

Manuscript Graphic and Illustration Formatting Guidelines

- Double space the document if it is set in Word. Use single spacing if you cannot set the double spacing. Do not use hard returns to double space.
- The entire manuscript (including contents, bibliography, index, etc. if applicable) should form ONE document.
- Use tabs or indents, not spaces, for indenting.
- Do not number the pages.
- Do not use headers or footers.
- Use flush left.
- Use only one space after a period or colon.
- Use endnotes instead of footnotes, if applicable.
- Remove all embedded graphics but indicate where the graphics should be placed.
- Graphic files (photographs, illustrations, etc.) should be sent as JPEGs.
- All graphic files should be 300 dpi.
- Follow the PineValley style guide for bibliographic and footnote/endnote formatting information.
- Submit in Word or rtf format only.