



# Westphalia Press

## MANUSCRIPT GUIDELINES

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In order to typeset your manuscript efficiently, we need it in a simple, “raw” format. Following these basic guidelines will ensure that we can process your book or article in a timely manner, and without sending it back to you for reformatting. Thank you!

- Single space, using one font only (serif) and one color only (black).
- Left align (do not right justify).
- Please make sure that all tracked changes or other revision marks have been accepted as final (no hidden text, comments, etc.).
- No “soft returns” or forced line breaks.
- No underlines, in urls or anywhere else. For emphasis please use italics.
- Do not use automatic hyphenation.
- Do not apply styles. Default (“normal”) should be the only style in your document.
- Block quotes should be formatted using the indent feature.
- Do not use tables for text body layout.
- Single space between period and start of next sentence.
- Remove hyperlinks and all other formatting from text and footnotes.
- Do not use tabs, forced line breaks, or any styles in text or footnotes.
- If your document contains images, please supply us with the most high-resolution images available. 300 dpi is ideal for print. Images pulled from websites do not print well.
- Images will be printed in grayscale. Please be aware of this when using charts that depend on color for their interpretation.
- If your work has an index, please type it in one long column, single-spaced, with no tabs or any style applied, and in this format: subject comma page.  
ex: Lincoln, Abraham, 36, 165-6
- We cannot accept documents with equations inserted using Word’s Equation Editor; our layout program deletes them. Please make equations part of the text flow, and format them in Times New Roman or Minion Pro.