

State University of New York Press
Guidelines for Formatting Your Manuscript

- Double-space the entire manuscript, including notes, bibliography and internal quotations. Do not prepare an index at this time.
- There should be no more than 24-25 lines per full page.
- 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 at least one inch on all sides.
- Use 8.5 x 11 inch paper if possible. Authors outside the US and Canada using A4 paper should leave at least a 2 inch (5 centimeter) margin at the bottom of each page.
- Paginate consecutively. Do not begin each chapter with a new page “1.” If necessary, hand number the pages in black ink. Leave ample room so that the page numbers will appear when photocopied.
- Do not use footnotes (notes at the bottom of the page). Notes should be placed at the end of the work or, for edited volumes only, at the end of each chapter. Notes to each chapter begin at #1.
- Include a full Title page, a Table of Contents, and List of Illustrations (if applicable). Try to limit the Table of Contents to no more than 1-2 pages.
- Follow an accepted style for notes and bibliography (Chicago, APA, MLA, etc.). Be prepared to provide guidelines of any style not noted above.

IF YOU ARE PREPARING AN EDITED VOLUME

- See the ‘Guidelines for Edited Volumes’.

ELECTRONIC PREPARATION OF THE MANUSCRIPT

- Save the text of your manuscript in one large file, including notes. Notes are considered as back matter and should be placed towards the end of the file. See the ‘Guidelines for Submitting Notes’ for more information. Insert a page break before each new chapter.
- Use the automatic indent feature for paragraph indents, not the space bar or tab key. Do not put hard returns in the middle of a paragraph or in the middle of a sentence.
- Automatic hyphenation is OK to use but do not manually break up words at the ends of lines. The only exception is compound words.

ILLUSTRATIONS (FIGURES, TABLES, MAPS, AND OTHER GRAPHIC MATERIALS):

- Refer to the ‘Guidelines for Nonelectronic Artwork’, the ‘Guidelines for Creating Charts and Graphs’, and the ‘AAUP Digital Art Requirements’.
- Number all copies of graphic material included in the manuscript, as they count towards the page total.
- All illustrations must be submitted as separate, individual files, not embedded in the text.