

# Appendix A

## Style and Form Guidelines

### General Considerations

As you prepare to write your manuscript, take time to visualize the final desired structure. First, review the approved publication types supported by WSU Extension and select the most appropriate format for your manuscript. Some additional considerations follow.

- Is a table of contents necessary, and what items should be included?
  - Note: Time Sensitive Materials, Information Updates (IU) and Factsheets (FS) should **not** include tables of content.
- Should a glossary of term be provided? If so, provide words and definitions.
- Should an index be provided? If so, provide a list of key words to use in the index.
- Will page tabs be used to delineate sections? If so, indicate location of tabs.
  - Note: this is only appropriate for Extension Manuals (EM) or Extension Curricula (EC) series.

### Submission of Textual (written) Materials

*All WSU Extension publications must follow guidelines outlined in the [Chicago Manual of Style](#). Submit text in a Microsoft Word file. Use minimal formatting and reduce risk of translation errors by observing the following specifications:*

- Justify left (ragged right), with 1 inch margins
- Submit text in double spaced format with numbered lines (in MS Word, number lines are created under Page Layout. Click on line numbers, continuous **NOT** restart each page.)
- Use single space between sentences and after colons
- Use tab to indent items in a vertical list
- You may imbed your graphics, charts, images, and non-text elements into your document for the reviewer to see. However, upon submission of the publications packet, all graphics must be included in their native file format. Eps, tiffs, jpegs, etc...
- Supply headers and footers in separate files
- Use only standardized abbreviations as described in the [Chicago Manual of Style](#)
- When listing more than 2 items within a sentence, place a comma before the final “and” or “or”
- Where an em (long) dash is needed, use two hyphens or your word processor’s em dash character, leaving no space on either side
- Indicate in a note to the editor any special characters that your computer cannot print
- Check all cited material against the original source and verify all cross-references for both content and citation
- Follow [The Chicago Manual of Style](#) for indicating sources (see below).

### **Examples of Appropriate Citations**

Day, W.B. 1989. *Bridge From Nowhere: A Story of Space, Motion, and Matter*. East Lansing, MI: Talos.

Grubbs, E.T. 2000. Unrelated motions of light and matter. In *A New Physics*, ed. William Day, 112-43. Cambridge, MA: Foundn. for New Directions, 2000.

Li, V. 2004. Going places: pathways in water. *American Journal of Dissident Scientists* 27:44-58.

Willis, B.D., ed. 1994. *Distance Learning: Strategies and Tools*. Englewood Cliffs, NJ: Educational Technology Pubns.

Wyans, J.C. and S. D'Angeline, eds. 1998. *The Mind of Matter*. Chicago: Univ. of Chicago Press. <http://press.uchicago.edu/matter/>.

### **Graphic and Photographic Images**

You may imbed your graphics, charts, images, and non-text elements into your document for the reviewer to see. However, upon acceptance of the submission of the publications, all graphics must be included in their native file format, eps, tifs, jpegs, etc... must be submitted to the publications coordinator.

Submit photos and graphics as separate electronic files in .gif, .jpeg, .eps, .tif, .ai, or .png formats. Graphic and photographic files should have resolutions of 300 dpi or greater. The image size should be as large or larger than it is expected to be in the final document. Images can be easily reduced, but quality is compromised when a small image is enlarged. Graphics should be in the colors desired in the final document. If images are to be black and white, provide them as such. Color photos, graphics, tables, chart, etc., must be CMYK (cyan, magenta, yellow and black) format. Desktop and digital printers do not distinguish between CMYK and RGB (red, green, and blue) color profiles but offset printing requires CMYK profiles.

Do not add text to image files such as captions, names of people, etc... Please include any captions needed into the word document.

If you have questions, please contact Lagene Taylor at 509-335-2823 or [lagene@wsu.edu](mailto:lagene@wsu.edu).