

Fisher King Press Manuscript Preparation Guidelines

ATTENTION TO DETAIL IS CRUCIAL.

For specific questions on word usage and punctuation, refer to *The Chicago Manual of Style* (16th ed.), available as a book or online:

<http://www.chicagomanualofstyle.org/home.html>

If your manuscript includes images, please be sure to include caption in the manuscript, where you want the image placed.

DO NOT EMBED images in the text. Images should be provided as separate files. Be aware that if accepted you will need to provide high quality digital images and appropriate permissions before your manuscript can enter the page proof stage.

CONCERNING THE BODY OF WORK

TEXT - every paragraph should have a paragraph style applied.

- **Do not indent paragraphs with Tab or Space Bar** – Use a paragraph style.

HEADINGS/SUBHEADINGS - use a Heading or Subheading style.

SPACING - use a single, not double, space after a full point (end of sentence), comma, colon, etc.

QUOTES - should be exactly as they appear in the original, including punctuation. If words or phrases are omitted from within the quote, this should be indicated by an ellipsis: [...] *Please check the accuracy of quotes very carefully. This is solely the author's responsibility.*

- Quotes 40 words or less in length should be enclosed within “double quotation” marks (American usage). However, a quote within a quote is enclosed with ‘single quotation’ marks, even though there are “double quotation” marks in the original.
- Quotes over 40 words in length should be quoted in a new paragraph with appropriate CHAPTER QUOTE BODY paragraph style applied to respective quotes. **Do not use the space bar or tab**; use the paragraph style.

CITATIONS AND BIBLIOGRAPHY

Citations and bibliographical data must be provided for all quotations and for material or ideas that are substantially the work or based upon the work of another author. Citations and bibliography should be completed in accordance with the “Humanities style” as described in the *Chicago Manual of Style, 16th edition*.

The accuracy of citations is the author's responsibility. An excellent "Quick Guide" to formatting citations and references is available online: http://www.chicagomanualofstyle.org/tools_citationguide.html.

Footnotes: References should be included as **footnotes** (not endnotes) in accordance with the “Humanities style” as described in the Chicago Manual of Style, example:

1. Wendy Doniger, *Splitting the Difference*, 65.

(The use of 'Ibid' or 'Op. cit.' is **not acceptable** – Simply repeat the citation.)

References to Jung's *Collected Works* - following the initial entire citation, subsequent entries should include the volume and paragraph number (using the paragraph symbol: ¶, which can be found in Word under the Insert menu >Symbol>Special Characters). For example:

C.G. Jung, 1942. “The visions of Zosimos,” CW 13, ¶ 87.

If more than one paragraph is cited, it should be indicated by a double paragraph symbol: ¶¶, as in:

C.G. Jung, 1935/1943. "Introduction to the psychological and religious problems of alchemy," CW 12, ¶¶ 10–12.

Remember, Never use *Ibid.* and *Op. cit.* Simply repeat the citation.

References to Films. The name of the film should be in italics, followed by the date of release, the names of the author of the screenplay, and the director [Screenplay by....Directed by ...] . If the screenplay is based upon a book, it should be indicated: "Based upon:" with the complete book reference to follow. For example:

Pulp Fiction. 1994. Screenplay by Roger Avery and Quentin Tarantino. Directed by Quentin Tarantino.

Fight Club. 1999. Screenplay by Jim Uhls, based upon Chuck Palahniuk, *Fight Club*. 1996. New York, NY: Hyperion Books. Directed by David Fincher.

Bibliography A Bibliography should be provided in accordance with the "Humanities style" as described in the Chicago Manual of Style, 16th edition. A sample bibliography has been included at the end of these guidelines. example:

Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

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- **Copyrights prior to 1923 have expired**

¹

http://en.wikipedia.org/wiki/List_of_countries%27_copyright_length#cite_note-313

² <http://copyright.cornell.edu/resources/publicdomain.cfm>

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