PM Press
Manuscript Formatting
and Style Guide

Please don't hesitate to ask your PM copy editor about anything related to style or the copyediting process: wade@pmpress.org or gregory@pmpress.org or claude@pmpress.org. If you have not yet been in communication with Wade, Gregory, or Claude yet, email inquiries about manuscript prep can still be forwarded so that questions may be answered. Working these matters out as early in the process as possible will save time and effort later.

Last amended: May 2025

Contents

Manuscript Formatting Guide

Style Guide

Manuscript Formatting Guide

These are the formatting standards PM Press asks its authors to follow. Should you submit your manuscript in a form that does not follow these standards, your copy editor may return your manuscript and ask that you format it in accordance with the standards laid out in this guide.

For nearly all manuscripts, the simplest format is best: a series of headings and indented paragraphs in the same font with consistent margins and no embedded images or figures. If utilizing Word's Style feature please limit the application, number of styles, and be consistent.

General Guidelines

First, a few notes:

- Do not use the space bar or tabs to indent the first line of a paragraph. Use a paragraph indent.
- Do not use hyphens to break words at the ends of lines.
- Images and tables should not be inserted directly into the text. Each image and table must be saved in a separate file and you will need to submit a complete list of all image and table captions. (See the "Images, Tables, and Text Boxes" section of this document for information about indicating placement and file naming.)
- Leave no remnants of past editing (comments, tracked changes, highlighting, or hidden text) in the draft you submit to be copyedited.

Alignment
With the exception of chapter titles and A-level subheadings (which are centered), all text should be aligned left. (Body text should not be justified.)

Blank line spaces
If you want a blank line space to appear in the layout between two paragraphs in your book, place the callout "<break>" where the blank line should be. Use this sparingly. Section breaks where a special character should appear in the book can be indicated in the manuscript with three asterisks (***).

Block quotes
Quotes of five or more lines (or about one hundred words or more) should be set apart from the surrounding text and indented one half inch from the left margin. These should have a single indent for the whole quote. Do not use individual tabs or spaces, and do not include a hard return (Enter) after each line of the quote. Let lines wrap naturally, but please do include a hard return before and after each block quote.

Bold, underlining, and ALL CAPS
Bold typeface, underlining, and all caps for emphasis are against PM Press's house style. Words to be emphasized should generally be in italics, not in all caps. Caps may be used to indicate something written that way, such as headlines and signage, and these may be later converted to small caps. No text should be bolded or underlined.

Boxed/sidebar text

Rather than placing text boxes, tables, or sidebars in the manuscript, simply include the plain text with an angle-bracketed <note> to explain the placement and style. If detailed instructions are required, check in with the copy editor.

Endnote formatting

All endnotes must be embedded. That is, please use Word endnotes rather than simply making a numbered list at the end of your document. (Footnotes are also acceptable in a Word manuscript and will normally be converted to endnotes in the design process.)

Endnotes cannot be included in chapter headings or subheadings. Any notes that you would want to include in the chapter headings should instead be placed at the end of the first sentence following the heading or subheading.

Headers and footers

Do not insert headers or footers in the manuscript, not even page numbers.

Headings and subheadings

All headings and subheadings should be title case. Do not use all caps or sentence case for headings or subheadings (see also: **Titles** in the Style Guide below). The chapter title (centered, in title case) is a heading (as are the titles for other major sections: contents, acknowledgments, appendixes, bibliography, etc.) and is separate from the subheading structure. If chapters are divided into sections using subheadings, format the different types of subheadings as follows:

- A-level subheadings: Left, bold, hard return above and below
- B-level subheadings: Left, bold and italics
- C-level subheadings (these are uncommon): Left, italics only

Spacing and indents

Do not add extra spacing, hard returns (pressing the Enter key), or line breaks between paragraphs, endnotes, and bibliographic entries. Use a single space between sentences, not double. Don't include tabs in the middle of paragraphs or bibliography entries. The first paragraph of a section is not indented, but subsequent paragraphs have an indent formed with a hard return (not a series of tabs or spaces) and a paragraph indent. Refrain from using manual or forced line breaks.

Table of contents

Prepare a table of contents: list all parts/sections of the book (i.e., groupings of chapters), chapter numbers and titles, bibliography, and appendixes. This will be used to verify that we have all parts of your manuscript, so please ensure it is complete and accurate. Make sure chapter titles are the same in the table of contents and the text itself. Do not include page numbers in your table of contents. It is against PM's house style to include subheadings in the table of contents.

Edited Collections

In addition to the guidelines listed above, there are some formatting requirements specific to edited collections. It is the collection editor's responsibility to make sure that all chapter authors follow these guidelines and that all chapters follow a uniform and consistent style.

1. Rather than providing a combined **bibliography** for all chapters, each chapter must have its own bibliography that follows the main body of the chapter text.
2. All chapters must use the same **citation style** (endnotes/bibliography are strongly preferred).
3. Include an alphabetical list of brief, up-to-date **biographical notes** offering *selective* and *relevant* information about each contributor. Generally, a good target is 150 words or fewer per bio, but they may also be even briefer if desired.
4. Double-check that all **contributor names** are spelled correctly and are consistent in the chapters, table of contents, and contributor bios. If the roster of contributors has changed at any point while the manuscript was being created, double-check for missing or superfluous contributors in the table of contents and bios.

Images, Tables, and Text Boxes

1. All images, tables, and text boxes should *not* be included/embedded in the Word document but rather be sent as separate high-resolution files. File names should include the chapter number and numbering that indicates the order in which they should appear. For example, the file for the first image in chapter 2 should be named "image 2.1," and the first table in chapter 2 named "table 2.1." References to these in the text should use the same naming scheme as the file names.
2. Indicate the location in the chapter where the image/table/text box should appear by using the following tag with angle brackets, with a hard return above and below:

<Insert Image/Table/Textbox #.# HERE>

3. Captions are needed for all images, tables, and text boxes. If you would like to make an exception, discuss with your copy editor. Captions should include source information and accurate credit lines and may include the figure/table/textbox numbers. Please submit the captions in a separate file named "list of captions."
4. All images should be submitted as jpg, tiff, png, PSD, or EPS files and must have a resolution of at least 300dpi and dimensions of at least 680px (5 inches) wide. EPS or AI is preferred for vector art (line art). Line art that is not vector (scans) should be in black/white (not grayscale) and should be 1200dpi. Technical questions or images needing to be checked can be sent to: jonathan@pmpress.org
5. Only use figures, tables, or text boxes that are discussed in the chapter.

Style Guide

For most things not detailed here, please consult *The Chicago Manual of Style*, 18th ed. (*CMOS*). Full details of Chicago's "notes and bibliography" system of source citation, the one used in PM Press books, are given in chapter 14 of *CMOS*. Concerning spelling and hyphenation, refer to *Merriam-Webster's Collegiate Dictionary*, available at www.merriam-webster.com.

A crucially important general requirement is for the author to recheck their manuscript for accuracy, including spellings of proper nouns and all other factual details, before it is submitted for copyediting. See **Fact-checking.**

Author/contributor bios

Most books require a short author bio ("About the Author" page), and sometimes an author photo, to be included. Please include a 300dpi photo image when possible along with a short biography up to 200 words in length. For collections/anthologies with multiple contributors, author images are not necessary and bios should be edited to a consistent length (less than 150 words), except in instances when a contributor prefers a very brief bio.

Bibliography

In addition to footnotes or endnotes, a bibliography can be useful to readers. These should be organized alphabetically by author's last name and should include full details such as the book's complete title and subtitle, publisher, and year of publication. Use flush-and-hang format, aka hanging indentation (for an example see **Citations**).

Bibliography entries should not be separated according to publication type. All entries should appear together in one unified, alphabetized bibliography (see the **Edited Collections** section above for information about bibliographies in edited collection chapters).

Bibliographies may be either of two types: a *full bibliography* or a *selected bibliography*. A full bibliography includes all works cited in the main text and may also include works that were especially relevant to the author's research even if not mentioned in the text (the heading "Bibliography" is used). Website content can be limited to the notes and does not need to appear in a full bibliography. If the author does not wish to list all the works cited, the heading "Selected Bibliography" may be used (or, if the list is very brief, "Suggested Readings" or "Further Readings"). A headnote should explain the selection process. For more details about bibliographies, see *CMOS* chapter 13 or the quick guide cited below in **Citations**.

Citations

Citations and bibliographies should be formatted according to the *CMOS* formatting guidelines. The endnotes/bibliography style is strongly preferred over the parentheses/reference list (aka author/date style) style. Manuscripts that have been prepared in the author/date style must be converted to endnotes, except in certain exceptional cases.

A quick guide with examples is online at: http://www.chicagomanualofstyle.org/tools_citationguide.html.

Here are a few simple examples:

Book

Footnote/endnote:

Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (Knopf, 2007), 52.

Shortened style for subsequent references* in the same chapter:
Ward and Burns, *War*, 59–61.

Bibliography:
Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. Knopf, 2007.

Journal article

Footnote/endnote:
Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440.

Shortened style for subsequent references:
Weinstein, "Plato's *Republic*," 452–53.

Bibliography:
Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439–58.

* Note that shortened citations can be used for sources cited multiple times within the same chapter (repeating the full citation the first time it appears in each new chapter). If the same source must be cited multiple times in a row, the citation may be shortened to just the author or editor's surname, saving space (see *CMOS* 13.37). Avoid the terms *op. cit.*, *loc. cit.*, and *ibid.*

For the formatting of citations of websites, and a link to examples, see **Websites**. See also: **Endnotes/footnotes**

Dashes

The most common and versatile dash is the em dash (—), which is longer than the en dash (–). (There are keyboard shortcuts for these dashes, depending on the type of computer. In Word, you may also find these under Insert/Symbol/More Symbols/Special Characters.) Both dashes are used without spaces before or after—like so. En dashes (not hyphens) are used for ranges of numbers such as pages and years (1968–71). The double dash (--) is not used.

Dates and decades

When a full date is given, the usual format is: May 1, 2011 (not May 1st).

When only the month and year are included, no comma (or "of") is needed: May 2011.

Decades are generally written in full using numerals: the 1960s. If two decades are mentioned together, it's okay to use an apostrophe to shorten the second: the 1960s and '70s (not 70s or 70's). It is also acceptable to write out the decade, especially if it is meant in some conceptual or cultural sense that may not strictly match the calendar decade: the Sixties.

Diacritics, accents, and non-English words

These *should* be included where appropriate. Authors and editors should not add diacritics to a person's name unless the person is well-known enough that there are sufficient sources in print or online to confirm the diacritics. If diacritics or special characters may cause typographical glitches, they may be omitted from PM listings and promotional materials.

Non-English words used in books should include the correct diacritics/accents. Non-English words that are not proper names and that are likely unfamiliar to most readers should be in italics on first mention (a translation of the term into English may follow in parentheses; this translation is not in italics). Proper nouns that contain non-English terms, however, are generally not italicized. Non-English terms used repeatedly should not be italicized each time after the initial use and definition. Latin, French, etc. words and phrases that are at all common in English (mainly those listed in *Merriam-Webster*) do not need italics.

Ellipses

In general, use three points with spaces before and after each, like . . . this. When an ellipsis means not a hesitation but rather an omission from a quoted passage, following a grammatical sentence, a period follows the sentence before the ellipsis, and the next sentence begins with a capital letter, like so: "This precedes the omission. . . . Here's the next sentence."

Endnotes/footnotes

For format, see **Citations**.

Please use Word's footnote/endnote system rather than typing notes and corresponding numbers in plain text. Endnotes may appear either at the end of each chapter or in an endnote section at the back of the book. Citations should not be in the form of hyperlinks.

It is best to place the note number after a sentence, not in the middle, except in rare cases to avoid confusion as to what the note pertains to. Notes should not be attached to title or section heads, and notes at the beginning of an essay listing acknowledgments etc. can be placed at the end of the first sentence. Where multiple citations are needed for one sentence, combine these in a single note, separating the references within it using a semicolon. Discursive notes should be as concise as possible.

Cite complete titles, including the subtitle after a colon, as well as publisher and year of publication. To save space for sources cited multiple times, see the shortened style in **Citations** above. Avoid the terms *op. cit.*, *loc. cit.*, and *ibid.*

Cross-references (for example: See also note XX, where the XX is replaced with the correct number later) can be used when it's necessary to refer to another note or part of the book, but regular notes for sources used more than once should simply repeat the author/title/page information, using the shortened citation format (see **Citations**). Avoid the use of *ibid*.

See also: **Endnote formatting** in the Formatting Guide above.

Fact-checking

Unfortunately, PM does not have the editorial staff and resources sufficient to do extensive fact-checking of manuscripts. Please double-check everything for accuracy prior to submission. This is needed even with fiction, as names of real people, places, and things mentioned may be misspelled and could slip through unnoticed. Please double-check front and back matter, such as names in the acknowledgments, endnotes, and bibliography, to prevent any embarrassing errors from finding their way into print.

Hyphens

A handy system to help bring order to the world of hyphen usage is Chicago's hyphenation guide (long openly available online but now behind a paywall). Try the following archived URL in your browser or ask your copy editor to send you the guide as a pdf. https://web.archive.org/web/20170607054531/http://www.chicagomanual ofstyle.org/16/images/ch07_tab01.pdf

In keeping with *Merriam-Webster* and *Chicago*, hyphens are generally not needed for prefixes or suffixes. For example: anticapitalist, coauthor. Exceptions include: avoiding potential confusion about a word (re-creation vs. recreation); a prefix preceding a numeral or proper noun (sub-Saharan, pre-1960s); and to prevent a double *a* or *i* (anti-intellectual).

Initials

A name with multiple initials has no spaces between them: C.L.R. James. A name that consists only of initials is set without spaces or periods (JFK), as are acronyms (NATO).

Interviews

An author's previously unpublished transcriptions of interviews may require a judgment call about how much to "clean up." It is often appropriate to delete extraneous filler words (such as some interviewees' tendency to start many sentences with "And" or "So" and to sprinkle their speech with "well" and "you know") and smoothing out rough or wordy syntax that can make it tougher to read and understand. While some transcripts must be an accurate record of what the speaker said, other (previously unpublished) transcripts may be edited for grammatical slips and elisions. More substantial changes may be explained in a note or preface. The book's author or editor may consult with the copy editor about what type of editing of this material is desirable, if any.

Job titles, academic appointments, professional designations, etc.

These are generally lowercase: "Smith is associate professor of history at UCLA." An exception is a named professorship (Edward Said was Parr Professor of English and Comparative Literature) or when it immediately precedes the name as a title (Professor Said). In most cases, even when a proper name is involved, a general title or appointment will still generally be lowercase (fellow of the Royal Society). For other cases and examples, see *CMOS* 8.20–29.

Notes

See **Endnotes/footnotes** and **Citations**.

Numbers

In nontechnical prose, zero through one hundred are typically spelled out, as are round multiples of those numbers in hundreds, thousands, and millions (e.g., thirty-three thousand *or* five hundred thousand). Other numbers, such as 150 and 7,852, use numerals. If, according to these rules, one number would be expressed in numerals, then all numbers grouped in that category in the same sentence or paragraph can be in numerals: "Between 1,950 and 2,000 attended the event."

Bear in mind there are many exceptions in this system, such as percentages, which should appear as numerals except at the start of a sentence (see **Percent** below). If your manuscript will contain many scientific or statistical figures, please email your copy editor with any questions or consult chapter 9 of *CMOS*.

Some number-related compounds are hyphenated (e.g., a four-year-old *but* he is four years old). See URL for the *CMOS* hyphenation guide above under **Hyphens**. See also: **Dates and decades**.

Percent

Generally use numerals with "percent" spelled out: 78 percent. Exceptions: Occupy terms "the 1%" and "the 99%."

Possessive

For singular nouns, add an apostrophe + *s*, including names ending in *s* (Williams's play, not Williams' play).

Praise/blurbs/endorsements

(For book cover or interior): All prepublication endorsements are encouraged. Please be sure to add a credit for the endorser and limit the blurb to 150 words (which may be further edited down for printed use).

Previously published material

If a previously published book or chapter is to be changed in any significant way by its author, it is best to explicitly present it as a revised edition or to include an editor's note or preface that briefly summarizes changes made from the earlier edition. In other cases, things should generally remain as faithful to the original as possible. Obvious errors may be silently corrected, and in some cases footnotes and cross-references may be updated if needed. Quoted material in a text should also remain faithful to the way it appears in the original source.

When something like a new preface is added to a previously published work, the style of the former should match the latter.

Serial comma

Use a serial comma (Oxford comma) between the second to last element in a series and the conjunction: A, B, and C (*not* A, B and C). But do not use the serial comma if an ampersand is used: A, B & C (*not* A, B, & C). Ampersands are generally to be avoided.

Spelling

When spell-checking a manuscript, bear in mind that Microsoft Word's dictionary should *not* be considered authoritative. It tends to reject many correct words and can even introduce errors, especially if AutoCorrect is turned on. A better reference is *Merriam-Webster's Collegiate Dictionary*, which is often the final arbiter on spelling questions: www.merriam-webster.com.

As a rule, non-American variants of words written by non-US authors are *not* to be Americanized but may be altered in some cases for overall consistency within a manuscript. For questions of UK English spelling, refer to the *Concise Oxford English Dictionary* or the online *Collins English Dictionary*: www.collinsdictionary.com.

Titles

Capitalization of chapter titles, headings, and works referenced in the text: The first and last words of a title are always capitalized. In general, capitalize all words in a title (including prepositions of five letters or more, such as through, without, and during) except:

1. Lowercase the articles *the*, *a*, and *an*.
2. Lowercase the conjunctions *and*, *but*, or, *nor*, and *for*.
3. Lowercase *to* and *as*.

Italics vs. quotation marks with titles: Titles of books, periodicals, films, plays, TV series, works of art, and longer musical works (e.g., ballets and operas) are italicized. Essays, short stories, chapters, songs, and poems (unless very long) are roman (i.e., not italic) and placed in quotation marks.

US and United States

The initialism US (without periods) may be used as either an adjective or a noun ("the US") as long as the context makes the meaning clear.

Websites

To cite a website as a source, include a full URL including "http://" and please double-check that the web address still works when the manuscript is submitted for copyediting. Including standard information about the author, title, and date of the source will also help readers find the source online even after the URL has changed.

And because so many URLs do not remain stable, references may also include either a specific date the writer accessed the material or (if available) the date the site was last revised or modified; *however*, access dates are only needed if no date of publication can be determined from the source (that is, a magazine article, for example, does not need an access date in addition to the date of publication) or if the author prefers to use them uniformly. For examples of citation of website content for notes and bibliographies, see *CMOS* 14.103–107 or the Chicago-Style Citation Quick Guide at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

Wikipedia

Do not cite Wikipedia (a tertiary source) as a source in a bibliography or notes.