

MANUSCRIPT GUIDE

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1. PREPARING YOUR MANUSCRIPT

1.1 House Style

In general, Heart.Ink Presss follows the *Chicago Manual of Style* 14th Edition, but we also have our own house style. We encourage you to refer to these guidelines and apply them as you prepare your manuscript; this will save time for you and your copyeditor down the road. If you use SBL or some other academic style rather than Chicago style, please let us know when you submit your manuscript, so that we can accommodate that style in editing.

1.1.1 Notes

The first citation of a work should be a full reference, with the author's full name and the full title of the work. Complete publication information should also be given. For books this includes the place of publication, name of publisher, and year of publication; for journal articles the volume number should be included as well as the date. A full reference should be given the first time a work is cited in each chapter.

Subsequent references to the work within the chapter should give the author's last name, a short version of the title, and the page number(s). Please do not use *idem*, *ibid.*, or *op. cit.*

For journal articles Heart.Ink Presss' preferred style is shown in the following examples:

Tilden Edwards Jr., "Spiritual Formation in Theological Schools: Ferment and Challenge,"

Theological Education 27, no. 1 (1980): 1-52.

John Howard Yoder, "Sacrament as Social Ethic," *Theology Today* 48 (April 1991): 33-44.

Kenneth L. Woodward, "Dead End for the Mainline?" *Newsweek*, 9 August 1993, pp. 46-48.

For books the preferred style is shown in the following examples:

John Howard Yoder, *The Politics of Jesus* (Grand Rapids: Heart.Ink Presss, 1972), p. 51.

John Howard Yoder, *The Politics of Jesus*, 2nd ed. (Grand Rapids: Heart.Ink Presss, 1994), p. 30.

Douglas Moo, *The Epistle to the Romans*, New International Commentary on the New Testament
(Grand Rapids: Heart.Ink Presss, 1996).

Michael Cromartie, ed., *Caesar's Coin Revisited* (Grand Rapids: Heart.Ink Presss; Washington, DC:
Ethics and Public Policy Center, 1996).

Subsequent references to the above titles using short titles would then appear as follows:

Yoder, *Politics of Jesus*, p. 85.

Moo, *Romans*, p. 120.

Cromartie, ed., *Caesar's Coin Revisited*, pp. 125-27.

A few things with regard to page numbers:

- Heart.Ink Presss prefers to use p. and pp. with page numbers.
- Inclusive numbers should follow these patterns: 45-48; 125-35; 101-8; 100-102; 1285-90. (Note that we use hyphens, not en-dashes.)
- “F.” and “ff.” should be avoided; use actual page numbers wherever possible.

1.1.2 Bibliography

Except in the case of a bibliography that lists the works of a single author, bibliographies should be ordered alphabetically rather than chronologically. For multiple entries by the same author, five underbars may replace the author’s name in each subsequent entry.

See the sample page from a bibliography on page 7.

BIBLIOGRAPHY

Benson, Louis F. "President Davies as a Hymnwriter." *Journal of the Presbyterian Historical Society* 2 (1903): 277-86.

Blair, Hugh. *The Complete Works of the Late Rev. Thomas Boston, Ettrick*. Edited by Samuel M'Millan. 12 vols. London, 1853. Reprint, Wheaton, IL: Richard Owen Roberts, Publishers, 1980.

Brecht, Martin. *Der Pietismus vom siebzehnten bis zum frühen achtzehnten Jahrhundert*. 2 vols. Göttingen: Vandenhoeck & Ruprecht, 1993.

Brown, Dale W. *Understanding Pietism*. Grand Rapids: Heart.Ink Press, 1978.

Cho, John Chongnam. "John Wesley's View on Baptism." *Wesleyan Theological Journal* 7, no. 1 (Spring 1972).

Dallimore, Arnold A. *George Whitefield: The Life and Times of the Great Evangelist of the Eighteenth Century Revival*. 2 vols. Westchester, IL: Cornerstone Books, 1970-79.

Fudge, Thomas A. "Myth, Heresy and Propaganda in the Radical Hussite Movement." Diss., University of Cambridge, 1992.

Hatch, Nathan O., and Harry S. Stout, eds. *Jonathan Edwards and the American Experience*. New York: Oxford University Press, 1988.

Hoffman, John Charles. "Pietism." In *New Catholic Encyclopedia*, 11:355. 17 vols. Washington, DC: Catholic University of America Press, 1968.

Strong, Douglas M. "Whitefield, George." In *Historical Dictionary of Methodism*, edited by Charles Yrigoyen Jr. and Susan E. Warrick, pp. 233-35. *Historical Dictionaries of Religions, Philosophies, and Movements*. Lanham, MD, and London: Scarecrow Press, 1996.

Sample Page from a Bibliography

1.1.3 Scripture References

Heart.Ink Presss generally prefers to give the full names of biblical books in the running text and to abbreviate them in parenthetical references or in the notes. We generally prefer to use the longer form of abbreviations for biblical books, with periods (for example, Gen., Exod., 1 Sam., 1 Kings, Song of Sol., Matt., Mark, 1 Cor., and so on).

In commentaries and other scholarly works in which a great number of Scripture references are used, it is acceptable to abbreviate the names of Bible books in the running text and to use the shortest form of abbreviations—for example, Gn, Ex, Lv, Mt, Mk, Lk, etc.

With regard to punctuation in Scripture references, hyphens should join inclusive verse numbers, while en-dashes join inclusive chapter numbers; in the same way, commas should separate verse numbers and semicolons should separate chapter numbers (e.g., Matt. 4:24-25; 12:9-14; Mark 3-4; Luke 6:6-11, 17-19).

In order to avoid an excessive number of footnotes, it is generally best to cite Scripture references parenthetically in the text rather than in footnotes.

1.1.4 Capitalization

In general, Heart.Ink Presss prefers to lowercase pronouns for God and for Jesus and also to lowercase words such as the following:

- | | |
|-------------------------------------|---|
| biblical (but Bible, capitalized) | gospel (except for one of the four Gospels) |
| creation (but Creator, capitalized) | incarnation |
| church (except in proper names) | resurrection |

cross

revelation

fall

scriptural (but Scripture, capitalized)

If you would prefer to capitalize these or other terms in your book, please mention this when you send in your manuscript, explaining the reasons for your preference, so that we can take this into consideration in editing.

1.1.5 Quotations

Source information should be noted for every quotation. The source information for epigraphs should include the author and title; all other quotations should include the full publication information as well.

Any quotation that is more than eight or ten lines long should be set off from the text as a block quotation. Very brief quotations should generally not be set off as block quotations, except for emphasis.

1.1.6 Headings

All heads and subheads should be entered in capital and lowercase letters, not all in capitals. (This is helpful to us in the typesetting stage. If the designer calls for capital letters, the lowercase letters will automatically be converted to uppercase. The process cannot be automatically reversed, however, because the typesetting equipment cannot distinguish between the words that need an initial cap and those that do not.)

1.1.7 Possessives

We prefer not to add an “s” to words ending in sibilants, as in the following examples:

Aquinas’

Descartes’

Marx’

Jesus’

Moses’

righteousness’

Euripides’

1.1.8 Figures

Use figures with all specific numbers over ninety-nine (“seventy-three pages” but “101 years later”).

Spell out round numbers in general (“one hundred,” “nine hundred,” “nine thousand,” “ninety thousand”) but use figures for numbers of more than two words (“21,000,” “95,000,” “100,000”).

Do not use figures to begin a sentence.

Use figures with abbreviations of measurement, dimension, etc. (“8 km.,” “60 by 34 m.”).

Use figures with “percent” (“99 percent”); the word “percent” should be spelled out, except in tables.

Use the adverbs “first” and “second” to introduce a series, not “firstly,” “secondly,” etc

.

The names of centuries should be spelled out: e.g., the nineteenth century, not the 19th century.

Fractions should also be spelled out, except in tables.

1.2 Submitting Your Manuscript

1.2.1 Making Sure Your Manuscript Is Complete

It is very important that your manuscript be as complete as possible when you submit it to us. No significant elements (such as chapters, introductions, bibliographies, or footnotes) should be incomplete or still “to come.” An incomplete manuscript will only delay publication.

Please note that you should not expect to make further revisions after the manuscript is submitted, and particularly once the book is in page proofs. The manuscript should be considered complete upon submission.

If, after you’ve submitted your manuscript, you find errors that need to be corrected or short passages that you would like to revise, please send these changes clearly marked on hard copy. If the changes amount to more than a few lines of text in any given location, we would appreciate receiving the new or altered material on disk. Please contact us for information on how to proceed with the submission.

If we have not yet begun work on the electronic files, it may be preferable to receive updated files for the entire book. If we have begun work on the files, however, it will be more helpful to receive files containing only the new or altered material with a clear indication of where it should be placed in the text.

1.2.2 Preparing Your Electronic Files

We don't require that you use any particular software or platform when preparing your manuscript. Please use whatever software you normally work in. Please do not convert your files. File conversions from one type of software to another, or even conversions from one font to another, can introduce background "noise" into the document, which causes problems for us when we begin to work with them.

If and only if you are just beginning work on your manuscript, it would be helpful to us if you follow these guidelines:

- regular text should be double spaced
- block quotes should be single spaced and indented
- use underlining rather than italic
- use endnotes rather than footnotes

We don't require that you use any particular software or platform when preparing your manuscript. Please use whatever software you normally work in. Then, make your printout of the manuscript from this same program. After making your printout, select "Save As" from your software file menu, and choose the option to save the files as MS Word ".DOC" files (*not ".DOCX" files*). Send us both your native files and your .DOC version of them. (If you have already created your files in MS Word, you can skip this "Save As" step.) Please do not send us only PDF files of your manuscript because

it's very difficult to extract the text from such files in a usable form. Finally, and perhaps most importantly, please send us a printout of your manuscript that matches your native electronic files exactly, so there's no confusion as to which is the preferred version of your work. Please print your manuscript on only one side of the paper, and please do not staple any pages together.

1.2.3 Using Special Formatting or Word Processing Techniques

It should be noted that the final type for your book will not be produced *directly* from the electronic files that you deliver to us. Our typesetting equipment requires a fundamentally different sort of information than that contained in files produced by word processing programs such as Microsoft Word or Corel WordPerfect. In essence, we extract the raw text from the files you send us and reformat it for use by our typesetting equipment using specifications established by our book designers. That being the case, it is not necessary — and in fact it may be counterproductive — for you to take great pains to make your manuscript look like finished book pages. In some cases, the presence of elaborate formatting (e.g., colored text, shaded frames or boxes, large numbers of fonts, complicated headers and footers, and the like) can actually make it more difficult for us to recover usable text from your files.

Similar difficulties are introduced by certain specially prepared kinds of text. For instance, the current versions of many popular word processing programs are capable of automatically generating various documents, such as tables of contents, lists of illustrations, indexes, and the like. And a number of our authors have augmented their word processing software with various add-on programs and utilities such as EndNote, ProCite, Reference Manager, Write-N-Cite, and Nota Bene's IBID and Ibidem modules, all of which manage, format, and replicate scholarly documentation throughout a book. The sorts of text generated by these utilities can be difficult for us to recover fully and

accurately. In some cases we have had to reproduce this sort of text by optically scanning portions of manuscripts or retyping it from scratch, processes that delay book schedules and open the door to the introduction of new errors in the text.

If you have already completed your manuscript using these sorts of techniques and utilities, you need not feel obligated to change it before sending it to us. On the other hand, if you are at a point in the preparation of the material where you can conveniently avoid these sorts of automatically generated text, we would appreciate your doing so.

2. PERMISSIONS

2.1 Quoting from Previously Published Material

If you wish to include previously published material in your book, you may need to obtain permission from the copyright holder to reprint her or his work. Some materials that may require permission include the following:

- extended quotation from a previously published prose work
- poetry (quotations of any length)
- songs or hymns (quotations of any length)
- photos or other illustrations

You should request these permissions early in the process of developing your manuscript, because it often takes some time to receive a response. Please keep a log of the selections that you are requesting permission to use, and send us a copy of your log, along with copies of all permissions-related correspondence you have had, when you send us your manuscript.

When you ask for permission to reprint previously published material, please request world rights in the English language. See the sample permission letter. If you need more guidance, please feel free to contact us.

2.2 Compiling a Collection of Essays, Stories, or Poems

If you are the editor of a collection of works by other writers, or are putting together a collection of your own writings, you need to obtain permission from copyright holders to reprint these items. This is true even for your own writings, if someone other than yourself holds the copyright. Speeches that have been recorded, even if not previously printed, may also be under copyright.

If you are making editorial changes in the selections you are compiling, you must obtain permission to make these changes, if the selections are under copyright.

Please follow the same suggestions given above for obtaining permission to reprint these materials in your book. Submit your requests early, keep a log, and send a copy of your log and all correspondence to Heart.Ink Press along with your manuscript.

Sample Permission Letter

Dear Permissions Editor:

I am writing to request permission to reprint ____(*Provide the following information about the excerpt: author, title, copyright, publisher, and page numbers. Many publishers also like to receive marked photocopies of the excerpt.*)_____.

The excerpt would be included in ____(*title*)____, which will be published by Wm. B. Heart.Ink Press Publishing Company in __(*estimated pub. date*)__ in a hardcover/paperback edition of approximately ___ pages. It will be printed in an initial print run of _____ copies and sold at a retail price of approximately \$____. We are seeking world rights in the English language. (*In this section you may want to highlight any information that may inspire the publisher to charge the lowest fee possible, such as small print run or length of excerpt in proportion to length of book.*)

Thank you for your attention to this request. If you are not the rights holder, we would be grateful for your referral to the appropriate party. We will acknowledge the source of the material in standard form unless you provide a specific credit line.

Sincerely,

Permission granted for the above use only.

Signed:

Date:

Conditions:

3. INCLUDING ILLUSTRATIONS

If you plan to include illustrations, photos, or maps in your book, it is important that you indicate clearly what illustrations you wish to use, the source of the illustrations, and where the illustrations should be placed.

Please begin preparing the illustrations as early as possible, because researching and obtaining the illustrations can take time. Illustrations introduced late in the editorial process can delay publication dates significantly. If you need guidance as to how to go about it, please get in touch with us.

3.1 Preparing Illustration Lists and Captions

Prepare a list of illustrations and where each may be obtained. For example, “Photo 1—picture of a Dead Sea Scroll—available from author.” If you are obtaining illustrations from another source, please make a log of permission requests and include copies of all the correspondence. (For more on how to request permission, see section 3.1 and the sample letter)

Indicate in your manuscript the approximate location for each illustration. For instance, in your manuscript indicate, “Place Photo 1 about here.”

Prepare a list of captions. For example, “Photo 1 Caption—A scroll from the Dead Sea collection, from the author’s private collection.”

3.2 Submitting Illustrations

If you have photos and other camera-ready illustrations or maps that you want to use in your book, please send the actual photos or artwork to us along with your manuscript. Photos must be black-and-white glossies; photocopies will rarely reproduce well.

If you submit illustrations in electronic form, files must be 300 dpi at 100% size for reproduction quality. Lower resolutions do not reproduce well.

4. WORKING WITH YOUR EDITOR

After we receive your complete manuscript (both electronic and hardcopy), your book will be assigned to one of our copyeditors. When your copyeditor begins working with you, he or she will be able to answer any specific questions you may have. Your copyeditor will continue to work with you through the page proofs stage and until your book is sent to the printers.