it must be at least 1200 pixels wide and 600 pixels tall.
- Please do not artificially inflate the resolution of an image, as it will be blurry and low quality. If the image you have obtained is at too low a resolution for the size at which you would like it printed, then either you must obtain a higher-resolution version of the image, or it must be printed smaller.
- If you wish to print only a detail from a larger image, then *the detail itself* must have a high enough resolution at the size at which you would like to print it.

Non-photographic images, such as maps and line art, are sometimes produced in vector-based formats such as EPS, or exported as a vector-based PDF; as long as the files can be opened in a program such as Photoshop, these vector formats work well since the images can be resized as necessary.

- If line art cannot be submitted in a vector format, it must be submitted at high resolution: at least 600 ppi at the size at which it is to be printed, and ideally 1200 ppi.
- For graphs or charts with labels, maps, and any other images containing text, keep in mind the size at which the image will be printed (at most 4.5 x 7 inches on a typical 6 x 9 inch book page), and ensure that all text will be legible (and all lines will be thick enough to be visible) when the map is printed at that size.
- Charts, graphs, and maps are typically printed in black and white or in greyscale. If the image makes use of different shades of grey, please make sure that readers can tell the shades apart.

It is the author's responsibility to obtain all necessary permissions. All documentation regarding permissions that have been secured should be submitted to the press with the final files of the manuscript.