The WAC Clearinghouse

supporting the WAC community since 1997

wac.colostate.edu

A Guide for Authors

and Editors

The WAC Clearinghouse
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Fort Collins, CO 80523

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About the WAC Clearinghouse Publishing Collaborative

The WAC Clearinghouse is a publishing collaborative. In brief, this means that our efforts to publish work are shared by a large group of authors, editors, copyeditors, designers, reviewers, and editorial board members. As a group, we engage in a highly distributed process that brings good work to the larger scholarly community. We do so in a manner that strives, first, for the highest scholarly quality and, second, for the highest quality in design and production. As an author joining our collaborative, we ask that you consider the following guidelines as you prepare your book for publication.

Submission Checklist

To simplify the process of preparing your manuscript for submission, we've provided the following list of requirements. Please make sure you've addressed each of the following.

□ **Attention to Publication Ethics.** The Clearinghouse has developed a statement regarding the ethical obligations of editors, authors, reviewers, and the Clearinghouse itself. We recommend reviewing it on the WAC Clearinghouse at https://wac.colostate.edu/about/pub-ethics/.

□ **Manuscript Length.** Please ensure that your manuscript does not exceed the length limitations for Clearinghouse books (typically, between 70,000 and 110,000 words, and not more than 125,000 words). See Manuscript Length.

□ **File format.** Please provide your document in a single file in Word format (.docx) or "Rich Text Format" (RTF). See File Format and Delivery.

□ **Content and Order.** Please order the parts of your book following our guidelines. See Book or Chapter Content and Order.

□ **Links.** Please ensure that all links (websites, etc.) in the manuscript are live. Readers should be able to navigate to the sites by clicking on the link.

□ **DOIs.** Please use DOIs in reference lists and works cited lists when available. If you use a DOI, you do not need to use a URL. See Reference List and Works Cited List.

□ **Citation System.** Please use the citation system defined in the most recent version of the MLA or APA handbook. See Citation System.

□ **House Style.** Please note that we have house styles that override some MLA and APA guidelines. For example, reference lists and works cited lists do not start on a new page, and we ask that you provide authors' full names on first mention in the body of a chapter. See House Style.

□ **Use of Word-Processing Styles.** Please format your document using styles (e.g., normal, heading 1, heading 2, heading 3). See Manuscript Preparation and Use of Word-Processing Styles.

□ **Figures, Images, and Other Illustrations.** Please provide most images as separate files in high-resolution format (e.g., at least 2400 pixels wide for images intended to run the full width of a page. Some figures, such as charts and diagrams built with tools within a word processing or

spreadsheet program, can be left in the text or provided in separate files. See Figures, Images, and Other Illustrations.

☐ **ALT Tags for Figures and Images.** Please provide ALT tags for each figure or image. See Figures, Images, and Other Illustrations.

☐ **Figure Captions.** Please place the figure caption below the figure. Figure numbering should follow series guidelines (typically Chapter Number.Figure Number – e.g., Figure 3.1, Figure 5.3, etc.). See Figures, Images, and Other Illustrations.

☐ **Tables.** Please ensure that tables will reproduce well in a 5-inch width. See Tables See Figures, Images, and Other Illustrations.

☐ **Table Titles.** Please place the table title above the table. Table numbering should follow series guidelines (typically Chapter Number.Table Number – Table 1.2, Table 3.3, etc.). See Tables.

☐ **Author Affiliations.** Chapters in edited collections and in some authored book may list authors. Please provide their institutional affiliation. For formatting, please follow the example set by other books in the series.

☐ **Abstracts, Chapter Numbers, Keywords, and Other Elements.** Some series use elements such as abstracts and keywords, particularly in edited collections. If your book will be published in one of these series, ensure that your manuscript follows the series conventions.

☐ **Index.** The WAC Clearinghouse does not provide indexing services. We will, however, work with you should you wish to create one. If you wish to create an index, please do so in Microsoft Word (see Indexing later in this document). Indexing must be completed before final turnover of the document, either before or after copyediting but prior to book design. See Indexing.

☐ **Permissions.** Please ensure that you have written permission for the use of all copyrighted work. See Permissions.

☐ **Proofreading.** Please proofread your manuscript carefully before submitting it.

Contents

1. Completing the Checklist

Complete the checklist on page 2 of this guide prior to turnover of the final manuscript. This should be carried out by the book authors or editors. The series editors will ensure that the checklist items have been addressed and may, at their discretion, return the manuscript for additional preparation prior to moving the book into production.

The following items are presented in the order they appear in the checklist.

1.1 Manuscript Length

Please ensure that your manuscript is no longer than 110,000 words. While we may publish books up to 125,000 words, we will do so only with permission of the publisher. If you have questions, please consult the series editors.

1.2 File Format and Delivery

Please provide your manuscript to us in a single file. Please use Word format (.docx) or "Rich Text Format" (RTF). Please provide any image or data files to us in their native format. Please see section 1.7 for more detailed image on image files.

1.2.1 Manuscripts Undergoing Review

For manuscripts that are ready to undergo review, please submit the files in one of two ways. For book series that are using our submissions portal (https://submissions.colostate.edu), please upload the manuscript. If you created a proposal earlier, add the file to the existing submission. If no submission exists, create a new one. Files may be uploaded as word processing files or as ideally, Word or RTF) For book series that are not yet using the submissions portal, please see the submissions information on the series page on the Clearinghouse website (visit https://wac.colostate.edu/books).

1.2.2 Manuscripts Ready for Production

Files may be delivered via the submissions portal or via the Cloud (for instance, via Box, DropBox, Google Drive, iCloud, or OneDrive). For manuscripts, please provide the file in its native format (ideally, Word or RTF; please do not submit a manuscript as a PDF file). For image files and other files that might be included in a document, please provide them to us in their native formats. If we encounter challenges working with them, we'll contact you.

Important Note: We can work with files produced in most word processing programs, including Google Docs. Please avoid using more than one word-processing program to create your manuscript. We've had unfortunate experiences working with files that have moved back and forth between different programs (for instance, between Google Docs and Word or between Google Docs and Pages or between Pages and Word, and so on). The conversions that occur as files are moved from one system to another tend to cause difficulties once we reach the stage where we are producing the files. This is particularly true if you wish to create an index or if you are working with tables.

1.3 Content and Order of Books and Book Chapters

Your book will contain as part of its frontmatter a title page, a dedication page (if desired), a table of contents, a preface (if desired), acknowledgments (if any), and a foreword (if any). In general, we include introductions at the beginning of the main section of the book, as we do with epilogues and afterwords. We typically do not include lists of illustrations (plates, figures, tables). Backmatter may include endnotes, biographical information on contributing authors and editors, and an index. Some books may also have appendices and works cited or reference lists or other bibliographies. (For an edited collection, the notes and reference list or works cited list should appear at the end of each chapter.)

1.3.1 Book Order

Please order material in a book as follows. It is not expected that all of these will be included.

Front Matter
1. Title page
2. Dedication (optional)
3. Acknowledgments (optional)
4. Table of Contents
5. Preface or Foreword (optional)

Text/Body
6. Introduction (optional)
7. Chapters
8. Afterword or Epilogue (optional)

Back Matter
9. References or Works Cited (for a monograph; reference lists or works cited lists normally appear at the end of the chapter in an edited collection)
10. Bibliography of Related Work (these would not appear in the reference list) (optional)
11. Glossary (optional)
12. Appendices (for a monograph) (optional)
13. Contributors (for a collection) (optional)

1.3.2 Chapter Order in an Authored Book

Please order material in a chapter as follows. It is not expected that all of these will be included.

1. Chapter title
2. Body text
3. Acknowledgments (optional)
4. Notes (optional)
5. References or Works Cited

1.3.3 Chapter Order in an Edited Collection

Please order material in a chapter as follows. It is not expected that all of these will be included.

1. Chapter title
2. Author(s) and Author Affiliation
3. Abstract
4. Body text
5. Acknowledgments (optional)
6. Notes (optional)
7. References or Works Cited
8. Appendices (optional)

Please note that our house style is to place appendices after the reference list or works cited list. If you use a single appendix, simply title it Appendix. If you use more than one appendix, title each with a letter, a colon, and a descriptive title. For example, use *Appendix A: Related Resources*. Subsequent appendices would be titled *Appendix B: Title*, *Appendix C: Title*, and so on. You may choose not to use a descriptive title.

1.4 Links

Please ensure that all links in your manuscript are live. Readers should be able to click or touch the link and open the document to which it points. This should include any explicit URLs (e.g., https://wac.colostate.edu) and any text that does not explicitly include a URL but will, when clicked or touched, open a web page or document.

It is not necessary to underline or change the color of a link, although it is fine if this occurs automatically when you create the link. In fact, it will simplify the production process for our books if you avoid adding formatting for links. In most word processing programs, you can create a link if you place the cursor at the end of the link and enter a space.

Links to DOIs in APA and MLA should be live as well (see Section 3, Citations). In APA, all DOIs should be preceded by https://doi.org. In MLA, this is not necessary. However, it may be easiest to create the DOI with https://doi.org preceding the DOI string. Once the link is created, if you prefer, you may remove https://doi.org. Or you can leave it in place. We suspect that MLA will likely adopt the practice of using this prefix in the future.

Please note that, since we issue our books in print editions as well as in digital open-access editions, you may find it useful to make any text links visible to your readers. If it is a short URL, you might include it in a parenthesis after the text. If it is longer, you might shorten it using a site such as TinyURL.com or you might insert a footnote that provides the URL. You can see examples of this practice in books such as Lockett et al.'s Race, Rhetoric, and Research Methods (https://wac.colostate.edu/books/perspectives/race/).

1.5 Citation System

The WAC Clearinghouse allows authors and editors to cite sources using the most recent edition of either the *Publication Manual of the American Psychological Association* (APA) APA or the *MLA Style Manual*. Information about the APA system can be found at https://apastyle.apa.org/. Information about the MLA system can be found at https://style.mla.org/. We offer guidance on the use of these styles later in this guide.

Please use a single documentation system throughout your book. If you are contributing to an edited collection, consult your editor(s) to ensure that you use the same documentation style as other contributors to the volume.

1.6 Manuscript Preparation and Use of Word-Processing Styles

In general, we follow the manuscript preparation and formatting recommendations common to the APA and MLA systems. We also require the use of word-processing styles in submitted manuscripts.

1.6.1 Manuscript Preparation

Page Layout and Numbering. Please use a one-inch margin on all sides of the page. Do not justify the right margin. You should use the standard letter page size (8.5 x 11 inches) or A4 (outside of the United States). Number the pages of the manuscript in the footer for the document. Number all pages consecutively, beginning with the title page.

Font Style and Size. We recommend using a consistent font throughout your manuscript. You may use, for example, 12-point Times New Roman or 11-point Calibri or another commonly used font for your body text. Your body text should use the same style (generally, the Normal style in Word works well). Your headings should use either the built-in heading 1, heading 2, and heading 3 styles in your word processor or custom styles for A heads, B heads, and C heads. For more on styles, see Word-Processing Styles later in this document (see section 1.6.3).

Formatting Citations. Please use styles to format your citations. We recommend that you create a style named something like Reference List, Works Cited List, or Bibliography. Use a hanging indent. *Do not use tabs, paragraph breaks, or manual line breaks to format your list*.

Footnotes and Endnotes. Please limit your use of footnotes and endnotes. If you must use them—most likely in cases where you want to provide supplementary information or qualification without any interruption of the flow of your primary text—please format them as footnotes using your word processing program's notes tool. This helps us preserve the location and content of notes during production. If you wish to provide a lengthy note at the end of chapter, please do so in a section titled "Notes" or "Acknowledgments."

Cross-References. Because pagination changes up until the last minute during production, please do not make cross references to page numbers in the book. You're encouraged to reference other sections of the book, but please use only the chapter title, number, or other identifying feature for the cross-reference. The best way to do this is to use one of the following constructions:

As Chen notes (Chapter 4, this collection) ….

This is echoed by other scholars in this collection (Jackson, Chapter 5; Samuels, Chapter 8).

This is not an isolated observation (Garcia, Chapter 4, this collection), since ….

1.6.2 House Style

Although we follow APA and MLA guidelines for manuscript preparation, please note that our house style departs in several ways from those guidelines (see Section 2). For example, in APA reference lists, we allow the use of full names, as opposed to initials. You are free, if you prefer, to use initials for first names in APA reference lists. We ask only that you format the reference list consistently. Please do not use initials for some names and full first names for others. Similarly, differences in how numbers and percentage signs are treated in the two styles have led us to develop guidelines for their treatment in our publications. Please view our house style guidelines as you prepare your manuscript.

1.6.3 Word-Processing Styles

We require that all manuscripts submitted for copyediting be *styled*. In a word processing program, the term *style* refers to a defined set of font- and/or paragraph-level formats. A paragraph style (such as the built-in Normal style in Microsoft Word) will typically define the font face and size, the font color, the spacing before and after the paragraph, and whether the beginning of the paragraph is indented. It can also define tabs, borders, and other formatting characteristics. A character style (such as the built-in Hyperlink style in Microsoft Word) will define the font face, size, color, use of underlines, and so on.

Styles are a critical part of our production process. It is essential that you apply styles throughout your manuscript. We recommend that, at a minimum, you apply the following general styles:

- Normal (or body) text
- Chapter Title
- Author Name
- Author Affiliation
- Heading 1
- Heading 2
- Heading 3
- Block Quote
- Figure Caption
- Table Title
- Table Header
- Table Text

Many of these styles (e.g., Normal, Heading 1, Heading 2, Heading 3) are built into word-processing programs. You may define them as you wish or use their default settings. During our production process, we will import your word processing file into our document layout system. At that point, we

will map the styles you have used to those in our document layout system, redefining the specific characteristics of each style to match those used in the book series.

That said, please keep the following observations in mind.

Line Spacing. We are agnostic about line spacing. You may single or double space your lines, or you may pick a value somewhere between.

Paragraph Indentation. Allow your word processor to automatically insert an indentation for you (using the "first-line indent") function. *Do not use tabs or spaces to indicate indentations*. And please don't add extra lines between paragraphs. It is best to control any spacing after or before paragraphs through a style definition (e.g., adding six points of spacing following a paragraph in Word's Normal style).

Block quotations. These should be indented on the right and left. Please use a style (such as a custom style named "Block Quote") to format block quotations.

Headings and Subheadings. Use capital and lowercase letters (Title Case) for Chapter titles as well as for headings and subheadings, as shown below. Generally, this means that you should capitalize the first word in the heading as well as all nouns, pronouns, verbs, adjectives, and adverbs. Do not underline your headings and do not use all capitals. Indicate the relative importance of the headings by their relative size and position on the page. Headings and subheadings should appear on their own lines.

Example of an A-level Heading

Body text body text

Example of a B-level Heading

Body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text

Example of a C-Level Heading

Body text body text

Learn More About Styles. You can learn more about using files in Appendix C. How To Use Microsoft

1.7 Figures, Images, and Other Illustrations

Our production work is done using Microsoft Word and programs available from Adobe, in particular InDesign, Acrobat, Photoshop, and Illustrator. This allows us to use a wide range of file types. In this section, we provide information you might find useful as you work with illustrations for your book. In general, we ask that you provide image files for most illustrations. A key exception to this request involves illustrations created using the graphics tools provided through various word processing programs. This includes charts created in a word processing program and diagrams created with

various graphics tools within the document. See below for more details.

File Format. We expect you to provide figures, photographs, or other illustrations in digital format. We use TIFF images in our production process, but we can work with images in a several formats, including JPEG, GIF, PNG, PSD, AI, and EPS. If you scan print illustrations or photographs, you should do so at 600 dpi. All images should be in color. Please note that these images will be converted to grayscale or black and white for print production. If you wish, you may provide both color and grayscale/black and white images.

Image Size and Color. In general, please provide each figure, image, or other form of illustration in a high-resolution format (for specifics on resolutions, see below). In general, we do our production work with images that have a DPI (dots per inch) of at least 600. This means that an image that is 600 pixels wide will be one-inch wide on our pages. Here is our best advice on preparing images.

1. For most images, send them in as high a resolution as you can. For example, a photograph would ideally be at least 2400 pixels wide.
   a. If you are creating images by capturing a screen, for example, please do so on a high-resolution monitor (a Quad HD monitor, which has a resolution of 2560 by 1400 pixels, works well; a monitor with higher resolution, such as a 4K monitor, is even better).
   b. If you are scanning images, please set the scan settings to 600 DPI and use either color or grayscale settings. (In our digital editions, we publish most figures in color; these images are converted to grayscale for print editions.)
   c. If you are photographing an image, please send us the full-size image (don't reduce the size).
2. For images that cannot be saved with a high resolution, we will do our best to work with them. Please note, however, that sometimes this results in images that appear to be blurry on the page.
3. If you are creating an image in Word, such as a chart, a WordArt figure, or some sort of figure that uses the other graphics tools in Word, then please leave them in the Word document. We will capture them as high-resolution images and insert them into the book pages.

If you are working with an image that was initially created with a low resolution, send it to us as is. We'll do our best to work with it. Please do not change the resolution prior to sending it to us; increasing the resolution typically simply increases the blurriness of an image.

File Names. Name the files with the figure number and appropriate format extension (e.g., "Figure 3-12.tif"). Don't change the file extension.

Figure Numbering. For monographs and collections that use chapter numbers (consult the series for guidance), please number figures using the Chapter Number.Figure Number format: Figure 7.1, Figure 7.3, Figure 8.5. Note: please capitalize *Figure* when referring to a specific figure (e..g, Figure 9.3, not figure 9.3).

Figure Placement in the Manuscript. In your text, you may embed the figure or indicate where it is to be placed by identifying it by number and placing its caption on its own line as follows:

> Figure 3.1. Captions should be brief. Put the credit line for images at the end of each caption, and be sure to arrange for permission in advance.

The figure itself will be placed above its caption. (Note: this is a departure from some documentation system recommendations, but it matches our design conventions.) Please avoid any positional notations regarding figures, such as "see Figure 1.3 below" or "see Figure 3.2 on the following page." There are few guarantees about where figures will be placed, so it will save us work if words such as "below" and "above" are avoided.

Permissions. Photographs and artwork often require permission to reprint. "Fair use" does not normally apply to the use of images.

When you collect a photograph or other illustration that might require permission to use, be sure to keep track of all source and contact information. You will likely want to start early to request permission to use them.

ALT Text. Please provide alt text for each image. You can find guidance for creating alt text on the WebAIM site at https://webaim.org/techniques/alttext/.

1.8 Tables

Table Placement, Formatting, and Numbering. Tables should be embedded in the text. All tables should be embedded directly in your text where you want them to appear (not at the end of the book or in a separate file).

Tables should be created and formatted using your word processing or spreadsheet program. Do not paste an image of a table into the text.

Please avoid using positional notations regarding tables, such as "see Table 1.1 below" or "see Table 1.2 on the following page." There are few guarantees about where tables will be placed, so it will save us work if words such as "below" and "above" are avoided.

For monographs and collections that use chapter numbers (please consult the series for guidance), please number tables using the Chapter Number.Table Number format: Table 2.1, Table 6.3, Table 9.2. Note: please capitalize *Table* when referring to a specific figure (e..g, Table 9.3, not table 9.3).

Table Titles. The title for a table goes above the table. Each table should be labeled sequentially (e.g., Table 4.1. Survey Results, Table 5.2. Observation Results). Please note that we run the table number and title together on a single line. If you place them on separate lines, we'll change it.

Table titles should be set in title case (i.e., all major words should be capitalized). For example, Table 3.2 Classroom Observations (not Table 3.2 Classroom observations).

Table Header Rows. Similarly, table header rows should use title case.

Table Design and Size. The usual page size for a Clearinghouse book is 6" x 9". Accounting for margins, that means that tables displayed in portrait mode can only be 4.75" wide by 7.5" high. You should format your tables at this size. Use a font such as Calibri or Helvetica at 9 or 10 point to approximate how the table will display in the finished book. Tables may continue on subsequent pages.

Please note that, in general, complex (and in particular *wide*) tables do not work well in book format. Please make your table as clear as possible and avoid complex formatting. If your tables include blocks

of text, keep in mind that a five-column table will have less than one-inch per column to display the text.

Please don't use any tabs in your table or extra returns (to manage cell formatting, use the word processor program's paragraph formatting and table layout features).

1.9 Permissions

As stipulated in your contract, acquiring permission to quote prose or poetry or to reproduce illustrative material from both published (in copyright) and unpublished material is the responsibility of the book's authors or editors, as is the payment of any required fees. It is important that you begin seeking permissions contracts early in the process of preparing your manuscript, as manuscripts with incomplete permissions cannot be advanced to copyediting. For more information, consult the resources and services available through the Copyright Clearance Center at https://www.copyright.com.

You may use the sample Permissions Request Form (in Appendix A) when contacting copyright holders. Copies of the fully executed permissions should be forwarded to the Clearinghouse along with your final manuscript. While it is impossible to precisely determine what constitutes "fair use," we consider 10 percent of a prose work (composed of assorted brief extracts) and 8 percent of a poem to fall under "fair use." We also consider captured film stills as "fair use," with the stipulation that full copyright acknowledgment be provided.

When citing student work, we follow the most recent CCCC statement on citing student writing, which can be found in the CCCC position statement, Guidelines for the Ethical Conduct of Research in Composition Studies, available at https://cccc.ncte.org/cccc/resources/positions/ethicalconduct. See Appendix C for more information.

1.10 Proofreading

Please run a spelling and style check before submitting your manuscript, followed by careful proofreading to catch errors that may have been missed by the spelling and style checker. For questions about spelling, consult *Merriam-Webster's Unabridged Dictionary* (see http://unabridged.merriam-webster.com/). For questions about style, see our House Style section, below.

The soundest advice we can offer about questions that come up during proofreading is to:

- Familiarize yourself with our house style guidelines.
- For situations not addressed by our house style, consult the handbook associated with the citation system you have chosen (APA or MLA).
- Be consistent in spelling, punctuation, capitalization, use of italics, use of hyphens in proper names, honorific titles, forms of dates, abbreviations, and so on.

If you have any remaining questions about spelling or style, please consult the series editor(s).

2. House Style

We have developed the following style guidelines to ensure consistency across books published in our various book series. For issues not addressed in these guidelines, please consult the handbook associated with the citation system you have chosen (APA or MLA). For questions about spelling consult the *Merriam-Webster's Unabridged Dictionary* (see http://unabridged.merriam-webster.com/).

2.1 Language Free of Bias and Stereotypes

Please follow commonly accepted guidelines for nonsexist use of language, such as the National Council of Teachers of English's (NCTE's) *Statement on Gender and Language* (https://ncte.org/statement/genderfairuseoflang/).

2.2 Race and Ethnicity

We recognize that publishing conventions regarding race and ethnicity are evolving. A key issue is whether to capitalize the names of all racial and ethnic groups or to capitalize some but not all. For a useful review of this debate, see White, white on the Diversity Style Guide website.

At this point, we recommend that authors and editors consider the arguments made by groups such as the American Psychological Association, the Associated Press, and the *New York Times*, among other organizations and publications.

Our approach to referring to race and ethnicity in books published on the Clearinghouse is to look for an emerging consensus. Since a consensus has not yet emerged, we recommend that authors and editors consider their options and then adopt a consistent approach across their books.

2.3 Gender

The language of gender is evolving. Clearinghouse publications should be up to date with the language it uses in reference to gender. The following websites offer guidance that you may find helpful.

- APA Style: https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/gender
- Transformation Journeys Worldwide: https://transformationjourneysww.com/resources/
- TSER Trans Student Educational Resources: https://transstudent.org/definitions/
- United Nations: https://www.un.org/en/gender-inclusive-language/guidelines.shtml

These guides are updated regularly, and advice and recommended terminology may change. As you work with gender references, please keep the following guidance in mind.

- While the terms *male* and *female* may feel familiar and comfortable, the gender that is assigned at birth (female or male) may not match an individual's gender identity. To be more exclusive of transgender individuals, try to use man or woman.
  - Example: man-dominated instead of male-dominated or woman-identifying instead of female.
- Be inclusive.

- o Example: when discussing women's issues in man-dominated spaces, make sure you are thinking and noting that not all women in these spaces will be what we traditionally think of (i.e., trans women who have not medically transitioned or nonbinary individuals who are more feminine presenting).
- When in doubt, use gender-neutral language. If you are unsure about which gender identifier you should be using, using gender-neutral language (e.g., instead of using *him* or *her*, use *the investigator* or *the writer*).

Our approach to referring to gender may change as conventions gain consensus. At this time, we recommend that authors and editors consider their options and then adopt a consistent approach across their books.

2.4 Punctuation and Mechanics

- Please place one space (not two) after a period, question mark, or exclamation point.

- Please do not place a space before colons. For example, use "this is true: one is not two", instead of "this is true : one is not two".

- Please use the serial comma (sometimes called the Oxford or Harvard comma). Place a comma after the next-to-last element of a series of three or more items (e.g., the red, white, and blue of the U.S. flag).

- Periods and commas typically are placed inside single or double quotation marks. In cases where there is a parenthetical citation in the text, the period goes after the last parenthesis. If the citation is for a block quotation, the period goes at the end of the sentence and is followed by the citation in parentheses.

- An ellipsis should be represented by three consecutive periods, with a single space between them (. . .). There is no need to put ellipsis marks in brackets when the ellipsis mark does not appear in the original.

- If words at the end of a sentence are removed, indicate the omission with an ellipsis mark and a period (. . . .). If the omission represents one or more sentences, end the sentence before the ellipsis mark with a period and then insert the ellipsis mark with a space on both sides (. . . .).

- When a noun ends with an s, use only the apostrophe (e.g., Jess' instead of Jess's). This applies to both common and proper nouns.

2.5 Numbers and Dates

Style guides from the APA and MLA, among others, differ markedly in their treatment of numbers. Please attend to the following guidelines. For additional questions, follow the guidelines for the documentation style you've chosen.

- Use words to start a sentence (e.g., "Ten people stood up …" rather than "10 people stood up …".

- Use words for numbers smaller than 11 unless you are presenting a series of numbers (e.g., use "2, 15, and 48 students" rather than "two, 15, and 48 students").
- In general, use "percent" in body text (More than 20 percent of all students ….) and % in tables or when percentages are presented in parentheses (The students who responded (23%) indicated …).
- Decades should be written using four digits (1980s).
- Do not place an apostrophe in a decade (e.g., 1990s not 1990's)

2.6 Names and Abbreviations

- The first time the author of a cited work is mentioned in the text, the full name should be used. After that, use only the last name. For edited collections, restart this practice with each new chapter.

- Don't shorten first names (e.g., from Robert to Bob) unless the author uses a shorter version of a name (e.g., Mike Palmquist rather than Michael Palmquist).

- Hyphenated last names stay the same in in-text citations (e.g., Adler-Kassner), but only use the last name when the full name isn't hyphenated (e.g., Kathleen Blake Yancey is cited as Yancey)

- Spell out the full titles of journals and organizations in your text. If there are multiple references to an item that has a commonly used acronym, spell it out the first time and follow it with the abbreviation in parentheses (as with NCTE above). Subsequent references can use the abbreviation. If there is a common set of abbreviations used throughout the book, they can be listed on "Commonly Used Abbreviations" page in the frontmatter.

- In the reference list or works cited list, always use the full title for journal names, publishers, and organizations.

- If you abbreviate United States, United Kingdom, or European Union, please use US, UK, and EU. When using the abbreviation for the United States as an adjective, use U.S. (e.g., U.S. State Department).

2.7 Capitalization

- In body text, we aim for minimal use of capitalization. So, for example, all reference to committees, departments, programs, etc. (normally capitalized within internal institutional contexts) are lower-case ("university library" not "University library"). The same goes for titles ("I spoke to the dean" not "I spoke to the Dean.") It's standard not to capitalize such terms when used before an audience outside the institutional context and when not attached directly to the person's name.
- In body text, we recommend using lower case for field names. For example, use writing studies rather than Writing Studies (just as you would use biology rather than Biology). Similarly, use rhetoric and composition rather than Rhetoric and Composition. Exceptions include words such as English, French, and Spanish, which are normally capitalized. Thus, you would use *English*

department and *biology department*.

- In headings, we depart from our advice on the minimalist use of capitalization. In chapter titles and all headings, please use title case. For example, use "The Nature of Writing Studies" rather than "The nature of writing studies."

2.8 Formatting and Dashes

- Long quotations (more than 4 lines) should be set-off from the rest of the text with an additional indentation (relative to the body text) of one-half inch (or some reasonable approximation) on the left and right sides. These quotations shouldn't be surrounded by quotation marks (quotation marks should be used within the quotation if the passage quotes other material) and should be single-spaced. Ideally, we would like to see space above and below the quotations (controlled through the block quotation style setting rather than paragraph breaks).

- Italicize (do not underline) titles of books and journals.

- Never use tabs for formatting, either in the body of the text, tables, or anywhere else. If you need to align rows or columns, put the content in a table. If a line needs to be indented (as in poetry) do not use spaces—use the margin slider or automatic "first-line indent" instead. Do the same for paragraphs. (All tabs will be removed during production. To reduce possible errors, it's best not to use them at all at any stage.)

- Use em dashes to separate asides (e.g., "Now—and don't get me wrong—I believe . . ."

2.9 Trademark and Service Mark Symbols (™, SM, ®)

- You are not expected to use these symbols unless you are showing the logo for a company or product. In that case, if the logo does not incorporate a trademark or service mark, please add it.

- If you choose to use a trademark or service mark symbol, do so only on the first or most prominent mention of the company or product. Afterwards, you should not use it. Most readers find the symbols distracting.

2.10 Terminology

In general, please use

- "PhD" rather than "Ph.D."
- Master (upper case) when referring to a specific degree (e.g., Master of Fine Arts, Master of Rhetoric and Composition)
- master's (lower case) when referring more generically to one degree (master's degree) or to more than one degree (masters degrees).
- "web" rather than "Web"
- "internet" rather than "Internet"
- "website" rather than "web site"

- "email" rather than "e-mail"
- "wiki entry" rather than "wiki post"
- "blog entry" when referring to a single entry in a blog
- "blog" when referring to an entire blog
- "ebook" rather than "e-book"
- "ePortfolio" rather than "e-Portfolio"
- "smartphone" rather than "smart phone" (or, better yet, "phone")

2.11 Academic Titles and Author Affiliations

- Use "Professor" rather than "Full Professor."
- Use "doctoral candidate" rather than PhD candidate.
- Provide the institutional affiliations for authors and editors. They should be placed below the author byline at the beginning of a chapter, introduction, foreword, and so on.

2.12 Varieties of English

Some of our book series publish only in English, while others will publish in other (and sometimes multiple) languages. Generally, since the Clearinghouse is based in the US, we use American spellings of words. If you are a writer from a non-English-speaking country and you write in English (and your first-language is not a variety of English from a Commonwealth nation, e.g., New Zealand or Australia), then please use U.S. spellings (e.g., change *centre* to *center*, *realise* to *realize*, and so on). If you are from a country that speaks the British variety of English, please leave the British spellings in place.

3. Citations

Books published by the Clearinghouse use the documentation systems published by the American Psychological Association (APA) or the Modern Language Association (MLA). See Documentation and Manuscript Preparation System earlier in this guide. In general, we prefer APA style over MLA style, but either style is acceptable, and we are comfortable using either one. As you work with citations, we ask that you do the following.

- Check to see that all sources cited in the text have entries in the reference list or works cited list.

- Place entries in alphabetical order. Follow the style guidelines in the APA or MLA guides to determine how to address sources by the same author.

- Title the list of works cited "Works Cited" in MLA style and "References" in APA style.

- Preface any Digital Object Identifiers (DOIs) with https://doi.org/. For example: https://doi.org/10.2307/2579746.

Formatting Guidelines. Please use styles to format your citations. We recommend that you create a style named something like Reference List, Works Cited List, or Bibliography. Use a hanging indent. Do

not use tabs, paragraph breaks, or manual line breaks to format your list.

3.1 APA Style Observations

The following comments reflect observations about problems we've found during copyediting. They are provided as helpful reminders to authors and editors. Information about the APA *Manual* can be found at https://apastyle.apa.org/.

3.1.1 In-Text Citations

- In cases of sources with three or more authors, APA specifies that in-text references use the first author's last name followed by et al. If you use multiple sources with three or more authors, the same first author, and the same publication year, provide as many names as needed to avoid ambiguity. For stylistic reasons, you might also replace et al. with *and colleagues*, *and co-authors*, or a similar construction. For example, *As Mya Poe and her co-authors (2014) state* ….

- Do not include page numbers in APA in-text citations if no quotation is provided. The use of page numbers for paraphrases and summaries is an MLA convention. It is unnecessary (and probably distracting) to include them in an APA in-text citation. Be aware that copy editors are likely to remove page numbers that are not attached to quotations.

- For quotations, inclusive page numbers (e.g., pp. 312-328 instead of pp. 312-28).

- If a digital source is provided and page numbers are not present in the document, we recommend using n.p. to indicate no page number or to use section headings. Paragraph numbers should be provided only if they are numbered in the document. You may also choose to leave out any reference to a page number altogether, since readers can search for the quotation in a digital source.

- If an author is making a parenthetical comment and includes a citation with a date, surround the date with square brackets. For example: (This is best seen in Inoue [2018].)

3.1.2 Reference List

- **Author Names.** Please note that APA prefers the use of initials for author first names (not full names). We recognize that there are good reasons for the use of first names and, through our House Style, allow their use. The only thing that we ask for is consistency (i.e., within in a list, don't use full names for some citations and initials for others).

- **Titles.** Please attend to proper capitalization of titles of books, articles, and essays. These titles should use capitalization for the first word of the title, the first word appearing after a colon, all proper nouns, and all acronyms (e.g., ESL). All other words should be in lower case. Generally, capitalize the words in journal titles.

  Hull, G. A., & Schultz, K. (Eds.). (2002). *School's out: Bridging out-of-school literacies with classroom practices*. Teachers College Press.

Kostouli, T. (2009). A sociocultural framework: Writing as social practice. In R. Beard, D. Myhill, J. Riley, & M. Nystrand (Eds.), *The Sage handbook of writing development* (pp. 98-116). Sage.

Genova, J. (1979). The significance of style. *The Journal of Aesthetics and Art Criticism 37*(3), 315-324.

- **Publishers.** Please note that the latest edition of the *APA Manual* specifies that the publisher city no longer be included. Only the publisher is provided.

  Do not abbreviate words such as University and Press. In MLA, it is recommended that the press at the University of Chicago appear as U of Chicago P. This is not the case in APA. It should appear as University of Chicago Press.

- **Page Numbers.** Use inclusive page numbers (e.g., pp. 312-328 instead of pp. 312-28). This is true in both in-text references and in the reference list (e.g. *College English 33*(2), 234-243).

  Note that, in APA style, it is not appropriate to place n.p. in place of page numbers for sources that lack page numbers (e.g., a journal article in html format). Simply put the volume and issue (if there is an issue), a period, and then provide the DOI or URL, if one is available.

- **DOIs and URLS.** Use DOIs whenever possible. DOIs look a lot like URLs: https://doi.org/doinumber. An example would be:

  Mullin, J. (2001). Response: We will find a way to work together. *Journal of College Reading and Learning*, *3*1, 244–250. https://doi.org/10.1080/10790195.2001.10850119

  Please note that the latest edition of the APA *Manual* recommends including a DOI (if it is available) even if you consulted only the print version of the source. This makes it easier for the reader to locate the source.

  If the DOI you are using does not begin with the https://doi.org/ string, please add it, using the format https://doi.org/doistring. This allows the link to be live and simplifies the process of following the link to the source.

  If you have both a DOI and a URL, use only the DOI.

  In APA style, URLs are no longer preceded by "Retrieved from" in the reference list. However, if no date is available for a digital sources, use n.d. (i.e., (n.d.)) and then place *Retrieved [date] from* before the URL.

  In APA style, it's not necessary to show the access date for stable web sources that have publication dates, such as articles. If a date of publication is not provided, use (n.p.) in place of the publication date element and include a note prior to the URL indicating when the source was accessed (Retrieved March 2, 2022, from https://somewhere.com).

  In APA style, periods should not appear after the DOI or URL in a reference list.

- **Editors.** Please attend to the proper punctuation of editors throughout the reference list. Note the use of a period after the closing parenthesis. For example:

  > Hansen, K. T. <mark>(Ed.).</mark> (2008). *Youth and the city in the global south.* Indiana University Press.

  > Hull, G. A., & Schultz, K. <mark>(Eds.).</mark> (2002). *School's out: Bridging out-of-school literacies with classroom practices.* Teachers College Press.

- **Chapters in Edited Collections.** Please be particularly careful about the format of chapters in an anthology or edited collection. Note that the editors use the First Initial.Last Name format, the punctuation of (Eds.) or (Ed.)—in particular the trailing comma—and the need for page numbers in parentheses (not italicized).

  > Kostouli, T. (2009). A sociocultural framework: Writing as social practice. <mark>In R. Beard, D. Myhill, J. Riley, & M. Nystrand (Eds.), *The Sage handbook of writing development* (pp. 98-116).</mark> Sage.

- **Articles.** Please check for proper use of APA format for articles. Note use of italics for volume (but not issue number). Note that colons are not used before the page numbers:

  - *Journal Name, Volume*(Issue Number), page numbers, eg., <mark>*College Composition and Communication, 23*</mark>(4), 345-367.

- **Dissertations and Theses.** Please be cautious about dissertations, theses, reports, unpublished manuscripts and so on. The general rule for theses and dissertations is to follow the title of published dissertations and theses with bracketed information [Doctoral dissertation, Colorado State University] and unpublished dissertations and theses with parenthetical information (Unpublished doctoral dissertation, Colorado State University) or (Unpublished master's thesis, St. Olaf College) and then a period. There should be no period between the title and the parenthetical note. Essentially, the parenthetical becomes part of the title, although it is not italicized. Use the following format for published dissertations and theses:

  > Palmquist, M. (1990). *The lexicon of the classroom: Language and learning in writing classrooms* (Publication No. 303828592) [Doctoral dissertation, Carnegie Mellon University]. ProQuest Dissertations & Theses Global.

  Use the following format for unpublished dissertations and theses:

  > Mousa, A. (2019). The air we share [Unpublished honors thesis]. University of Houston.

3.1.3 Use of Generative AI Tools

Advice and expectations regarding the use of generative artificial intelligence continue to evolve. A recent statement by the APA regarding these tools can be found in their blog post "How to Cite ChatGPT" at https://apastyle.apa.org/blog/how-to-cite-chatgpt.

3.2 MLA Style Observations

We follow the most recent version of the MLA *Handbook*. Information about the MLA *Handbook* can also be found at https://www.mla.org/MLA-Style.

3.2.1 In-Text Citations

- If, in a quotation, the author adds emphasis that does not appear in the original, the proper parenthetical representation is (emphasis added). If the emphasis (italicize text) is in the original, there's no need to do so.

- Titles of books and journals should be written out completely (not abbreviated) and italicized (not underlined).

- In MLA style, page numbers higher than 99 should be listed with three digits before the hyphen and two digits after the hyphen: 381-88 (not 381-388 or 381-8). If the range spans the hundred-boundary, use all three digits after the hyphen (e.g., 381-402, not 381-02)

3.2.2 Works Cited List

- **Titles.** In MLA style, titles of articles should be in quotation marks.

- **Publishers.** Normally, spell out names of university presses: New York UP, not NYUP.

  Do not list the publication city.

- **DOIs and URLs.** Use DOI numbers whenever possible. While MLA used to recommend using only the DOI number (e.g., 10.1098/rspb.2009.2113), this has changed. We recommend, and MLA now allows, preceding the DOI number with https://doi.org, as in the following example. This allows the link to be made live more easily during production.

  > Schwander, T., Vuilleumier, S., Dubman, J., & Crespi, B. J. (2010). Positive feedback in the transition from sexual reproduction to parthenogenesis. *Proceedings of the Royal Society Biology, 277*, 1435–1442. https://doi.org/10.1098/rspb.2009.2113.

  If you have a DOI and a URL, use only the DOI.

3.2.3 Use of Generative AI Tools

Advice and expectations regarding the use of generative artificial intelligence continue to evolve. A recent statement by the MLA regarding these tools can be found in their *Ask the MLA* response, "How do I cite generative AI in MLA style?" at https://style.mla.org/citing-generative-ai/ (opens in a new tab).

4. Indexing

The WAC Clearinghouse does not provide indexing services. However, a number of authors have chosen to create their own. If you wish to create an index, please do so in Microsoft Word. Indexes created in Word can easily and accurately be imported into Adobe InDesign, which we use to produce our books. We cannot create indexes after the file has been moved into InDesign.

For more information about creating an index in Microsoft Word, please view the YouTube video from Cambridge University Press (https://youtu.be/s8lq84CLYvU - opens in a new tab) and this set of instructions from Microsoft (https://support.microsoft.com/en-us/office/create-and-update-an-index-cc502c71-a605-41fd-9a02-cda9d14bf073 - opens in a new tab).

5. Sample Author Biographies in Edited Collections

Author biographies might appear at the end of a monograph or in a list of contributors in an edited collection. Please limit the length of a biography to 125 words.

> XXXXXXX XXXXXX is Associate Professor of English at the University of XXXXXXXXX, where she serves as the writing program administrator. Her essays have appeared in *College English*, and she received the 20XX Braddock Award for her article, "Learning to Teach Writing."

> XXXXX XXXX is Assistant Professor of XXXXXX at XXXXXX University, where she teaches twentieth-century literature with a focus on multicultural and feminist issues. She has published books on Ernest Hemingway (title), William Faulkner (title), and Toni Morrison (title).

6. A Note of Thanks

Many years ago, this author's guide was adapted in part and with permission from the guide for authors developed by David Blakesley at Parlor Press. We thank David for his willingness to share his hard work with us. For those of you who are familiar with the Parlor Press Guide, you'll find some similarities. Please note, however, that over time our guidelines have come to differ in many (and often significant) ways from those of Parlor Press.

We are also grateful to Tony Mangialette for his guidance on the use of terminology related to gender and to Asao Inoue for his guidance on the use of terminology related to race and ethnicity.

Appendix A. Sample Permissions Letter

The following letter requests permission to use illustrative material, such as photos and other images, as well as extended selections from a text, video, or audio recording. Please modify it as appropriate. Be explicit and specific about the material you wish to use. This form may also be used (and modified as needed) to request permission from adult students if you plan to quote from their writing. Appendix B includes some discussion of this procedure and also includes a template for requesting permission from students who are under the age of 18.

Date

[Permissions Coordinator/Author]
ABC Library
123 Street
New York, NY 10012

Dear [Permissions Coordinator/Author]:

I am writing to request your permission to reproduce [name or description of excerpt/photograph, etc.] from [name of collection or source] [in my discussion of/in a gallery of photos in/as a frontispiece for/on the cover of/ a figure related to text in/etc.] the following book:

Author's Name/Chapter Title/Book Title/Book Editor's Name

The book is scheduled to be published in [month, year] in open-access digital editions (PDF and ePub) and in a paperback edition. The work will be published by the WAC Clearinghouse, an independent scholarly publisher established in 1997 that is run by a collaborative group of educators (primarily faculty at colleges and universities; please see https://wac.colostate.edu), and the University Press of Colorado (https://upcolorado.com). The open-access digital editions will be distributed on the WAC Clearinghouse website at no cost to readers. The paperback will have a print run of between 50 and 500 copies, depending on demand. Our print runs are typically low, averaging between 100 and 200 copies, since we make our books available at no charge in open-access editions. The typical list price for our paperback editions runs between $15 and $50, depending on the number of pages in the book. This book, at roughly [insert number] pages, will be on the [low/lower/higher/high] end of that range. With your permission, I would like to secure nonexclusive world rights in all languages and for all editions.

By signing, you warrant that [you/your library/your organization/etc.] [is/are] the copyright owner of the rights granted herein. If [you/your library/your organization/etc.] is not the copyright holder, or if for world rights I need additional permission from another source, would you kindly so indicate? I enclose a duplicate of this letter for your records. If you need additional information, please contact me at the number or email address listed below. Thank you for your consideration of this request.

Sincerely,

[your name and contact information]

The above request is approved on the conditions specified above and on the understanding that full credit will be given to the source.

Approved by: _____

Date: _____

Wording of credit line (if applicable):

Appendix B. Citing Student Writing and Requesting Student Permission

The most recent CCCC statement on citing student writing can be found in the CCCC position statement, Guidelines for the Ethical Conduct of Research in Composition Studies, available at http://cccc.ncte.org/cccc/resources/positions/ethicalconduct (opens in a new tab).The following excerpt focuses on obtaining informed consent for the use of student writing:

Obtaining Informed Consent

When asking people to volunteer to participate in (or in the case of co-researchers or novice researchers, collaborate in the design and execution of) a study, we provide participants a copy of the consent document and explain the study in a way that enables the participants to understand the following points:

1. The purpose of the research and its possible benefits.

2. Why the participant was recruited.

3. What the participant will be asked to do and how long it will take.

4. What we plan to do with the information or data obtained from participants.

5. Any potential discomforts, harms, or risks one might incur as a result of participating and how we plan on minimizing any potential discomforts, harms, or risks.

6. Any potential benefits (separate from compensation, if any) participants may experience from the study.

7. Whether or not we intend to include data in research reports that would render participants identifiable. (We always honor participants' requests that disseminated reports contain no personally identifiable information, including data that would make them identifiable to persons familiar with the research site. We acknowledge that sometimes a conflict may emerge when some participants want to remain anonymous and others want to be recognized, and we resolve the issue before presenting, publishing, or reporting on the study.)

8. How confidential data will be stored and who will have access to confidential data and materials, particularly in the case of research teams/co-researchers. If data and materials are to be included in an archive, we receive explicit consent (see "Conducting Studies Involving Archival Work").

In addition, we emphasize the following points:

1. Participation is completely voluntary.

2. Participants can decline to answer any questions instead of withdrawing from the study.

3. Participation is an ongoing and constantly negotiated process between the participants and the researcher or research team.

4. If anonymity for participants is not possible, then we are explicit about this constraint.

5. Participants may withdraw at any time without penalty or loss of benefits to which they are otherwise entitled.

For studies involving vulnerable populations who have parents or legal guardians, we obtain written permission from the parents or legal guardians in addition to the assent of the prospective participant or we seek permission from IRBs for a waiver of consent. If required, we also gain the permission of sponsoring institutions, such as public schools or private workplaces. We are careful to determine that whatever terms of access we agree to are consistent with the stipulations of applicable IRB regulations and the provisions of these guidelines.

We always provide those invited to participate in a study an opportunity to ask questions. When asked questions by participants during or after a study, we reply in a timely manner.

In the case of classes in which undergraduate and graduate students are collaborators in research projects, we guide their work toward best practices and acknowledge their collaboration in any presentation, publication, or report.

These guidelines concerning informed consent are intended to complement (not replace) any additional requirements of applicable policies, regulations, and laws.

The WAC Clearinghouse requires that authors request permission to reprint student writing in all cases. When the students are minors (under the age of 18), permission must be obtained from the student's parent or guardian and the student must also assent to use of the writing. For the purposes of requesting permission to reprint the work of minors, we suggest you use the template on the next page. When the students are 18 or older, you may use the permission request form included in Appendix A, or you may use the Minor release form after removing "Parent or Guardian" next to the signature prompt.

Minor Student Release for Art/Writing

I hereby grant permission to reproduce and publish the artwork/writing of my child / children ＿ _____(name[s]) in educational publications, and any promotional materials related to them, published or copyrighted by the WAC Clearinghouse, its successors and assigns. I understand that the artwork/writing may be published in any form or format that the publisher may desire. This agreement constitutes the entire understanding of the parties relating to its subject matter and is irrevocable.

_____
Signature (Parent or Guardian)   Date

_____
Printed Name

_____
Address

Description of Art or Writing:

_____

_____

Appendix C. How To Use Microsoft Word Styles

By Sam Maloney

Welcome to your guide on using Microsoft Word styles in a manuscript. This resource will walk you the ins and outs of styles—what they are, why we use them, and how to add them to your document. Whether you're new to styles or just looking for a refresher, this guide will make sure your manuscript is ready to go for the next stage of the publishing process.

In this guide, we will cover the following topics:

- [What are styles?](#)
- [Why should you use them?](#)
- [What styles do we use at the WAC Clearinghouse?](#)
- [How do you add styles to your Word Doc?](#)
- [Further resources](#)

What are styles?

In Microsoft Word, styles are a tool that allows you to define and apply consistent formatting throughout your document. Think of them as predefined sets of formatting characteristics, like font, size, color, and spacing. By using styles, you can create uniformity in your headings, paragraphs, and other manuscript elements. This not only simplifies the process of formatting your document but also allows you to make efficient changes when you need to adjust the size or font of a particular element.

Why should you use them?

Styles make formatting easier on your end, but they're also essential to a smooth publishing process. When we import a manuscript into our design software, we need styles applied so that our software can recognize the different elements in the text (titles, headings, paragraphs, etc.). If the formatting in a Word document is changed manually (ex: you change the size of the title yourself), the conversion to our design software might cause layout inconsistencies and can delay the production timeline.

Additionally, styles play an important role in ensuring that a document is accessible. Setting the document level for a heading (e.g., level 1 for a top-level heading), makes it possible for screen readers to convey the overall structure of the document to readers. Similarly, the styles we use in our publishing process provide information about the type of text that is being displayed on a screen (ordered lists, unordered lists, etc,). That said, you don't need to apply any levels or styles beyond those we describe below; any additional specifications that are needed will be incorporated on our end.

What styles do we use at the WAC Clearinghouse?

To maintain consistency within the WAC Clearinghouse, we recommend applying the following styles to your manuscript:

- **Normal (or Body) Text:** For the main content of your manuscript.

- **Chapter Title:** Designate the title of each chapter with this style.
- **Author Name:** Apply this style to the names of authors.
- **Author Affiliation:** Use this style to indicate the affiliations of the authors.
- **Heading 1, Heading 2, Heading 3, etc.:** Utilize these styles for different levels of section headings to establish a clear hierarchy in your document.
- **Block Quote:** Apply this style for quoted text that is set off from the main body.
- **Figure Caption:** Use this style for captions accompanying figures in your manuscript.
- **Table Title:** Designate titles for tables with this style.
- **Table Header:** Apply this style to the headers of tables.
- **Table Text:** Use this style for the main body of text within tables.

To see what this looks like in practice, refer to the screenshot below:
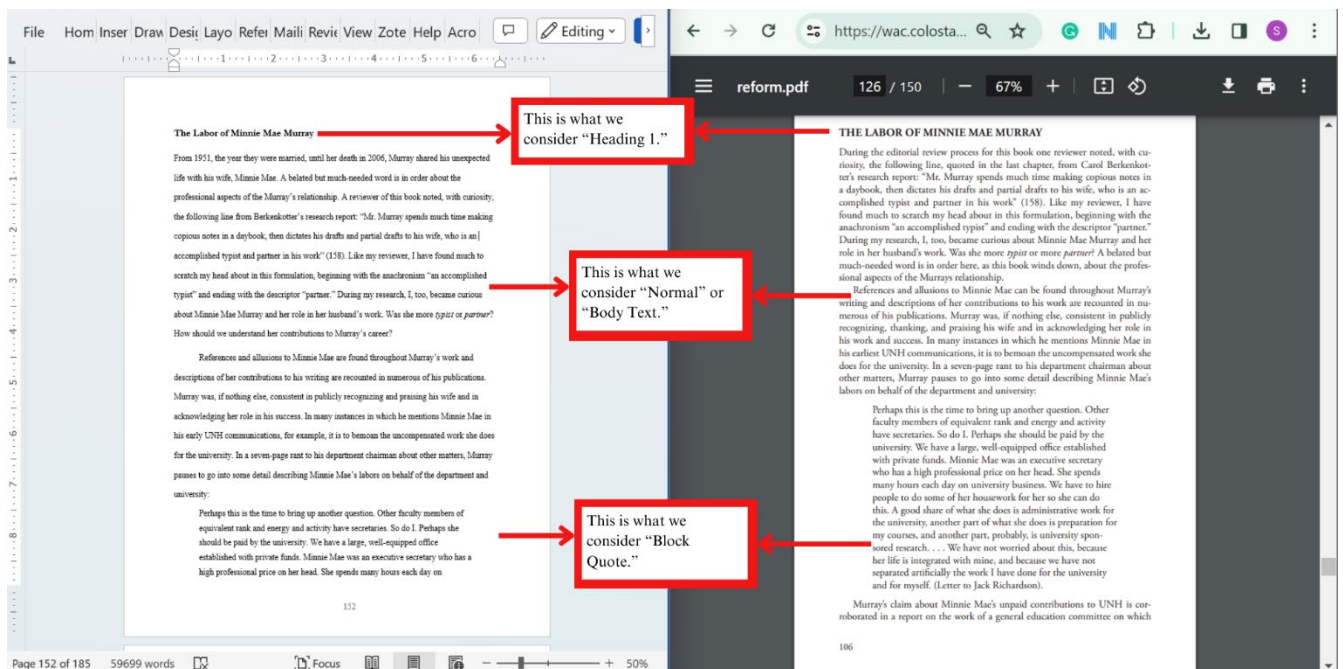
These styles help structure your document effectively. Many of them (like Normal, Heading 1, Heading 2, and Heading 3) are already built into Microsoft Word. You can define them as you wish or use their default settings. During our production process, we will import your document into our design software and update the styles to match the formatting decisions of your book series.

How do you add styles to your Word Doc?

Here is a step-by-step guide for how to add styles to your manuscript:

1. Open your Word document. (If you used another software to draft your manuscript, copy and paste the text into word.)
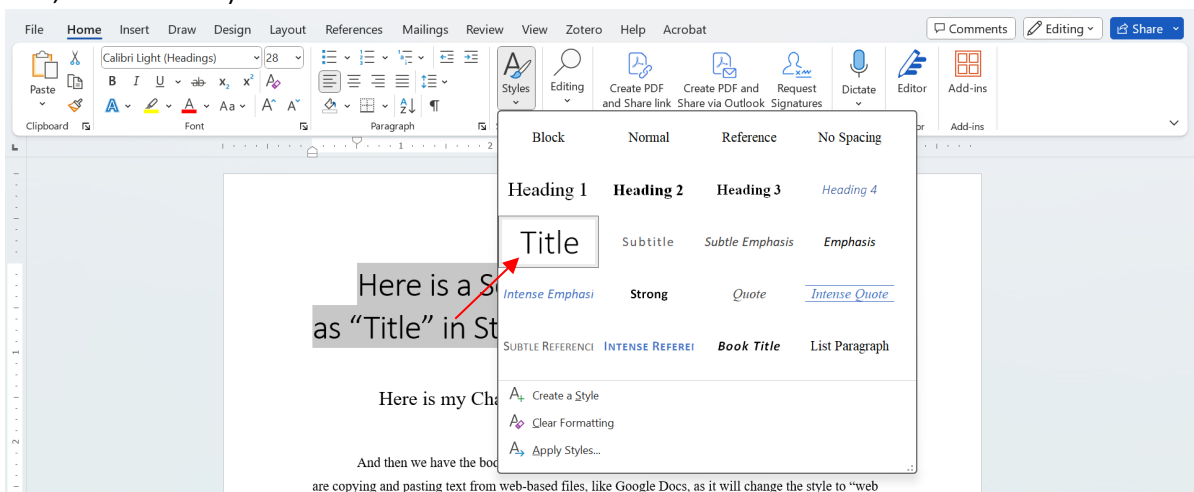2. Highlight the text you want to style.
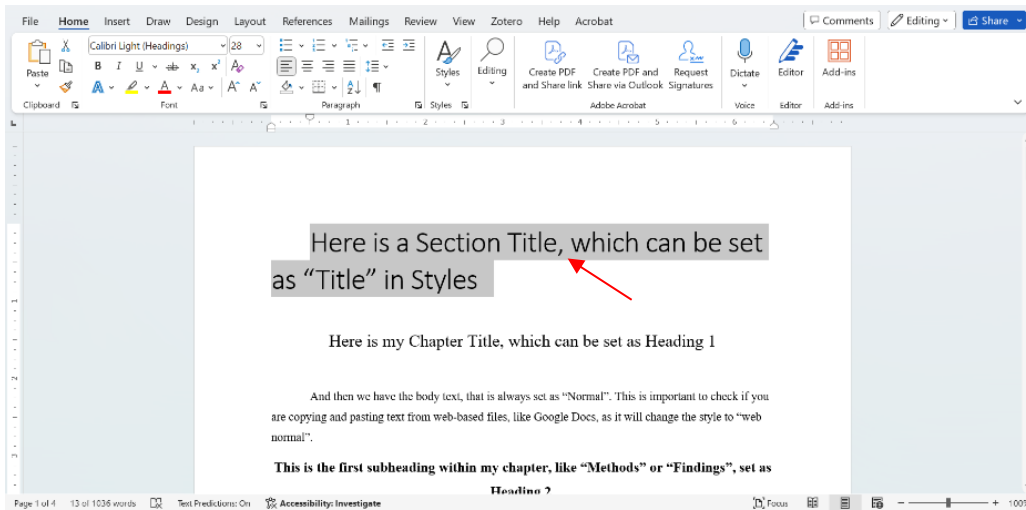
3. Navigate to the "Home" tab in the Word toolbar.
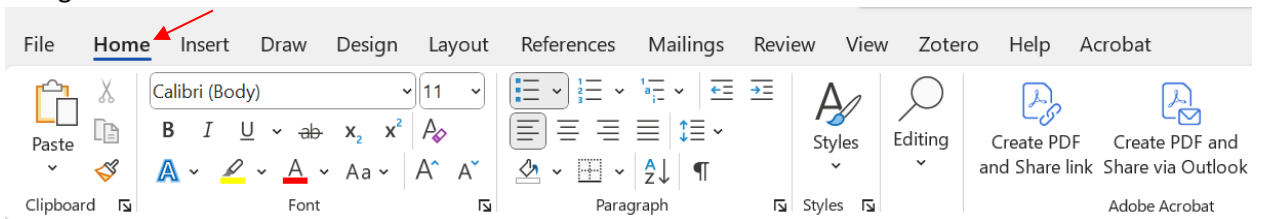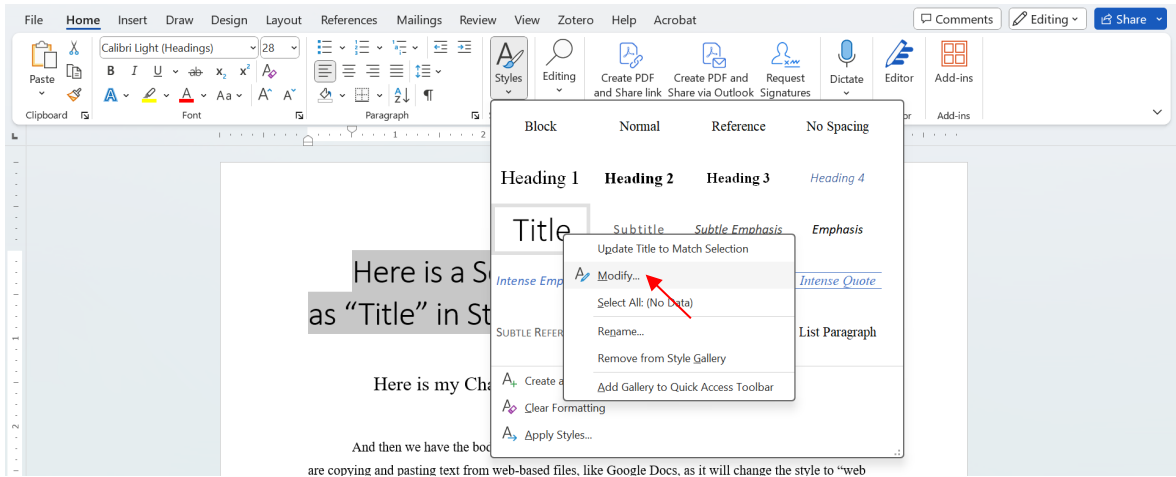

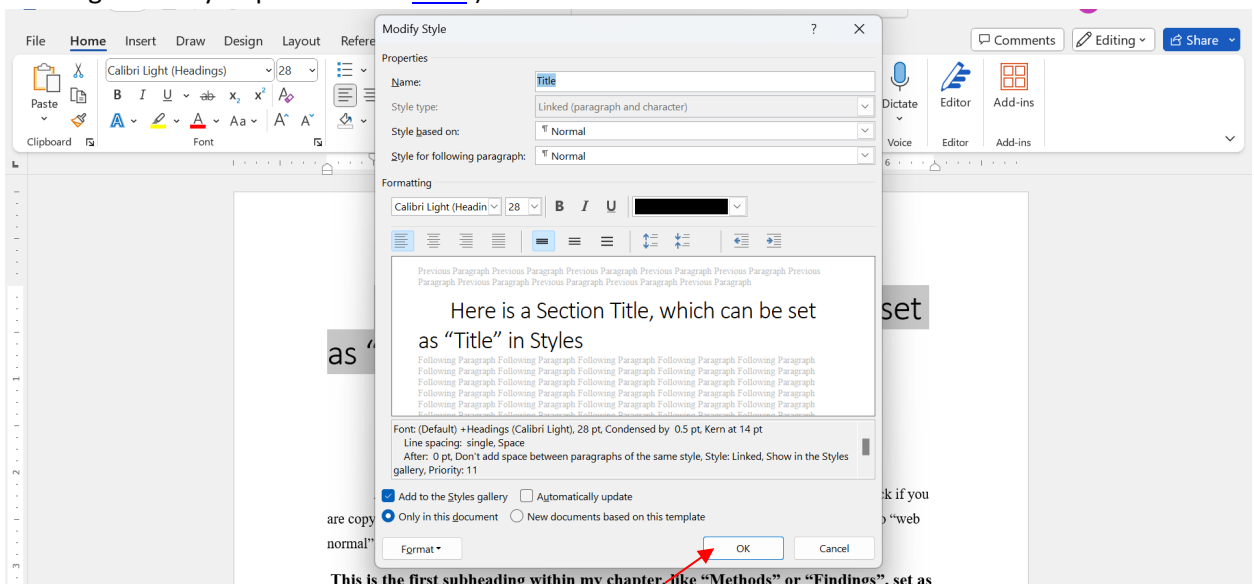4. Click on the "Styles" section.
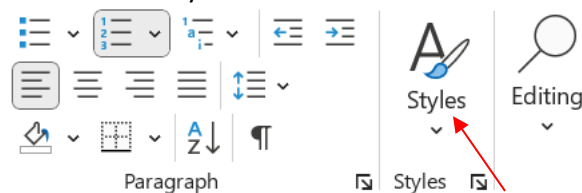
5. Select the appropriate style from the predefined options. (For example, if you highlighted your title, select "Title.")

6. To customize a style, you can right-click on it and select "Modify."

7. Adjust the font, size, and other formatting options as desired. (You can find the WAC Clearinghouse style specifications here.)

8. Click "OK" to apply these changes. (Note: if you adjust the formatting of a style, it will update all sections that this style has been applied to.)
9. Repeat these steps for the different elements in your document (title, headings, paragraphs, etc.)

Further Resources

Want to learn more? Here are additional resources to help you with Microsoft Word styles. (Note: All links open in a new tab.)

- Using Styles in Microsoft Word (https://www.toweringskills.com/writing/microsoft-word-using-styles/)
- How to Apply Styles and Style Sets in Word (https://www.dummies.com/software/microsoft-office/how-to-apply-styles-and-style-sets-in-word-2019/)
- How to Customize or Create New Styles (https://support.microsoft.com/en-gb/office/customize-or-create-new-styles-d38d6e47-f6fc-48eb-a607-1eb120dec563)
- Video: How to use Styles in Microsoft Word (https://www.youtube.com/watch?v=UOVU6qQ2iOM)
- Video: Applying Styles (https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109)
- Video: Deep Dive Into Microsoft Word Styles (https://www.youtube.com/watch?v=S9G4WoE-Wl0)

Appendix D. Image Guide for Authors and Editors

By Sam Maloney

This resource will walk you through key elements you need to know about image files—from differentiating between image types, navigating size requirements, checking resolution, and submitting image files properly. By following these instructions, you'll streamline the publishing process and ensure that your images are reproduced clearly in both print and digital formats.

In this guide, we will cover the following topics:

- [What types of images are there?](#)
- [What size/resolution should your images be?](#)
- [How do you check the size/resolution of an image?](#)
- [What do you do if your image is low resolution?](#)
- [How do you submit image files to The WAC Clearinghouse?](#)
- [Further Resources](#)

What types of images are there?

There are two main types of images: vector and raster. **Vector** images are made up of lines and shapes that are connected (think of the ones you might draw with a pencil or pen). Vector images can be resized without losing any detail and reproduce well in both print and digital mediums. **Raster** images, on the other hand, are made up of tiny colored dots called pixels and are made when scanning or photographing an object. When raster images are enlarged, the dots sometimes become visible, making the image blurry or "pixelated."

For an example of what these two image types look like, see the iris images below:

Vector:
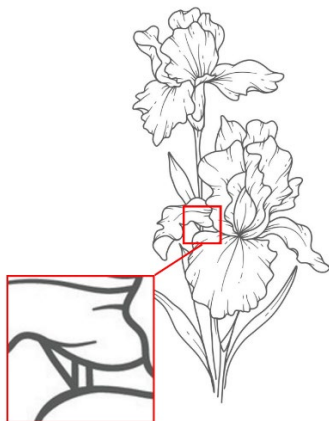
Raster:
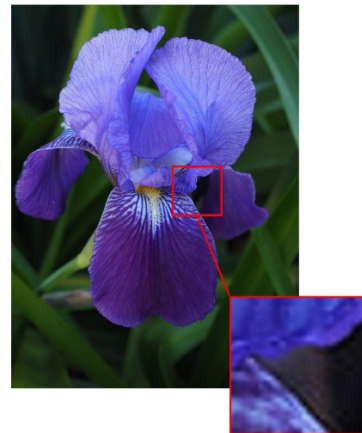
While raster images (photographs and scans) can be appealing to include in a manuscript, it is important to remember that the resolution of the image (dots per inch, or DPI) must be high in order for the image to reproduce clearly. Additionally, it is important to remember that physical copies of books are printed in black-and-white, so an image that reproduces well digitally might not reproduce as well in print because the mediums are very different. When possible, we recommend using vector images (e.g., drawings) to ensure clear reproduction across all formats. The most common types of files that are vector-based include: PDF (Portable Document Format), AI (Adobe Illustrator), EPS (Encapsulated Postscript), and SVG (Scalable Vector Graphics).

What size/resolution should your images be?

In order to make sure that your image is reproduced in the highest quality possible, we recommend aiming for a resolution of at least 600 DPI. For photographs, this translates to a size of 2400 pixels wide. In general, it's best to send the image as high resolution as possible. If you are looking for advice on how to prepare images to optimize their resolution, we offer tips and tricks in our WAC Clearinghouse Style Guide here.
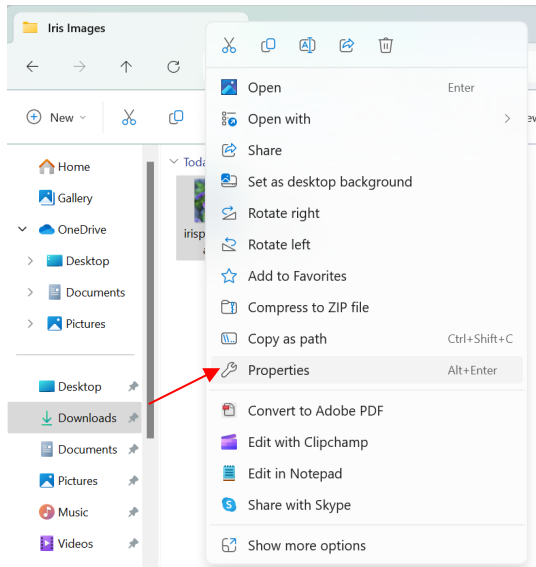
How do you check the size/resolution of an image?

Here is a step-by-step guide for how to check the size and resolution of an image:
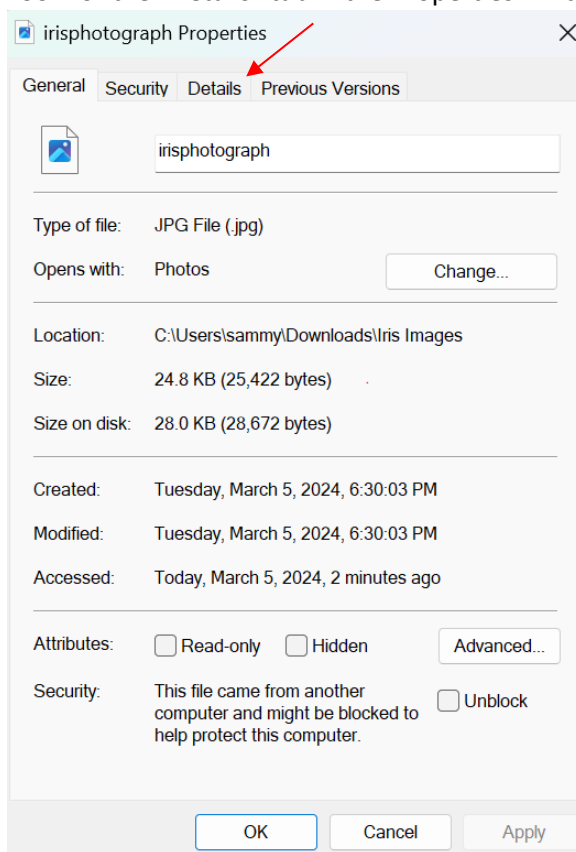
1. Locate the image on your computer.
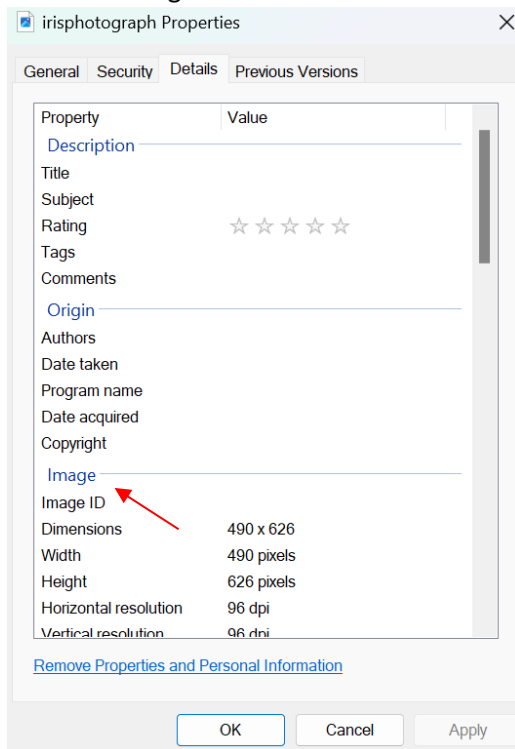2. Right-click on the image file.
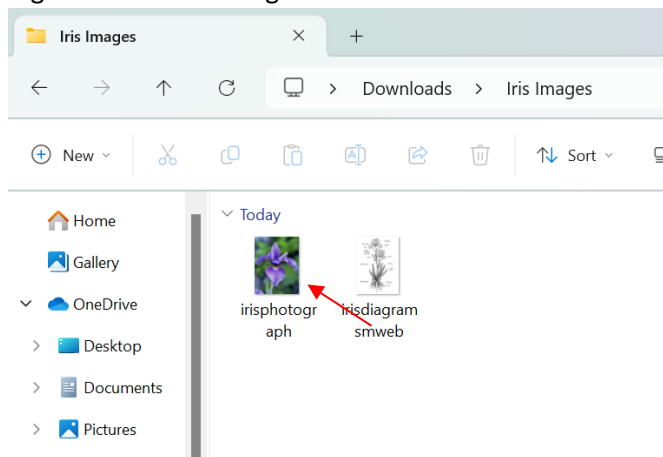
3. Select "Properties" from the dropdown menu.

4. Look for the "Details" tab in the Properties window.

5. Find the "Image" section to see the dimensions and resolution of the image.

6. Note the values listed under "Width" and "Height" for the size.

7. Look for the "Resolution" value to see the image resolution, usually listed in pixels per inch (PPI) or dots per inch (DPI).

8. Close the Properties window when you're done checking.

What do you do if your image is low resolution?

While it's best to send your image in the highest resolution possible, we understand that sometimes this isn't feasible. If your image was initially created with a low resolution (and you're unable to recreate it at a higher resolution), send it to us as is. Please do not try to change the resolution prior to submitting your image file; doing this sometimes results in the image becoming blurrier. Instead, we will do our best to work with the resolution you have available.

How do you submit image files to the WAC Clearinghouse?

Once your images match the size/resolution recommendations listed above, submit your images as separate files. While you can embed the images in your manuscript's Word document to indicate their desired placement, **we also need the image files on their own** to use in the production process.

When you submit the files, please name them with the appropriate figure numbers (ex: "Figure3-12.tif"). You can submit your images in the following file formats: TIFF, JPEG, GIF, PNG, PSD, AI, and EPS.

(Note: Tables should not be submitted as image files. You can format them in Word and embed them directly into your manuscript. For graphs created in Excel, Word, PowerPoint, Google Docs, Google Sheets, etc., you might consider sharing the file along with the image file.)

Further resources

Want to learn more? Here are three additional resources to help you with images:

- ["Raster vs. Vector: What are the differences?"](#) (article – opens in new tab)
- ["Accessible Technology: High-Quality Scans"](#) (article – opens in new tab)
- ["8 Tips to Take High Quality Photos and Prints"](#) (article – opens in new tab)