

Guidelines for Judson Press Manuscripts

(Note: These guidelines are provided for those who have received a contract from Judson Press. However, if you are preparing sample chapters for a proposal, please review them for formatting instructions.)

I. Deadline

The deadline for your completed manuscript is determined by its scheduled publication date. That means that a late manuscript will very probably result in the publication date being delayed—as much as an entire season. Please note that until and unless the manuscript is submitted in accordance with these guidelines, it will not be approved as complete and on time.

II. Length

The page length for your manuscript is specified in your contract. This length is based on a double-spaced manuscript in 12-point Times New Roman or Times Roman Font, with 1 inch margins all around. If you find that your manuscript is going to diverge from the planned length, please contact the acquisitions editor of Judson Press as soon as possible.

III. Files

- Along with a hard copy of your manuscript on 8 ½" x 11" white paper, we ask that you submit electronic files on CD in Microsoft Word, saved as individual chapters and named logically (i.e., Contents, Chapter 1, Chapter 2, Chapter 3, Notes, Bibliography).
- Be sure to back up this final manuscript for safe keeping before submitting it to us.
- The electronic files on disk and the printed manuscript must match identically.
- Once the manuscript is printed, please hand number the pages continuously from 1 to the end of the manuscript. No page numbers should appear on the electronic files.

IV. Format

It may be tempting for you to format your manuscript so that it looks the way you expect it to when it is published. **RESIST THIS TEMPTATION.** A format-free, word document will go to our designer, who will use specialized software to turn it into a book. Word formatting will not convert during the design process, so any formatting you do will need to be taken out at a cost that will be charged against your royalties or, if time permits the manuscript will be returned to you for you to clean out formatting. If you have suggestions for how you would like a particular section, (such as charts or lists, see also Letter G) to look, key it in as unformatted text in your manuscript and then send us a formatted sample of your suggestion. Note that final format decisions are made by the publisher.

Not using special formatting can be tricky if you are working in Microsoft Word because it often does auto formatting by default. To correct this, click “format” on the toolbar, then click “auto format.” It should read “general document.” Click “options,” and an auto format screen should come up. Uncheck all the items on that screen. Next, click on “format as you type.” Here, uncheck everything except “straight quotes with smart quotes” and “”symbol characters (--) with symbol (—).” This should help keep Word from inserting formatting into your manuscript. It is essential that you not use auto-footnoting in your manuscript. (See “B” below.)

A) **Basics**

- double spaced throughout
- 1” margins all around
- align all text left with ragged right (not justified)
- 12-point Times font (Times New Roman, Times Roman).
- italics for titles of books and for emphasis: do NOT use bold, underline, or ALL-CAPS anywhere in the text with the exception of abbreviations that are normally written in caps. Use small caps abbreviations such as KJV and DNA.
- Use a single space between sentences. Do not use space, space anywhere in the text.
- Paragraphs: Start each with a single tab for indenting it. Do not use auto indent of paragraphs and do not use a series of spaces to indent or anywhere else in the manuscript
- Do not use headers or footers

B) **Notes**

- Do not use auto-footnote systems. Automatic footnotes disappear when a Word manuscript goes to design. The only solution for manuscripts submitted with auto footnotes is to delete the footnotes, re-key note numbers into the text, and retype all the footnotes into a separate file before the manuscript goes to design. If a manuscript comes in with automatic footnoting, it will either be: returned to the writer to redo, or sent out to have the notes re-keyed with the cost applied against writer’s royalties. So, please use the following procedure for notes:

1) Insert a superscript number in the text where the note applies. (i.e. According to JP author guidelines, writers should not use auto footnotes.¹)

2) Create a separate file named, “Notes,” and type out the notes one at a time, listing them beneath headings, Chapter 1; Chapter 2; and so on.

3) Number the notes within the text and in the “Endnotes” file, beginning with “1” at the start of each chapter (do not number consecutively throughout the book).

- Use the reference style for notes found in The Chicago Manual of Style.
- Be sure references are complete.

- Provide back up material for all endnotes as follows:

1) A copy of the title page, copyright page, and pages with information cited for each footnote. Note: back up is needed whether or not you directly quote material.

2) Label each set of back up pages according to its corresponding endnote (FN 1, chapter 3).

3) A copy editor will double check your references and make sure the material appears on the page(s) being cited. Even the most careful author can get an occasional page number incorrect.

C) Lists

1) Bulleted lists: manually type in bullets and the items in the list. **BEWARE** Microsoft Word often shifts to automatically formatting bulleted lists. You can tell this is happening when you hit return and it automatically types an indented bullet. If this happens, highlight the list and click off the bulleted list button on tool bar. (It looks like a little bulleted list.)

2) Numbered lists: manually type in numbers and the items in the list. **BEWARE** Microsoft Word often shifts to automatically formatting numbered lists. You can tell this is happening when you hit return and it automatically types the next number, indented. If this happens, highlight the list and click off the numbered list button on tool bar. (It looks like a little numbered list.)

3) Do not indent your lists. Keep them aligned left.

4) To set apart the list, you may add an extra hard return before and after the list.

D) Bibliography

- Use the reference style for bibliography entries found in The Chicago Manual of Style.
- Be sure all references are complete (title, author, location, publisher, and date)

E) Charts and Other Fancy Stuff

If there are charts, (or other specially formatted items in the book), please type the text for the chart into the manuscript without formatting. Then send a sample of the chart formatted as you think it should be.

F) Other Design Elements

Please do not scan images into your manuscript. If you think the text would benefit from a graphic or illustration, note that in [bold brackets] within the manuscript and submit a

photocopy of suggested artwork of other graphics. Note that decisions on graphics and other formatting are made by the publisher.

V. Quoted Material

A) Bible Quotes

Bible quotes must be labeled with full references (Jeremiah 3:12). Please identify for us which version of the Bible you have used. (NSRV, NIV, and KJV are preferred). If you use a variety of versions throughout your manuscript, please include the version in the reference for the quote. [Jeremiah 3:12 (NRSV)].

B) Back-up

All quoted material, other than Bible texts, require submission of back-up material. Back-up consists of copies of: the title page, the copyright page, and the page with the quoted material highlighted or underlined. Quoted material for which back-up is not provided will be removed from the text.

C) Permissions

Some quoted material will require permission. Please note the following excerpt from Section B of the author/publisher Agreement:

13. The Author promises to take all responsibility for obtaining permission to quote another's copyrighted material from any published or unpublished work.

a. The Author shall provide the Publisher with a copy of the quoted material in its original context in order for the quote to be properly verified and credited. The Author shall include with that copy a photocopy of the original source's title page and copyright page, and shall include full publishing information in the notes of the manuscript.

b. The Author shall contact the copyright holder of the quoted material to request permission for its use.

c. The Author shall pay any fees involved in obtaining permission and shall provide the Publisher with the original correspondence that indicates his permission to quote from another's copyrighted material prior to the deadline for the final manuscript.

No publisher can interpret the fair-use provision of the copyright Act of 1976 with complete accuracy. Authors are referred to the Chicago Manual of Style (chapter 4, "Rights and Permissions") for guidelines and sample permissions letters. We ask that you request world rights for all material requiring permission. Along with your manuscript, please submit a list of all works cited and permission status. We offer the following broad guidelines for obtaining permissions, recognizing that "fair use" is determined by the

holder of the copyright and in some cases, permission might be required beyond these parameters.

Obtain permission for:

- 1) single quotations in excess of 200 words or that reflect a significant portion of an identifiable segment, such as a topical entry or a list
- 2) quotations of more than 500 words in total throughout your manuscript, if from a book or other lengthy work, or of more than 300 words in total throughout your manuscript, if from an article or short essay
- 3) more than two lines of poetry. If the whole poem is short—e.g., six lines—get permission for a single phrase
- 4) material of your own that has been previously published in another copyrighted publication
- 5) song lyrics of five words or more (The song title itself does not require permission.)
- 6) dictionary definitions (if possible, paraphrase to avoid direct quotation)

VI. Notes about Language

- Please use gender-free language when referring to human beings.
- Please minimize use of masculine language for God. Whenever possible, avoid the need for a pronoun by employing a "gender-free" noun (God, Lord, Creator, Sovereign). However, when a divine pronoun is needed and the third-person form cannot be avoided, use the traditional masculine pronoun. All divine pronouns (whether first, second, or third person) should be lowercased (except for the obvious first person singular subject, I).
- Take care not to use pejorative language for groups. The following terms are correct/preferred:

Reform (vs. Reformed) Judaism

Pentecostal (vs. Pentacostal)

Southern Baptist, American Baptist, Primitive Baptist, United Methodist, United Church of Christ, etc. (vs. Baptist, Methodist, etc. as a denomination);

Baptist, Catholic, Methodist are traditions (not faiths, religions, or denominations).

Muslim (vs. Moslem or Mohammedan)

Qu'ran (vs. Koran)

- Rev. Jane Jones not The Reverend Jane Jones (Reverend is not a first name)
- Common errors to avoid—these errors are increasingly making their way into popular speech and writing:

“Pastor” is a noun not a verb—someone is a pastor and serves or ministers

“Most every, most all, most always” is incorrect. Use “almost every, almost all, almost always.”

“Meanwhile” stands alone, while “meantime” requires “in the” preceding it.