



# Manuscript Guidelines

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Please carefully read the following instructions before submitting your manuscript to SUNY Press. If you have any further questions or concerns about formatting your manuscript correctly, please contact your acquisitions editor.

## FORMATTING

- **Submit your manuscript as a single Word document.**
- **Primary in-house style**  
is *Chicago Manual of Style*, 17<sup>th</sup> edition (CMS), but we will accept other common academic styles including the *MLA Handbook*, 8<sup>th</sup> edition (MLA), and the *Publication Manual of the American Psychological Association* (APA). For a robust but not exhaustive guide to CMS, please click [http://www.sunypress.edu/PDF/SUNYPress\\_guide\\_to\\_Chicago\\_Style.pdf](http://www.sunypress.edu/PDF/SUNYPress_guide_to_Chicago_Style.pdf). To view a sample style sheet for CMS, please click [http://www.sunypress.edu/PDF/CMS\\_style\\_sheet.pdf](http://www.sunypress.edu/PDF/CMS_style_sheet.pdf). For an example style sheet for MLA, please click [http://www.sunypress.edu/PDF/MLA\\_style\\_sheet.pdf](http://www.sunypress.edu/PDF/MLA_style_sheet.pdf).
- **Double-space**  
the entire manuscript, including notes, bibliography, and internal quotations.
- **Font size**  
should be 12 point throughout. Do not use a smaller font size for notes. Font type should be Times New Roman. Contact your editor if you have any questions about the font you are using. If there is a need to use a second font for non-English characters or to differentiate text, be sure to note this on the first page of your manuscript.
- **Margins**  
must be **one inch** on all sides.
- **Do NOT use column breaks/text wrapping breaks**  
within your manuscript. Use **only** page breaks (**not section breaks**) to indicate new chapters. Pagination will change in production, so please do not insert any breaks within chapters. Please do not manually break up words at the end of lines.
- **If your manuscript includes parts**  
page breaks may also be used to indicate the beginning of a new part (a division of the manuscript that includes multiple chapters). Parts should be given a number and a title. Part numbers and titles should appear both in the table of contents and in the appropriate spot in the text. Please note that chapters should always be numbered consecutively throughout the manuscript and should not begin again at 1 in each part.
- **No breaks and special characters**  
Avoid using hidden characters or codes to affect formatting (such as nonbreaking spaces or nonbreaking hyphens) as these will be applied during composition and having them in the Word document will slow down manuscript preparation. **Remember that the Word document is not an accurate reflection of the final layout of your book.**
- **Notes**  
may be endnotes or footnotes. SUNY Press prefers the use of endnotes for non-discursive

notes, and will convert any footnotes to endnotes during the production process; if you would like footnotes in the final book, please discuss this with your editor. Please use your word processing program's "Insert Footnote" or "Insert Endnote" feature to create notes. If using Word's automatic endnote/footnote feature, it is okay to leave these notes numbered consecutively throughout the manuscript, as they will be updated by chapter during copyediting. If you use plain text, notes and endnotes must start with "1" for every new chapter. Do not add extraneous line breaks or formatting within the notes themselves.

- **Tables, figures, and sections with special formatting**  
should be submitted in a separate Word document with the appropriate callout provided in the manuscript. Your final manuscript should not contain any embedded images, Word Art, multicolumn sections, or tables (see Illustrations Guidelines).
- **Running headers and footers**  
should be left blank or contain only the page number.
- **File format**  
should only be saved as a .doc or .docx file extension. We do not accept PDFs or any other formats for manuscripts.

## PREPARING YOUR FILES

- **If you split your manuscript**  
into different files based on chapters, please use a clear naming convention that indicates the chapter number. For edited volumes, include the contributor's name in the file name (e.g., "Smith\_01.doc"). Please keep in mind that editors are responsible for compiling contributors' work and making sure that the entire manuscript consistently follows our formatting guidelines.
- **Front matter**  
should be included at the beginning of your manuscript. Front matter should include, but is not limited to:

- Full title page
- Epigraph
- Dedication
- Contents
- List of Illustrations
- Acknowledgments
- Introduction

Per SUNY Press house style, your introduction should be included in the front matter and not labeled as "chapter 1." In monographs, the conclusion and afterword should not contain a chapter number. To number figures within these sections, use "I" for Introduction (e.g., Figure I.2) and "C" for Conclusions (e.g., Table C.6).

Tables of contents should not include page numbers, as pagination will change throughout the production process. Ensure that the chapter titles in your table of contents match the chapter titles in the manuscript.

- **Notes, References, Appendices**  
and other back matter (glossaries, list of contributors) should appear at the end of your manuscript. In edited volumes, notes should appear at the end of each *chapter* and bibliographic references for each chapter may be placed after the notes.

Please follow an accepted style for notes and bibliographies (i.e., the most recent editions of

the *Chicago Manual of Style*, *MLA Handbook*, or *Publication Manual of the American Psychological Association*). Be prepared to provide guidelines of any style not noted above. Do not add any forced line breaks or tabs to your references; it is okay to leave them without a hanging indent, as they will be formatted properly during the production process. Note that if you are submitting an edited volume, all references need to follow the same format, even if prepared by different contributors.

If you leave your notes as automatic references in Word, the in-house production team will ensure that they are placed in the appropriate part of the document during manuscript preparation.

**Note:** Be aware that endnotes are taken out of the automatic format during copyediting, so if you add or remove notes during this process, you may be responsible for renumbering; double check the notes for accuracy before you submit the final manuscript.

**Please also note that bibliographies and notes provided in an inconsistent or unclear style will be returned to you for clean-up before the manuscript is entered into production.**

- **ALL Illustrations,** including artwork, graphs, charts, and tables must be submitted as separate individual files. For artwork, an additional document should be submitted with a clear list of captions. Captions for tables may appear with the tables. Insert callouts (e.g., **[FIGURE 2.1 HERE]**) within the manuscript to ensure proper placement of illustrations. See our Illustrations Guidelines for formatting requirements.

Please ensure that all in-text references to figures matches the final figure number in the callout (e.g., “Figure 2.1” rather than “Figure 4”). If you have questions about numbering schemes (consecutive or by chapter), please consult your editor.

- **Captions and List of Illustrations**  
Please provide a thorough list of captions in a separate Word document providing both descriptions of the figures and their sources when necessary; include in this document any table titles. (For tables, it is okay to leave sources as a footnote at the end rather than including them in the table title). If captions are lengthy, provide an abbreviated List of Illustrations within the front matter.