

# Publication Submission Guidelines

Things to think about when writing your publication:

- Table of contents (Identify headers that need to be in the TOC)
- Glossary (Provide words and definitions)
- Index (Provide a list of key words)
- Tabs (Provide a list of tabs in order that they appear in document)

## Submission of TEXTUAL Materials

The Extension Publishing and Printing department uses the *The Chicago Manual of Style* guidelines for editing purposes. Submit text in the form of electronic files, saved in Microsoft Word accompanied by one corresponding hard copy.

Use minimal formatting and reduce risk of translation errors by observing the following specifications:

- Justify left (ragged right), with 1 inch margins
- Double space vertically
- Single space between sentences and after colons
- Tab to indent items in a vertical list
- Use the indent feature to set off prose extracts
- Do not embed, nest, or paste any non-text elements, such as photos and images. Mark their approximate placements within the text and submit them in a separate file, numbered sequentially according to their appearance in the text
- Supply headers and footers in separate files
- Use only standardized abbreviations
- 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 word processor cannot print
- Check all quoted material against the original source and verify all cross-references for both content and citation
- Follow *The Chicago Manual of Style* for indicating sources. (*examples on next page*).

- Reference:** Day, W.B. 1989. *Bridge From Nowhere: A Story of Space, Motion, and the Structure of Matter*. East Lansing, MI: Talos.
- (note alpha order) 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 Materials**

Submit photos and graphics in the form of native electronic files. Do not embed photos and graphics into another program. We request native files at 300 dpi or greater. The image size should correspond to the size it is expected to be in the document or larger. We can always reduce the size of the image, but it is harder to enlarge it and loses image quality. All graphics should be black and white unless being printed in color. Colored 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. File formats can be .jpeg, .eps, .tif, .gif, .ai, .png.

All photo and graphic file names should be named and numbered to correspond to the location marked in the text file. This will insure that the designer knows exactly where the file should be placed. If you have questions, please contact Lagene Taylor at 509-335-2823 or [lagene@wsu.edu](mailto:lagene@wsu.edu).