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If your manuscript is a Word document, and we have to design the layout then this will cost a little more. The following are some general guidelines for submission. Although not set in stone, they give an idea of best practice.

Consistency and simplicity in all matters is essential: authors should know that their manuscripts will almost always be converted into another software environment for publication and that, therefore . . . the words themselves . . . are more important than the presentation. A simple presentation is always preferable to an elaborately formatted manuscript.

(The Chicago Manual of Style, 16th edition.)

1. Document Preparation

Submit the entire manuscript in one document.

Use a hard return (Enter/Return key) at the end of each paragraph (or line of poetry) not manual spacing or forced line breaks.

Do not place two hard returns one after the other between paragraphs.

Place all text in a single continuous text frame (no multiple or linked frames).

Insert a page break at the end of each chapter (or poem).

2. Formatting

Do not attempt design or layout. Avoid columns, decorative fonts, or manual spacing adjustments.

Keep formatting simple and consistent.

Use a standard font (Times New Roman, 12 pt).

If you are confident enough, use consistent paragraph styles to indicate: body text; headings (chapter titles); subheadings (section headings); broken off quotes.

3. Images and Figures

Provide all images, figures, and illustrations as separate files (jpeg, png, or tiff).

Ensure images are high resolution (a minimum of 300 dpi at the required size for colour or greyscale files or 1200 dpi for lineart).

Label files clearly (e.g., Figure_001.jpg).

Indicate placement in the manuscript with a simple marker (e.g. 'Insert Figure 1 here'). For factual books, do not use terms such as 'see photo above' or 'see photo on p. 5' in the body of your text, only refer to the photos/illustrations/diagrams by figure number as their placement will move during the course of the design process.

4. File Standards

Accepted formats: Word (.docx) or other publisher-approved formats.

5. Final Checks

Proofread thoroughly for spelling, grammar and punctuation.

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Ensure references and citations follow publisher guidelines.

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