

Manuscript Preparation

Koehler Books follows the *Chicago Manual of Style* for works of fiction and non-fiction. Any deviation from CMS guidelines should be discussed in advance with the executive editor.

File Type

The entire content of the book must be in one Microsoft Word document. Manuscripts will be edited using the Track Changes feature, and authors will be required to work in that format. The program appears under the Review tab in most versions of MS Word.

Editing Schedule

There are typically four steps involved when editing a manuscript. Authors receive the manuscript back after each editing and proofreading phase to review and accept changes. Authors are responsible for factual accuracy.

* Primary editing is done by a developmental/line editor who concentrates on structure, flow, pacing and clarity. Once complete, the edited manuscript is returned to the author.
* A second edit is provided by a copy editor who combs a manuscript for typos, grammar, spelling, punctuation and style guide rules. Once complete, the copy edited version is returned to the author.
* The manuscript is placed in layout using InDesign and returned to the copy editor, who proofreads for lingering typos or formatting problems. Once complete, the proofread copy goes back to the author.
* The manuscript is provided to the author as an electronic Advanced Reader Copy, which can be sent to reviewers and readers. Any typos they spot will be corrected.

Formatting

For text in the body of your manuscript please use 12-point Times or Times New Roman type, double-spaced. Place chapter titles and sub-headings in a uniform typeface, font size, and alignment throughout your manuscript. All lines should be double spaced.

Chapter titles: 22-point, center aligned

First-level subhead: 18-point, left aligned

Second-level subhead: 16-point, left aligned

Paragraph Indentation

Indent the first line of each paragraph. Set the indent width at .25. Do not use the space bar or the TAB key to indent paragraphs.

Paragraph Spacing

There should *not* be an extra space between paragraphs. Spacing between paragraphs should be the same as spacing between each line.

Chapters

Each chapter should start on a new page. Use the *Insert* tab in Word and then click *Page Break* to create a new chapter.

Quotation Marks

Use curly quotation marks (“ ”) with no space after an opening mark or before a closing mark.

Numerals

Spell out any number less than 100 regardless of genre, unless the number is in a quote or dialogue. Examples:

1. There were 253 women at the Washington convention.
2. “I counted two hundred and fifty-three women at the convention,” John said.

There are several exceptions to the rule, such as *always* using a number to express a percentage. Examples:

1. “Most of people wish they were in the 1 percent income bracket like me,” Mitt Romney said.
2. Almost 100 percent of climate scientists say global warming is a 97 percent certainty.

In books laden with units of measure—such as lengths and weights, centimeters and inches—an author or copy editor may deviate from strict CMS rules to create consistency and clarity.

Acronyms and Titles

CMS no longer requires the use of periods after acronyms for easily recognizable names like FBI. The same is true for United States. It is expressed as US.

Titles for individuals should be uppercase only when preceding a name. Examples:

1. President John F. Kennedy was among the most popular US presidents.
2. The president visited with Prime Minister Thatcher at her home in the UK.

Proper Names

It is the author’s responsibility to ensure that all proper names are consistently—and correctly—spelled. That includes the names of people, municipalities, buildings, ships, planes, addresses, and objects. Nicknames, such as aunt, uncle, admiral, minister, should be lowercase.

Italics

Use italics when expressing the inner thought of a character. Example: *Why did she look at me that way?* Joe thought. Inner thoughts do not take quotation marks unless the thinker is quoting someone or something in his mind. *Did she just say “You’re a moron,” Joe thought.*

Use italics for the names of newspapers, books, songs, and periodicals. Example: Audrey reads *The New York Times* daily and her favorite song is *Help* by The Beatles.

Use italics when quoting long excerpts from letters, diaries, emails, books, news articles or poems. (Very long excerpts may be indented instead of italicized.)

Creating Emphasis

Use *italics* to give a word or phrase emphasis. Bold face may be used only in non-fiction books to highlight terms of art or jargon being discussed.

The only time quotations should be used for emphasis in place of an italic is when a word or phrase is a **scare** quote. **Scare** quotes marks placed around a word or phrase to signal that a term is being used in a non-standard, ironic, or otherwise special sense. They may be used to imply that a particular expression is not necessarily how the author would have worded a concept.

Internet, web, e-book

Internet is always uppercase; web is lower unless the reference specifically says World Wide Web. Use e-book when referring to electronic books.

Dashes and hyphens

Hyphens and dashes are not interchangeable and should not be used in place of commas, colons or semicolons. Hyphens and dashes should be flush with the text on either side. A hyphen (-) is used to separate numbers that are not inclusive (such as phone numbers) as well as some compound words.

Dedication and Acknowledgment pages

Both are optional. Dedications typically dedicate the book to a person or persons and appear at the start of the book. Acknowledgments thank those who have inspired the book or contributed to it and appear at the end.

Table of Contents

All non-fiction books should have a Table of Contents complete with chapter or section titles. There is no need to list pages. That will be done in layout or not at all.