ASSEMBLY GUIDE FOR MANUSCRIPT

Order of book elements (as applicable):

Front Matter (before body text)

- Title page
- Dedication
- Epigraph
- Table of Contents (called “Contents”)
- List of Illustrations (called “Illustrations”)
- List of Tables (called “Tables”)
- Foreword
- Preface (may include acknowledgments)
- Acknowledgments
- Introduction
- Abbreviations (if used in text)

Back Matter (after body text)

- Appendixes
- Abbreviations (if used in back matter)
- Notes
- Glossary
- Bibliography or References
- List of Contributors (if edited volume)
- Index (will be prepared at a later stage)

1. Number your pages consecutively throughout, from the first page of the front matter to the last page of the back matter. Do not number each chapter individually.
2. Collect all notes either at the end of the manuscript (for monographs) or at the end of each chapter (for collections). They must be numbered in a separate sequence for each chapter.
3. Make sure your hierarchy of subheads is consistent, preferably by using a unique formatting (italic, bold, centered, etc.) for each kind of subhead. Please do not use numbered subheads unless sections are cross-referenced extensively in the text.
4. Illustrations should not be present in your primary manuscript document(s). Instead, place a call-out (place marker) in the text for each illustration (photo, figure, map, etc.) or table. Call-outs should be on a separate line in the text, indicating where it should appear. Use a “chapter.sequence” format: “(e.g. Fig. 1.1 about here).”
5. Captions for any illustrations should be provided in a separate caption manuscript rather than embedded in the main body text. Please ensure these are identified to correspond to your image and catch line. Captions must also include any applicable credit line.

6. If your manuscript contains any special symbols that you cannot produce without writing them by hand, please inform your acquisition editor prior to manuscript submission.

7. Passages in foreign languages must be translated or paraphrased, either within brackets or parentheses in the text or in the form of a note. For foreign language excerpts, verify spelling and diacritics. For breathing marks, ensure that the correct direction is specified.