DIO Quick Tips Submission Guide -- Books

Internal Formatting (refer to pages 3-5 of the Submission Guidelines)

(1) Times New Roman, 12pt Font
(2) Double Spacing for lines, 1” Margins all around
(3) Left Justification / Alignment of text
(4) Do not put anything in the footer or header of your chapter documents, including title, author name or page numbers.
(5) No spaces between paragraphs (except for padding around block quotes, see 4a
   a. One line space between paragraph and block quotations (both on top and bottom)
(6) End-of-Chapter References or Bibliographies (NO end-of-book ref or bib allowed)
(7) Endnotes (formatted with Microsoft Word’s References function, footnotes will be translated to end of chapter endnotes)
(8) Style Guides accepted: Chicago, APA, MLA, SBL

Method of Submission

(1) Submit each chapter as a single Word document:
   ➔ Labeling Examples:
   0.Prelims.doc
   1.Introduction.doc
   2.Chapter 1.doc
   3.Chapter 2.doc
(2) Submit a single document called “0.Prelims” which includes the dedication, table of contents, list of illustrations, list of contributors, and acknowledgements (per page 4 of the Submission Guidelines).
(3) Do not place artwork that is not editable in Word within the Word chapter file; instead put Placeholders (per pages 9-10 of our Submission Guidelines)
(4) Submit a separate folder with the images in their original source files (PNG, TIFF, JPEG) and labeled Chapter # and Image #:
   ➔ Labeling Examples:
   Fig. 1.1
   Fig. 1.2
   ...
   Fig. 4.5
   Fig. 4.6
(5) Ensure each image is 300 DPI x 300 DPI or else they are not high enough quality to print

Crucial Issues Resolved Before/At Submission

(1) Please compiled into one Word document for each letter below:
   a. Narrative Bios for every author, volume editor, and contributor
   b. Email and postal addresses for every author, volume editor, and contributor
(2) Ensure you (author/editorial team) have completed the Product Information Sheet
(3) All Contributor Agreements must be signed and accounted for in full scans of PDFs
(4) All Image Permissions (for images jettisoned from text/folders) signed and accounted for
(5) All other Permissions (reprinting, interviews, epigraphs) signed and accounted for