

Brown Books Required Manuscript Format

To enhance efficiency, timely processing, and quality editing, manuscripts submitted to Brown Books profit from the following format. Here are the guidelines editors follow to create a working document:

- Manuscript in Microsoft Word only with no embedded formatting
- Cover page with title, subtitle, and author (no “by”)
- Pages with headings for Dedication, Acknowledgments, and About the Author (usually for paperback only)
- A Table of Contents if not included with chapter titles (for nonfiction) and all items mentioned above in the list (usually no TOC for fiction)
- All pages numbered in the bottom center (starting with title page) for easy reference throughout the editing process
- Font of Times New Roman 12 (no enlarged type or design elements in the text material)
- All text double spaced (no extra space between paragraphs) and all paragraphs indented
- No images embedded in the text but indication of placement clearly marked (<insert figure 1>) and images in separate file for reference
- No attempt to make the manuscript reflect a designed, printed book

- Clear marking of breaks in material (subheadings, *****, or other indication)
- Sources, if necessary and appropriate, listed at the end of the book, not in footnote form

When manuscripts are in this format, assessment of the potential project will be more accurate; issues related to length, content, and design become more visible earlier in the process.