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Please do only minimal formatting on your documents. We will reformat them to match our series specifications. Each element in your text should be a separate file. This includes dedication, table of contents, preface, introduction, individual chapters, endnotes, and works cited. Poetry should be prepared with hard returns where the line breaks occur in the poems. For complicated arrangements of lines and indents, please provide photocopies of the poems.

Index

Your book must have an index. While the page references cannot be filled in until you receive the page proofs, it will save time at page proof stage if you begin early to select the terms for indexing. *The Chicago Manual of Style* has a good discussion on preparing an index. The discussion emphasizes the reader's needs and considers the theme of the work in decisions about whether or not to index a term or name. The length of your index will depend on the nature and length of your study, but usually it should be around eight or ten double-spaced single-column manuscript pages.

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Your manuscript will be copyedited, scanned, and the scan returned to you so you can review it and answer queries. If you do not respond to the queries on time, we will proceed to the next stage without the answers. You will be charged for changes made on the proofs.

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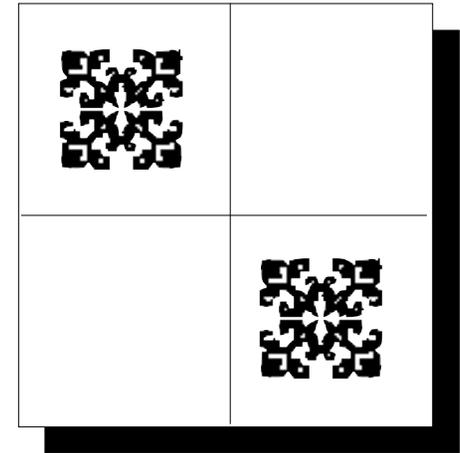
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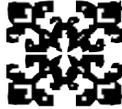


Preparing Your Manuscript and Electronic Documents

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We would like to explain our requirements for preparation of the final manuscript. As you revise according to suggestions of our readers and editors, we would like you to include some changes that will make the manuscript easier to prepare for the printer. The document produced when you incorporate these revisions will be called the *final manuscript*.

Preparing the final manuscript

We consider the ideal length for manuscripts for our books to be 80,000–110,000 words (250–300 pages). If your manuscript is already longer than this, see that its length is not increased by the revisions. The entire manuscript, including the quotations, notes, and works cited, should be double spaced.

The paper copy will be the reference copy throughout the editing process. If the paging is maintained, queries can be located by page and line number. Pages may be added to the paper copy by numbering the new pages 22a, and so on, in order to avoid renumbering the entire manuscript.

Language, quotations, and translations

You may write in English, French, or Spanish. Our policy is to treat the language of the literary work(s) as primary and the language of composition (if different) as secondary. Therefore, quotations from literary works should be in the original language. Quotations from critical works may be in the language of composition when a published translation in that language is available. If not, include both the original and your translation of the

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Although we use endnotes, in order to achieve the immediacy that footnotes allow, we have chosen to follow the parenthetical style for documentary references recommended in the main part of the *MLA Handbook*. In parenthetical documentation, the convention of putting full bibliographic information in the first note no longer applies. The reader is expected to look at the

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To make it as easy as possible for the reader to locate the reference in the works cited, be certain that each work is listed under the name or title cited in the parenthetical reference. For example, if you are citing a dictionary, you must decide whether to refer to it by the editor or by the first word of the title, and it should be listed alphabetically under the same thing in the works cited. It is also best if the works cited is not subdivided, since doing so forces the reader to guess which section to consult.

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