

UL PRESS SUBMISSION GUIDELINES

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 non-fiction.

The Press gives priority to work of an exemplary caliber, with thorough documentation and a carefully presented argument, that makes a significant, original contribution. Non-fiction 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 manuscripts should adhere to the Chicago Manual of Style, with in-house modifications. 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, consistency, accuracy, and proper format by others before submission for publication. Manuscripts will be returned for corrections if they do not adhere to the Press's guidelines.

To expedite the review process, authors should adhere to the following guidelines:

- *Authors should submit two complete hard copies of their manuscripts. A self-addressed, stamped envelope should be included if the manuscripts are to be returned.*
- *The author's name, address, and telephone number should appear on the title page. The author's identity should appear nowhere else in the manuscript.*
- *Notes should appear as footnotes. Please refrain from parenthetical citations.*
- *Topical headings are strongly discouraged.*
- *All quotations should be clearly marked and footnoted. Block quotations should be set apart from the text and indented.*

- *Only one space after a period, other grammatical marks, and normally after all stops (exceptions: e.g., i.e.). The spacing of names should be: A.N. Other. A space should follow p., f., c., col., no., etc. in references. Insert a comma in multiple thousands.*
- *Use italics to denote titles of books instead of underlining the text.*
- *Dates: use the standard month day, year format. If just month and year, do not separate with a comma.*
- *Numbers: In the narration and notes use Arabic numerals for numbers above one hundred but spell out if less: e.g. ten men, 120 miles, 4,500 soldiers (but keep hundred, thousand, million, billion if they appear as whole numbers: e.g. “one thousand years ago”). Inclusive numerals do not repeat digits common to both numbers: e.g. 123-5, 325-67, except in the 'teens, e.g. 15-17, 1914-18, or where the last digit of the first number is 0, e.g. 100-101, 140-42.*
- *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.*
- *Images: All images should be at least 300 dpi and in .TIFF format. All graphics should be linked to, rather than embedded in, the text file. (See Illustration Guidelines below.)*
- *Authors are strongly encouraged to submit final copies of their manuscripts in electronic form once their manuscripts have been accepted for publication. Manuscripts in electronic form should be submitted as Microsoft Word files.*
- *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.*

Peer Review and Publication

The editorial staff examines each manuscript submitted to the UL Press for stylistic excellence. 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.

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ILLUSTRATION GUIDELINES

Preparing Illustrations for Print

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indication. The UL Press reserves the right to make all final decisions in the selection and layout of 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. TIFF files produce the highest quality images, but can create large files, so be sure to have CDs or external hard drives to store the images. 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. You may want to protect photographs in plastic sleeves. 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, to ensure that the images are those that you intended to use. Make sure that all relevant information (including scales, measurements, and distances) is identified. All hard copies should be submitted with the manuscript. 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 1¹/₂ 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.

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 and complete 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. Again, you are responsible for all permissions and fees, but the University of Louisiana at Lafayette Press reserves final editorial decision in selecting and placing illustrations.

SUBMISSIONS PROCESS QUESTIONS

If you have questions concerning the submissions process, please write cls@louisiana.edu.