

# WESTMINSTER JOHN KNOX PRESS

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## Manuscript Preparation and Submission

Westminster John Knox Press and Geneva Press publish books in various trim sizes and specifications. Regardless of how your book will appear in print, we ask that you follow these formatting rules as you prepare and submit your manuscript. Please follow *The Chicago Manual of Style*, 17th edition, and the *Merriam-Webster.com Dictionary* (<https://www.merriam-webster.com>). You may also wish to refer to *The SBL Handbook of Style*.

## Guidelines for Files and Manuscripts

1. All files must be
  - a. created in one file using Microsoft Word, preferably on a Windows operating system;
  - b. saved using author's last name followed by "main text" as the file name;
  - c. backed up for safe keeping before submitting it to the Press.
  
2. All manuscripts must be submitted:
  - a. double spaced (all text including notes, bibliography, front and back matter, extracts, etc.).
  - b. with 1" margins on all four edges, ragged right (no justified text).
  - c. with 12-point Times font (a.k.a. Times New Roman, Times Roman) for all text, even headings, extracts, and notes.
  - d. with extracts set off from the main body of text by changing the margins (*do not* use a smaller point font or extra spacing above and below the excerpt).
  - e. using **bold**, *italic*, and underlining to set off various level heads and *italic* for purposes recommended by *The Chicago Manual of Style* (CMS).
  - f. with page numbers sequentially from beginning to end and appearing in the upper right-hand corner of the header. Use lowercase roman numerals for the page numbers in the front matter, and arabic numerals for the page numbers in the main body text and back matter. The introduction should be placed at the beginning of the main body of the book.
  - g. completely—including all parts that you want in the book (front matter, back matter, artwork) and in the proper order (see CMS, section 2.3). List any index(es) and their corresponding type (i.e. Scripture, name, etc.) on the contents page. (Please refer to your contract for details regarding index preparation and costs).
  
3. Notes must be
  - a. formatted as double-spaced endnotes (not footnotes), gathered at the end of the document (regardless of whether they will eventually appear at the end of the book, end of the chapter, or bottom of the page), using arabic numerals with the numbering restarting at 1 for each chapter or section.
  - b. formatted using Word's Reference/Notes features and linked in the document. Select Word's References menu and choose Insert Endnote.
  - c. separated by chapter. The numbering of the notes will automatically restart at 1 for each chapter when a "Next Page Section Break" is inserted between chapters.
  - d. labeled with a header giving the number and title of the chapter: for example, Chapter 1: Chapter One Title.
  - e. written with full bibliographic information provided for each source the first time it is cited in each chapter, unless there is an exhaustive bibliography—then list full bibliographic information only the first time the source is cited in the book.
  - f. formatted with subsequent source references citing author last name, book title, and page number. Instead of using *Ibid.*, *Chicago* recommends including only the author last name and page reference, even if it's the same page as quoted in the previous note (please refer to CMS, section 14.34).
  - g. written in strict accordance with *The Chicago Manual of Style*. Authors must give very close attention to *Chicago's* prescriptions on documentation styles, whether in notes or in bibliographies.

4. All Bible translations must be
  - a. identified if you quoted from them in your manuscript. If the New Revised Standard Version Updated Edition (NRSVue) is used most consistently (Press preference), but other translations (including your own) are quoted on occasion, these exceptions should be identified by adding the Bible's abbreviation or "au. trans." in parentheses in the text of the manuscript following the quotation.
  - b. listed with their abbreviation and credit lines on the copyright page.
5. All artwork, charts, graphs, and maps must be listed and transmitted with necessary permissions and as follows:
  - a. Digital scans—all color digital files must be saved as JPEG files.
  - b. Line art drawings—1200 dpi at the size to be reproduced.
  - c. Photos—minimum of 300 dpi *at the size to be reproduced*. The Press prefers 600 dpi or higher.Please refer to "Permission Guidelines for Authors," on the [Manuscript Preparation Guidelines](#) web page for full details.
6. Ancient languages with non-roman alphabets must be produced using BibleWorks or the Gentium family: use BibleWorks Hebrew for actual Hebrew, and use Gentium for actual Greek and for Hebrew transliteration. Times Roman can be used for Greek transliteration. Download these fonts at <http://www.bibleworks.com/fonts.html> and [http://scripts.sil.org/cms/scripts/page.php?site\\_id=nrsi&id=gentium\\_download](http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&id=gentium_download)

### **What to Avoid When Typing the Manuscript**

- a. Do not type heads in ALL CAPS.
- b. Do not insert an extra paragraph return between paragraphs.
- c. Do not put two spaces after a period or other terminal punctuation.
- d. Do not use the space bar to align or indent. Use tabs or an indent feature instead (i.e., use the first-line indent feature for the beginning of each paragraph).
- e. Do not use Word's Styles formatting features.

### **Transmitting the Completed Manuscript**

All files needed to produce the book should be submitted to your acquisitions editor in digital format via e-mail, Dropbox, or other agreed-upon file-sharing service. If submitting via a file-sharing site, please e-mail your acquisitions editor to let them know the files are available for download. Please be sure to include the following:

- a. digital copy of complete manuscript
- b. digital copy of artwork
- c. complete listing of the artwork, charts, and graphs to appear in book
- d. permissions and release forms. Please refer to "Permission Guidelines for Authors," on the [Manuscript Preparation Guidelines](#) web page to determine when permissions or releases are required.
- e. completed Permission Checklist form. Check list templates are available in Word or Excel on the [Manuscript Preparation Guidelines](#) web page.
- f. copies of source material for excerpts quoted from previously published works so that we can verify accuracy of the transcription.