

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 do not require the use of a specific style guide. We do require that your chosen style is consistently and correctly applied throughout the work, whether a single authored work or an edited volume.

References and Bibliographies

You should use the same style for references and bibliographies as laid out in the style guide you are using.

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.

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 use, 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 or spaces 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.

Do not use headers, footers, or page numbers. These are done in layout.

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 selected style guide; 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.