A Guide for Authors and Editors

About the WAC Clearinghouse Publishing Collaborative

The WAC Clearinghouse is a publishing collaborative. In brief, this means that our efforts to publish work are shared by a large group of authors, editors, copyeditors, designers, reviewers, and editorial board members. As a group, we engage in a highly distributed process that brings good work to the larger scholarly community. We do so in a manner that strives, first, for the highest scholarly quality and, second, for the highest quality in design and production. As an author joining our collaborative, we ask that you consider the following guidelines as you prepare your book for publication.

File Format and Delivery

Please send your files to us in Word format (.docx) or "Rich Text Format" (RTF). You may send us your work as a single file or as separate sections (chapters, sections, book parts). If you choose the latter approach, please number each section clearly, so that we may understand the order in which the sections should be assembled. For example, use a naming system such as Chapter 1 First Author Last Name or Chapter 1 Title.[1]

Please send your files as email attachments in either their native format (ideally, Word or RTF) or as a compressed files (such as a Zip file). You may also send us your files using file sharing programs such DropBox, Box, OneDrive, or iCloud.

Please do not send us a print version of the manuscript.

Documentation and Manuscript Preparation System

The WAC Clearinghouse relies on the most recent editions of two style guides in preparing manuscripts for publication: the APA *Publication Manual* and *The MLA Style Manual.* Generally, we find that the *APA Publication Manual* provides the best guidance, although we are encouraged by the most recent edition of the MLA manual which greatly simplifies the process of citing publications. The arbiter for decisions about spelling, capitalization, and hyphenation is the most recent edition of *Merriam-Webster's Unabridged Dictionary*. Generally speaking, we will defer to the series editor's decision as the final arbiter in unusual or difficult cases.

Please use a consistent documentation style throughout your book. If you are contributing to an edited collection, consult your editor to ensure that you use the same documentation style as the other authors. It is important that the documentation style be normalized before submission of the manuscript for outside review. Reviewers are asked to comment on the editorial quality of the work,

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[1] Several years ago, this author's guide was adapted in part and with permission from the guide for authors developed by David Blakesley at Parlor Press. We thank David for his willingness to share his hard work with us. For those of you who have followed the Parlor Press Guide in the past, you'll naturally find a number of similarities. Please note, however, that over time our guidelines have come to differ in many (and often significant) ways from those of Parlor Press.

which includes management of consistent citation practices. In most cases, you should use the APA or MLA parenthetical documentation method, with endnotes for substantive notes, and a Works Cited or References section. Consistency is essential.

Footnotes and Endnotes

Please do not use notes. If you must use them—most likely in cases where you want to provide supplementary information or qualification without any interruption of the flow of your primary text—please format them as footnotes using your word processing program's notes tool. This helps us preserve the location and content of notes during production.

Cross-References

Because pagination changes up until the last minute during production, please do not make cross references to page numbers in the book. You're encouraged to reference other sections of the book, but please use only the chapter title, number, or other identifying feature for the cross-reference. The best way to do this is to use one of the following constructions:

> As Chen notes (Chapter 4, this collection) ….

> This is echoed by other scholars in this collection (Jackson, Chapter 5; Samuels, Chapter 8).

> This is not an isolated observation (Chen, Chapter 4, this collection), since ….

Figures, Photographs, and Other Illustrations

Please provide your figures in a separate file in print-ready (usually TIF) format. In your text, you may embed the figure or indicate where it is to be placed by identifying it by number and placing its caption on its own line as follows:

> Figure 1. Captions should be short. Put the credit line for images at the end of each caption, and be sure to arrange for permission in advance. "Fair use" does not normally apply to the use of images. Screen shots from film, however, do qualify, provided the caption includes the copyright information.

The figure itself will be placed above its caption. We expect you to provide figures, photographs, or other illustrations in digital format. If you scan print illustrations or photographs, you should do so at 600 dpi. Film stills should be captured at the highest level of resolution possible. Unless your editor has told you otherwise, all interior images should be in color. Please note that these images will be converted to grayscale or black and white for print production. If you wish, you may provide both color and grayscale/black and white images.

Be aware also that photographs and artwork often require permission to reprint, so when you collect

them, be sure to write down all source and contact information. You will need to start early to request permission to use them. Author contracts normally call for authors to seek and pay for permissions. If you want to hire a permissions editor, contact the WAC Clearinghouse for a referral.

Please avoid any positional notations regarding figures, such as "see Figure 1.3 below" or "see Figure 3.2 on the following page." There are few guarantees about where figures will be placed, so it will save us work if words such as "below" and "above" are avoided.

Tables

Tables should be embedded in the text. The caption for a table goes above the table. Each table should be labeled sequentially (e.g., Table 1. Survey Results, Table 2. Observation Results). In general, format your table as simply as possible. Complex tables are often difficult to format in a readable form within a five-inch width.

Please avoid using positional notations regarding tables, such as "see Table 1.1 below" or "see Table 1.2 on the following page." There are few guarantees about where tables will be placed, so it will save us work if words such as "below" and "above" are avoided.

Appendices

Our house style is to place appendices after the references list (or works cited list if you are using MLA style). If you use a single appendix, simply title it Appendix. If you use more than one appendix, title each with a letter, a colon, and a descriptive title. For example, use *Appendix A: Related Resources*. Subsequent appendices would be titled *Appendix B: Title*, *Appendix C: Title*, and so on. You may choose not to use a descriptive title.

Font Style and Size

We recommend using a consistent font throughout your file. You may use, for example, 12-point Times New Roman or 11-point Calibri or another commonly used font for your body text. Your body text should use the same style (generally, the Normal style in Word works well). Your headings should use either the built-in heading 1, heading 2, and heading 3 styles in your word processor or custom styles for A heads, B heads, and C heads. We discuss styles in more detail later in this document.

Page Layout

- Please use a one-inch margin on all sides of the page. Do not justify the right margin. You should use the standard page-size of 8.5 x 11" or A4 (outside of the United States).

- Paragraph indentations: allow your word processor to automatically insert an indentation for you (using the "first-line indent") function. Please don't use tabs or spaces to indicate indentations. And please don't add extra lines between paragraphs. It is best to control any spacing after or before paragraphs through a style definition (e.g., adding six points of spacing

following a paragraph in Word's "Normal" style).

- Single-space everything, including front matter, text, block quotations, poetry, notes, works cited or references lists, bibliographies, tables, glossary, and illustration captions.

- Indent block quotations.

- Number the pages of the manuscript in the footer for the document. Number all pages consecutively, beginning with the title page.

- For headings and subheadings, use capital and lowercase letters (Title Case) for A-level, B-level, and C-level headers, as shown below. Generally, this means that you should capitalize the first word in the heading as well as all nouns, pronouns, verbs, adjectives, and adverbs. Do not underline your headings and do not use all capitals. Indicate the relative importance of the headings by their relative size and position on the page. Headings and subheadings should appear on their own lines.

Example of an A-level Heading

Body text body text

Example of a B-level Heading

Body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text

Example of a C-Level Heading

Body text body text

Book or Chapter Content

Your book will ultimately contain as part of its frontmatter a title page, a dedication page (if desired), a table of contents, lists of illustrations (plates, figures, tables), a preface (if desired), acknowledgments (if any), a foreword (if any), and an introduction (but please note that we commonly place introductions in the main section of the book, as we do with epilogues and afterwords). Backmatter may include endnotes, biographical information on contributing authors, and an index. Some books may also have appendices and Works Cited or Reference lists or other bibliographies. (For an edited collection, the Notes and References or Works Cited list should appear at the end of each chapter.)

Numbers

Style guides from the APA and MLA, among others, differ markedly in their treatment of numbers. Please follow the guidelines for the style you've chosen. If you wish to have more explicit guidance for your work with the Clearinghouse, please consider the following:

- Use words to start a sentence (e.g., "Ten people stood up …" rather than "10 people stood up …".
- Use words for numbers smaller than 11 unless you are presenting a series of numbers (e.g., use "2, 15, and 48 students" rather than "two, 15, and 48 students").

Proofreading and Mechanics of Style

Please run a spelling and style check before submitting your manuscript, followed by a formal proofreading to catch those errors that may have been missed by the spelling and style checker.

The soundest advice we can offer about the mechanics of editorial style is to be consistent—in spelling, punctuation, capitalization, use of italics, use of hyphens in proper names, honorific titles, forms of dates, abbreviations, and so forth. For spelling consult the latest edition of *Merriam-Webster's Unabridged Dictionary*. For matters of style, follow APA or MLA guidelines. If you have any remaining questions about spelling or style, please consult the series editor(s).

The following items refer to commonly confronted issues of style and documentation that you should check for when making your final revisions.

Punctuation, Style, Spelling

- Please place one (not two) space after a period.

- Please do not place a space before colons. For example, use "this is true: one is not two", instead of "this is true : one is not two".

- An ellipsis should be represented by three consecutive periods, with a single space between them (. . .). There is no need to put ellipsis marks in brackets when the ellipsis mark does not appear in the original.

- If words at the end of a sentence are removed, indicate the omission with an ellipsis mark and a period (. . . .). If the omission represents one or more sentences, end the sentence before the ellipsis mark with a period and then insert the ellipsis mark with a space on both sides (. . . .).

- Use Ph.D. not PhD (similarly Ed.D.)

- Use Master (upper case) when referring to a specific degree (e.g., Master of Fine Arts, Master of Rhetoric and Composition)

- Use master's (lower case) when referring more generically to one degree (master's degree) or to more than one degree (masters degrees).

- Decades should be written using four digits (1980s).

- All articles should follow commonly accepted guidelines for nonsexist use of language, such as the National Council of Teachers of English's (NCTE's) *Guidelines for Gender-Fair Use of Language* (http://www.ncte.org/positions/statements/genderfairuseoflang).

- Please ensure that all authors cited have their names spelled correctly.

- Hyphenated last names stay the same in in-text citations (e.g., Adler-Kassner), but only use the last name when the full name isn't hyphenated (e.g., Kathleen Blake Yancey is cited as Yancey)

- The first time the author of a cited work is mentioned in the text, the full name should be used. After that, only use the last name. Don't shorten first names (e.g., from Robert to Bob) unless the author uses a shorter version of a name (e.g., Mike Palmquist rather than Michael Palmquist).

- Periods and commas always should go inside single or double quotation marks. In cases where there is a parenthetical citation in the text, the period goes after the last parenthesis. If the citation is an indented quotation, the period goes at the end of the sentence and is followed by the parenthetical information.

- Please use the Harvard comma. Place a comma after the penultimate element of a series of three or more items (e.g., the red, white, and blue of the U.S. flag).

- Abbreviations: Spell out the full titles of journals and organizations in your text. If there are multiple references to an item that has a commonly used acronym, spell it out the first time and follow it with the abbreviation in parentheses (as with NCTE above). Subsequent references can be to just the abbreviation. If there is a common set of abbreviations used throughout the book, they can be listed on "Commonly Used Abbreviations" page in the frontmatter. In the References or Works Cited list, always use the full title for journal names. The first time any person's name is mentioned, use the entire name. Subsequent references may use only the last name.

- Possessives: When a noun ends with an s, use only the apostrophe (e.g., Jess' instead of Jess's).

- Percent and %: In general, use "percent" in body text (More than 20 percent of all students ….) and % in tables or when percentages are presented in parentheses (The students who responded (23%) indicated …).

Formatting

- Use one blank space following all periods, question marks, colons, exclamation marks, and semi-colons.

- Italicize (do not underline) titles of books and journals.

- Use only em dashes (e.g., "Now—and don't get me wrong—I believe . . ."

- Long quotations (more than 4 lines) should be set-off from the rest of the text with an additional indentation (relative to the body text) of 1" on the left and right sides. These quotations shouldn't have quotation marks (except internally, if the passage quotes other material) and should be single-spaced. Ideally, we would like to see spaces above and below the quotations (controlled through the quotation style setting).

- Never use tabs for formatting, either in the body of the text, tables, or anywhere else. If you need to align rows or columns, put the content in a table. If a line needs to be indented (as in

poetry) do not use spaces—use the margin slider or automatic "first-line indent" instead. Do the same for paragraphs. (All tabs will be removed during production, so to reduce possible errors, it's best not to use them at all at any stage.)

Footnotes and Endnotes

- Please avoid using notes. They are difficult to format and usually unnecessary. In general, it is best to provide information in the text itself. If you must use notes, please follow these guidelines:

  - Most notes should appear as footnotes. You should be able to use your word processing program's notes tool to format the notes.

  - If you use endnotes, each note should be in numerical order in the text and in the notes section. As with footnotes, we find that it is best to use your word processing program's notes tools to create endnotes.

  - In an edited collection, endnotes should be listed at the end of each chapter.

  - The corresponding note numbers in the text should be in superscript next to the word or section that is being referenced in the note.

Trademark and Service Mark Symbols (^{TM}, ^{SM}, ®)

- You are not expected to use these symbols unless you are showing the logo for a company or product. In that case, if the logo does not incorporate a trademark or service mark, please add it.

- If you choose to use a trademark or service mark symbol, do so only on the first or most prominent mention of the company or product. Afterwards, you should not use it. Most readers find the symbols distracting.

Citations

- Check to see that all sources cited in the text have entries in the References or Works Cited list.

- Entries should be in alphabetical order. Follow the style guidelines in the APA or MLA guides to determine how to address sources by the same author.

- In general, we prefer APA style over MLA style, but either style is acceptable and we are comfortable using either one. If you do not have a strong preference for MLA, we appreciate the use of APA style.

- Lists of works cited should be titled "Works Cited" in MLA style and "References" in APA style.

APA Style Guidelines

The following comments reflect observations made during copyediting. They are provided as helpful

reminders to authors and editors.

- Use inclusive page numbers (e.g., pp. 312-328 instead of pp. 312-28). This is true in both in-text references and in the references list (e.g. *College English 33*(2), 234-243).

- Please note that APA prefers the use of initials for author first names (not full names). We recognize that there are good reasons for the use of first names. It is perfectly appropriate to provide full names should that be your preference. The only thing that we ask is consistency (i.e., don't use full names for some citations and initials for others).

- In cases of sources with three, four, or five authors, APA recommends listing all of the authors on the first mention in the book or, in the case of edited collections, the first mention in the chapter, and then using the first author followed by et al. in subsequent mentions of the source. For more than five authors, APA recommends using et al. on the first mention. This seems quite reasonable. For stylistic reasons, you might also replace et al. with *and colleagues*, *and co-authors*, or a similar construction. For example, *As Mya Poe and her co-authors (2014) state* ….

- Please remove extraneous words, such as "Publishers", "Incorporated," "Inc." and so on. For example, you can change *Lawrence Erlbaum Associates, Publishers*, to *Lawrence Erlbaum* and *Sage Publications* to *Sage*.

- Do not abbreviate words such as University and Press. In MLA, it is recommended that the press at the University of Chicago appear as U of Chicago P. This is not the case in APA. It should appear as University of Chicago Press.

- Please attend to proper capitalization of titles of books, articles, and essays. These titles should use capitalization for the first word of the title, the first word appearing after a colon, all proper nouns, and all acronyms (e.g., ESL). All other words should be in lower case. Generally, capitalize the words in journal titles.

  > Hull, G. A., & Schultz, K. (Eds.). (2002). <mark>School's out: Bridging out-of-school literacies with classroom practices</mark>. New York: Teachers College Press.

  > Kostouli, T. (2009). <mark>A sociocultural framework: Writing as social practice</mark>. In R. Beard, D. Myhill, J. Riley, & M. Nystrand (Eds.), <mark>*The Sage handbook of writing development* (pp. 98-116).</mark> London: Sage.

  > Genova, J. (1979). <mark>The significance of style</mark>. *The Journal of Aesthetics and Art Criticism 37*(3), 315-324.

- Please check for proper use of APA format for articles. Note use of italics for volume (but not issue number). Note that, unlike MLA style, colons are not used before the page numbers:

  - *Journal Name, Volume*(Issue Number), page numbers, eg., <mark>*College Composition and Communication, 23*</mark>(4), 345-367.

- Please attend to the proper punctuation of editors throughout the reference list. Note the use of a period after the closing parenthesis. For example:

Hansen, K. T. (Ed.). (2008). *Youth and the city in the global south.* Bloomington, IN: Indiana University Press.

Hull, G. A., & Schultz, K. (Eds.). (2002). *School's out: Bridging out-of-school literacies with classroom practices*. New York: Teachers College Press.

- Please be particularly careful about the format of chapters in an anthology or edited collection. Note that the editors use the First Initial. Last Name format, the punctuation of (Eds.) or (Ed.)— in particular the trailing comma—and the need for page numbers in parentheses (not italicized).

    Kostouli, T. (2009). A sociocultural framework: Writing as social practice. In R. Beard, D. Myhill, J. Riley, & M. Nystrand (Eds.), *The Sage handbook of writing development* (pp. 98-116). London: Sage.

- Note that the title of a Web page or site is italicized in APA format. If the name of the Web site follows the resource or page title, the site name is not italicized. The publisher is not italicized.

    Kiefer, K., & Palmquist, M. (2013). *An introduction to WAC*. WAC Clearinghouse. Colorado State University. Retrieved from http://wac.colostate.edu/intro

- In APA style, periods should not appear after the URL in a references list.

- In APA style, URLs should be preceded by "Retrieved from" in the references list.

- In APA style, it's not necessary to show the access date for articles and other stable Web sources. Simply use Retrieved from (the URL).

- It appears that communications on the Web, including Blog entries and replies, are not italicized in APA style, even though they would otherwise look a lot like a Web page.

- Note that, in APA style, it is not appropriate to place n.p. in place of page numbers for sources that lack page numbers (e.g., a journal article in html format). Simply put the volume and issue (if there is an issue), a period, and then start the "Retrieved from" section of the citation.

- Please be cautious about dissertations, theses, reports, unpublished manuscripts and so on. The general rule for theses and dissertations is to follow the title with a parenthetical (Unpublished doctoral dissertation) or (Unpublished master's thesis) and then a period. There should be no period between the title and the parenthetical note. This is also true of reports and unpublished manuscripts. Essentially, the parenthetical becomes part of the title. Also note that dissertation, thesis, and unpublished manuscript titles are in regular case, while titles of reports are italicized.

- For books with main and subtitles, please place a colon between the title and subtitle. There should be no space before the title and one space after.

- Use DOI numbers whenever possible. DOIs look a lot like URLs but do not include a "Retrieved from" notation: http://dx.doi.org/doinumber. An example would be:

    Schwander, T., Vuilleumier, S., Dubman, J., & Crespi, B. J. (2010). Positive feedback in the transition from sexual reproduction to parthenogenesis. *Proceedings of the*

Royal Society Biology, 277, 1435–1442.
http://dx.doi.org/10.1098/rspb.2009.2113

- If you have a DOI and a URL, use only the DOI.

- If the DOI you are using does not begin with the http://dx.doi.org/ string, please add it, using the format http://dx.doi.org/doinumber. This allows the link to be live and simplifies the process of following the link to the source.

- For in-text citations, please keep the following observations in mind:

  o Do not include page numbers in APA in-text citations if no quotation is provided. The use of page numbers is an MLA convention. It is unnecessary (and probably distracting) to include them in an APA in-text citation. Be aware that copy editors are likely to remove page numbers that are not attached to quotations.

  o If a digital source is provided and page numbers are not present in the document, you may provide paragraph numbers or section numbers for quotations – but only if those numbers are present in the text (e.g., numbered paragraphs or numbered sections). These are generally unnecessary, however, since readers can search for the quotation in a digital source.

  o If an author is making a parenthetical comment and includes a citation with a date, surround the date with square brackets. For example: (This is best seen in Carley [2018].)

MLA Style Guidelines

- We follow the most recent version of the MLA Handbook. Information about the MLA Handbook can also be found at mla.org.

- If, in a quotation, the author adds emphasis that does not appear in the original, the proper parenthetical representation is (emphasis added). If the emphasis (italicize text) is in the original, there's no need to say so.

- Titles of books and journals should be written out completely (not abbreviated) and italicized (not underlined).

- For books with main and subtitles, please place a colon between the title and subtitle.

- In MLA style, titles of articles should be in quotation marks.

- Normally, spell out names of university presses: New York UP, not NYUP.

- The State University of New York Press should be abbreviated as SUNY P.

- Page ranges of articles should be consistent with the page numbers cited in the text.

- In MLA style, page numbers higher than 99 should be listed with three digits before the hyphen

and two digits after the hyphen: 381-88 (not 381-388 or 381-8). If the range spans the hundred-boundary, use all three digits after the hyphen (e.g., 381-402, not 381-02)

- Use DOI numbers whenever possible. DOIs look a lot like URLs but do not include a "Retrieved from" notation: http://dx.doi.org/doinumber. An example would be:

> Schwander, T., Vuilleumier, S., Dubman, J., & Crespi, B. J. (2010). Positive feedback in the transition from sexual reproduction to parthenogenesis. *Proceedings of the Royal Society Biology, 277*, 1435–1442. http://dx.doi.org/10.1098/rspb.2009.2113

- If you have a DOI and a URL, use only the DOI.

- If the DOI you are using does not begin with the http://dx.doi.org/ string, please add it, using the format http://dx.doi.org/doinumber. We realize that this differs from MLA recommendations, but it allows the link to be live and simplifies the process of following the link to the source.

Capitalization

We aim for minimalist use of capitalization. So, for example, all reference to committees, departments, programs, etc. (normally capitalized within internal institutional contexts) are lower-case ("university library" not "University library"). The same goes for titles ("I spoke to the dean" not "I spoke to the Dean.") It's standard not to capitalize such terms when used before an audience outside the institutional context and when not attached directly to the person's name.

Headings

We depart from the minimalist use of capitalization in our advice on headings. In chapter titles and all headings, please use title case. For example, use "The Nature of Writing Studies" rather than "The nature of writing studies."

Abbreviations

In general, follow MLA or APA style guidelines, depending on your choice of documentation systems. If you abbreviate United States and United Kingdom, please use US and UK. When using the abbreviation for the United States as an adjective, use U.S. (e.g., U.S. State Department).

Academic Titles

Use "Professor" rather than "Full Professor." Use "doctoral candidate" rather than Ph.D. candidate. Use "Ph.D." rather than "PhD."

Author Affiliations

Please provide the institutional affiliations for authors and editors. They should be placed below the author byline at the beginning of a chapter, introduction, foreword, and so on.

Emerging Conventions

In general, please use

- "website" rather than "Web site"
- "email" rather than "e-mail"
- "wiki entry" rather than "wiki post"
- "blog entry" when referring to a single entry in a blog
- "blog" when referring to an entire blog
- "ebook" rather than "e-book"
- "smartphone" rather than "smart phone"

Permissions

As stipulated in your contract, acquiring permission to quote prose or poetry or to reproduce illustrative material from both published (in copyright) and unpublished material is the responsibility of the authors or editors, as is the payment of any required fees. It is important that you begin seeking permissions contracts early in the process of preparing your manuscript, as manuscripts with incomplete permissions cannot be advanced to copyediting.

You may use the sample Permissions Request Form (in Appendix A) when contacting copyright holders. Copies of the fully executed permissions should be forwarded to the Clearinghouse along with your final manuscript. While it is impossible to precisely determine what constitutes "fair use," we consider 10 percent of a prose work (composed of assorted brief extracts) and 8% of a poem to fall under "fair use." We also consider captured film stills as "fair use," with the stipulation that full copyright acknowledgment be provided.

Sample Author Biographies in Edited Collections

XXXXXXX XXXXXX is Associate Professor of Enlglish at the University of XXXXXXXXX, where she serves as the writing program administrator. Her essays have appeared in *College English*, and she received the 20XX Braddock Award for her article, "Learning to Teach Writing."

XXXXX XXXX is Assistant Professor of XXXXXX at XXXXXX University, where she teaches twentieth-century literature with a focus on multicultural and feminist issues. She has published books on Ernest Hemingway (title), William Faulkner (title), and Toni Morrison (title).

Illustrations, Line Art, Tables, and Their Captions

Attractive graphics and illustrations will reflect positively on the author and the Clearinghouse; poor graphics usually get panned in book reviews. All artwork (maps, photographs, line art) must be provided in digital form. Production cannot proceed without all art and accompanying permissions and captions.

Captions

Illustration captions should be single-spaced in your text, with their credit lines from copyright holders included. Use consecutive numbers if you use a numbering system and be sure that it corresponds to the file name of the corresponding image. If you have additional questions about your illustrations, contact your editor.

Placement should be indicated in the manuscript by placing the caption in your text, with spacing above and below, as follows:

> Figure 3.1. Captions should be short. Put the credit line for images at the end of each caption, and be sure to arrange for permission in advance. "Fair use" does not normally apply to the use of images. Screen shots from film, however, do qualify, provided the caption includes the copyright information. Please note as well that captions are set in sentence form and thus end with a period or question mark.

Digital Images

Our production work is done using the Adobe Creative Suite: InDesign, Acrobat, Photoshop, and Illustrator. Please provide art, photos, charts, graphs, and/or maps to us in digital format at a resolution of at least 600 dots per inch (dpi). Note that images prepared for viewing on a computer screen (which use RGB color mode), such as those posted on the Internet or photographs saved on a drive by a commercial photo lab, will usually not be suitable for print reproduction and will need to be converted to CYMK and 600 dpi resolution. This conversion might lead to color variations from the original. Please be aware that we might be limited in the amount of correction we can do to your files, so you are solely responsible for the quality of the graphics that you provide.

It is strongly recommended that you send us one of your files to test compatibility before creating more files. It is also strongly recommended that you keep a copy of the electronic files on hand until the book is published. Seek guidance if you are unfamiliar with any of the following or contact the series editor(s) at the Clearinghouse.

File Naming for Digital Art

Name the files with the figure number and appropriate format extension (e.g., "Figure 3-12.tif"). Don't manually change the file extension because the program that produced it has marked it in that format. Prepare each piece of art as a separate document. Create folders, if needed, for different kinds of images (maps in one folder, for example, and photos in another). Assume that someone with no knowledge of the book will have to use the files and identify what they contain based on their folder and file names alone.

Scans

Scanned illustrations for use in the book should be at 600 dpi, at 100% of the original size. The resulting files should be saved in TIF format, so we recommend scanning from PhotoShop.

Color Mode

The interior (book block) of WAC Clearinghouse books that are made available in print format typically uses uncoated paper. Because color scans for black and white reproduction might lose clarity, we recommend that you provide a second set of illustrations in grayscale mode.

Tables

The usual page size for a Clearinghouse book is 6" x 9". Accounting for margins, that means that tables displayed in portrait mode can only be 4.625" wide by 7.5" high. You can format your tables at this size. Use a font like Calibri or Helvetica at 9 or 10 point to approximate how the table will display in the finished book.

Generally, complex (and in particular wide) tables do not work well in book format. Please make your table as clear as possible and avoid complex formatting to the best of your ability. If your tables include text, consider that a five-column table will have less than one-inch per column to display the text.

Please don't use any tabs in your table or extra returns (to manage cell formatting, use the word processor's table layout features). All tables should be embedded directly in your text where you want them to appear (not at the end of the book or in a separate file). For tables, the caption precedes the table.

Line-Art, Graphs, Charts

Artwork such as sketches, drawings, charts, or graphs need to be created or scanned as high-resolution images, so use a program like Adobe Illustrator (or comparable vector-based program) to produce them. Alternatively, you can use a word processor (like MS Word or Pages) to produce this artwork.

Appendix A. Sample Permissions Letter

The following letter requests permission to use illustrative material. Please modify it as needed if you are requesting textual matter, poetry, etc. Be explicit and specific about the material you wish to use and are requesting permission for. The sample letter appears on the next page. You may change it as needed to suit the circumstances of your permissions request. This form may also be used (and modified as needed) to request permission from adult students if you plan to quote from their writing. Appendix B includes some discussion of this procedure and also includes a template for requesting permission from students who are under the age of 18.

Date

[Permissions Coordinator/Author] ABC Library
123 Street
New York, NY 10012

Dear [Permissions Coordinator/Author]:

I am writing to request your permission to reproduce [name or description of excerpt/photograph, etc.] from [name of collection or source] [in my discussion of/in a gallery of photos in/as a frontispiece for/on the cover of/ keyed to text in/etc.] the following book [and for subsequent publicity purposes (if the item is a photograph)]:

Author's Name/Chapter Title/Book Title/Book Editor's Name

The book is scheduled to be published in [month, year] in (cloth/paper/digital) editions. For the printed versions, the total run will be approximately 400 copies. The approximate list price will be $80 (cloth) and $38 (paper). I would like to secure nonexclusive world rights in all languages and for all editions. The work will be published by the WAC Clearinghouse, an independent scholarly publisher.

By signing, you warrant that [you/your library/your organization/etc.] [is/are] the copyright owner of the rights granted herein. If (you/your library/your organization/etc.) is not the copyright holder, or if for world rights I need additional permission from another source, would you kindly so indicate? I enclose a duplicate of this letter for your records. If you need additional information, please contact me at the number or email address listed below. Thank you for your timely consideration of this request.

Sincerely,

(your name and contact information)

The above request is approved on the conditions specified above and on the understanding that full credit will be given to the source.

Approved by: _____
Date: _____

Wording of credit line (if applicable):

Appendix B. Citing Student Writing and Requesting Student Permission

NCTE has published guidelines for the ethical use of student writing in published research, "Guidelines for the Ethical Treatment of Students and Student Writing in Composition Studies," available at https://www.jstor.org/stable/358633. Here is the most relevant information for authors from this NCTE position statement:

> G. Quoting, paraphrasing, and reporting student statements
>
> In their publications, presentations, and other research reports, composition specialists quote, paraphrase, or otherwise report students' written statements only with the students' permission. When quoting, paraphrasing, or reporting students' spoken statements, composition specialists do so without including the students' names or identifying information unless they have the students' permission to identify them. When the students are minors, composition specialists obtain the permission of the students' parents or guardians and the assent of the minors. When composition specialists have used a consent process approved by an IRB or similar committee, they have obtained the necessary permission.
>
> Composition specialists report students' written and spoken statements accurately. They interpret the statements in ways that are faithful to the students' intentions, and they provide contextual information that will enable others to understand the statements accurately. When in doubt, composition specialists check the accuracy of their reports and interpretations with the students. They are especially sensitive to the need to check their interpretations when the students are from a cultural, ethnic, or other group different than their own. They always obtain permission to use a statement they believe the student made in confidence with the expectation that it would remain private.
>
> When discussing the students' statements that they quote, paraphrase, or otherwise report, composition specialists do so in ways that are fair and serious and cause no harm.

The WAC Clearinghouse requires that authors request permission to reprint student writing in all cases. When the students are minors (under the age of 18), permission must be obtained from the student's parent or guardian and the student must also assent to use of the writing. For the purposes of requesting permission to reprint the work of minors, we suggest you use the template on the next page. When the students are 18 or older, you may use the permission request form included in Appendix A, or you may use the Minor release form after removing "Parent or Guardian" next to the signature prompt.

> Minor Student Release for Art/Writing
>
> I hereby grant permission to reproduce and publish the artwork/writing of my child / children _____(name[s]) in educational publications, and any promotional materials related to them,

published or copyrighted by the WAC Clearinghouse, its successors and assigns. I understand that the artwork/writing may be published in any form or format that the publisher may desire. This agreement constitutes the entire understanding of the parties relating to its subject matter and is irrevocable.

_____

Signature (Parent or Guardian)   Date

_____

Printed Name

_____

Address

Description of Art or Writing:

_____

_____