

Preparing Your Manuscript: A Guide for Authors

All of us at Yale University Press are pleased to work with you in bringing your manuscript to publication. The first step in this process is the careful preparation of your manuscript. Please read this guide thoroughly. We cannot begin editing a manuscript until it has been prepared according to these guidelines (unless specific waivers have been granted).

In General

For matters of style, including capitalization, abbreviation, notes, and bibliography, consult *The Chicago Manual of Style*, 15th ed.

Spelling, hyphenation, and punctuation should follow American rather than British rules. The Press follows *Merriam Webster's Collegiate Dictionary*, 11th ed.

Elements

Assemble your manuscript in this order (* indicates items present in all books):

- *Half-title page: main title (without subtitle) or series title, if book is part of a series
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- *Contents page
 - List of illustrations
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 - Preface
 - Acknowledgments
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 - Illustrations, tables, and/or figures in as final shape as possible, including permissions

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Paper and printer Send two complete copies of the manuscript with dark, letter-quality print (i.e., no dot matrix) on quality 8½-x-11-inch paper. Use a ragged right-hand margin, as on this page.

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Notes Combine citations for works mentioned in a single paragraph. Number all notes consecutively beginning with 1 in each chapter, and group them in a separate section at the end of the manuscript, regardless of whether they will appear as endnotes or footnotes in the printed book.

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For more information on manuscript preparation, see
The Chicago Manual of Style, 15th ed., chapter 2.



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