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FORMATTING

- **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 Roman or a similar font**. Avoid Courier or any sans serif fonts. Contact your editor if you have any questions about the font you are using.
- **Margins**
must be **one inch** on all sides.
- **Do NOT use column breaks or text wrapping breaks**
within your manuscript. Use page breaks **only** to indicate new chapters. Pagination will change in production, so please do not insert page breaks within chapters.
- **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. Please note that chapters should always be numbered consecutively throughout the manuscript and should not begin again at 1 in each part.
- **Automatic hyphenation**
is acceptable, but please do not manually break up words at the end of lines. The only exception is compound words.
- **Notes**
should be endnotes, **NOT** footnotes. If possible, notes should be placed as plain text (not embedded) at the end of the work or, in edited volumes, at the end of each chapter, and each chapter should begin with note 1. **HOWEVER**, getting endnotes unembedded, into plain text, and correctly placed and numbered can often be problematic. If you find it difficult to submit these as requested, you may submit your manuscript with normal Word endnotes.
- **Pagination**
should be consecutive throughout. Do **NOT** begin each chapter with a new page 1.
- **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 (ex. "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.
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- **Front matter**
should be included with your manuscript. If you have separate files, create a separate front matter document. Your front matter should include, but is not limited to:
 - Full title page
 - Table of contents
 - List of Illustrations
 - AcknowledgmentsYou may also include your introduction in this document if it is not considered chapter 1.

- **Notes, References, Appendices**
and other back matter (glossaries, list of contributors) should appear at the end of your manuscript or, if you have split your manuscript, in a separate back matter file. 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 (Chicago, MLA, APA). Be prepared to provide guidelines of any style not noted above.

- **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 (i.e. **[FIG 2.1 HERE]**) within the manuscript to ensure proper placement of illustrations. See our Illustrations Guidelines for formatting requirements.