

**AUTHOR GUIDELINES SUMMARY
CREATING YOUR WORK**

Submit Your Acceptable Manuscript as E-mail Attachment of Three Documents, to your editor.

1. **Manuscripts should be submitted as a single MS Word (or RTF) document.** Combine in sequence any chapter files of your manuscript into one electronic file.
2. **Any graphics should be accumulated into and submitted as a separate single MS Word (or RTF) document, in addition to the manuscript.** Use graphics sparingly. Place any graphics (charts, callouts, or imagery) in a separate digital Word document and number them consecutively. In your manuscript, indicate where each graphic should be placed by a correlating label on a new line in-text, flush left, bold, with square brackets: **[Insert Graphic 2]**.
3. **Documentation copies should be accumulated into and submitted as a zipped folder.** Submit documentation copies of all original print pages from any cited works (including quotations, statistics, research findings, or references to another work). Ideally, all documents (including any permission documentation) should be submitted as electronic files (scanned-in PDFs of hard-copy resources), with all materials accumulated and “zipped” into a single folder for e-mail attachment. If hard-copy documentation is necessary, mail it directly to your editor. (Please refer to the “Documentation” page at the end of this document for further clarification of documentation criteria.)

General Manuscript Editorial Instructions

1. **Meet the contracted word count:** please do not vary the word count by more than 2,000 words without permission from your editor.
2. **Spacing:** Double space all lines, all pages, everything, all the time. Paragraph settings should be set so that there is no additional spacing (0) before or after paragraphs.
3. **Headings:** You may use up to four levels of subheads: A, B, C, and D. However, WPH prefers that you not exceed three. For each level, capitalize each word except for articles (unless beginning the line) and prepositions. (Margins would be formatted the same as standard text. The examples below are indented farther than usual to highlight them.)

A-LEVEL SUBHEAD (CENTERED, BOLD, SMALL CAPS)

B-Level Subhead (Flush Left, Bold)

C-Level Subhead is the paragraph's first sentence in italics. If you use C-level

heads, run them into the paragraph, using italics and standard paragraph punctuation.

- D-Level Subhead. D levels are a bulleted list under the C levels: no italics, no bold.

4. **Do not capitalize deity pronouns:** Standard English does not capitalize deity pronouns (as has been the case from King James English to present translations such as the NIV). If an author wishes for a manuscript to be treated as an exception with regard to deity pronoun capitalization, his or her reasoning and request for an exception should be communicated directly to the editor.
5. **Obtain permissions per “fair use” standards.** Authors are required to obtain permission (and pay any fees) for the use of non-public-domain materials constituting a significant percentage of any work not original to the author. **WPH requires permission for use of lyrics, poetry, and graphics.**

6. **Cite secondary sources minimally:** Use quotes and secondary research findings and other authorities only when they clearly aid in understanding the text, not to give the appearance of thoroughness or lend authority. Generally cite opinions when they significantly enhance your view or represent a major stream of contrary thought.
7. **Cite using hard-entered numeric endnotes:** use sequential Arabic numerals (1, 2, 3, etc.), re-starting at “1” for each chapter. Hard-enter (type using superscript font [¹]) each in-text citation numeral. **NOTE: DO NOT USE THE WORD-PROCESSOR’S <REFERENCES> FUNCTION TO EMBED ENDNOTES (I.E., DO NOT USE THE <INSERT ENDNOTES> FUNCTION).**
8. **Gather in sequence all accumulated, correlating reference “Notes” at the end of your manuscript.** Under each sequential chapter heading, follow CMOS style syntax and punctuation for all in-text referenced citations. Maintain standard paragraph formatting (double space, first-line indent) for reference Notes as well.
9. **Cite in-text or parenthetically all Bible references.** Include with the parenthetical reference the translation acronyms only when quoting a translation other than the manuscript’s standard.
 - *For instance (with in-text citation) a manuscript might read,* In his epistle to the Romans, Paul makes it quite clear how comprehensive this sin problem is: “For all have sinned and fall short of the glory of God” (3:23, KJV).
 - *The same could also read (with parenthetical citation),* Paul makes it quite clear how comprehensive this sin problem is: “For all have sinned and fall short of the glory of God” (Rom. 3:23, KJV).
10. **List on the title page all Bible translations cited in the manuscript.**
11. **Avoid typographical effects for emphasis within prose:**
 - **Exclamation marks** should be rarely (if ever) used for the author’s own voice—generally not for anything other than quoted, overt exclamations (and never as multiple end-punctuations!?!).
 - **Font effects** such as CAPITALIZING ENTIRE WORDS or using **bold fonts**, *italics*, underlining, or “quotation marks” are not to be used for emphasis in published print.
 - **Italics are appropriate for some uses**, such as for published titles, non-English words, or when referring to a word itself. (For instance, the word *inspire* has its roots in the Latin *spirare*, which translates, “to breathe.”) On *rare* occasions, it is appropriate to italicize a single word or short phrase for emphasis. Italics are sometimes used for alternatives to enclosing quotation marks.
12. **Numbered and bulleted lists:** Please do not use the auto-number feature for making a sequential numbered list, as they will be lost in the translation when designed.

Format numeric lists like the rest of text (double spaced, first line indented),

beginning the paragraph with a numeral and period. The following illustrates:

1. Bullets (●), on the other hand, *do* translate in design. So your word processor’s automatic formatting function *may be used* for bullet lists.
2. But don’t use your word processor’s automatic numeric list function.
3. And don’t use your word processor’s automatic References <Insert Endnotes/Footnotes> function (don’t embed citations).

DOCUMENTATION

Requirements:

1. You are required to submit documentation copies of all original print pages from any cited works, for the purpose of confirming the accuracy of all cited material (including quotations, statistics, research findings, or references to another work). Ideally, all documents should be scanned into and submitted as PDF files, with all materials accumulated and “zipped” into a single folder for e-mail attachment. If hard-copy documentation is necessary, mail it directly to your editor.
2. Submit photocopies or scanned PDFs of the following for each use of quoted material:
 - Full quotation or reprinted item from its original source (copy the full page, including the page numbers).
 - Title and author of source (usually the title page).
 - Publisher, copyright holder, and copyright year (usually the copyright page).
 - Original completed permission form or the copyright holder’s completed response (letter, contract), if permission is necessary for the use of quoted material (for instance, especially art, poetry, or music).
 - Proof of payment of any fees required by the copyright holder for use of quoted material.
 - Any footnotes or endnotes referenced in quoted material.
3. Submit photocopies or scanned PDFs of the following for each use of factual information:
 - Supporting documentation that verifies the factual (photocopy the full page, including the page numbers).
 - Title and author of source (usually the title page).
 - Publisher, copyright holder, and copyright year (usually the copyright page).

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