

# NCTE

## Manuscript Preparation Guidelines

NCTE offers these guidelines to assist you—our book authors and editors—in preparing a final manuscript that is ready to enter production. In following these guidelines, you will ensure that your manuscript moves smoothly and efficiently through copyediting and production. Otherwise, publication may be delayed, or your manuscript may be returned to you for proper formatting. If you have questions, please get in touch with us. The Books Program staff will be happy to assist you.

### **Books Team**

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## General Style

In style and usage, NCTE books follow a house style that is essentially based on *The Chicago Manual of Style* (latest edition). We do, however, include elements that are specific to the needs and policies of our organization. Here are some examples of our publishing policies that you should keep in mind.

### ***Bias-Free and Inclusive Language***

Our publications avoid language, examples, or illustrations that stereotype persons, groups, or institutions on the basis of ethnic background, gender, sexual orientation, physical or mental abilities, age, religious affiliation, or economic status. In addition to our own booklet, *Guidelines for Gender-Fair Use of Language* (revised 2002), several other excellent resource books on bias-free usage are available to help authors find appropriate and effective ways to write text; consult your local library or bookstore. Among reference books that we consult are the following:

Frank, Francine Wattman, and Paula A. Treichler. *Language, Gender, and Professional Writing: Theoretical Approaches and Guidelines for Nonsexist Usage*. 1989. New York: Modern Language Association.

Maggio, Rosalie. 1991. *The Dictionary of Bias-Free Usage*. Phoenix: Oryx Press.

Schwartz, Marilyn, and the Task Force on Bias-free Language of the Association of American University Presses. 1995. *Guidelines for Bias-Free Writing*. Bloomington: Indiana University Press.

Additionally, there are many other sources on the Web and in hard copy that you can consult for even more recent information on the subject.

### ***Citations***

For references and bibliographic citations, you may use either MLA (Modern Language Association) or APA (American Psychological Association) style depending on your area of specialization. When you are editing a collection, please be sure to select one of these styles, and **ask all your contributors to use the same style**. Whichever style you select, make sure it is used for both in-text citations and the Works Cited lists throughout.

Like all publishers, we ask that you take responsibility for the accuracy of the references and Works Cited lists. We urge you to verify each citation and to double-check that all references listed in text also appear in the Works Cited. The absence of complete and accurate citations may delay publication, and

bibliographic verification (when the book is in production) could be charged against royalties.

## Permissions and Consent to Publish

### *Permissions*

According to NCTE's standard contract, authors obtain all permissions and pay for reprinting previously published material. Permissions matters are to be taken care of before you submit the final manuscript. Materials for which permissions are required include—but are not limited to—artwork, tables, photographs, reprinted chapters, poetry or song lyrics, and prose extracts. Please submit to your acquisitions editor the original, fully signed contract or letter from the copyright holder granting permission to reprint and providing the appropriate credit line.

Because many publishers routinely take 12 weeks to process permissions requests, we urge you to apply as early as possible. *The Chicago Manual of Style* offers a useful discussion of fair use of copyrighted material and how to apply for necessary permissions.

See also NCTE's guidelines "Code of Best Practices in Fair Use for Media Literacy Education" at <http://www.ncte.org/positions/statements/fairusemedialiteracy>.

Incomplete permissions can cause a serious delay in book publication. If you have doubts about whether a piece requires permission, please call any member of the publications team.

### *Consents*

As an association dedicated to serving teachers and students of English and the language arts, we are sensitive to the rights of students and those participating in human-subject research. The issues involved are complex, both legally and ethically.

#### *Consents from Students and Participants in Human-Subject Research*

- A. If you use a student's work—including but not limited to artwork, photographs, poems, more than 10 percent of a student's prose text, or any portion of student-prepared text that is of a very personal nature—we request that you submit a consent form signed by the student or the student's guardian (if the student is younger than 18), expressly granting permission to publish the selected piece. We will provide you with the necessary consent forms. A consent form is also required for students who appear in photographs.

- B. If you are reporting the results of a study in which a student participated, we request that you submit the form by which the student (or student's guardian, if student is younger than 18) consented to participate in a study whose results may be published. We can provide model consent forms for this purpose.
- C. Similarly, if you are doing ethnographic research, observing a particular teacher, classroom, or school system, you will need to submit proof of consent.

You may use pseudonyms, if this is noted in the text. *However, using pseudonyms without consent is not enough: we still need the signed consent forms on file.*

### *Consents from Contributors*

In a book with multiple contributors (e.g., collections of essays), the volume editor must obtain completed consent-to-publish forms from each author and submit these with the final manuscript. We will supply the necessary forms.

## **How to Format**

**PLEASE FORMAT YOUR MANUSCRIPT ACCORDING TO THE DIRECTIONS BELOW. Resist the temptation to overly format your document.** Remember that what you give us is manuscript copy; it's our job to pour this copy into professionally created designs (NCTE standard design or customized). Either way, your typeset book will look very different from the manuscript you give us. The simpler the formatting in your original manuscript, the easier and quicker it is for the copyeditor and the compositor to convert your manuscript into typeset copy. When an author submits a heavily formatted manuscript with a complex page layout, much time is lost in removing and replacing all the codes and visual effects. Undoing the coding is costly and time-consuming.

If you have special instructions or ideas about how parts of the manuscript should look, please discuss your preferences with the acquisitions editor working with you at the time you're preparing your manuscript. Rather than actually creating different visual effects, please insert instructions in your text in angle brackets to indicate what effect you want to create. We will try to accommodate your concerns as far as possible. You can insert copy such as this:

### **Example:**

<this text should appear in a shaded box> **OR** <place figure here>  
**OR** <use a heavy line to set this off>

You may even attach a sample page to capture the effect you want, and we'll take it from there. Your copyeditor will be in close touch with you during the production process and will do his or her best to honor your wishes.

### ***Front Matter***

Include the following:

- title page with title, subtitle, and names and school affiliations of the main author/editor(s)
- contents page, specifying main section divisions, chapter titles and authors, and manuscript page numbers
- text for any other desired front matter: dedication, acknowledgments, foreword, preface, introduction

### ***Chapter Titles and Author Names/Affiliations***

Make chapter titles succinct. Because chapter titles are typically typeset very large, long titles look bulky in the final version. List authors and their school affiliations immediately below the chapter title, then begin the chapter text on the same page. Ensure that chapter titles in the manuscript match those listed in the Contents.

### ***Subheads***

We suggest the following method for differentiating levels of subheads within chapters. Subheads should be formatted consistently throughout the manuscript.

- A-heads (first-level heads) begin at the left margin and are bold, in capitals and lowercase letters (what *The Chicago Manual of Style* refers to as “headline style”).
- B-heads (second-level heads) begin at the left margin and are italic or underlined, in caps/lowercase.
- C-heads (third-level heads) begin at the left margin and are in regular typeface, caps/lowercase.
- D-heads (fourth-level heads) are italicized or underlined and appear as a separate sentence at the beginning of a paragraph.

## **Extracts**

Double-space all extracts (block quotations, dialogue, numbered or unnumbered lists, etc.) and indent them an additional one inch from the left margin only. Allow one additional blank line above and below the extract. Use the word-processing program's feature that allows "hanging" or "block" indents; please do NOT use hard returns at the end of each line, followed by a tab to indent the subsequent line. Use brackets, not parentheses, for author additions within extracts.

## **Documentation**

Following the documentation style you've selected, prepare a Works Cited list with full bibliographic information for each source mentioned in text. If you're the sole author (or coauthor) of your book, place the double-spaced Works Cited as a separate section at the end of the manuscript; if you're the editor of a contributed volume, place the Works Cited at the end of each chapter. Use the "hanging" indent to format the list.

## **Notes**

Use endnotes, not footnotes (exception: you may use a footnote when acknowledging a source or person at the beginning of a chapter). Because citations appear in text as author-date references, don't use endnotes to cite references. Endnotes are used only for comments that cannot be incorporated into text. Endnotes should appear before the Works Cited. Use arabic numbers to indicate notes. Avoid the automatic footnoting feature to enter the text of the notes, since text created in this fashion is not always accessible to other software. Double-space all notes.

## **Biographical Statements**

Include at the end of the manuscript a brief (100–150 words), double-spaced professional biography for each contributing author and editor. Submit a black-and-white, high-resolution digital photograph (head-and-shoulders pose) for each editor or author named on the contract with NCTE.

## **Annotation**

Include a brief (150–200 word) annotation or abstract that describes the book's content, purpose, and unique features. Your annotation will be used to develop promotional descriptions of the book.

## Artwork

Please supply original artwork in a form suitable for reproduction, preferably scanned or as digital image files such as tiffs or jpegs. Artwork includes illustrations (generally, pen-and-ink drawings, hand-written pieces, computer-generated graphics, or graphs), tables, and photographs. When selecting artwork, keep in mind that it should be integral to the text, or should offer additional information not easily conveyed in the text. Because NCTE makes the final determination of which pieces of artwork will be included in the books it publishes, we request that you discuss artwork with the acquisitions editor early in the development of your manuscript.

If the artwork has been published previously or is copyrighted by another party or has been created by a student, you must secure the necessary permissions to reprint (see “Permissions” and “Consents” above). If permissions paperwork is not complete, your publication may be delayed.

All artwork should be submitted as electronic files. Create a separate file for each graphic, table, graph, or text-based figure. Name each file in relation to the chapter title or author.

Prepare each piece of artwork on a separate page. Clearly indicate placement of each piece of artwork within the text (e.g., “Insert Fig. 1 about here”), but *don’t* insert the artwork itself within the text of the chapter unless it is part of the textfile.

### ***Tables and Other Text-Based Figures***

Tables may be incorporated into textfiles. Each column and row should be clearly labeled. Align numbers on the decimal point or comma.

### ***Photographs***

Please provide scanned photographs. Use the clearest, crispest, highest contrast scan available.

## Preliminary Submission of Manuscript

Once a manuscript is complete it will be sent out to the field for peer review to ensure that the promise of the encouraged prospectus was fulfilled. The complete manuscript must be submitted through our online Editorial Manager (EM) program at <http://www.editorialmanager.com/nctebp/>. Since you have already submitted a proposal through EM, simply log on to the system, click “Submit New Manuscript,” choose as your article type “Full Manuscript (per approval),” and follow the instructions through to uploading your manuscript files. Be sure to have *all* of your MS files in one place on your computer so that building a pdf is a quick and easy process.

## ***Formatting***

- Our preferred font is 12-point Times New Roman.
- Avoid the use of “justified text” options, and don’t divide words at the ends of lines.
- Allow a minimum 1-inch margin on all sides.
- Double-space text throughout, even block quotations and endnotes.
- Number pages consecutively throughout the book, not chapter by chapter. Please follow this guideline for a collection with multiple contributors as well.

## **Final Submission of Manuscript**

Once a manuscript has been encouraged by the field and approved by the acquisitions editor, you will make the necessary revisions and submit the final manuscript, again through Editorial Manager, following the instructions your acquisitions editor sends you.

### ***The Checklist***

The following [checklist](#) is available through Editorial Manager. Please fill it out and submit it with your final manuscript. As soon as a production editor is assigned to your project, he or she will be in touch to work out a schedule and to find out when you’ll be available to answer queries, review the editing, and read page proofs.

# Checklist

## To Be Submitted with Final Manuscript

Author: \_\_\_\_\_

Tentative title of book: \_\_\_\_\_

Number of MS pages: \_\_\_\_\_

Computer platform (Mac or PC): \_\_\_\_\_

Word-processing software \_\_\_\_\_

\_\_\_\_\_ Front matter is complete and includes table of contents.

\_\_\_\_\_ Citations have been checked for accuracy.

\_\_\_\_\_ Permissions from published sources are completed. If not, how many are missing or to come? Send completed permission forms to your acquisitions editor by snail mail.

\_\_\_\_\_ Consent-to-publish forms have been obtained from (circle):  
contributors YES / NO  
human subjects YES / NO  
students whose work is being reproduced YES / NO

\_\_\_\_\_ Artwork has been prepared per specifications and saved as individual files.

\_\_\_\_\_ Bibliographic style used (circle one): MLA   APA   Other (please specify).

\_\_\_\_\_ Book synopsis is included.

\_\_\_\_\_ Author bio is included.

\_\_\_\_\_ Contributor bios are included.

\_\_\_\_\_ Author photo is included.