

State University of New York Press
Guidelines for Submitting Notes

Supplying a copy of your manuscript electronically (either on disk or CD) eliminates the need for the typesetter to retype your manuscript, thus greatly reducing the chance that errors will be introduced while producing the galleys and page proofs. However, if you use the automatic footnoting feature of your word-processing software, there is a chance that the footnotes/endnotes will be stripped from your document when your files are converted to the typesetter's page-layout software. In these cases, it becomes necessary for the typesetter to retype your notes, which increases the chances for errors and therefore defeats the purpose of supplying electronic files. We therefore require that authors save their notes at the end of the manuscript, without using the automatic footnoting feature. In the case of edited volumes, notes are placed at the end of each chapter.

How to Do It

Basically, this is a simple "copy and paste" operation: copy the notes and then paste them at the end of the document (or in an edited volume, at the end of each chapter), in order by chapter. Renumber the notes if the numbers disappear. After successfully copying the notes to the new location, delete them from the old location. Be sure all notes have a corresponding note number in the text and that they match properly.

The ability to copy and paste the notes from your file to a new file is a common feature of many Windows- and Macintosh-based programs. However, if you're uncomfortable with the copy and paste method, then please follow the numbered steps below, as that procedure works for Microsoft Word 2000 for Windows, and the same general strategy will probably work for many Windows- or Macintosh-based programs (allowing for differences in menus, commands, and other elements that vary from program to program). If you have difficulties with this procedure, or if you have problems in figuring out how to match the following steps to your particular word-processing program, we recommend that you consult a computer professional or support person at your university. Unfortunately, your SUNY Press editor cannot advise you on the ins and outs of each different word-processing program.

If you're uncomfortable with the "copy & paste" method, then please follow the steps below:

1. Create a new document entitled "notes" or "endnotes" (this will be the file into which you save the notes for each chapter; for edited volumes, however, you will need to save each chapter's notes in a different document, e.g., "notes01" for notes to chapter 1, "notes02" for notes to chapter 2, etc.).
2. Open the chapter that contains notes with the automatic footnoting feature. **Note: We strongly recommend that you keep backup copies of all files until this entire process is complete.**

3. From the “View” menu, choose “Footnotes” (this will probably be different in different word-processors—the most important thing is to find out how to display the notes part of the document, and most Windows- and Macintosh-based programs should allow you to do this somehow).
4. From the “Edit” menu, choose “Select All” (selects the text of all the notes).
5. From the “Edit” menu, choose “Copy” (copies the text of all the notes into your clipboard). Then close the window that displays the notes.
6. From the “Window” menu, choose the document you created in step 1 (re-opens the notes document).
7. Type the following subhead: “Notes to chapter X” (where X is the number of the chapter you are working on).
8. From the “Edit” menu, choose “Paste” (pastes the text of the notes into the notes document). At this point, the notes will probably all be renumbered to “1” (for instance, instead of having 37 notes numbered sequentially, you will now have 37 notes with the note number 1).
9. You will now need to go through the notes document and type in the correct number for each note. **We strongly recommend that you work from a hard copy of the notes at this point, to reduce the possibility of numbering a note incorrectly.**
10. After you have renumbered the notes in the notes document, you need to go back to your original chapter (by going to the “Window” menu and choosing the document name for that chapter).
11. At this point, you need to go through the chapter and replace each automatic footnote number with a “hard” or “manual” number. You can do this either by scrolling through the chapter and replacing the numbers as you come across them, or (in Microsoft Word 2000, and perhaps other word processors as well) by doing a “Find” search (located under the “Edit” menu) for a “footnote mark” or “endnote mark” (this may make it easier for you to find a lot of scattered notes).
12. As you come across each automatic note number, delete it and type in the note number. **As before, we strongly recommend that you do this while looking at a hard copy of the manuscript in which the notes are numbered correctly—this will reduce the possibility that you will number a note incorrectly.** Remember that as you delete notes, the program will renumber the following notes automatically—thus, if you start at the beginning of the chapter, you will always be deleting note number “1” and replacing it with a successively higher number (you can eliminate this problem by working

backwards from the end of the document). It's easy to get confused, so always have a hard copy on hand to compare to the screen version.

13. In many cases, the program will keep the new number superscripted—this is fine. Or, you can manually superscript the number (by choosing “Font” under the “Format” menu), or **bold** it, or do something else that indicates that it is a note number. You can even enclose it in brackets.
14. Repeat steps 11–13 until all the automatic note numbers have been replaced by hard numbers.
15. Save the document. (**Again, we strongly recommend that you keep backups of all your files, so that you can always go back to a correct version if you make errors in any of the above steps.**)
16. Once you have completed this process for all the chapters, print a copy of the entire manuscript, and submit two copies of the manuscript along with the disk version when you are ready to send it to the press for production.

Remember, checking your notes carefully will help to reduce the possibility that errors will be introduced during the typesetting phase of production, and thus will also help to reduce costs, not to mention the chances that publication will be delayed. Your cooperation is greatly appreciated!