

Litwin Books Submission Guidelines

General

Submitted manuscripts should be in MS Word or RTF format.

Manuscript should be submitted using a separate file for each chapter or section, along with a table of contents or guide to their sequential order.

Authors and book editors are expected to have completed at least minimal proofreading (running spellcheck, completing an initial read-through to catch errors) before submitting their manuscripts. The “cleaner” your manuscript is upon submission, the faster it will move to publication.

After your manuscript has been submitted, it will be proofread, typeset, and returned to you (the author or editor) for any remaining edits. These “last minute” edits may not be substantive enough to change the pagination of the book, because the book may already be in the indexing process at this point.

Files may be submitted as email attachments or shared using Dropbox (contact us for the email address to use). If you share files via Dropbox, please create a folder titled with the author/editor name(s) and/or short title, so that we can easily identify your work.

Style Manual

We use the *Chicago Manual of Style* (any exceptions to this policy should be arranged in advance). Refer to it for answers to questions about spelling conventions, title capitalization, italicization, ellipses, hyphenation, use of em- and en-dashes, and other questions of usage and style.

You are expected to follow Chicago style for references and bibliographies. Please see the next section for more details about this.

You do not have to physically format the manuscript according to Chicago style, as formatting will be done in layout. You should, however, follow the guidelines spelled out in the “Word Processing and Formatting” section below.

References and Bibliographies

The Chicago style we use for references is the “Notes and Bibliography” style (as opposed to Author-Date).

Some of our books have endnotes and some have footnotes. Typically, books for a more academic audience use footnotes, and books for a wider audience use endnotes, at our house, but endnotes are acceptable in any case.

Chicago does not use serial footnote citations (i.e. multiple citation numbers, one following the other, at the end of sentence or elsewhere – such as a sentence followed by superscript 49, 50, 51). If an author needs to reference multiple works for a single statement, all are included in the same footnote, with the individual citations separated by semicolons.

When citing specific information from a work, and especially when using direct quotes, *specific page numbers should be referenced in the note, not the work as a whole* (the citation for a journal article as a whole is included in the bibliography, and provides all page numbers). If one is referring generally to the work as a whole in the text, it's OK to footnote the work as a whole, but that is often not the case.

Chicago style uses normal "title" style for titles (book, journal article, report, etc.) – all major words are capitalized. This should be used consistently. If you are used to using APA citation style (which uses a "capitalization light" style) or other style system with differing conventions, this will need to be adjusted for Chicago.

For internet resources, include the URL, but remove the hotlink. Do **not** provide a URL for a journal article or other resource obtained via a proprietary database vendor such as ProQuest, EbscoHOST, Gale Cengage, JSTOR, etc. These links do not work for people outside of your institution and are in violation of user agreements. You may include the doi number for such a resource if one is available.

Footnote/endnote references and bibliography/reference list citations have slightly different conventions in formatting (notes use commas where bibliographies use periods; notes have author names in natural order whereas reference lists have the first author's last names first, etc.). Dealing with this is a matter of pattern recognition, and being able to switch gears between the one formatting style and the other.

For the first reference to a work, use the complete note style for the footnote or endnote. For the second (or subsequent) reference to the same work, use the short form of the note which includes the author(s) last name(s), a short version of the

title, and page number(s) as appropriate. See also the rules for the use of "Ibid." below.

Please see the following examples of using Chicago style for some common types of references:

Journal article, single author

First note:

1. Lynn Westbrook, "Passing the Halfway Mark: LIS Curricula Incorporating User Education Courses," *Journal of Education for Library & Information Science* 40, no. 2 (1999): 96.

Second and subsequent notes:

2. Westbrook, "Passing the Halfway Mark," 97.

Bibliography entry:

Westbrook, Lynn. "Passing the Halfway Mark: LIS Curricula Incorporating User Education Courses." *Journal of Education for Library & Information Science* 40, no. 2 (1999): 92-98.

Journal article, multiple authors

First note:

3. Judith Stevens-Long, Steven A. Schapiro, and Charles McClintock, "Passionate Scholars: Transformative Learning in Doctoral Education," *Adult Education Quarterly* 62, no. 2 (2012): 180.

Second and subsequent notes:

4. Stevens-Long, Schapiro, and McClintock, "Passionate Scholars," 182.

Bibliography entry:

Stevens-Long, Judith, Steven A. Schapiro, and Charles McClintock. "Passionate Scholars: Transformative Learning in Doctoral Education." *Adult Education Quarterly* 62, no. 2 (2012): 180-98.

Book

First note:

5. Stephen Bales, *The Dialectic of Academic Librarianship: A Critical Approach* (Sacramento, CA: Library Juice Press, 2015), 89-90.

Second and subsequent notes:

6. Bales, *Dialectic of Academic Librarianship*, 169.

Bibliography entry:

Bales, Stephen. *The Dialectic of Academic Librarianship: A Critical Approach*. Sacramento, CA: Library Juice Press, 2015.

Chapter in an edited book

First note:

7. Sally Johnson and Michel Otten, "Open Up! LGBT History Coming Out of the Closet," in *Queers Online: LGBT Digital Practices in Libraries, Archives, and Museums*, ed. Rachel Wexelbam (Sacramento, CA: Litwin Books, 2015), 151-2.

Second and subsequent notes:

8. Johnson and Otten, "Open Up! LGBT History," 154.

Bibliography entry:

Johnson, Sally, and Michel Otten. "Open Up! LGBT History Coming Out of the Closet." In *Queers Online: LGBT Digital Practices in Libraries, Archives, and Museums*, edited by Rachel Wexelbaum, 149-64. Sacramento, CA: Litwin Books, 2015.

Use of Ibid.

If a footnote or endnote is *exactly the same* as the note which precedes it, use:

9. Ibid.

If a footnote or endnote is exactly the same as the note which precedes it, except for the page number(s) referenced, use:

10. Ibid., 102-3.

For additional examples of Chicago citation style, see a copy of the current *Chicago Manual of Style* (16th edition; 17th edition due in September, 2017). The following resources may also be helpful:

<http://courseguides.trincoll.edu/c.php?g=448378&p=3099741>
<https://owl.english.purdue.edu/owl/resource/717/01/>

Word Processing and Formatting

We have some guidelines for the use of MS Word in preparing the manuscript.

As much as possible, formatting should be done using the “layout” tab (formerly, “styles”), so that we can make global changes. Given this, it is not important how you set the margins, what font sizes you uses, etc. – as long as you are consistent. It is helpful if section level and internal headings are formatted using MS Word “styles” that can be reset (as opposed to manually adding “bold’ formatting, etc.)

Regarding layout (styles), it is especially important that paragraph indenting is done using the paragraph styles (indent first line) rather than the tab key or spaces. If you use the tab key or spaces to indent paragraph, each of those tabs will have to be removed manually.

Please do not add a blank line in between paragraphs. If you want to design the document this way, use the paragraph formatting, which can be changed globally through the layout tab.

You don’t need to worry about numbering pages.

Use a single space after a period. Please do not double-space after a period.

Please set up endnotes or footnotes using Word’s dedicated feature.

Tables, Figures, Illustrations

When creating tables, figures, and illustrations, keep in mind that the page size may be as small as 5” by 8”, depending on the book. Accounting for margins, this may leave a much smaller area for the images than you have when working with a letter-sized word processing document. Tables and figures should be no larger than one page in a typical MS Word document. Items that are too big for the layout cannot be used.

Please label and caption your tables, figures, and illustrations in the flow of text, as opposed to making them a part of the image that will be imported into the book's layout. This will help us place them properly.

It is okay if you embed an image in a Word file, but please do not create charts or figures using the MS Word "Chart" or "SmartArt" functions; these do not import correctly in layout. Even if your image is embedded within the text, you must also save the image separately as well, with a filename that indicates its place (chap 1 fig 2; Smith fig 6).

Images must be submitted as digital files, not physical artwork.

Images must be in black and white (grayscale) (exception for full-color books) and must be 300dpi or greater in resolution. Please submit images in either .jpg or .tiff format only.

Tables and figures must be done in shades of gray, not in color. (Exceptions for full-color books).

For Editors of Collections

Maintain consistency for all essays in terms of:

- Title/heading/subheading formatting
- Presentation of author name(s)
- Following author guidelines in regard to footnotes/endnotes/reference list formatting

Ensure that table of contents and actual title/author names on essays are correct and consistent.

Review footnotes/endnotes and references for adherence to Chicago style (or other style negotiated); bump back to author for revision if necessary.

Ensure that all outside material used in essays is properly and appropriately cited.

Ensure that all tables, photos, or other graphics are submitted in the correct size and format.

Review text of contributor essays for problems related to gaps in content, lapses in logic, currency of material cited, and general quality of work – bump back to author for revision if necessary.

Review text of contributor essays for adherence to minimum standards of correct writing – bump back to author if necessary and/or make your own corrections as needed.

If you have a call for papers, do not feel compelled to accept all papers submitted. Choose only the best essays that fit with the theme of your volume. If an essay has interesting ideas that fit with the theme, but it is poorly written or otherwise lacking, you can provisionally accept the paper contingent upon revision. Feel free to invite additional authors to submit papers on specific topics if needed to fill out the volume.

Indexing

We hire outside indexers, but we will let authors or editors index their own works. However, it is essential that the indexing not be done until the book has been laid out and the pagination set in stone.

Permissions

By signing our contracts, authors and contributors warrant that they have the rights to enter into an agreement for publication of that work. Most often this is satisfied by the fact that it is their own work and it has not been published elsewhere. If it is their own work and it has been published elsewhere, authors and contributors must ensure that they maintain the publication rights or that they have obtained those rights from the publisher. Everything in submitted work must be either the author's own work or a work for which they have secured the rights for this publication. If you are an editor, it is your responsibility to ensure that authors of contributed chapters are apprised of this issue. We require documentation of permission for images or other copyrighted works which are being incorporated. We recommend a helpful book to people who are beginning the process of requesting permissions, especially for images: *Permissions: A Survival Guide: Blunt Talk about Art as Intellectual Property*, by Susan M. Bielstein.