

## Final Manuscript Submission Requirements—Authored Volume

Congratulations on your contract with the University of Arizona Press! We look forward to working with you. Here is what you need to know to submit your final manuscript.

### **Needed Materials:**

- Manuscript/Text Files—should be set up according to the specifications below
- Captions—for all illustrations/figures, including credit lines; any required credit lines for text elements should be included in this document as well
- Illustrations/Figures—separate digital files only, created according to our [Art Submission Guidelines](#). Please also fill out the accompanying [Author Art Inventory](#).
- Tables—separate files for each table, including table title at the top of the table; there is no need for a separate tables captions document
- Permissions—include the [Permissions Log](#) and copies of signed permissions for all [images](#) and [previously published material](#). Please note that permissions requests should be made well in advance of the deadline for submitting the final manuscript. You can find more information in our [Permissions Guidelines](#).
- Completed [Author Questionnaire](#)—to be used for Marketing purposes

### **Delivery of Files:**

- Upload all final manuscript materials to your assigned Box.com folder—contact Scott De Herrera at [sdeherrera@uapress.arizona.edu](mailto:sdeherrera@uapress.arizona.edu) for instructions
- Or mail a thumb drive containing all materials to Scott De Herrera, Editorial Associate, University of Arizona Press, 1510 E. University Blvd., P.O. Box 210055, Tucson, AZ 85721-0055

### **Basic File Setup, Formatting, and Editing/Indexing:**

- If you have any questions on the specifications for basic file setup or formatting, or on the editing or indexing processes, please contact Amanda Krause in our Editorial, Design, and Production department at [akrause@uapress.arizona.edu](mailto:akrause@uapress.arizona.edu).

#### *Basic File Setup:*

- If your manuscript contains any endnotes or footnotes, please use a separate Word document for each chapter. Leave your notes embedded/linked at the end of each chapter document. Our Production Editor will handle unembedding notes and moving them to their final location in the book later in the process.
- If your manuscript does not contain any endnotes or footnotes (e.g., poetry or fiction manuscripts), please keep the entire manuscript in a single Word document.
- If your manuscript contains an Introduction, it should not be labeled Chapter 1. Introductions are separate text elements that are usually unnumbered. Likewise, Conclusions should not take a chapter number.
- Do not embed any illustrations—including photographs, charts, diagrams, or maps—or tables anywhere in the manuscript text files. For more information on how to properly submit illustrations, see our [Art Submission Guidelines](#).
- All illustrations/figures—photos, maps, charts, drawings, etc.—should be labeled as “Figure” and numbered consecutively, with a single-number format: Figure 1, Figure 2, Figure 3, etc.

- Tables should be numbered separately, also consecutively, with a single-number format: Table 1, Table 2, Table 3, etc.
- Include callouts in the manuscript files for all illustrations/figures and tables, indicating their approximate location. Callouts should be in angle brackets and appear in between paragraphs of text: <Insert figure 1 here>.
- Include a front matter file (or include front matter at the beginning of a single-document manuscript). Front matter includes your title page, table of contents, and things such as a dedication, foreword, preface, abbreviations list, chronology, or acknowledgments.
- Include a back matter file (or include back matter at the end of a single-document manuscript). Back matter includes your compiled bibliography or references list, and things such as appendices and sometimes acknowledgments, if they do not appear in the front matter. Poetry or fiction manuscripts may not always have back matter.

### Formatting:

- Use 12 pt. Times New Roman font, double spaced, with 1 inch margins all around.
- Do not use underlining for *italics*. Character formatting will be set as indicated, so only use things like **bold** type, *italics*, or underlining if you truly intend the text to be bold, italic, or underlined.
- Diacritics should be typed using normal keystrokes or ASCII commands (e.g., Alt+0243 for ó). If your manuscript requires special characters not achievable in this method, consult our Editorial, Design, and Production department. Do not try to fake special characters by using strikethrough or underlining, for example.
- Subheadings: Level 1 subheadings should be bold and centered on a separate line. Level 2 subheadings should be bold and flush left on a separate line. Level 3 should be italic and flush left on a separate line. Level 4 should be italic and followed by a period on the same line as the rest of the paragraph text. If you have more than four levels of subheadings, consult our Editorial, Design, and Production department.
- Bibliographies or references lists: Use Word's automatic indentation for hanging indents, or leave the entries flush left. Do not try to force a hanging indent by adding extra hard returns (hitting enter) and/or using the tab key.
- Quotations longer than 100 words should be set as block quotations/extracts.
- Set block quotations/extracts with a 0.5 inch indented left margin, using Word's paragraph settings. Do not try to force the indentation using the tab key.

### A Note on Editing and Indexing:

- We follow our house style guide for copyediting, which is based on the *Chicago Manual of Style*, but we are happy to conform to your field-specific reference style. Please let us know which style manual you are following if you are using something other than *CMS*.
- If you're interested in hiring a freelance indexer for your work, we're happy to help you arrange that. We have a list of indexers with whom past authors have worked that we can pass on to you—most of the freelancers on our list charge between \$3 and \$6 per indexable page.