

Style and Production
Guide for
Tributaries

THE JOURNAL OF THE
ALABAMA FOLKLIFE ASSOCIATION

v1.0
January 2010

Writer's Manuscript Guidelines

The editorial process involves two stages: content editing and format editing. When you submit your manuscript, your editor's initial interest is in the content (your words), and unusual or unnecessary formatting can delay the editing of your content and the designing, or "laying out," of your work. Once your work has been edited for content and designed in layout software like Adobe InDesign, you will receive a galley that shows you what your work will look like on the page; at that point, you can proof for formatting issues like special indentations, centering, and the like.

To this end, please adhere to the following manuscript formatting guidelines, which aim to simplify the format of the initial manuscript that you submit. At the same time, note that these guidelines do not restrict the use of formatting outside these guidelines, but rather postpone extra formatting to the galley stage.

File Format

Manuscripts should be submitted in Microsoft Word document format (*.doc, not *.docx). If Word is unavailable, please consult your editor. Note the difference between Microsoft Word and Microsoft Works, and also between Word and Wordperfect.

Fonts

The entire document should be typed in a single font, preferably Times New Roman, and 12 point font. Again, because your editor will conduct separate formatting and designing in layout software, different fonts or type sizes are undesirable for your submitted manuscript.

Use italics for titles and emphasis, and use the bold formatting only when necessary for special linguistic symbols, according to ALA handbook, or where otherwise specified in this document. No underline should be used without

consultation with your editor.

No special formatting should be used for hyperlinks, but rather these should be in the same color and font as the rest of the document, and not underlined.

Title and Name

Begin your document with your title, and then your name on the next line (name should be as you want it to appear in the work), in same basic font, with no enlargements or bold. Omit any page numbers or headings; these will be separately created in the layout software.

Page Breaks, Alignment, Spacing

Do not use any page breaks, neither to set apart the title, notes, nor to force different sections to different pages; these items can be indicated on the galley proofs you'll receive.

All items should be left-aligned. Centering and indentation will be handled by your editor, and you can indicate additional formatting on your galley proofs.

Sentences should be single-spaced. Whereas the custom is often to double-space in Word documents, modern layout software accounts for variances between letters and sentences automatically, so only one space between sentences is necessary. If an item in your manuscript calls for multiple spaces, use only one space or one tab, and indicate changes separately to your editor or mark them on your galley.

Similarly, omit any blank spaces between paragraphs, and do not indent paragraphs with tab characters or spaces. Our style, demonstrated here, is to begin a new paragraph on the next line after the previous; also, while we do indent paragraphs, this is done automatically by the publishing software, and superfluous indents in the Word document will only delay the formatting process.

Block Quotes

You may set off block quotes by skipping one blank line after the previous paragraph, entering the block quote, and then skipping another line before

beginning the next paragraph. No special indentation or style should be used; this will be handled later by your editor.

Subheads

For section headings, skip one line and then type the section heading, in the same font and size, and in bold. Begin the new section immediately on next line. If there is a notes section, skip one line after the end of the article, then type "Notes" in bold in the same font and size, then begin the notes on the next line. Number the notes with the number and a period, followed by a tab, and then begin the note.

Dashes and Hyphens

Use hyphens and dashes (em-dash ["—"] and en-dash ["-"]) appropriately. If no em-dash is available, type two hyphens ("--") for an em-dash (and please alert your editor accordingly). Omit spaces before and after em- and en-dashes.

Numbers, Caps, and Small Caps

Spell out ordinal numbers whenever appropriate ("twenty-first century," not "21st century"). When abbreviations must be used, do not use superscript, but rather type the abbreviation in the same font and size.

Use all-capital letters (sparingly) to indicate where small caps need to be substituted.

Endnotes

For footnotes, do not use Word's note system. Rather, indicate the placement of the note in the text using a superscript number, and include the notes at the end of the document, numbered as mentioned previously.

Tables

In regards to tables, the best practice is to consult your editor. As a general rule, use tabs to separate columns and paragraph breaks ("enters") to separate rows. If a cell is blank, use one tab to move to the next cell. Do not use the table-making application in Word; also, do not apply any special formatting

to your header row.

Photos and Illustrations

Identify where photographs should be placed by stating, within brackets, both the filename and a description of the photograph. Do not embed any images in your Word document, but rather provide them separately to your editor. Preferred format for images is TIFF (Tagged Image File Format, *.tif), in full color, at 300 dpi. The JPEG format (Joint Photographics Expert Group, *.jpg) is acceptable, and also grayscale (black and white) photographs where color isn't available. Provide to your editor in a separate document a list of photograph captions and credits ("Photo by" or "courtesy of") with the respective photograph identified by filename.

General Consistency

As a general rule, the manuscript you submit should tend toward uniformity (one font, one font size, basic formatting used sparingly and only when necessary) and simplicity (no breaks between paragraphs; one space between sentences; single spaces, tabs, or paragraph marks rather than serial spaces).