

## MANUSCRIPT SUBMISSION GUIDELINES

Note that the Georgetown University Press follows the Chicago Manual of Style, 15th edition (released in 2003), on all editorial matters.

### A. ORDER OF ELEMENTS:

IN ONE DOCUMENT, your paper must contain the following elements (unless marked “optional”) in the order listed below:

- Cover letter (for details, see **Manuscript Preparation**)
  - Text body
  - Acknowledgments (optional)
  - Notes (optional)
- Reference list EACH TABLE AND FIGURE MUST BE SAVED AS A SEPARATE DOCUMENT. Please name the files using the following format: Lastname-Table#, Lastname-Figure# (e.g. King-Table1, Schilling-Estes-Figure2). See the **Guidelines for Preparing Tables and Figures** below for more detailed instructions.

### B. HEADINGS AND SUBHEADINGS:

Do not give your introduction a heading (i.e. do not include the heading ‘Introduction.’) The following are examples for up to 3 levels of section headings:

**Level A: Headings are Centered and Set in Heading Caps**

**Level B: Flush with Left Margin, Italicized, Set in Heading Caps**

**Level C headings: Indented, italicized, sentence caps, end with a period.** These headings are sometimes referred to as paragraph or run-in headings. Although they end with a period (or other punctuation) they need not be complete sentences.

### C. TEXT:

The text consists of the body of the manuscript and the endnotes. Do not use footnotes.

#### General Formatting:

Double-space the entire manuscript, **including endnotes, extracts, and references**, and use 12-point Times New Roman font throughout the manuscript, with one-inch margins on all sides.

1. Prepare the entire manuscript in the same word processing program, preferably Microsoft Word. If you have converted the manuscript from another program, check to be certain that no data were lost. Clean up any extra spaces or incorrect characters that may have been added. Turn off automatic hyphenation and widow-orphan protection in your word processing program.

2. Number every page consecutively straight through from beginning to end in Arabic numerals.

**Instructions on how to number a manuscript consecutively in Word:** After choosing “Page numbers” from the “Insert” menu, click on “Format”; choose “start at” and type in the page number with which you wish the file to begin.

3. Remove all running headers and footers.

4. Set the first paragraph of each new section flush left and indent all subsequent paragraphs using tabs.

5. All em-dashes—which when typeset will resemble these—in the text should be indicated by two consecutive hyphens without space before, between, or after them, so that they appear—like this. If your word processing program automatically formats a dash to appear as an em-dash—like this—be sure there are no extra spaces before or after it.

5. Spell out the first use of an abbreviation in the text, followed by the abbreviated form in parentheses, e.g., Second Language Acquisition (SLA). All subsequent mentions of the abbreviation may use the abbreviated form only.
6. Indicate emphasis with italics (Do not use **bold**, ALL CAPS or some other method for emphasis.)  
Use double quotes for quoted words, phrases, and sentences run into the text. Single quotation marks enclose quotes within quotes. Material set off as a block quotation is not enclosed in quotation marks; quoted matter enclosed within block quotations is enclosed in double quotation marks. Typically, only quotes that are eight lines or longer are set off as block quotes, though this may vary under special circumstances.
7. Periods and commas should be placed inside double and single quotes. Colons, semicolons, question marks, and exclamations points should be placed outside quotation marks unless a question mark or exclamation point belongs with the quoted matter.
8. “Scare quotes” are often used to alert readers that a term is used in a nonstandard, ironic, or other special sense, or to distance the author from personal use of the term. These should not be overused.
9. Italics are typically used to indicate words used as words (e.g. non-English words), though quotes may also be used, for example, to set off words in one language from their translation in another. e.g. The Spanish verbs *ser* and *estar* are both rendered in English by “to be.”
10. Compare all quotations with original sources for accuracy and completeness of citation. (See “Endnotes and References.”) Double space all endnotes and prepare in 12-point Times New Roman font according to the formatting guidelines explained in the Chicago Manual of Style, 15th edition.
11. **In-text citations:** Multiple citations should be listed alphabetically by author, even if that means they are not chronological. See “Endnotes and References” for examples of in-text citations.
12. Avoid sexist language (e.g. use of “he” in reference to no one in particular). Consult the Linguistic Society of America Guidelines for Nonsexist Usage at: <http://www.lsadc.org/info/lisa-res-usage.cfm> or see the Chicago Manual of Style, 15th edition, Sections 5.204, 5.43, 5.51, and 5.78.
13. **Tables/Figures:** Do not embed tables and figures in the manuscript text. In the text, indicate approximately where the table/figure should ideally go and type “Table 1 about here.” See the section on **Tables, Figures, and Photographs** below for detailed instructions for formatting illustrative material. See the **Guidelines for Preparing Tables and Figures** (below) for information on how to create tables and line art.

#### **Endnotes and References:**

1. Do not embed endnotes in the text. (Embedded notes are created and formatted using the footnote or endnote feature of your word processing program. However, embedded notes can easily be severed from the text and lost when converting from one software program or platform to another.)
2. **Use superscript numbers to indicate in-text references and then include the note text at the end of the article.** All in-text note numbers are superscript (e.g., <sup>2</sup>), and all note numbers preceding the note itself are base aligned (e.g., 2). Number endnotes consecutively. All endnote numbers in the text must have corresponding endnotes that are correct and accurate.
3. Use author’s first and last name. Do not use first initial in place of full first name unless the author typically publishes using only first initial.
4. In the reference list, multiple entries by the same author should be listed chronologically, oldest first, most recent last. All successive works by the same author(s) after the first appearance are preceded by six unspaced dashes (three emdashes) and a period in lieu of the author’s(s’) name(s).
5. Do not use issue numbers of journal volumes if the journal’s pagination is consecutive.
6. **Please double check that all citations made in the text are listed in the references and all references in the reference list can be found in the text.**
7. **Format all references consistently. Please consult chapters 16 and 17 of the Chicago Manual of Style, 15th edition.**

#### **Example In-Text Citations:**

- . • (Smith 1999, 22)
- . • (Smith and Jones 2000, 2001)
- . • (Adams 1996; Johns 1997; Swales 1990)
- . • (Duff et al. 2000)

### Example References:

- Asante, M. K., quoted in Tamara Henry. 1997. Weighing in on the Ebonics debate. *USA Today* (January 13):6D.
- Blackshire-Belay, Carol Aisha. 1996. The location of Ebonics within the framework of the Africological paradigm. *Journal of Black Studies* 27:1.5-23.
- Chomsky, Noam. 1982. *Some concepts and consequences of the theory of government and binding*. Cambridge, MA: MIT Press.
- Fasold, Ralph W., and Yoshiko Nakano. 1996. Contraction and deletion in Vernacular Black English: Creole history and relation to Euro-American English. In Gregory R. Guy, John Baugh, and Deborah Schiffrin (eds.), *Towards a social science of language: Papers in honor of William Labov*, vol. 1, *Variation and Change in Language in Society*. Amsterdam: John Benjamins. 373-396.
- Green, Lisa. 1998. Aspect and predicate phrases in African-American vernacular English. In Salikoko S. Mufwene, John R. Rickford, Guy Bailey, and John Baugh (eds.), *African-American English: Structure, history and use*. London: Routledge. 37-68.
- Holmes, Janet, and Miriam Meyerhoff. 1999. The community of practice: Theories and methodologies in language and gender research. *Language in Society* 28:173-83.
- Merlin Press. *Scotts Language Materials*. <http://www.sol.co.uk/m/merlinpress/>.
- Preston, Dennis R. 1999. Linguists and real people in the educational process. Paper presented at the Linguistic Society of America Annual Meeting, Los Angeles, January 7.

### D. TABLES, FIGURES, AND PHOTOGRAPHS:

1. Use Tables, Figures, Photographs or other images only where they materially advance the argument. *Definitions.* A *table* provides textual or numerical information, often raw data, whose bulk would be difficult to comprehend in the form of prose. A *figure* provides information in the form of an illustration, chart, graph, or other illustrative material.
2. Number all tables consecutively throughout the article; number all figures with their own consecutive numbering. Indicate in the text of the manuscript approximately where each table/figure should ideally be placed (e.g. "Table 1 about here.").
3. Put each table and figure in its own separate electronic file; do not embed figures or tables in the text. Label each file with the format Lastname-Table1, Lastname Figure2, etc. (e.g. King-Table1, Schilling-Estes-Figure2).
4. All tables and figures must have titles. Some tables may need other text such as credit lines, explanatory notes, etc.
5. Do not submit tables or figures in a "locked" format that prohibits the editors from making changes (e.g. to fonts, etc.). See the **Guidelines for Preparing Tables and Figures** below.
6. Put table footnotes at the bottom of the table and do not integrate with the list of endnotes for the article. Use superscript <sup>a</sup>, <sup>b</sup>, <sup>c</sup>, etc. and not symbols for table footnotes.
7. All tables and figures taken from another source should be indicated and labeled using the format given in the *Chicago Manual of Style, 15th edition*.
8. Be sure to secure all permissions information for photographs or other images. (See **Permissions** section below.)
9. For figures that include complicated art or shading, please prepare it in a graphics program such as Quark or Adobe Illustrator. This will ensure that the Press can recreate the figure in high-quality resolution. Line illustrations must be high contrast black on white. For bar graphs please use patterns rather than shades of gray in the bars. See the **Guidelines for Preparing Tables and Figures** below for detailed instructions on how to prepare your tables, figures, and other illustrations.

### E. ELECTRONIC FILES:

Please note: All improperly formatted electronic files will be returned along with your manuscript.

Documents must be scanned and clear of viruses. The editors will reject any paper that arrives with a contaminated file.

\*Be certain that all electronic files are readable and not corrupted.

## **F. PERMISSIONS:**

Your cover letter states that you guarantee you have not used copyrighted materials without permission. A final manuscript received by the Press is assumed to be cleared for use of all material from other sources. Responsibility for obtaining, paying any fees for permission, and providing the Press with relevant documentation rests with the author. Include copies of all granted and signed permissions for use of figures, tables, photographs, or text, including any credit line that the copyright holder requested. Label all permission letters with the number of the figure, table, or illustration to which they correspond, or the title of the reference text.

## **GUIDELINES FOR PREPARING TABLES AND FIGURES**

### **A. Preparing Tables**

1. Recommended programs for preparing tables are Word, WordPerfect, or Excel.
2. Each table must have a title, and all columns must have headings. Double-space copy in the tables.
3. Table footnotes appear at the bottom of the table and are not integrated with the list of endnotes for a chapter or the book. Use superscript a, b, c, etc. and not symbols for table footnotes.
4. Each table should be saved in a separate file, with a filename in the following format: Lastname-Table1 (e.g. King-Table1).

### **B. Preparing Figures**

#### **1. General Specifications:**

Media: Zip disk or CD

Color: Black and white only.

Resolution: No less than 300 dpi; 600 dpi or higher is preferred.

Format: TIFF or EPS is preferred. We can also receive JPEGs.

Scan mode: Grayscale; follow resolution guidelines above.

Size: Scan at final print size, or within 15% of final (to fit with a space 4 ½ inches wide by 7 inches high, for a 6 x 9 book)

#### **2. Line Art:**

For bar graphs, pie charts, maps, etc. use patterns rather than shades of gray to indicate differences, as shades of gray will reproduce poorly and will not be accepted. **Do not use colors.** A figure that is inserted as a picture into a Word or WordPerfect document is not acceptable because it will create a low-resolution image that cannot be altered. Below are acceptable programs to use when creating line art.

#### **Acceptable:**

*Adobe Illustrator*

*Excel* (for graphs)

*Photoshop*

*Quark* (also send fonts used in the figure)

*InDesign* (also send fonts used in the figure)

*PowerPoint*

Captions, titles, acknowledgements, credits, etc. for line art should be prepared in the same word-processing program as the main body of your text (Microsoft Word or compatible), in a separate file called 'AUTHORLASTNAMECaptions'.

