

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