

TTUP SUBMITTAL GUIDELINES FOR APPROVED MANUSCRIPTS

As you are preparing your final manuscript, remember to follow the guidelines below precisely. Do not worry about making your manuscript look like a printed book—that's what our designers will do. Make sure that all the necessary parts are included (front matter, chapters, back matter, images, captions, and permissions), follow the guidelines, and complete your author checklist.

I. What to submit

1. *Electronic files of the complete manuscript*, on CD-R or USB flash drive (flash drive preferred).
2. *All photographs, maps, or illustrations*, as individual electronic image files (not inserted into your manuscript) with *accompanying captions*.
3. *One hard copy of the complete manuscript and all images*, which should reflect the final version of all materials and be used as a reference.
4. *Documentation of secured permission to publish* any portions of the manuscript to which the author does not own copyright.
5. Your completed *author checklist*.

Send your materials to the attention of your sponsoring editor using either address:

For US Postal Service:

**Texas Tech University Press
Box 41037
Lubbock, TX 79409-1037**

For FedEx or UPS:

**Texas Tech University Press
1120 Main Street, 2nd Floor
Lubbock, TX 79401**

II. Preparing the electronic file

- Texas Tech University Press uses Microsoft Word (2013 version) to handle all electronic files. Use of this program is strongly encouraged.
- If you are using any program other than MS Word (such as Word Perfect), please check with the Press to make sure your files can be successfully converted. We may send converted files back to you for a spot check.
- Name your file using the following convention: **lastname_finalms_date**.
- Submit the entire manuscript in one combined file, NOT as separate chapters.

Mac users: Please check with the Press in advance to make sure your files are usable.

III. Preparing the final document

- Use “normal” manuscript formatting: **Times New Roman, 12 pt. font, double-spaced, left-justified**. Having specially tailored character styles can cause problems, so please refrain from creating overly complicated styles for headers, epigraphs, etc.

Eliminate all formatting that is not essential to your manuscript. Italics are fine, as is the occasional use of bold, but do not use right-hand justification, multiple fonts, all caps, small caps, etc. Remember that the typeset book will look quite different from your manuscript hard copy. In general, *the plainer the printout, the easier it will be to edit and design your book*.

Note: If special formatting is a necessary feature of your manuscript—this may be the case for poetry or to accurately reproduce some direct quotations—please talk to your editor.

- Use hard returns [Enter key] *only* when the following line must appear as a new line in the printed version, as in a new paragraph, a subhead, or a set-off extract.
- Use a manual tab [Tab key] (*not* the space bar, *not* first-line indent formatting) to indent the first line of a paragraph and the first line of each item in a vertical list.
- Use only a single space (*not* two spaces) between sentences.
- Number your manuscript pages consecutively from beginning to end.
- Do not insert images into your Word document (you will lose image resolution by doing this).

Endnotes

- Use **automatic endnoting** by using Word’s “Insert Endnote” feature. Use endnotes (not footnotes) that renumber with each chapter.
- Separate each chapter that has endnotes with a **next-page section break** from Word’s “Page Layout” menu. If you have any difficulty with this, contact your editor.

Other specifications

- Do not include any text in the header or footer other than page numbers.
- Do not use automated bullets or lists.
- Do not put hyphens or soft hyphens at the end of lines—that is, do not intentionally break words.
- When typing extracts, epigraphs, etc., set this display text off by increasing the indent of the left margin. Do not insert extra spaces or use tabs to achieve the effect of an indentation.
- If there are tables in your manuscript, make certain you have an accurate printout of them so the typesetter can easily follow the format. Sometimes it is best to create tables in MS Excel and then insert them into your MS Word document. Contact your sponsoring editor if you plan to include detailed/complicated tables.

- Align all poetry passages so that they appear on the manuscript hard copy exactly as you want them to appear in the printed book. Each new line of poetry with should be indicated with a hard return [Enter key].
- Use two hyphens for an em-dash, with no space before, between, or after the hyphens. Use six hyphens to indicate the repetition of an author's name in a bibliography.
- Superscripts may be used.
- Caps and lowercase—not all caps—should be used for all subheads, chapter titles, and other elements of your manuscript that will eventually be display type. Never use all caps for authors' names in bibliographies or notes.
- If your manuscript has accented letters or special characters, bring them to the attention of your sponsoring editor. Please provide a list of accented/special characters and highlight them in the hard copy.

Remember: The manuscript hard copy and the electronic files that you send must be identical. Once you have printed out the final manuscript, do not make any further corrections to the files.

IV. Illustrations

If you wish to include images, please ask your editor how many may be included in your book. Images will be printed in black and white unless you have been informed otherwise by your editor. The Press relies on the author to determine appropriate placement and order of images.

What to submit

You may submit your images as either *digital image files* (preferred), or as *high quality photo prints* that can be scanned by the Press.

Digital image specifications

- If you wish to submit digital images, please submit them as .JPG or .TIF files, numbered using the convention below. Do *not* embed the images in your final manuscript file (you will lose image resolution by doing this).
- Please submit digital images that are ***no smaller than 300 dpi at the largest size they might appear in the book (usually 5" x 7")***. If your book is image sensitive or will be a trim size larger than 6" x 9", you may need to secure a resolution of 600 dpi. Keep in mind that the Press cannot enlarge any images that are too small, and it is better to err on the size of higher resolution.
- *Never* use images you found on the Internet. They are lo-res and will not work because they have been reformatted for web browsing.
- If you are unsure about image resolution, send a representative image to your editor to test the resolution.

Numbering

- All images and their accompanying captions *should be numbered* to follow our Press numbering convention. We use a five-digit hyphenated number to show chapter (first two digits) and position (last three digits). For example, the first three images in Chapter 1 would be designated 01-001, 01-002, and 01-003. The first image in Chapter 2 would be 02-001, and so on.
- You may still use figure numbers, but please do so alongside the Press number.
- Please *call out* or “place” each illustration in the manuscript (in square brackets, in bold, and after a hard return) below the paragraph in which you reference it or below the paragraph where it makes sense for the image to appear.
Example of a Call out: [Insert 01-001 (Fig. 1) near here]
- If you do not place your images using call outs, the Press will run them together in an unpaginated insert in the middle of your book. However, we much prefer for you to place your images where they make sense in your narrative.

Note: Heavily illustrated or highly visual books often have unique image requirements—please contact your sponsoring editor before sending image files or prints.

V. Permissions

It is the author’s responsibility to (1) **research the copyright status** of any material—such as photographs or previously published text—that may require permission to publish and to (2) **secure permission and submit documentation** of such to the Press. For a comprehensive discussion of the matter, authors are strongly encouraged to review Chapter Four on rights and permissions in *The Chicago Manual of Style*, 16th edition or The American Association of University Presses’ Copyright and Permissions Resources page <http://www.aaupnet.org/images/stories/documents/aauppermfaq.pdf>.

For all parts of a manuscript requiring permission, we request that our authors secure the following rights:

Non-exclusive world rights to reprint _____ [item] _____ in this and any future edition, print or electronic, of _____ [book] _____ and for any promotional materials associated therewith.

You may also use the TTUP sample permission letter (p. 5) that follows these guidelines.

Be sure to consider whether your own previously published material requires permission. You may need to secure a statement or permission from the publisher.

Once all permissions are secured, mail copies of your documentation to the Press (do *not* send your originals). Make note of any special instructions from the copyright owners, such as restrictions on image reproduction or requested credit lines, and pass these instructions along to the Press.

Permission Request – Texas Tech University Press

Dear Copyright Holder,

I, _____, am presently preparing a book, entitled _____,
to be published by Texas Tech University Press, a not-for-profit academic publisher.

I would like to include in my book the following material to which you hold rights:

I request your grant of permission for non-exclusive world rights to include the above material in the original edition of my book in hardcover, paperback, or e-book formats, as well as in any subsequent revisions or editions, print or electronic; in any foreign-language translation, adaptation, or excerpted edition that may be published by Texas Tech University Press or its licensees; and in publicity, promotion, and advertising for this book, including possible use on the book’s cover.

TTUP provides no permissions budget for this work of scholarship, so I hope that you might waive or significantly reduce any fee for the material listed above, accepting instead a copy of the published work.

Please indicate your grant of this permission and agreement to the above terms by signing below and returning this letter to me. Thank you for your assistance.

Sincerely,

AGREED TO AND ACCEPTED:

By: _____ Date: _____
(Print name) (Signature)

Mailing Address:

Phone: _____ Email: _____

Permission Fee (if applicable) _____ Fee Waived (Y/N): _____

Credit line (as it should appear in the book):

**Parts of Manuscript
Author's Checklist**

In order to help the Press make sure that your manuscript is complete, please review your manuscript and check all of the following parts that are included.

Title of manuscript _____
Author (or Editor) _____

Front Matter

- Title page
- Dedication
- Epigraph
- Complete Contents (including all subheads) Subhead levels indicated
- List of Illustrations
- List of Maps
- List of Tables
- Preface
- Acknowledgments (if not part of the preface)
- Introduction (if not part of the text proper)
- List of Abbreviations

Comments: _____

Text

- Chapters
 - Chapters No. ____
 - Numbered only
 - Titled
- Subheads (within chapters)
 - A-level
 - B- level
- Tables No. ____

Back Matter

- Endnotes
- Chapter endnotes (edited collections only)
- Appendices No. ____
- Glossary
- Bibliography
- Index

Comments: _____

Illustrative Matter

Photographs

- B&W No. _____ Referenced in text Slugged in text
- Color No. _____ Referenced in text Slugged in text

Line Art

- Drawings Referenced in text Slugged into text
- Charts Referenced in text Slugged into text
- Graphs Referenced in text Slugged into text

Captions and Legends

- Numbered to match illustrative matter
- As a separate document
- Credit lines included

Comments: _____

Permissions (Please retain copies of all permissions for your own files)

- Photographs Credit lines crafted per specifications of grant _____ Number
- Illustrations Credit lines crafted per specifications of grant _____ Number
- Text Credit lines crafted per specifications of grant _____ Number

List all textual elements that require permission:

List any outstanding permissions and when you will submit them (manuscript cannot go forward to copyediting until all permissions are in hand):

Other Comments:

