

## Manuscript Submission Guidelines

These guidelines have been established to avoid errors and delays in the publication of Brookings Institution books.

As you prepare your manuscript for publication, please feel free to contact Cecilia González, managing editor, if you need further clarification of the submission process (cgonzalez@brookings.edu or 202-238-3510).

Contact our production manager, Elliott Beard, to discuss requirements for figures, maps, and photographs (cbeard@brookings.edu or 202-797-6303).

### **When Preparing Your Manuscript for Submission: The Basics**

- Word files clearly labeled with the chapter number (00\_front matter, 01\_chapter1, 02\_chapter2, etc.).
- For an edited volume, file names should reflect the contributor's name (03\_Jones, 05\_Smith, and so on).
- Send figures as separate Word files with a title and source indicated for each. For typesetting purposes, Brookings Press requires Excel for any data-based figure. You may also group figures into one file for each chapter.
- Send tables as separate Word files with a title and source indicated for each. You may also group tables into one file for each chapter.
- Send boxed text as separate Word files with a title and source indicated for each. You may also group boxes into one file for each chapter.
- Do not embed tables, figures, or boxes in the chapter text. Indicate within brackets on a separate line in the chapter text where each figure, table, or box should be placed.
- For an edited volume, the contents should include with the chapter title the chapter author name exactly as it should appear in the book.
- Apply one font. Use bold for A-level heads and italics for B-level heads. Avoid excessive formatting, which must be removed before the files are typeset. Double space all text, including notes. Indent paragraphs; do not use hanging indents; no space between paragraphs.

## The Editorial-Production Process

The editorial-production process includes copyediting, typesetting, proofreading, and indexing. As the author, you'll have the opportunity to review both the copyedited manuscript and the typeset page proofs. Two to four weeks after receipt of the final manuscript, the managing editor will send you the production schedule, which will outline when you can expect to receive the copyedited manuscript and page proofs for review and by when you'll need to complete the review. Generally, two weeks are given for review of the copyedit and page proofs. You'll receive detailed instructions for how to review the copyedit and page proofs. Delays at any stage often cause escalating delays further along in the schedule, so please honor schedule commitments.

Speed of production depends on the

- ◀ length and complexity of the manuscript
- ◀ organization of the manuscript
- ◀ accuracy and consistency of citations
- ◀ style and clarity of exposition
- ◀ adherence to established schedules

Brookings takes pride in its reputation for impartial, clear, jargon-free, readable, and accurate publications. To help maintain that reputation, we may need to instruct a copyeditor to make changes that may include the rewriting and reorganizing of text. In such a case, you'll be sent a sample edit to review and approve to give you an idea of the types of changes the copyeditor has been asked to make.

Your manuscript will be edited "on screen" using Track Changes in Word. You'll receive the complete edited manuscript for review. This is your opportunity to correct and revise the text before the manuscript is typeset. Expect to be queried by the copyeditor to clarify how certain content reads, to add or delete notes, to rewrite sections, and to confirm the accuracy and completeness of your data, direct quotations, notes, and so forth. Please answer all editorial queries.

After you return the reviewed copyedit, the text will be prepared for typesetting and you'll be sent page proofs for review. While you're reviewing the proofs, the index will be created. Please keep this in mind when you're considering making changes that may cause lines of text to shift from one page to another. Revising an index due to changes in page numbers is time consuming and can introduce errors into the index.

## Fact-checking

The author is fully responsible for any factual errors in the final printed work.

## Editorial Style Guidelines

Make chapter titles as short as possible (shorter titles can be typeset more gracefully and are easier for the reader to grasp). Consider a descriptive title for introductions and conclusions in lieu of simply using "Introduction" or "Conclusion."

In developing subheads, maintain a consistent length and editorial approach when possible. *Do not use* two consecutive subheads. Text should always intervene between heads and between a chapter title and a subhead.

*Do not* number headings.

Use no more than three levels of heads so that your book does not look like an outline. If you use subheads, ensure there are at least two per level.

Maintain a consistent voice. The third person is preferred, but use the first person ("I," or "we" if more than one author) instead of "the present writer" or "the author."

Avoid using "we" universally to mean the author or the reader or the scholarly community. Occasional use of "we" to refer to the nation or to humanity is acceptable.

Provide full identification for people as they are introduced.

Explain concepts or terms that may be unfamiliar to the reader.

Spell out abbreviations and acronyms the first time they are used in a chapter.

Limit the number of tables and figures, using only those that improve your argument. See the later section on figures, tables, and maps. You may be asked to par down the number of figures or tables as part of the copyedit review.

For additional guidance on editorial styles, see *The Chicago Manual of Style*, 17th ed. (University of Chicago Press, 2017)—available at most libraries.

## Documentation

To save time, please ensure that all facts of publication are included with complete source information and that websites are appropriately sourced before your final manuscript is submitted for publication.

Document your work, but do not overdo it. Notes should fall at the end of a sentence. If a sentence seems to require more than one note, combine the notes, clearly referencing within the note which part of the sentence the note refers to. Do be aware that if a sentence includes more than one or two notes, the sentence may be rewritten as two sentences by the copyeditor to more clearly express the ideas to the reader.

Do not place note numbers on chapter titles or subheads.

Include source material for all tables and figures.

## Permissions

Before submitting your manuscript, review it to determine whether the use of any quotation will require permission from the copyright holder. If so, it is the author's responsibility to obtain permission in writing. When a short excerpt is used in a scholarly work for critical or incidental purposes, permission to quote is generally considered unnecessary. But when using a continuous excerpt of more than 500 words from a published work or scattered quotes from the same source that total more than 500 words, you must secure permission for use.

If you're using a table, figure, or other graphic element that has been previously published, you may also need to obtain permission. Check with the managing editor for further guidance.

## Endnotes

For referencing, Brookings books include endnotes.

If you are a volume editor, please be sure to instruct all contributors to use this referencing style.

The endnotes will appear at the end of the book organized by chapter or, for edited volumes, at the end of a chapter. In each chapter, a full reference is given the first time a source is used (in both the chapter text and tables). That

is, each work is cited in full the first time it is used in each chapter; thereafter the citation is shortened (author, abbreviated title, page number), and "Ibid." may be used.

Use endnotes to identify a source of information, to give a credit line for the use of another author's work, or to present explanatory material that is not integral to the text. Cite sources uniformly and concisely, but with enough detail to be helpful to the reader. Be sure to include each author's full name. Do not include equations, tables, or figures in a note.

The following are examples of endnotes for several types of publications:

### Book

1. Lyndon Baines Johnson, *The Vantage Point: Perspectives of the Presidency, 1963–1969* (New York: Holt, Rinehart and Winston, 1971), p. 18.

### Second reference to note 1 above

3. Johnson, *The Vantage Point*, p. 46.

### Newspaper

2. Quoted in Ruth Marcus, "In Transition Twilight Zone, Clinton's Every Word Scrutinized," *Washington Post*, November 22, 1992, p. A1.

### Chapter in a book

4. William R. Havender, "Assessing and Controlling Risks," in *Social Regulation: Strategies for Reform*, edited by Eugene Bardach and Robert A. Kagan (San Francisco: Institute for Contemporary Studies, 1982), pp. 45–68.

### Second reference to note 4 above

7. Havender, "Assessing and Controlling Risks," pp. 48–51.

### Another chapter in the above book

8. John Smith, "Risks Can Be Worth It," in *Social Regulation*, edited by Bardach and Kagan, pp. 82–101.

### Multivolume series

5. Arthur M. Schlesinger Jr., *The Age of Roosevelt*, vol. 2: *The Coming of the New Deal* (New York: Houghton Mifflin, 1959), pp. 87–102.

### Journal

6. J. Larry Brown, "Hunger in the U.S.," *Scientific American* 256 (February 1987), p. 37. [note that "vol." is not used]

### Website reference

8. See Organization for Economic Cooperation and Development, "OECD Principles of Corporate Governance, Questions and Answers," 2001 ([www.oecd.org/daf/governance](http://www.oecd.org/daf/governance)).

### BPEA example

15. Lawrence H. Summers, "Why Is the Unemployment Rate So Very High Near Full Employment?" *BPEA*, no. 2 (1986), pp. 339–83.

### Published working paper

8. Alan J. Auerbach and James M. Poterba, "Why Have Corporate Tax Revenues Declined?" Working Paper 2118 (Cambridge, Mass.: National Bureau of Economic Research, January 1987).

### Unpublished paper

9. John A. Nyman, "A Market-Based System for Reimbursing Nursing Homes for Medicaid Patients," University of Iowa, College of Medicine, October 20, 1984.

### More than 3 authors

10. Henry J. Aaron and others, *Economic Choices* (Brookings, 1986).

### Unpublished material

11. Personal communication from Walter N. Leutz, senior research associate, Heller School, Brandeis University, September 17, 1987.

Do not specify place of publication for university presses, other university divisions, or for Brookings publications. Use postal abbreviations for state names (for instance, Springfield, MA, and Oak Brook, IL). If author and publisher are the same, there is no need to indicate the publisher.

## Internet Citations

Anything posted on the internet is "published" in the sense of copyright and must be treated as such for the purposes of complete citation and clearance of permissions, if relevant.

Internet sources must include all of the following facts of publication in addition to the URL: author, title, publisher/website, and date. In the event the URL becomes inactive, the reader can at least search for the source using the facts of publication.

- Do not include "http://" if the URL includes "www."
- Do not include access dates.
- Do not include other wording before the URL, such as "available at" or "can be found at."

Brookings discourages the inclusion of very long URLs. See if the reader can search for the document using a shorter URL.

In general, consider not including URLs for articles from newspapers and popular magazines or journals. Simply construct a regular source note with the facts of publication.

### Internet citation examples

The following are examples of citation styles for content published to the internet:

#### Article

Darrell Etherington, "MIT Uses Shadows to Help Autonomous Vehicles See around Corners," *Tech Crunch*, October 28, 2019, <https://techcrunch.com/2019/10/28/mit-uses-shadows-to-help-autonomous-vehicles-see-around-corners>.

Jillian D'Onfro, "Google's Larry Page Has Backed Two Flying-Car Start-Ups—Here's a Look Inside One of Them," *CNBC*, October 12, 2018, [www.cnn.com/2018/10/12/google-co-founder-larry-page-backs-flying-car-start-up-opener.html](http://www.cnn.com/2018/10/12/google-co-founder-larry-page-backs-flying-car-start-up-opener.html).

#### Blog

U.S. Bureau of Labor Statistics, "Labor Force Participation Rates Projected to Decline over the Next Decade," *The Economics Daily* (blog), November 01, 2017, [www.bls.gov/opub/ted/2017/labor-force-participation-rates-projected-to-decline-in-the-coming-decade.htm](http://www.bls.gov/opub/ted/2017/labor-force-participation-rates-projected-to-decline-in-the-coming-decade.htm).

Nick Szabo, "Transportation, Divergence, and the Industrial Revolution," *Unenumerated* (blog), October 16, 2014, <http://unenumerated.blogspot.com/2014/10/transportation-divergence-and.html>.

#### Video

"Predicting Pedestrian Movement in 3D for Driverless Cars," Michigan Engineering, YouTube channel (video), February 15, 2019, <https://www.youtube.com/watch?v=YIB8IALSwmE>.

## Tables and Figures

A table or figure should help the reader understand the data used to support an argument. Each table and figure should be limited to essential information, arranged logically within the chapter discussion, and displayed effectively. Consider the size of most Brookings books—generally 6x9 inches—when determining whether to use figures or other graphics. Some figures and tables may not translate well set within the dimensions of a book page and could instead be made available through a website and cross-referenced in the book to the website.

**Limit on figures and tables:** Brookings Press highly recommends one (1) figure or table every five (5) pages, or no more than six (6) figures and tables for a chapter of 30 manuscript pages. Using too many tables and figures can lead to difficulties in laying out the book and add to the cost of typesetting the book. If you have a number of supporting documents that you feel would be useful to the reader, these could be posted to a website and cross-referenced as noted above.

**Special note:** Except in exceptional circumstances, figures are *not* printed in color.

Provide a title and source (or indicate “author’s calculations”) and specify all units of measure for each table and figure. All cells within a table must be filled; use “n.a.” to mean not available or an en-dash (–) for not applicable. Use letters to indicate notes (rather than numbers): a, b, c. Ensure that each note called out in a table has a complete corresponding footnote.

Introduce each table and figure in the chapter text and indicate placement in brackets at the end of the paragraph where the figure or table is referenced:

“Figure 3-1 shows . . .”

[figure 3-1 about here]

*To avoid unnecessary delays and to minimize the risk of errors in production, please observe the following guidelines, bearing in mind that unless otherwise instructed, all figures will be printed in grayscale, not in color:*

- ◀ Submit tables and figures as separate Word files, preferably grouped by chapter (for example, all figures for chapter 1 in one file, all tables for chapter 3 in one file, and so forth). We need to be able to easily print out as hard copy the figure and table files.
- ◀ Do not embed tables or figures in the chapter text.
- ◀ Supply Excel files, or clearly labeled data, for data-based figures for typesetting purposes. If figures have been created using other software, supply them in grayscale format as an EPS or PDF file, without background tint, and generated from the software used to create the figure.
- ◀ Provide accurate hard copy of any statistical equations because these, in most cases, must be set by hand by the typesetter.

**Special note:** We cannot use images that are downloaded from the internet or submitted/embedded in PowerPoint.

Maps present special problems and should be professionally produced. Contact the production manager to discuss the type of maps and the software you plan to use.

Final art must be submitted in .eps format (800 ppi minimum at final size). A .jpg or .tif file will be a bitmapped or raster image rather than vector, but both are acceptable at 300 ppi (minimum at final size).

Photographs have further technical requirements and are generally discouraged. Please contact the production manager to discuss the specifications for using photographic images.