MECAH Publishing
Milwaukee Ethnic Collection of Arts and Humanities

GUIDELINES FOR STYLE (BOOKS)

Content

- The work must demonstrate knowledge about the urban centers of southeastern Wisconsin. This includes history, topography, and demographics. (Even if this is a work of fiction and the city is a fictional location in southeastern Wisconsin, the city must follow the patterns of other cities of the area.)
- The work must demonstrate knowledge about the ethnic groups that are featured in the work. This includes their history, practices, and language.

General formatting for submitted manuscript

- The book should not exceed 100,000 words.
- Use 12-point Times or Times Roman for *all* text (including subheadings, quotes, notes, and bibliography).
- Pages should be double-spaced with one-inch margins (including the notes and reference sections).
- Because the reviews are blind, do not include your name anywhere.
- Number each page at the bottom.
- Quotes of five or more lines should be extracted and indented one-half inch from the left margin.
- Do not use the space bar to indent the first line of a paragraph. Use a tab, preferably, or Word's indent feature.
- Do not insert a blank line between paragraphs, unless the break is intentional (i.e., a break within chapters).
- Do not use hyphens to break words at the ends of lines; let lines wrap naturally. Turn off the hyphenation feature of your software.
- Use *italics* for emphasis.
- Do not use underlining.
- Text should be flush left, not fully justified.
- Do not change font sizes or styles throughout the manuscript. Stick to a Times Roman font, even for subheadings.

- Prepare a table of contents: list all parts/sections; chapter numbers, titles, and subtitles; bibliography/references; and authors (if an edited collection). We use your contents to verify that we have all parts of your manuscript, so be sure it is complete. For page numbers in the table of contents, type 000 (page numbers will change in typesetting).
- Leave no comments, tracked changes, highlighting, or hidden text in the final version of the manuscript.

Chapter titles and subheadings (where used)

- Chapter titles, subtitles, and subheadings (where used) should be brief but meaningful. (Chapter titles do not need to be used in works of fiction. Part heads may be used.)
- Do not place note numbers on chapter titles, subtitles, author names, or subheads.
- Set each subheading on its own line.
- Avoid starting a chapter with a subhead, especially "introduction."
- If you need to indicate a change of subject without using a subhead, leave a space between paragraphs (two to three line spaces).
- Subheadings are used to make your organization clear to your readers; there should be no need for more than three levels of subheads, and you may not have that many, or any at all, depending on the type of book (textbooks *must* have subheadings). Type subheadings as follows:
    - First- or A-level subheads: <u>center </u>the text and type in upper- and lowercase:
        This Is How an A-level Subhead Should Appear in Your Manuscript

    - Second- or B-level subheads: set the text <u>flush left</u> and type in upper- and lowercase:
    This Is How a B-level Subhead Should Appear in Your Manuscript

    - Third- or C-level subheads: set the text <u>flush left</u>, italicized, and type in upper- and lowercase:
    This Is How a C-level Subhead Should Appear in Your Manuscript

- It is okay for a subheading to be the last line on a manuscript page—this will be adjusted in typesetting.
- Subheadings are capitalized the same way book titles are: The first and last words are always capitalized, as are all other words except articles (the, an, etc.), prepositions (through, in, etc.), and coordinating conjunctions (and, or, etc.).

Notes and citations (for nonfiction)

- Use endnotes, not footnotes.
- Do not use in-text citations. If you wish to refer to references in your work, include a list at the end of each chapter.
- Use APA style for reference lists, unless it is more common to the genre to use

another (e.g., Chicago Manual of Style).

Tables, textboxes, and sidebars (for nonfiction)

- Use Word's tables feature to produce tables; this will ensure proper column/row alignment. Do not use tabs or spaces, which cause alignment problems.
- Do not use spreadsheet software (e.g., Excel) to create tables.
- Include captions and sources (if any) on all of your tables and textboxes.
- Textboxes should be typed just like regular text, without boxes, rules, or shading.
- Double-number your tables and textboxes so the first number is the chapter number and the second number indicates the sequence (e.g., table 2.3 is the third table in chapter 2).
- Save tables and textboxes one per file, named for the item (e.g., "box3.1.doc"). Do not place tables or textboxes in the chapter files. Use callouts (see below).
- Direct your readers to your tables and textboxes by referring to them in the text by number (e.g., "table 3.3 shows . . ." or "see box 3.1").
- Place callouts near where you would like tables and textboxes to appear (e.g., <table 3.3 near here>).
- Tables and textboxes will be placed as near their callouts as text allows, but that is not determined until typesetting, so do not refer to tables and textboxes as being "above," "below," or on a specific page.
- If you would like your book to have a list of tables in the front matter, you must include it in the manuscript.

Artwork/photographs (for nonfiction)

- Do not incorporate artwork into your chapter files.
- Photographs and captions <u>can</u> be incorporated into the chapter files.
- Gather all of your figure numbers and captions and all source/credit lines in one file named "captions.doc." They should not appear on the artwork.
- Double-number your artwork so the first number is the chapter number and the second number indicates the sequence (e.g., figure 5.1 is the first figure in chapter 5).
- Direct your readers to your artwork by referring to it in the text by number (e.g., "figure 5.1 shows . . ." or "see figure 5.1").
- Place a callout for each piece of art near where you would like it to appear (e.g., <figure 5.1 near here>).
- Artwork will be placed as near its callout as the text allows, but that is not determined until typesetting, so do not refer to artwork as being "above," "below," or on a specific page.
- If you would like your book to have a list of illustrations in the front matter, you must provide one in the manuscript.

Syntax and writing style

- Be aware of the rules for using punctuation, such as commas, dashes, semi-colons, ellipses, and colons.
- The serial comma (the last comma before "and" in a phrase like "the dog, cat, and mouse") should be used.
- Be aware of the grammatical rules of possession.
- Keep the writing clear. Avoid complex sentence structure and use of multiple clauses.
- Eliminate unnecessary words in sentences. (Example. Shorten "He felt like he would like to go outdoors," to "He wanted to go outdoors."
- Always write from an outline so that the text flows logically from one idea to another.
- Create character spaces between points of an ellipsis . . . like that. Ellipses that occur at the end of a sentence have four points, the first of which acts as a period and is closed up against text, like this. . . . Ellipsis points are not necessary at the beginnings and ends of quotes; they are only used *within* quoted material.
- Use em dashes. Dashes **(—)** with no spaces on either side should be used; no double hyphens (--) or en dashes (–).
- When expressing the time, do not use the word "o'clock." Use colons (e.g., 4:00).
- Italicize non-English words.
- For rules on dialogue and use of quotes, see http://www.dailywritingtips.com/dialogue-dos-and-donts/
- The first paragraph of each section and each chapter should be flush left, NOT indented.
- Italics, not boldface or underlining, should be used for emphasis.
- Curly quotes should be used (". . ." and '. . .'), not straight quotes.
- Only one space should be used between sentences.
- Spell out numbers up to ten—both cardinals (one, two, three) and ordinals (first, second, third). Also spell out large round numbers (one hundred). Use numerals for percentages (71 percent, 2.6 percent), parts of books (chapter 4, part 1), and lists in which some numbers are more than one hundred and some are less ("121 students from Libya and 6 from Egypt").
- Decades should be written as 1920s, not 1920's.
- If the book is nonfiction, do not use sentence fragments.
- If the book is fiction, sentence fragments can be used for emphasis.

Ethnic designations

- Make sure you are aware of the correct ethnic designations (e.g., people from Argentina are not Argentinians, but are Argentines).
- Hispanic vs Latino. Use the word Hispanic when you are referring to Spanish-speaking people and you wish to include people of various non-Latino origins who speak Spanish, such as Spaniards, Basques, Angolans. Use the word Latino is you are speaking of people with Latin American origins who may speak Spanish, Portuguese,

or indigenous languages.

- Indian. Be clear about the use of this term. Is this an Asian Indian, a North American Indian, a South American Indian? Avoid the term Native American, as Natives prefer the term American Indian or indigenous people or First Nations (if in Canada).