

Manuscript submission

Please submit an electronic copy of your manuscript in MS Word format (.doc or .docx) to your commissioning editor by email, or via a file sharing site like [Dropbox](#) or [WeTransfer](#). Please note that hard copies are not accepted.

Our house style guidelines and a submission checklist are provided in the contract pack; please consult these prior to submission.

Draft manuscript submission

Once received by the commissioning editor, your manuscript will be subject to an external peer review and an in-house assessment.

Unless reviewed at proposal stage, all draft manuscripts are subject to an external peer review. This process typically takes 8–10 weeks. Following the in-house manuscript assessment and the receipt of the external draft report, you and your commissioning editor will agree a final manuscript submission date.

The in-house assessment is designed to highlight any outstanding material, formatting requirements or issues that may cause delays to the manuscript being accepted into production. It is your responsibility to address any issues highlighted in the in-house assessment before submission of the final manuscript.

The following form must be submitted with your draft manuscript:

Catalogue form

The information on this form allows us to put together the metadata for your book, which feeds out to the MUP website, Amazon, our distributors, content aggregators and elsewhere. This form is also used by the editorial and marketing teams to create the entry for your book in the seasonal catalogue and the back cover blurb.

Final manuscript submission

The final manuscript submission date should be agreed with your commissioning editor. Please note that failure to meet this date may cause delays to the production schedule and publication date. If you anticipate delays to your manuscript submission, please contact your commissioning editor to arrange an extension.

The following forms must be completed and submitted with the final manuscript:

Manuscript stylesheet

This form asks for details of the referencing and formatting styles used in your manuscript and is employed by the production editor and copy-editor to guide your work from manuscript to finished book.

Completing this form accurately avoids confusion and delays at the copyediting stage; for example, it lets the copy-editor know if you have deliberately capitalised or hyphenated certain words that might otherwise be corrected. The manuscript stylesheet is vital in ensuring that the finished book meets our high standards for academic publications and remains true to your intentions as an author. Please allow time to complete it carefully and in as much detail as possible.

If you are the editor of an edited volume, it is important to create and send the stylesheet to your contributors at the earliest possible opportunity so that it can be followed consistently.

Please note that manuscripts submitted without a stylesheet cannot be accepted into production.

Abstracts and keywords

Abstracts and keywords are essential for discoverability and appear on our online platform, manchesterhive. The abstracts and keywords form asks for abstracts to be up to 250 words (including any introduction or conclusion), as well as an abstract for the book.

High-quality abstracts summarise the core content, use concise language and the active voice and refer to the book in the third person neutral (e.g., 'The book examines' rather than 'I examine'). Abstracts must not include footnotes or endnotes, small caps or sub/superscript.

Keywords are index terms that highlight the central themes of the book. High-quality keywords improve the book's appearance in online search results, allowing readers to find the book quickly and easily. If possible, keywords should appear in the accompanying abstract.

Keywords should be one word; however, two- and three-word specialist terms are acceptable where necessary. They cannot contain formatting of any sort and must be expressed in lowercase except for proper nouns. Names should be presented as 'Susan Sontag' rather than 'Sontag, Susan'.

Please note that manuscripts submitted without an abstracts and keywords form cannot be accepted into production.

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Please note that it is the author's responsibility to obtain all permissions and MUP's capacity to assist with this process is limited. All copyright and permissions queries must be resolved before a manuscript is able to enter production.

Author/editor checklist

Please complete the following checklist before submitting your manuscript. Note that the copy-editor will correct typos, capitalisation and punctuation errors; however, if there are a lot of errors throughout the manuscript, it will be returned to you for review prior to handover. Please note that it is a volume editor’s responsibility to ensure consistency in style and formatting across a collection.

- Final manuscript forms completed: manuscript stylesheet, abstracts and keywords
- Title and word count (including notes and bibliography) match contract, or amendments have been agreed with commissioning editor
- Introduction and conclusion are not part of the chapter numbering
- Clear and consistent heading styles used throughout
- Quotations longer than around five lines have been extracted (quotation marks removed, indented with a space above and below)
- For edited collections: a list of contributors (with short bios) has been included in the preliminary pages
- The number of illustrations matches or is lower than the contracted number
- All illustrations have been removed from the manuscript and are ready to submit as separate files
- Images meet or exceed MUP quality requirements, i.e., a minimum of 1200 x 1200 pixels, or suitable for reproduction at 300 DPI
- A list of figures is included in the preliminary pages
- Insertion notes for figures have been included in the text, e.g. [INSERT FIGURE 1.1]
- All image permissions have been obtained and the log of permissions has been completed
- Excel data is provided for any graphs, which have been removed from the manuscript and prepared as separate files
- Tables are provided in separate documents, accompanied by captions and source information

Common manuscript submission mistakes

Below is a list of common issues that typically cause delays to the handover and production process.

Problem	How to avoid
Inconsistently formatted edited collections	<ul style="list-style-type: none"> • Share your manuscript stylesheet with contributors early in the process • Allow time for combining files and standardising formatting before final submission
Incorrect formatting of author-date entries in bibliography	<ul style="list-style-type: none"> • Choose an appropriate referencing style guide and follow it consistently • Be aware that there are different requirements for bibliographies depending on whether you have used author-date or short-title referencing • Consult your editor early in the writing process if you are unsure
Low-resolution images figures	<ul style="list-style-type: none"> • Save images in the highest resolution possible during the research and writing process
Missing data for graphs	<ul style="list-style-type: none"> • Ensure source data for graphs is submitted in an Excel spreadsheet

Missing forms	<ul style="list-style-type: none"> • Use the checklist above to keep track of the forms required • Leave plenty of time to complete these forms; for example, the catalogue form will serve as the basis for your back cover blurb and cover design
Copyright permissions not cleared	<ul style="list-style-type: none"> • Be aware that securing permissions can be a long and slow process, especially if copyright holders are difficult to identify or if you have a lot of images • Use the <u>log of permissions</u> form to keep track of copyright approval • Save PDF copies of your correspondence with copyright holders (we will need to see these as evidence of permission)
Images integrated into manuscript	<ul style="list-style-type: none"> • Submit image files separately • Include placement notes in the manuscript
Incomplete or missing references	<ul style="list-style-type: none"> • Follow your referencing style guide consistently throughout the writing and editing process • Check your references carefully before submission • Ensure your bibliography is in alphabetical order, with the first author written surname first (Davis, Angela, not Angela Davis) • Ensure references to websites are complete and consistent (don't just include the URL on its own)