

## Submission Guidelines

### Submitting your manuscript

Please submit your manuscript *in one complete package* once it is finalized.

Please submit your manuscript in a single Microsoft Word document (.docx format) and as a PDF. If this is not possible, separate documents for each chapter are acceptable.

If you are including any figures (graphs, charts, photographs or artwork), please provide each figure as a separate JPG, TIFF or Excel file. Please ensure that they are labeled clearly and match the List of Figures (e.g., Figure 1.1).

Please also submit at this time any other materials that the publisher has requested (see the **Submission Checklist** at the end of this document for further details).

### Parts of the manuscript

#### *Book Title and Chapter Titles*

Please select your book and chapter titles carefully, using keywords and expressions that will attract potential readers. General chapter titles such as “Methods” should be avoided in place of titles that are descriptive and clear.

#### *Table of Contents*

Please include part titles and chapter titles. Please ensure that all chapters are submitted with the manuscript and that the chapter titles and author names are correctly spelled, consistent and in the right order.

#### *Subheadings*

Indicate a clear hierarchy in the subheadings by differentiating between subheading levels using bold and/or italic type.

#### *Lists*

If you are using lists within the manuscript, please be consistent in using numerals or letters. Bullet points may alternatively be used.

#### *Endnotes or Footnotes*

Please consult with your editorial contact about whether endnotes or footnotes are preferred. Please create either endnotes or footnotes using the Word tool. Numbers should appear after punctuation, like this.<sup>4</sup>

#### *Figures and Tables*

Figures and Tables should not be wider than 11 cm. Figures, including graphs, charts, photographs, and artwork, should be supplied in separate JPG, TIFF or Excel files. Please include a List of Figures in the preliminary pages with the caption for each figure (e.g., artist, work title, credit line), numbered consecutively.

Within the manuscript, please include call-outs for each figure in the text (e.g., “see Figure 1.1”) and insert any instructions for formatters about the placement of each figure in bold or highlighted text, including whether it should be reproduced in color or greyscale. Please use the figure caption below as a model.

**[INSERT FIGURE 1.1 HERE: COLOR]**

Figure 1.1. Martin Sheen in *The West Wing* (2001). Reproduced with permission from Warner Brothers TV / Kobal Collection.

Tables should be created in Word and embedded in the manuscript. Each table should have a title preceding it. Please include a List of Tables in the preliminary pages with the title of each table, numbered consecutively. Please use the table below as a model.

Table 4.1. Proceeds from Privatization, 1990–1996 (in US\$ millions)

Year	All LDCs	Latin America and the Caribbean	Argentina <sup>(a)</sup>	OECD countries <sup>(b)</sup>	UK
1990	12,658	10,961	891	12,988	4,219
1991	24,243	18,723	1,892	10,168	5,346
1992	26,180	15,560	2,654	18,722	7,923
1993	23,651	10,487	3,823	37,930	8,114
1994	21,704	8,198	746	55,119	4,632
1995	21,802	4,615	954	54,429	5,648
1996	25,175	13,919	272	52,949	2,426
1990–6	155,413	82,417	11,232	242,305	38,308

Note. Manzetti, 1999, and *Financial Market Trends: Finance and Investment* 82 (June 2002).

(a) These are only cash figures. Debt bonds used in transactions totaled US\$17 billion in nominal value (as they were considered), but their actual market value was US\$8 billion.

(b) Mexico is not included.

### References

One or more bibliographies will be required for your book. Please ensure consistency in style across the volume in accord with the referencing style preferred in your field.

### Notes on Contributors

Please include a *Notes on Contributors* section at the end of the submitted manuscript, if your book is an edited volume. This should include a brief biography (no more than 1,000 characters including spaces) on each editor and contributor, ordered alphabetically by last name. Each biography should begin with the author’s full name and list their current institutional affiliation, research interests, and main publications.

### Index

Please see the **Peter Lang Indexing Guidelines** for further information.

Please compile the list of terms and names and submit it along with your completed manuscript. Page numbers should only be added to your index during the page proofs stage, when pagination has been finalized.

If you have questions about your indexing options, please discuss with your editorial contact.

## Illustrations

Please only include illustrations that are required for reader understanding. Illustrations that only have a decorative purpose should not be included.

Please discuss with your editorial contact whether or not you can include your proposed illustrations; this will depend on the number and type of figures you would like to use. If you wish to reproduce any illustrations in color and this is not already provided for in your contract, please consult with your editorial contact.

Graphs and charts should be provided in the file format in which they were created, usually Excel.

Artwork, photographs, and images should be submitted in separate high-resolution JPG or TIFF files at a minimum of 300 DPI or 1000 x 1000 pixels each. Lower resolutions will result in your image looking pixelated. Note that images taken directly from websites tend to be low resolution (72dpi) and will therefore not be suitable for printing, even though they may look fine onscreen.

If you are scanning the images from a printed book, please ensure that you *descreen* the image when scanning. Images which have been printed in books have a *line-screen* on them. Unless this existing line-screen is removed when the image is scanned, there will be a “duplication” of line-screen when the image is printed a second time, resulting in unsightly patterns called screen-clash. The only way to avoid this is to remove the line-screen by descreening when scanning. Scanned images should also be free from any marks resulting from the scanning process (images should be checked at 100% enlargement on screen).

Please do not position illustrations within the Word manuscript itself. But please *do* indicate where the image should be placed by using a call-out (e.g., “see Figure 1.1”) and, if necessary, an instruction to the formatters about placement in bold or highlighted text (see example above). Please remember to include a caption for each illustration in the List of Figures.

Each illustration file (JPG, TIFF or Excel) should be labeled clearly and match the List of Figures (e.g., Figure 1).

Please ensure that you have obtained *all* permissions for the images you plan to use in your book. (Please see the **Peter Lang Copyright Guidelines**.)

## Formatting

We do not make any precise specifications regarding fonts, spacing, and indents, etc. because we will typeset the manuscript for you. We do ask you to use formatting coherently throughout all chapters to facilitate the typesetting process, especially in the case of edited volumes with multiple contributors.

If special fonts are used in your manuscript (e.g., for the reproduction of foreign-language text extracts with a non-Latin writing system), please provide us with the corresponding fonts.

## Submission Checklist

Please make sure all items below have been addressed before submitting the final manuscript.

- Copyedit the entire manuscript carefully before you submit.
- Review the book to be sure it consistently conforms to the correct style.
- Confirm that all chapter titles match the Table of Contents.
- For edited volumes, make sure all contributor names are consistently spelled and that all editors and contributors appear in the Notes on Contributors.
- Confirm that figures and tables are numbered consecutively, and files are labeled clearly and are consistent with the List of Figures/List of Tables.
- Verify that all figures are in the correct file format and that images meet the minimum DPI/pixel requirements.
- Confirm that all necessary permissions have been obtained and check that all required acknowledgments are included in the text.
- Confirm that the final word count does not deviate more than 5 percent from the contracted length. If it does, please consult with your editorial contact.
- Check that the title throughout the book matches that of the agreed book title. Any title changes must be approved by your editorial contact prior to submission of the final manuscript.
- Verify that the spelling of your name is completely correct. In the case of multiple authors/editors, please also confirm the names are set in the correct order that they should appear.
- Please assemble the manuscript in the following order before submitting:
  - Dedication
  - Epigraph(s)
  - Table of Contents
  - List of Figures/List of Illustrations
  - List of Tables
  - Foreword
  - Preface
  - Acknowledgments
  - List of Abbreviations
  - Introduction
  - Each chapter in order
  - Bibliography
  - Appendix/ices
  - Notes on Contributors (if an edited collection)
  - List of Index terms
- Check that all items in the submission package are complete and that all files are labeled correctly.
- Please also complete and submit your Publicity Form.

**Thank you for your cooperation!**