



# Cornell University Press

## *Author Guidelines*

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# 1. Submitting Your Manuscript

## **REQUIRED MATERIALS:**

**All electronic Word Document text files**

**All original and electronic art (do not embed art in the text)**

**All required permissions for print and electronic editions**

**Completed Manuscript Information Form and Checklist**

**Completed Permissions Log and Questionnaire**

## **Provide final electronic Word Document files of your final manuscript**

These files must be complete, containing everything that will be in the published book, except an index (will be created later). We do not accept PDF or LaTeX submissions, as these are not formatted correctly when converted to Word Documents. Do not make any further changes or resubmit material after this point—wait for the copyedited manuscript.

## **Obtain all art and permissions**

Gather all the art and any required permissions for print and electronic editions **BEFORE** you submit your manuscript. Contact your acquisitions editor or assistant if you have questions.

## **Save each chapter separately**

Each section of your manuscript should be in a separate file. All the front matter elements (see below) are in one file, each chapter is a file, and sections such as the appendix or bibliography are each saved in separate files.

## **Name files by chapter number**

Give your files clear, descriptive names such as “front matter,” “introduction,” “glossary,” or “bibliography.” Chapters should be called “chapter 1,” “chapter 2,” etc. The Introduction and Conclusion should be unnumbered and outside the chapter numbering sequence.

## **Keep tables and art separate**

Do not embed tables or art in the text. Save tables separately, either in one “tables” file or a series of files named by table number. In the text, include location call outs such as <Insert Table 3.2 here> or <Insert Figure 12 about here>. See Illustrations section for instructions on art.

## **Provide a separate file of illustration captions**

In addition to the illustration list (if you determine one is necessary) in the front matter, prepare a file of captions to go with all figures, charts, line drawings, maps, photos, etc. These captions should credit the source and acknowledge the permission of each illustration appropriately. Tables are not included on this caption list; titles and notes for tables belong as part of the tables themselves.

### **Create a front matter file**

The first part of your manuscript is called the front matter and all these sections should be saved in one file. Your book might not have all these sections, or might have additional ones, but the following are the basic elements and the order in which they are arranged:

Title page (*include your name exactly as you want it to appear in the book*)  
Dedication  
Epigraph  
Contents  
List of Illustrations  
Preface  
Acknowledgments  
List of Abbreviations  
Note on Transliteration

### **Text, notes, and bibliography should follow these formatting and style instructions**

Refer to the formatting and style section in these guidelines and the 17<sup>th</sup> edition of the *Chicago Manual of Style* for more detailed information.

### **Submit all electronic art**

Be sure all art is numbered correctly. See the illustrations section of these guidelines for more information.

### **Submit all other art**

Please be careful about submitting original, irreplaceable art. A copy is better.

### **Complete the Permissions Log(s)**

Fill out copies of the Permissions Log for illustration, table, and text permissions. See the permissions section of these guidelines for more information.

### **Complete the Permissions Questionnaire**

Whether or not you are reprinting your previously published work in this manuscript, fill out this form. Your acquisitions editor will help you determine if you need to request permission to reprint.

### **Provide copies of all permissions and permissions correspondence for art and text**

Include any e-mails, letters, or forms you receive. Number illustration permissions with the figure number.

### **Provide your complete home and office addresses, phone and fax numbers, and e-mail address**

We need complete and accurate contact information for authors, editors, and contributors. Fill out the Manuscript Information Form and be sure to update us promptly if there are any changes.

### **Create a list of special characters or symbols**

If your book uses a non-Latin alphabet or any unusual characters or symbols, be sure to alert us. There is a checklist for this information.

### **Complete and submit the Manuscript Information Form and Checklist**

## **2. Formatting and Style**

**Double space all text**  
**Use Times New Roman/Times size 12 font**  
**Number all pages consecutively**  
**Embed notes in text as endnotes**  
**Label subhead levels**  
**Mark art and table locations**

### **Formatting**

#### **Double space all text**

Everything should be double spaced, including notes, bibliography, and extracts.

#### **No page cross references**

Instead of referring a reader to a specific page (see page xx), refer them to a chapter or section. When your book becomes an ebook, there will be no (or different) page numbers.

#### **Use Times New Roman/Times size 12 font throughout the entire manuscript**

Keep your manuscript as simple as possible, no fancy layouts or bold subheads.

#### **Number all pages consecutively**

Starting with the first page of the introduction or chapter 1, number pages consecutively through to the end of the manuscript. The front matter should be numbered separately.

#### **Embed notes and place them at the end of each chapter**

Whether your book will have footnotes or endnotes, the manuscript should have all notes embedded and set as endnotes at the end of each chapter.

#### **Use hard returns and tabs correctly**

Use hard returns at the end of each paragraph or section only, not at the end of each line. Use a tab indent to start each new paragraph, not a line space.

#### **No section breaks**

Do not use section breaks in any of the files. Instead, use page breaks if needed. Page breaks affect formatting less than section breaks.

### **Clearly indicate the hierarchy of subheads**

Label the level of your subheads as <A>, <B>, or <C>. Do not label the chapter title.

For example:

Chapter 1. Wildlife of the Northeast  
    <A>Birds  
        <B>Chickadees  
            <C>Nesting Habits

### **Mark art and table locations in manuscript**

Because tables and illustrations are not embedded in the final manuscript, you need to indicate where you would like them to be placed. Type in a call out such as **<Insert Figure**

**1.2 here>** or **<Insert Map 1 here>** between paragraphs on the page where you want the art or table to be. Call outs should follow, not precede, relevant discussion in the text.

## **Style**

**For detailed style guidelines, please refer to the  
*Chicago Manual of Style, 17th edition***

### **Bibliography and References**

Manuscripts must follow either the *Chicago* notes and bibliography system or author-date system with a reference (or works cited) list. Discuss with your editor whether a formal bibliography is necessary for your book. (For science books see item 4, below.)

See [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) for citation style

This online quick guide covers all the basics of citation. See the print version of the *Chicago Manual of Style* for more detailed examples.

### **Include a DOI or URL for all electronic sources**

An increasing amount of research is available in electronic form, particularly journals. The DOI is a permanent ID will lead to the source even if the URL changes. If no DOI is available, list a URL.

### **No Notes on Epigraphs or Subheads**

Do not put notes on epigraphs or subheads. Epigraph sources should be cited in parentheses, and notes you might want on a subhead should be placed somewhere in the main text.

### **Quotes/Extracts**

If quoted material is more than seven lines long, it should be set off as an extract. Poetry more than two lines long should be set off.

Permission to reprint might be necessary for long prose and poetry quotations. See the section on permissions for more information.

### **Foreign Languages/Translations**

Translate all quoted foreign language passages into English, using the original as a supplement only when there is a compelling reason to do so.

Words or passages in non-Latin alphabets such as Chinese, Japanese, Greek, Russian, Hebrew, or Arabic should be transliterated both in the text and in the notes and bibliography. Remove foreign alphabets from the manuscript.

Titles of foreign works should be cited in the original. You may also want to supply translations of some titles.

## **3. Contributed Volumes**

**Prepare “Notes on Contributors”**  
**Obtain all chapter permissions**  
**Provide contact information for all contributors**  
**Sign and return contributor agreements**

The editor of a contributed volume should follow the standard Press guidelines for manuscript submission, but also has additional responsibilities.

### **Obtain all permissions**

Confirm the permissions status of every chapter in the volume and submit that information to the Press.

### **Prepare a “Notes on Contributors” file**

Volume editors should prepare an alphabetical list of contributors with a sentence or two about each person’s email address as well as affiliation or profession, previous publications, or research areas.

### **Provide detailed contact information for all contributors**

The same information that is required of all authors and editors on the Manuscript Information Form is needed for each contributor – address, phone, and e-mail. Send updates promptly.

### **The volume editor is responsible for coordinating the review of the copyedited manuscript**

The edited manuscript will be sent to the volume editor, who is responsible for distributing it to the contributors, collecting it after they have reviewed it, and returning it to the Press. The volume editor is solely responsible for reviewing the proof.

### **Contributor agreements must be signed and returned**

After the manuscript has been submitted, contributor agreements will be sent to all contributors for their signatures. Signed agreements by all contributors must be returned promptly. Failure to do so in a timely manner may delay the book's release.

## **4. Science Books**

**For style guidelines, refer to *CBE Scientific Style and Format*  
Complete the Art Inventory Log**

Authors of science books should generally follow the standard Press guidelines for manuscript submission, but there are a few important differences.

### ***Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers***

This is the main style reference for science books, although style variations are possible if approved in advance by your editor and applied consistently.

### **Complete the Art Inventory Log**

The log, located at the end of the Art Guidelines, will help your designer evaluate and size the art. You should also track permissions on the Permissions Log.

### **Use the author-date system and references for citing sources**

### **Spell out nomenclature**

Spell out names of plant or animal genera on first appearance in each chapter and figure legend and table, and in all subheads. On subsequent use, you can abbreviate the generic name to its first letter; but spell out if confusion could occur. Also spell out if sentence begins with the genus name. Always italicize or underline genus and species names.

### **Submit files in both Word and PDF formats**

## 5. Tables

**Prepare tables in Microsoft Word**  
**Obtain all necessary permissions**  
**Number and title all tables**  
**Submit all tables on the manuscript disk**

Tables are not considered art and should be prepared in Microsoft Word. A good table presents information that would take several paragraphs to explain in the text. The text should not duplicate this information, but rather highlight and summarize it.

- Obtain all necessary permissions. See the permissions section of this document.
- Title all tables.
- Number all tables, either as table 1, table 2, etc. or by chapter, table 1.1, table 1.2.
- Source information and notes should be part of each table document.
- Place tables in individual files or a “tables” file on the text disk.
- Insert call outs in the manuscript to mark the location of each table. The call out should look like this: <insert table 1 about here>.

## 6. Illustrations

**Submit art early or with manuscript**  
**Obtain all necessary permissions**  
**Number all illustrations and prepare a file of captions**  
**Electronic scans of art must be at least 300 dpi at intended print size**

Illustrations include photos, maps, line drawings, charts, and graphs. As you prepare your art program, contact your acquisitions editor or assistant with any questions.

- Obtain all illustrations and the necessary permissions. See the permissions section for more information.
- Number illustrations, either as figure 1, figure 2, etc. or by chapter, figure 1.1, figure 3.1, figure 3.2, etc.
- Prepare a file of captions to go with all figures, line drawings, maps, photos, etc. Check every letter of permission to make sure all necessary acknowledgments are included in the caption in the language specified by the permission grantor.
- Illustrations should be kept separate from the manuscript and call outs inserted in the text to mark their location: <insert fig. 1 about here>.

## Preparing illustrations for submission

- Do not paste your image into a Word document. Provide a jpeg or tif file for halftones (no pdfs).
- Line art (including maps and charts) must be professionally drafted, using Adobe Illustrator. **Provide an editable, vector-based eps file.** Any charges for redrawing are your responsibility.
- Electronic scans of art **must be at least 300 dpi** at intended print size. Vertical figure scans must be at least 7 inches high (approx. 43 picas) and horizontal scans at least 4 inches wide (approx. 27 picas). We cannot accept 72 dpi jpeg files from the Internet.
- If photos should be cropped, mark this on a photocopy and be sure permission to crop has been granted.
- Color art in particular needs early approval. These illustrations should be numbered color plate 1, color plate 2, etc.

## Preparing captions

Captions for illustrations should include the title of the work and a credit line, if needed, in paragraph form. An illustration list in the front matter should contain only the title or a brief description of the figure. The *Chicago Manual of Style* has more detail on captions.

## 7. Permissions

**Obtain permission to use any copyrighted material in both print and electronic (ebook) editions**  
**Pay any applicable fees**  
**Fill out the permissions log(s) and questionnaire**  
**Submit copies of all permissions correspondence**

**You are responsible for obtaining permission to use any copyrighted material, including your own previously published work.**

**Contact your acquisitions editor or assistant with any questions about permissions.**

There are several types of material that you might need to obtain permission to reprint:

- Previously published sections of your manuscript
- Long quotations of prose or poetry and unpublished archival material
- Tables or illustrations that are not your own

For detailed information and to determine whether the quoted text, tables, or illustrations fall under “fair use” guidelines, please refer to the *Guidelines on Permission to Reprint*.

**Fill out the Permissions Questionnaire**

Parts of your manuscript might be your own previously published work. Fill out the Permissions Questionnaire and submit it with your manuscript. Your acquisitions editor will help you determine if you need to obtain permission to reprint any of this material.

**Write to the copyright owner for permission to reprint and pay any applicable fees**

It can take many months to obtain permissions to reprint text or art so be sure to request them well before submitting your final manuscript. Use the sample letters provided or copy the language into an e-mail. Request nonexclusive world rights in all languages. *Be sure to request permission for use of the material in an electronic (ebook) edition as well.*

**Fill out the Permissions Log(s) for all quoted text, tables, and art**

These logs should list all tables and art, whether or not permission is required, and any text for which permission is required (long quotations and archival material). Also note any restrictions on use, cropping instructions, and the outcome of permissions requests (or reason for not requesting permission, such as “fair use” or public domain).

**Submit copies of all permissions correspondence**

The permission you receive might be a simple e-mail or something more formal. Permissions documents can detail any restrictions on use of the material, the proper credit line to use in the caption, and whether any complimentary copies of the book are requested. Please make copies of all correspondence and forms and submit these with your manuscript or as soon as you receive them. Write the illustration or table number or manuscript page number for quoted text on the corresponding permission.

**Note if complimentary copies are required**

Some copyright holders will request a complimentary copy of your book in exchange for permission to reprint art or text. Please compile a list of names and addresses and submit this with your permissions correspondence.

**Credit all text and illustrations appropriately**

Use permissions information to create credit lines for your captions list. Even if you did not have to get permission to reprint, the source should be indicated. Reprinted sections of your own work might need to be listed in the acknowledgments in the front matter.

## 8. Ebooks

**Obtain permission to use any copyrighted material in an electronic edition  
Simple formatting makes a better ebook**

It is likely that your book will be made into an ebook. You will not have to do anything during this production process, but there are a few things to be aware of as you prepare your manuscript for submission.

**Obtain permission to use copyrighted material in an electronic edition**

When you are writing to copyright holders for permission to use copyrighted text or illustrations in your book, be sure to also request permission for use in electronic editions of your book.

**Formatting**

Most books convert easily to ebooks, but complex layouts can hinder the process. A few guidelines to keep in mind:

- No page cross references (there are no [or different] page numbers in ebooks)
- Avoid double-column text if possible
- Poetry with long lines or a complex layout might not retain the print layout
- Some highly illustrated and designed books with specific positioning needs of images in relation to the text might not become an ebook

**Figures and tables**

Highly detailed figures or tables that are large, text-heavy, or contain a lot of data might not be readable on a small digital device. You do not need to omit such tables and figures, but if you can simplify them, please do so.

*If you have difficulties or questions that these guidelines do not answer,  
please contact your acquisitions editor.*