

EMCS GUIDELINES FOR SUBMISSIONS

The following guide is intended to help you prepare your manuscript for submission and publication with the Early Modern Cultural Studies series. If you have any questions, please contact us at crrs.emcs@vicu.utoronto.ca.

Order of book elements (as applicable):

- Title page
- Dedication (optional)
- Epigraph (optional)
- Table of Contents (called “Contents”)
- List of Illustrations (optional; called “Illustrations”)
- List of Tables (optional; called “Tables”)
- Foreword
- Preface (may include acknowledgments)
- Acknowledgments
- Introduction
- Abbreviations (if used in text)
- Text
- Appendices
- Abbreviations (if used in back matter)
- Notes
- Glossary
- Bibliography or References
- List of Contributors (if edited volume)
- Index (will be prepared at a later stage)

In formatting your manuscript, do:

- Follow *The Chicago Manual of Style* (15th Edition) for the proper formatting of book elements and citations.
- Collect all notes either at the end of the manuscript or at the end of each chapter, even if they will appear as footnotes in the printed book. They must be numbered in a separate sequence for each chapter.
- Double-space all text, including notes.
- Number pages consecutively throughout entire document.
- Align text to the left only (i.e. do not justify text).
- Use the tab button for paragraph indents, not spaces.
- Make sure your hierarchy of subheads is consistent, preferably by using a unique formatting (italic, bold, centered, etc.) for each kind of subhead. Please do not use numbered subheads unless sections are cross-referenced extensively in the text.
- Spell check entire document. Follow Canadian spelling conventions as found in the *Canadian Oxford Dictionary*. Double-check all foreign words and terms.

In formatting your manuscript, do not:

- Create your bibliography or index using an automatic feature of your word processor.
- Include line spaces between paragraphs. (To disable this feature in Microsoft Word, go to: Home → Paragraph → check the box that says, “Don’t add space between paragraphs of the same style.”)

Special guidelines on foreign languages:

- Passages in foreign languages must be translated or paraphrased, within either brackets or parentheses in the text or in the form of a note.
- In addition to spell checking your document(s), double check foreign language passages to verify spelling and diacritics. For breathing marks, ensure that the correct direction is specified.

Special guidelines on including illustrations:

- Images and tables should not be present in your primary manuscript document(s). Instead, place a call-out (place marker) in the text for each illustration or table, keyboarded on a separate line in the text, indicating where it should appear. Use the format: “{Fig. 1 about here}.”
- For initial submission, images should be compiled with their respective captions in a single PDF for review.
- For final submission, images should be submitted as individual TIFF files at 300 ppi. JPG files of comparable quality may be substituted for TIFF files where necessary. Publication permissions for all images must be provided with the final version of the manuscript text; the permissions should be compiled and submitted as a single PDF. Illustration captions should also be provided as a separate file and should not appear in your primary manuscript document(s). Captions must include the credit line, if applicable. The wording in your caption list may be similar or identical to that of the list of illustrations, but it serves a separate function and must be provided as a separate file.
- Images and tables should be numbered sequentially throughout the entire text.
- See the *The Chicago Manual of Style* (15th edition) for further information on labeling images.

To submit work:

- Fill out “EMCS Manuscript Submission Checklist.”
- Send the completed checklist and your manuscript as separate file attachments to: crrs.emcs@vicu.utoronto.ca. The manuscript should be attached as a Microsoft Word document (save as compatibility version).
- If your manuscript contains any non-Roman characters, please also include a PDF version of your document with embedded fonts.

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