

HUMANITY
University of Pennsylvania Press
Final Manuscript Preparation

I. MANUSCRIPT GUIDELINES

- A. Please submit a complete set of files for your article to humanity@pobox.upenn.edu, including manuscript, tables, figures, and a full list of captions included in your article.
- B. Save each manuscript component (text, figures, tables, captions list) as a separate file labeled with your last name. For each figure and/or table file, please make sure to include figure/table number (e.g., Gismondi_fig1.TIFF, Gismondi_Table1.doc, etc.).
- C. Manuscripts should be double-spaced and in 12-point Times New Roman font everywhere. Please use one space only after each sentence. Leave one-inch margins on all four sides of the page. Turn off automatic hyphenation and do not justify text; ragged right margins are preferable throughout. Use minimal formatting.
- D. Manuscripts should be prepared according to *The Chicago Manual of Style*, 16th ed., note style. Example citations:
- Book:
Elizabeth Gismondi, *The Human Rights Reader* (Philadelphia: University of Pennsylvania Press, 2010), 12–20. **Include titles/pages when citing chapters.**
 - Contribution to an edited volume:
Elizabeth Gismondi, “Humanitarianism Redux,” in *The Limits of Humanitarianism*, ed. Paul Chase (Philadelphia: University of Pennsylvania Press, 2011), 35–60.
 - Journal article:
Elizabeth Gismondi, “Development Returns,” *Humanity* 2, no. 1 (2011): 101–20.
 - URL (N.B. internet citations should be used *judiciously*, and we prefer references to a hard-copy book, magazine, newspaper, journal, dictionary, encyclopedia, etc. whenever possible, and with page/issue numbers as well as dates, where applicable):
See Amnesty International website, <http://www.amnesty.org> (accessed March 24, 2011). **Please include date of access!**
- See http://www.chicagomanualofstyle.org/tools_citationguide.html for further guidance.

- E. Block quotes (usually quoted material five lines or more in length, sans quotation marks) should be as usual double-spaced but indented a half-inch, with an extra line above and below. Use the ruler function to indent the text, instead of using the tab key.
- F. Accents and any other special characters must be in place throughout the manuscript. Include special, non-Roman fonts if necessary (e.g., Arabic, Hebrew, Greek, etc.). Please alert the editor if your manuscript contains special characters or languages other than English.
- G. Verify all statistics, quotations, notations, versions of proper names, and transliterations. Run your word processor's spell-checking program before you submit a final manuscript.
- H. *Humanity* uses endnote citations. Notes should be numbered sequentially. Use superscript Arabic numerals in the text (no parenthesis, boldface, etc.). The numbers should follow the passages referred to; if the passage is a block quotation, the reference number should come at the end of the quotation, not after the author's name or at the end of the textual matter introducing the quotation. The notes themselves must be double-spaced and formatted as endnotes, not footnotes. Please avoid mid-sentence citations; condense if necessary, doing so in a clean and organized manner.
- I. Figures should be provided as print-ready .TIFF files (see specifications below). Tables should be provided as text-only Word document (.doc or .docx) files. Compile a list of captions (double-spaced) for all figures and tables that includes both descriptive text and credit lines in a separate Word document file.
- J. Please indicate figure/table placement with a call-out tag (e.g., <<INSERT GISMONDI_FIG1.TIFF HERE>>). Do not insert actual table image within text; instead insert tag exactly where you would like figure/table to appear within the article.
- K. Permission is needed to reprint extensive blocks of text; poetry (a complete poem or ten or more lines), charts and graphs (if used in the same format as the source; the information itself needs only proper attribution, no permission); photographs and illustrations. Please obtain written permission for each illustration, as well as previously published material that is not in the public domain. Permission should be for ***print and online*** use. Copies of all permission letters must be submitted along with the final

manuscript. If permission is still outstanding for any material, please note the material for which permission remains pending, as well as its source and status.

II. ARTWORK GUIDELINES

A. Figures

We will accept the following types of illustrations formatted to the required specifications:

Image Type	Description	Examples	Specifications
Line	Consists of only black lines or solid blocks of black with no gradations of gray (screens).	Maps, ink drawings, text, Excel charts* and graphs*	Resolution: 1200 dpi preferred. Size: desired print dimensions
Grayscale	Contains shades of gray and is reproduced as a halftone.	Photographs, historical maps, paintings	Resolution: 300 dpi Size: desired print dimensions
Color**	Contains continuous gradation in color.	Photographs, historical maps, paintings	Resolution: 300 dpi Size: desired print dimensions

*Please submit all Excel charts and graphs as .XLS files. Other types of charts and graphs may be submitted as .TIFF files (saved to 1200 dpi at the desired print dimensions).

**Please note that all color images will be converted to grayscale for final printing (as our journals publish in black and white only).

B. Tables

All tables must be supplied as text-only Word documents (captions included). They may be saved as part of the article file in which they will appear, or as individual Word files. Please do not submit tables in other formats.

C. General artwork guidelines:

1. Do submit artwork that is sized to the desired print dimensions (or larger), at the appropriate resolution (see table above for requirements).

2. Please be aware that all color images will be converted to grayscale. This may result in small changes in the contrast of your image.
3. Don't use graphics from the Web, as they will not be of adequate resolution. Web pages use graphics no larger than 96 dpi (generally only 72 dpi), which is much less than required print resolution (300-1200 dpi).
4. Don't scan printed materials (e.g., a magazine) as you will likely have moiré patterns appear in the art.
5. Don't submit an electronic file that is smaller than the desired reproduction size. We are unable to "blow up" the image to more than 105% without loss of detail.