



We invite you to submit the results of your research and writing to the UL Press for possible publication. The Press welcomes submissions of manuscripts pertaining to all facets of Louisiana's history, culture, art, society, politics, economics, religion, ethnicities, and environment.

It also welcomes high quality works of fiction and creative nonfiction. Nonfiction manuscripts should be thoroughly documented, with citations to specific sources for quotations and statements that are not common knowledge, and must be based upon research in primary sources.

ALL submissions should include the following:

- Completed Author Cover Sheet (see next page)
- Author resume or curriculum vitae
- The full manuscript with numbered pages
- Illustrations and/or images and possible captions

In addition, all manuscripts should adhere to the Chicago Manual of Style. Accepted manuscripts MUST be Microsoft Word documents and MUST be in final form, including all notes and bibliographic material. We strongly recommend authors have their manuscripts proofread and reviewed for grammar, accuracy, and proper format by others before submission for publication. The author's name should NOT be included in the manuscript except on the cover sheet.

All citations MUST follow Chicago Manual of Style. (For more information, see: [Chicago Manual of Style](#).) Additionally, authors must note if they plan to have an index and who will compile it.

Incomplete manuscripts or those with numerous issues will not be considered.

Sending Submissions

By Mail:

University of Louisiana at Lafayette Press
Attn: Devon Lord
PO Box 48231
Lafayette, LA, 70504-2831

Electronically:

press.submissions@louisiana.edu

Note: Please include 2 copies. If you wish to have the text returned, include a stamped envelope.

Direct any questions concerning the submissions process to press.submissions@louisiana.edu.

Author Cover Sheet

Title:

Author Name:

Email:

Phone:

Date of Submission:

Total Word Count:

Please provide a brief synopsis of the work:

Describe how you intend to promote the work, should it be accepted for publication.

Do you have any grants or subvention funding sources? If so, what are they?

Names and contact information for at least two potential reviewers:

Additional Checklist:

- Table of contents complete (if applicable)
- Acknowledgement and dedication included
- "About the Author" included
- Index or list of terms to be indexed included, if applicable
- Permissions list with credit lines included
- Illustrations supplied as high-res TIFF files electronically, on USB drive, or on CD
- Indications in manuscript where illustrations should be placed

Illustration Guidelines

Preparing Illustrations for Print

The author is responsible for any and all illustrations that appear in the publication. This includes children's literature. Specifically, authors are responsible for selecting, obtaining, and securing permission to reproduce the illustrations. This includes any and all fees associated with permission to reprint illustrations. It is best to use only those illustrations that enhance a reader's understanding of a topic or theme, or are in some other way essential to the publication. Please be aware that possession of an illustration does not convey permission to print.

You must also supply any and all citations and captions. If you would like a specific illustration to appear on the cover or dust jacket, please make such indication. The UL Press reserves the right to make all final decisions in the selection and layout of illustrations.

Permissions

To avoid delays in production, be sure to include hard copies of all illustrations you hope to use with the initial manuscript submission. Make sure that you have correct citations for all illustrations and have explored the permission fees. It is not recommended that you pay such fees until after the selection and layout phase of production. The University of Louisiana at Lafayette Press reserves final editorial decision in selecting and placing illustrations.

Photographs

Photocopies are acceptable during the selection and planning phase and allow for the time necessary to obtain permission and copies of the illustrations in printable format. Such photocopies should be submitted with the manuscript. Once all selections have been made, the illustrations need to be submitted as either a good-quality glossy print or an electronic file.

All illustrations submitted electronically must be scanned at a minimum of 300 dpi and saved as TIFF files. Photographs need to have a minimum 3% dot in the highlights and a 97% dot in the blacks.

Because not all scans produce good quality images, please be sure to submit photographs early so that the production staff can evaluate their printability. Please be sure to obtain illustrations that are in focus and will need little, if any, touch-up work. If you would like the photograph cropped, please indicate how to crop it with a photocopy. Avoid writing on the back of the photographs.

Line Art, Maps, and Charts

These types of images consist of lines, dots, and letters and are in black and white. You may submit these types of illustrations in either camera-ready or electronic format. If submitted electronically, we will need hard copies as well. Make sure that all relevant information (including scales, measurements, and distances) is identified. Please be sure to include any citation and caption text.

Maps

The ideal size for a map with no bleeds is 4.5" x 7." If for some reason the map is larger it will need to be reduced. The smallest type on the map must remain legible or a replacement will need to be provided. The finished maps should be no more than 1.5 times the printed size.

Maps generated by computers may have screens and shading patterns, black type, and reversed type. In these cases, after preliminary lasers have been approved, you will need to supply the Press with an electronic file for direct output to negative. Screens should be no finer than 150 line, with a minimum resolution of 300 dpi for greyscale and 1200 dpi for line (bitmap) at 100 percent. Files must be saved in TIFF format.

Children's Literature

Authors submitting works for children are responsible for either a) hiring an illustrator for their work or b) partnering with an illustrator to submit materials as a team. Authors may also illustrate their own works, if they choose. UL Press does not provide in-house illustration and does not contract with children's literature authors without accompanying illustrations. Organizations like the Society of Children's Book Writers and Illustrators serve as a great resource for finding illustrators.

Additional Information

Peer Review and Publication

The editorial staff examines each manuscript submitted to the UL Press. Manuscripts deemed potentially publishable undergo critical review by at least two specialists in the appropriate field. Authors may be asked to revise manuscripts on the basis of recommendations made during the peer review.

Authors are afforded an opportunity to rebut specific suggested changes. Revisions should be made in a timely fashion, and the editorial office should be apprised of any unforeseen delays in production of a finished manuscript. Completed manuscripts are reviewed by the editorial staff for verification of recommended changes and adherence to the Press's style sheet.

Accepted manuscripts containing numerous issues of a grammatical nature or that have not been closely proofread and formatted by the author will be returned for further corrections; such problems will result in production delays beyond the Press's control. The Press reserves final editorial decisions for all accepted manuscripts.

Copyright

In accordance with the Copyright Law of the United States §106, the Author grants and assigns to the Publisher the full, sole and exclusive right to arrange for the sale or licensing of each and every right in the Work, including but not limited to rights of publication, adaptation, display performance, or reproduction by any means, rights of storage and retrieval by electronic methods, and rights of use of the Work in whole or in any form and in any way. The Author agrees that the Publisher may, if it deems appropriate, license without charge the right to reprint brief selections from the Work and or the right to Braille transcription for publicity, educational, scholarly, or humanitarian purposes.

Further Information on Style/Grammar

For all of the guidelines concerning style and grammar, see the Chicago Manual of Style in print or find the full text online at: www.chicagomanualofstyle.org/home.html.

Free resources can also be found on many university websites, such as the Purdue Online Writing Lab: https://owl.purdue.edu/owl/purdue_owl.html

Common Style and Grammar Mistakes

Follow Chicago Manual of Style, unless otherwise stated.

Spacing

- Only one space after a period, other grammatical marks, and normally after all stops (exceptions: e.g., i.e.).

Citations

- Citations should be included both as footnotes and as a final ending bibliography.
- Examples
 - Notes:
 - 1. Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.
 - 2. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
 - Bibliography:
 - Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.
 - Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Titles of Works

- Use italics to denote titles of complete works (books, films, newspapers, works of art) instead of underlining the text. Articles, songs, poems and other short-form work titles should appear in quotation marks.

Dates

- Use the standard month day, year format. If just month and year, do not separate with a comma.

Numbers

- Use Arabic numerals for numbers above one hundred but spell out if less: e.g. ten men, 120 miles, 4,500 soldiers
- Use hundred, thousand, million, billion if they appear as whole numbers (e.g. "one thousand years ago").

Names

- Preferably give full names (and title or rank if appropriate) at first mention.
- Titles and ranks are not capitalized except where they precede names.
- Abbreviated names: A.N. Other.

Scientific Manuscripts

- Manuscripts of a scientific nature may use the APA style that is the standard within those disciplines, and use parenthetical citation rather than footnotes. Format for citations must be consistent throughout the manuscript.

Check Chicago Manual of Style online or other academic sites (such as owl.purdue.edu/owl/purdue_owl.html) for more on how to properly format and edit your text.