E

EPIGRAM BOOKS

Guidelines for Preparing Manuscripts for Submission

Submit your manuscript as a Microsoft Word document. If submitting multiple manuscripts, please submit one manuscript per file.

If submitting a collection of shorter works (for eg. short stories or poems etc.), please include a table of contents at the very beginning of your manuscript.

All manuscripts should be prepared with 1-inch margins on all sides, double lined-spacing, 12-point Times New Roman font and page numbers. Set the page size to A4. Do not justify text, instead align text to the left using the 'align left' button in Microsoft Word.

Spelling should follow Collins Dictionary (accessible online at no cost via www.collinsdictionary.com). Please use British spelling.

Do **not** use the serial comma.

Other matters of style are generally determined according to the latest edition of *The Chicago Manual of Style.* Any specific questions of style should be posed to your editor as soon as they arise.

Notes on Formatting and Punctuation

• In general, all formatting should appear in the document as it is meant to appear in the final book. Italics are to be indicated with italics, not with underlining; spaces and spacing should be maintained in exactly the form meant to be seen in print.

• Do not insert extra lines between paragraphs, except when indicated by the original text (in the case of translations), or when intended as a section break or matter of style. Paragraph breaks are to be indicated using a simple 'return' and then indent (by typing the 'tab' key once).

• Single spaces (not double) after full stops and other punctuation.

• Most punctuation, and all full stops and commas, are to be placed outside quotation marks, as in British usage. The exception is in dialogue.

• Ellipses are to be indicated using the automatically formatted, single-character ellipsis provided by Microsoft Word ('…'), with no spaces on either side. On a Mac, this can be formatted by pressing the 'option' button followed by a semicolon, or formatted automatically in Word by typing three full stops without spaces. Do not use four-point ellipses.

• Dashes are to be formatted as em dashes ('—') only, not en dashes ('–'), with no spaces on either side. The proper em dash character is available either through the 'Insert/Symbol' feature in Microsoft Word, or via auto-formatting (i.e., two hyphens '--' placed without spaces between two letters or words should automatically be replaced by an em dash, if your settings are correct).

• En dashes, not hyphens, are to be used to indicate a date range, as in '1914–1918', with no spaces on either side (i.e., two hyphens '--' placed with spaces between two letters or words should automatically be replaced by an en dash, if your settings are correct).

Why Is It Important to Format My Manuscript Correctly?

Shepherding a book from a manuscript to its final, printed form is a long process that involves several individuals at every stage, including your editor, a layout designer, perhaps another copyeditor or proofreader, and the designers working at the printers who do the final stages of preparation before your book is sent to print. The cleaner a manuscript is when it arrives on an editor's desk, the less chance there is that proofreading or typesetting errors will remain, or in the worst case, be introduced into the text when corrections are being made.

Formatting your manuscript consistently and correctly also decreases any chances of misunderstanding, and ensures that everything is formatted according to the author's intention, i.e. that paragraph and section breaks occur where they are supposed to, etc. Therefore, we ask our authors to follow these basic guidelines for submission.