

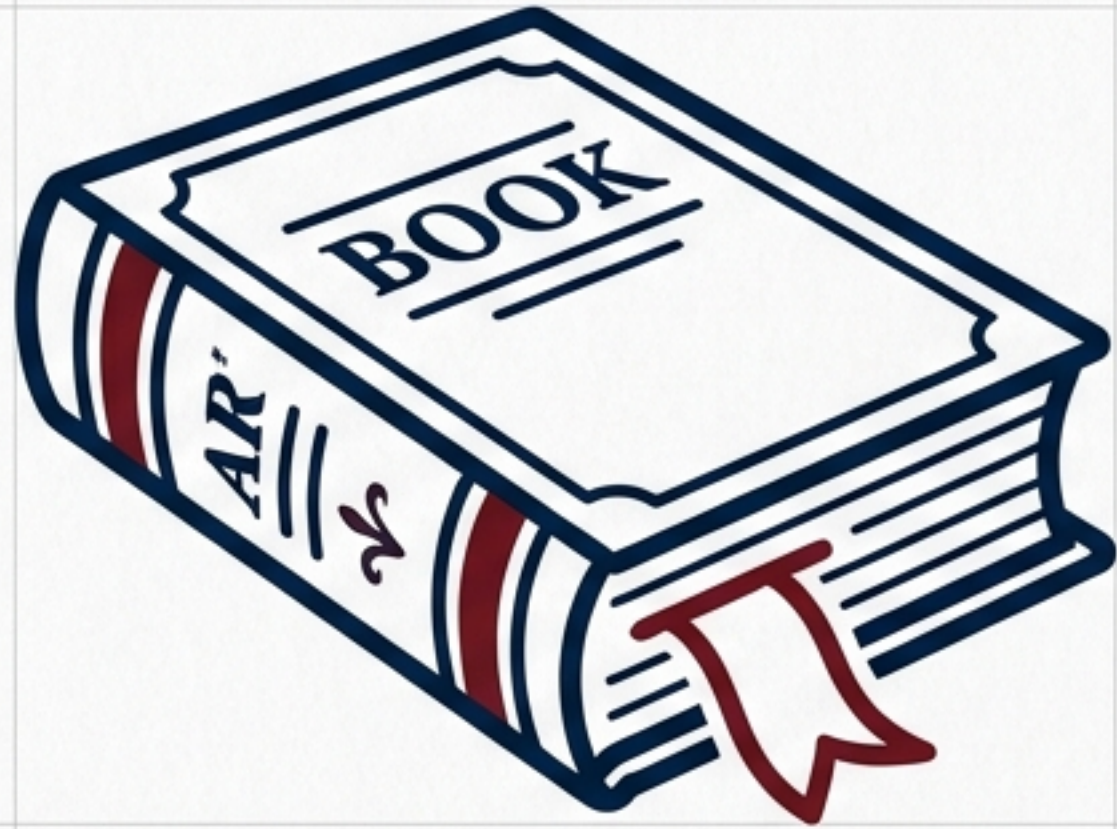
Preparing Your Manuscript

A Guide for Authors

(2025 Edition)

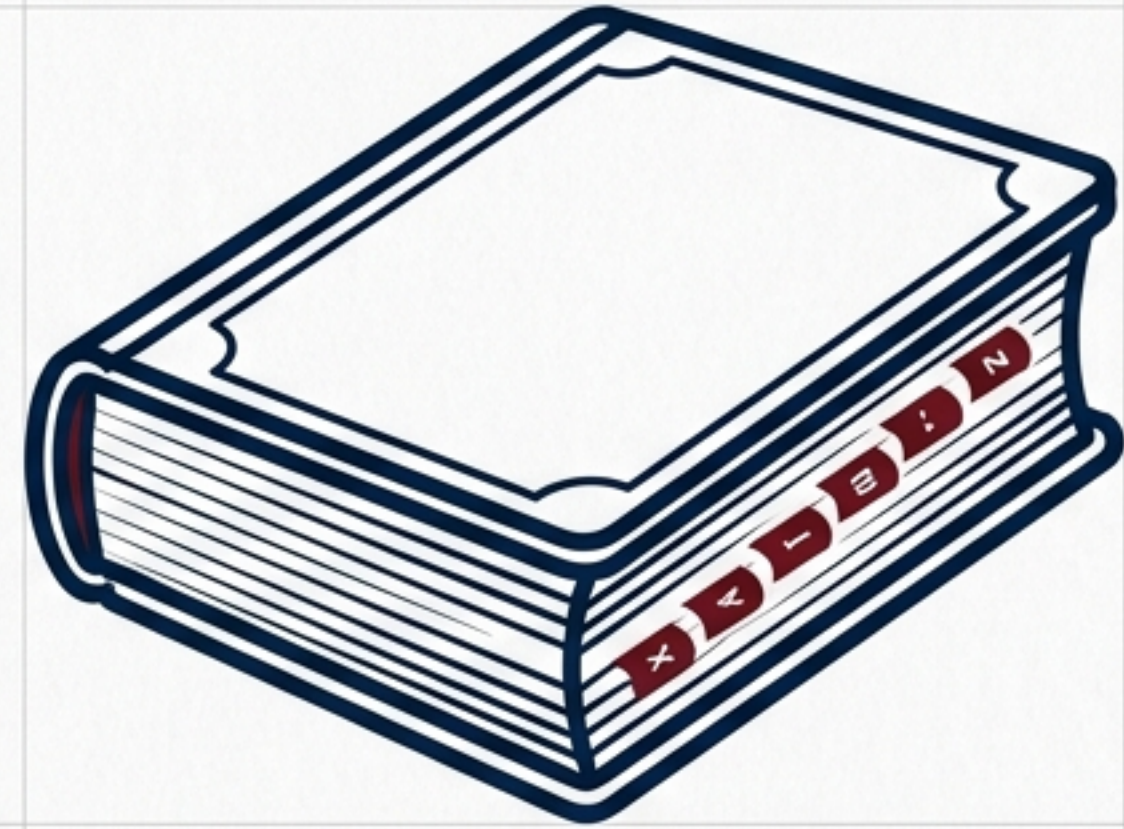
Your blueprint for a timely, economical, and error-free publication.

The Spears Books Baseline Standards



The Gold Standard

Chicago Manual of Style,
17th edition.



The Ultimate Authority

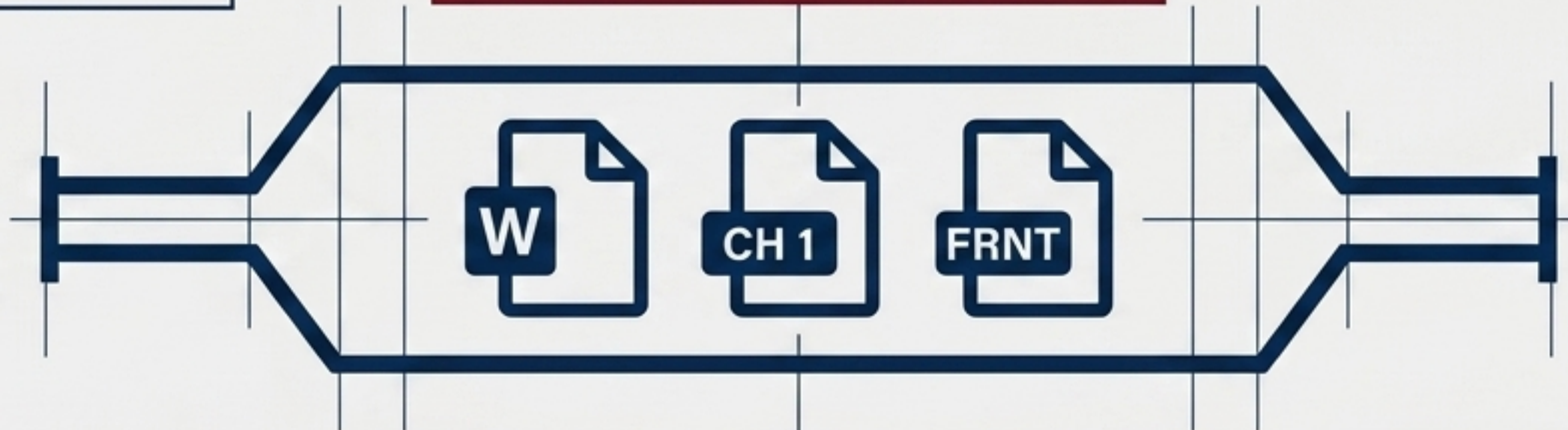
Oxford Dictionary of English,
Third Edition, 2024.

Consistency is Key: Choose American or British English and declare it upon submission.

Your Digital Workspace & File Preparation

1 Consistent Ecosystem
Use the same hardware and software from start to finish.

2 Required Format
Microsoft Word (.docx) is strongly preferred.
(RTF or WordPerfect accepted if converted).



3 Divide and Conquer
Create a new, separate file for each chapter, front matter, and bibliography.
Do not submit one massive file.

4 Delivery
Use email attachments, or Cloud Storage for files >25MB.

The File Naming Formula

Text Files:



Illustration Files:



Tables:



Anatomy of a Perfect Page

Font:

Times New Roman, 12pt throughout.

(This presentation uses a sans-serif; your manuscript must use TNR).

Spacing:

Double-space everything
(text, notes, bibliography).

Margins & Alignment:

Minimum 1-inch margins.
Ragged right (never justify).

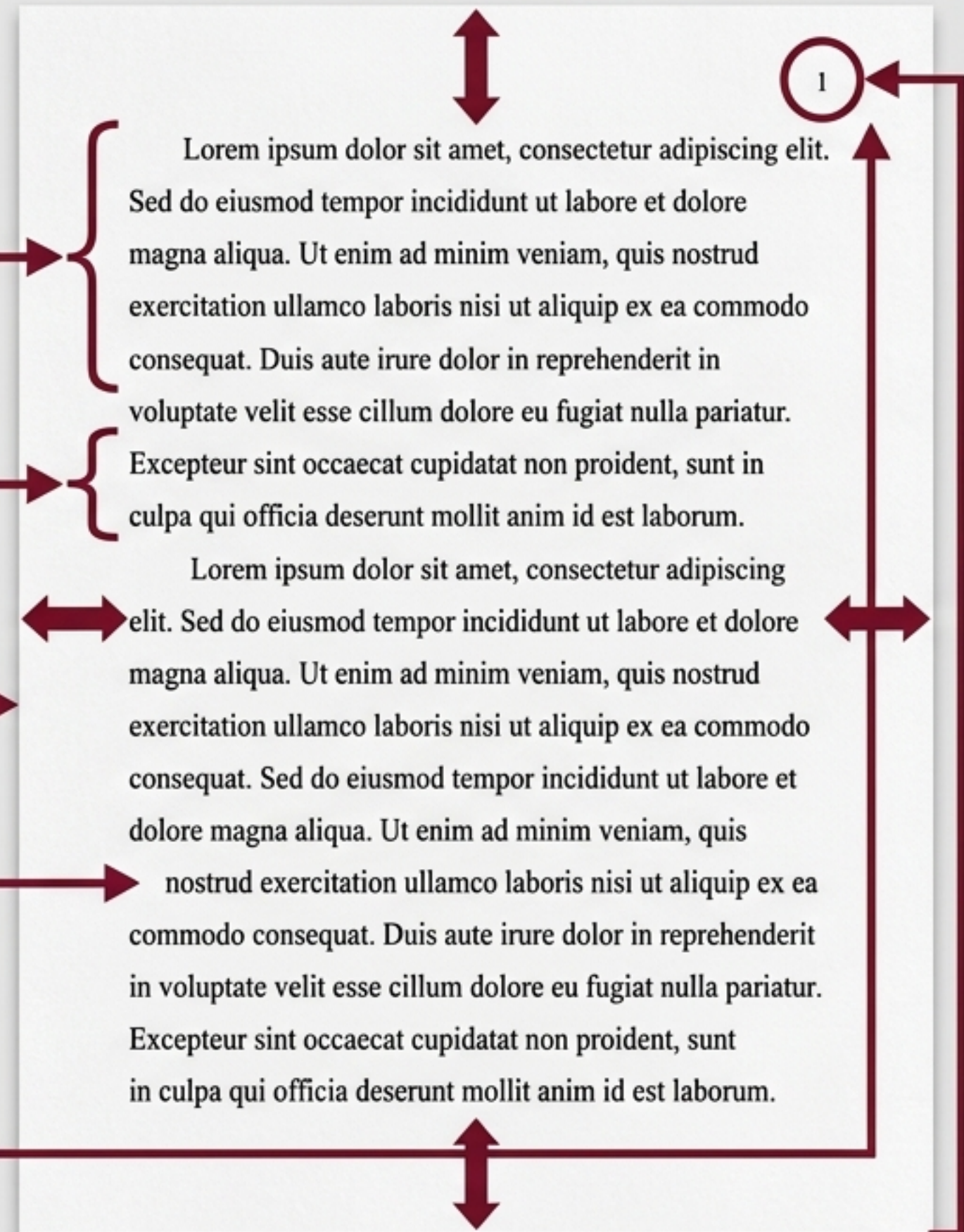
Indents:

Use the TAB key only.

Never use the spacebar or auto-indents.

Headers:

Page numbers only.
No running headers or footers.



Precision Styling & Punctuation

Periods and commas go inside closing quotation marks.

“ ”
●

Turn off Word's auto-ellipsis.
Type three spaced dots.

● ● ●

Em-dashes must be closed up—like this—with no spaces.

—

Spell out centuries (*nineteenth century*) and percent. Use a slash for fractions.

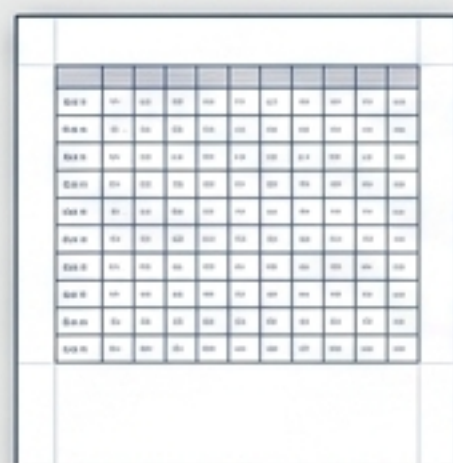
22¹/₄

Italicize unfamiliar non-English terms only on first use.
Keep standard dictionary terms (e.g., *prima facie*) roman.

Tables, Boxes, & Structural Tags

Tables

Keep it readable—maximum of 10 columns.
One table per page, double-spaced.



CLEAN FIT

Boxes

Number sequentially by chapter.

<box 1.1 near here>

Subheads & Structural Tags

Limit levels to prevent choppiness. Do not number subheads. Use exact typesetting codes:

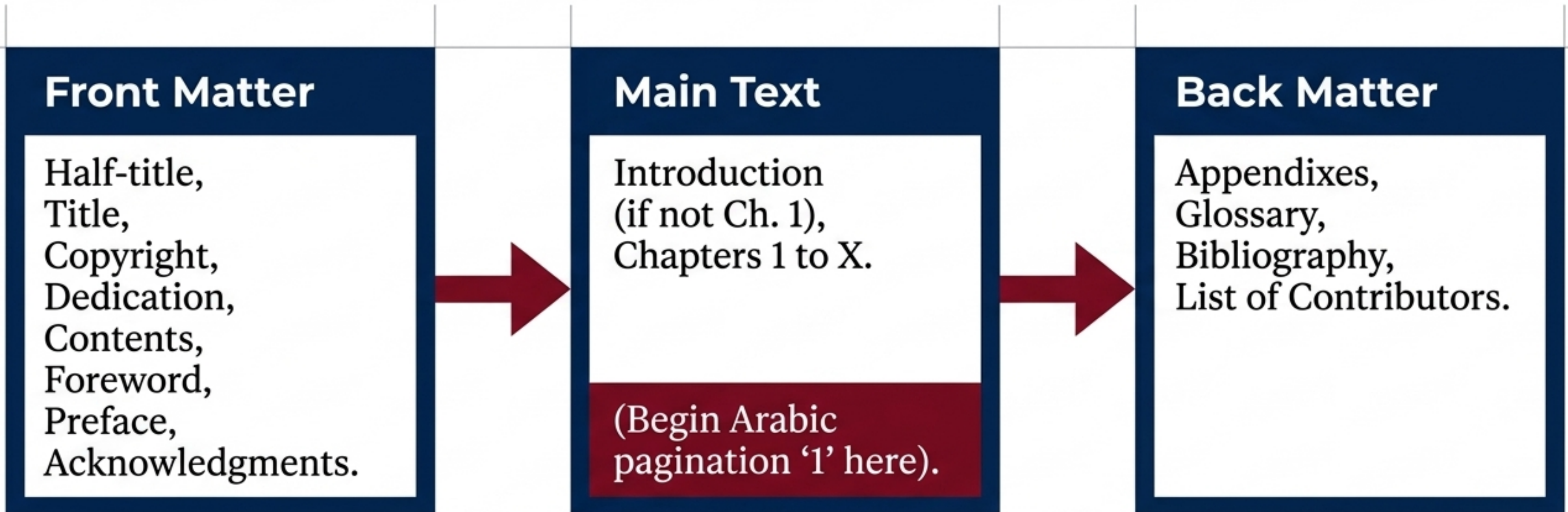
[<txa>]

First-level subhead

[<txb>]

Second-level subhead

The Architecture of a Book

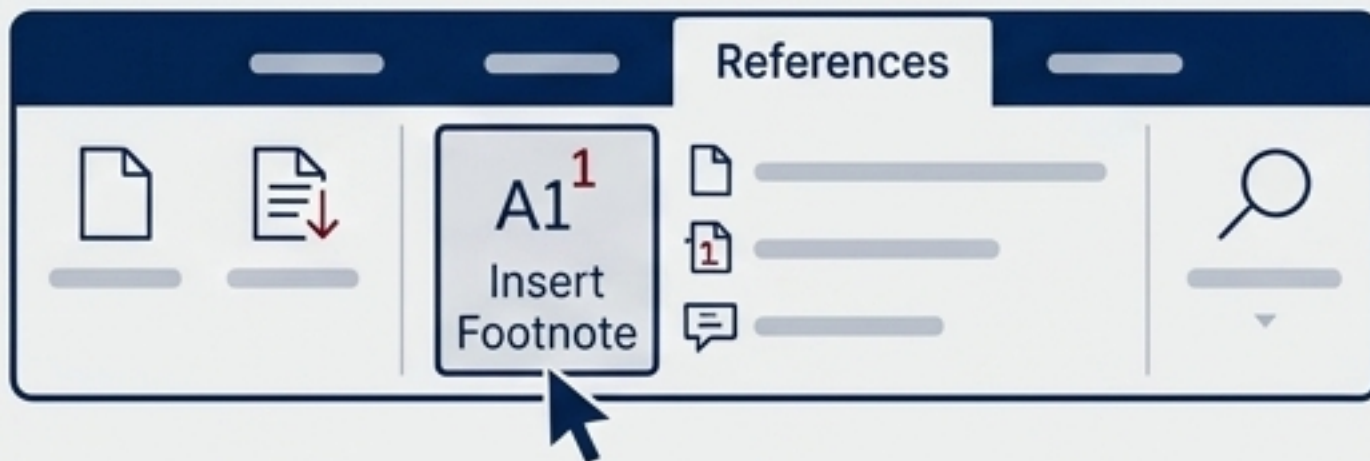


Separate Files

Art Log, Copies of Illustrations, Permissions.

Streamlining Citations

Footnotes, Not Endnotes



Use MS Word's automatic footnote feature. Number consecutively per chapter (starting at 1).

Declutter

Combine citations into a single note per paragraph. No note numbers on chapter titles or subheads.

Shortened Citations

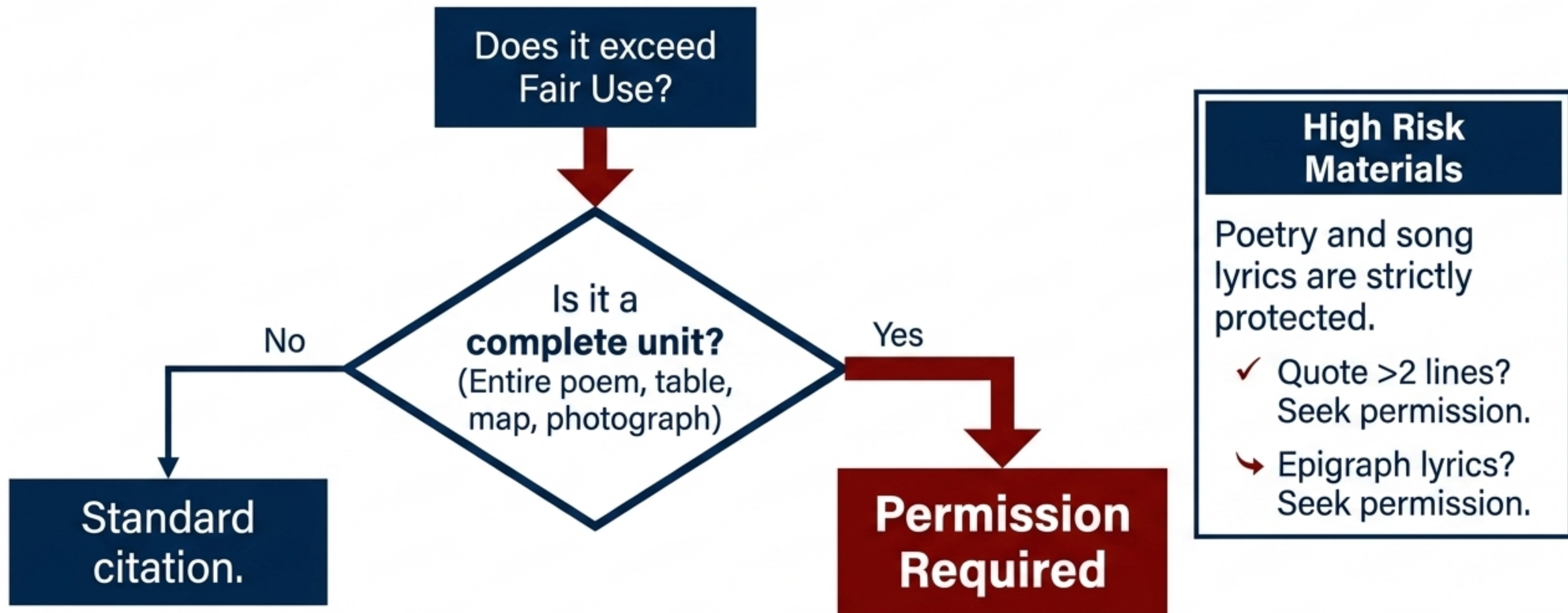
After the first full citation in a chapter, use the shortened form.

Full: John Doe, *History of Time* (New York: Press, 2020), 100.

Short: Doe, *History of Time*, 114.

Note: 'ibid.' is allowed. Do not use 'op. cit.' or 'loc. cit.'

Navigating Copyright & Fair Use



Author's Responsibility: You must secure written permission for copyrighted materials. Submit letters with your manuscript.

We cannot begin typesetting without clearance.

The Art Matrix: Line Art vs. Photographs

	Line Art (Charts, Graphs, Maps)	Photographs (Continuous-tone)
Color	Pure Black & White (No shades of gray).	Shades of gray or full color.
Format	Adobe Illustrator EPS or Photoshop TIFF.	High-resolution JPEG or PNG (Preferred).
Resolution	1200 dpi.	Minimum 300 ppi at final printed size.
Typography/Rules	Helvetica or Univers (8-11 pt).	Professional photography against white backgrounds.

CRITICAL: Never build or submit art inside MS Excel or Word.

Mastering the Art Log

The Mandate: A spreadsheet tracking every visual asset in your book.

Figure Number	File Name	Caption	Permissions
Fig 1.1	Fig_1-1_AuthorName.jpg	Map of trade routes...	Secured

1

Double-number by chapter (e.g., Fig 1.1, Fig 1.2).

2

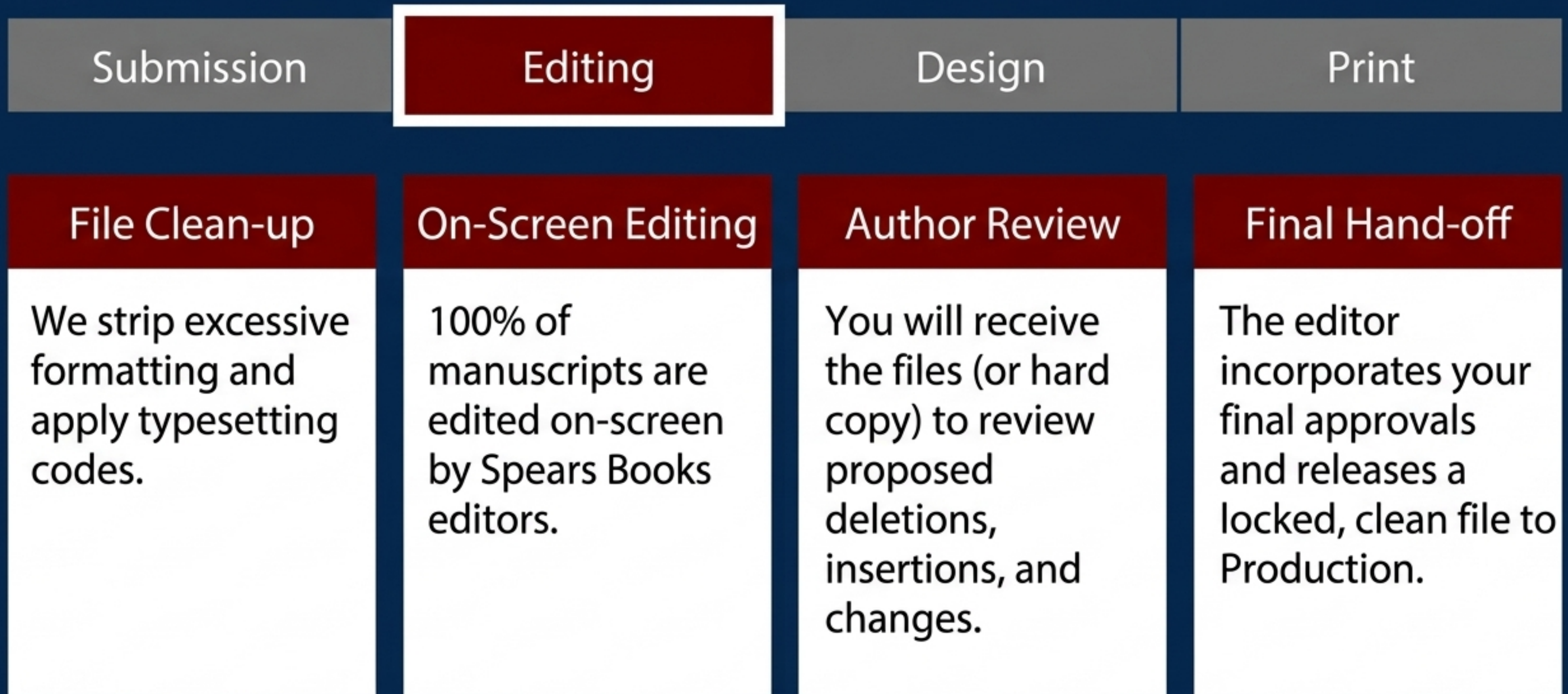
File Name must be an exact match to the submitted file.

3

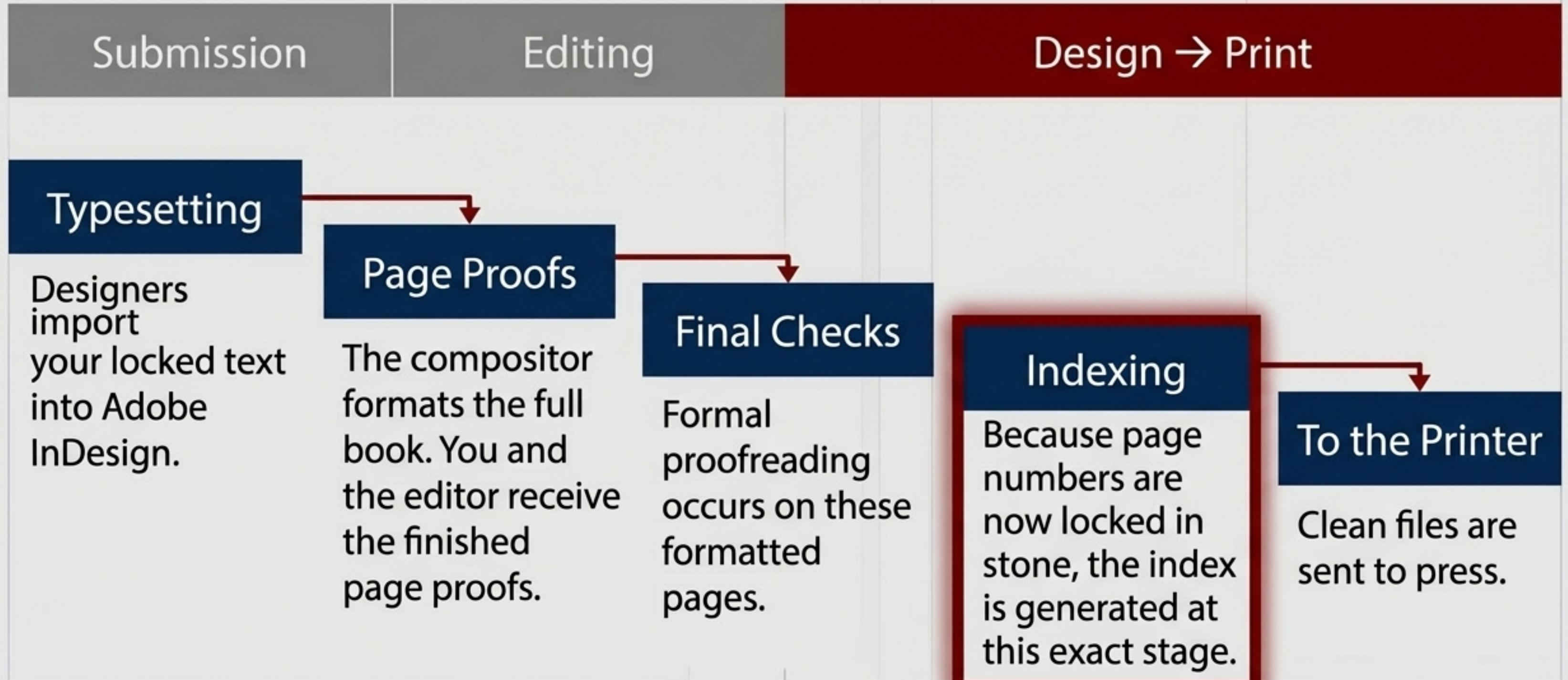
Caption must be typed exactly as it will print.

In-Text Callouts: Type <fig 1.1 near here> on a separate line in your manuscript.

Pipeline Phase 1: On-Screen Editing



Pipeline Phase 2: Design, Proofing & Print



Your Blueprint to a Flawless Publication

A carefully prepared file guarantees a faster, less expensive, and highly polished publication.

Keep the complete 2025 Manuscript Preparation Guide handy as you finalize your work.

Questions? We're here to help.

Contact: info@spearsmedia.com