

THE EERDMANS GUIDE  
TO PREPARING  
MANUSCRIPTS

WILLIAM B. EERDMANS PUBLISHING COMPANY  
GRAND RAPIDS, MICHIGAN

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4035 Park East Court SE, Grand Rapids, MI 49546

Revised November 2018

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# 1. INTRODUCTION

Welcome to Wm. B. Eerdmans Publishing Company. We're pleased to be publishing your book, and we're looking forward to working with you on it.

Eerdmans books contracts call for submission of a manuscript "satisfactory in content, form, and length." The purpose of this document is to indicate what constitutes satisfactory form. Your attention to these details now, as you prepare your manuscript, will be very helpful when it is time for us to evaluate the manuscript for acceptability and then carry out our editorial and design work.

## 2. PREPARING YOUR MANUSCRIPT

### 2.1. Eerdmans House Style

Eerdmans follows the latest edition of the *Chicago Manual of Style (CMS)*, supplemented for scholarly books in biblical studies and closely related fields by the *SBL Handbook of Style*, 2nd edition (*SBLHS*). For spelling, we follow the Merriam-Webster Collegiate Dictionary, 11th edition. This document provides a concise summary of some highlights from the *CMS* and *SBLHS* manuals. For questions not covered by this document, please consult *CMS* or *SBLHS* or seek the advice of your acquisitions editor.

#### 2.1.1. In the Notes

The first citation of a work in every chapter should be a complete reference, with the author's full name and the full title of the work. Complete publication information should also be given. For books this includes the place of publication, name of publisher, and year of publication; for journal articles the volume number should be included as well as the date (see *CMS* 14.14). Subsequent references to the work within the chapter should give the author's last name, a short version of the title, and the page number(s) (see *CMS* 14.25, 14.28). Please do not use *idem*, *ibid.*, or *op. cit.*

For journal articles Eerdmans's preferred footnote style is shown in the following examples:

Tilden Edwards Jr., "Spiritual Formation in Theological Schools: Ferment and Challenge," *Theological Education* 27, no. 1 (1980): 1–52.

David Lundberg and Henry May, "The Enlightened Reader in America," *American Quarterly* 28, no. 2 (1976): 262–93.

Kenneth L. Woodward, "Dead End for the Mainline?" *Newsweek*, 9 August 1993, 46–48.

For books the preferred footnote style is shown in the following examples:

Everett Ferguson, *Backgrounds of Early Christianity*, 3rd ed. (Grand Rapids: Eerdmans, 2003), 30.

Douglas Moo, *The Epistle to the Romans*, New International Commentary on the New Testament (Grand Rapids: Eerdmans, 1996).

Michael Cromartie, ed., *Caesar's Coin Revisited* (Grand Rapids: Eerdmans; Washington, DC: Ethics and Public Policy Center, 1996).

Subsequent references to the above titles using short titles would then appear as follows:

Ferguson, *Backgrounds of Early Christianity*, 85.

Moo, *Romans*, 120.

Cromartie, *Caesar's Coin Revisited*, 125–27.

When citing electronic sources consulted online, please note the following (see also *CMS* 14.4–5):

- Include the URL (Uniform Resource Locator) or DOI (Digital Object Identifier) after the full publication data
- Access dates are of limited value; there is no need to include one unless no date of publication can be determined from the source.
- Citations must be complete, including the protocol (e.g., <http://> or <ftp://>) and the trailing slash (/) at the end. Reproduce capitalization exactly. Do not add “wrappers” (e.g., angle brackets) around URLs.
- When typing in the URL, do not add a space or a hard return in the middle to make the URL fit on a manuscript line.

It is best to avoid long strings of footnotes citing the same source. If you cite the same source more than five times consecutively, it may be best, after the first citation, to move the citations into the text; the first citation is given in a footnote and includes this notice: “Hereafter, page references from this work will be given in parentheses in the text” (see *CMS* 13.65).

Abbreviate, or condense, inclusive page numbers as in the following examples (see *CMS* 9.60): 45–48; 125–35; 101–8; 100–102; 1285–90. Do not use “f.” and “ff.”; use actual page numbers.

### 2.1.2. In the Bibliography

Except in the case of a bibliography that lists the works of a single author, bibliographies should normally be ordered alphabetically (by author’s last name, then by title) rather than chronologically. For multiple entries by the same author, three em-dashes may replace the author’s name in each subsequent entry. See the sample page from a bibliography on page 7.

## BIBLIOGRAPHY

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Strong, Douglas M. "Whitefield, George." In *Historical Dictionary of Methodism*, edited by Charles Yrigoyen Jr. and Susan E. Warrick, 233–35. *Historical Dictionaries of Religions, Philosophies, and Movements*. Lanham, MD, and London: Scarecrow Press, 1996.

### 2.1.3. Scripture References

In non-technical books, Eerdmans prefers to give the names of biblical books in full in the running text and to abbreviate them only in parenthetical references and in the notes. In commentaries and other scholarly works in which a great number of Scripture references are used, it is preferable to abbreviate the names of Bible books in the running text.

*CMS* offers two systems for abbreviating the names of biblical books (see *CMS* 10.44–48), and *SBLHS* offers a third (see *SBLHS* 8.3.1–8.3.3). In non-technical books, we prefer to use *CMS*'s longer form of abbreviations with periods. For commentaries and other more technical books, you may choose between the shorter *CMS* form and the *SBLHS* form. Whichever system you choose, please follow it consistently. For your convenience, we summarize the three systems in the table below, filling in a few gaps (the abbreviations in square brackets).

If your book is in a commentary series, refer to the series guidelines before choosing an abbreviation system or ask the series general editor.

#### Old Testament / Hebrew Bible

| <b><i>CMS</i> long form</b> | <b><i>CMS</i> short form</b> | <b><i>SBLHS</i></b> |
|-----------------------------|------------------------------|---------------------|
| Gen.                        | Gn                           | Gen                 |
| Exod.                       | Ex                           | Exod                |
| Lev.                        | Lv                           | Lev                 |
| Num.                        | Nm                           | Num                 |
| Deut.                       | Dt                           | Deut                |
| Josh.                       | Jo                           | Josh                |
| Judg.                       | Jgs                          | Judg                |
| Ruth                        | Ru                           | Ruth                |
| 1 Sam.                      | 1 Sm                         | 1 Sam               |
| 2 Sam.                      | 2 Sm                         | 2 Sam               |
| 1 Kings                     | 1 Kgs                        | 1 Kgs               |
| 2 Kings                     | 2 Kgs                        | 2 Kgs               |
| 1 Chron.                    | 1 Chr                        | 1 Chr               |
| 2 Chron.                    | 2 Chr                        | 2 Chr               |
| Ezra                        | Ezr                          | Ezra                |
| Neh.                        | Neh                          | Neh                 |
| Esther                      | Est                          | Esth                |
| Job                         | Jb                           | Job                 |
| Ps. (plural Pss.)           | Ps (plural Pss)              | Ps (plural Pss)     |
| Prov.                       | Prv                          | Prov                |
| Eccles.                     | Eccl                         | Eccl (or Qoh)       |
| Song of Sol.                | Sg                           | Song (or Cant)      |
| Isa.                        | Is                           | Isa                 |
| Jer.                        | Jer                          | Jer                 |
| Lam.                        | Lam                          | Lam                 |
| Ezek.                       | Ez                           | Ezek                |
| Dan.                        | Dn                           | Dan                 |
| Hosea                       | Hos                          | Hos                 |

|       |     |       |
|-------|-----|-------|
| Joel  | Jl  | Joel  |
| Amos  | Am  | Amos  |
| Obad. | Ob  | Obad  |
| Jon.  | Jon | Jonah |
| Mic.  | Mi  | Mic   |
| Nah.  | Na  | Nah   |
| Hab.  | Hb  | Hab   |
| Zeph. | Zep | Zeph  |
| Hag.  | Hg  | Hag   |
| Zech. | Zec | Zech  |
| Mal.  | Mal | Mal   |

New Testament

|          |        |         |
|----------|--------|---------|
| Matt.    | Mt     | Matt    |
| Mark     | Mk     | Mark    |
| Luke     | Lk     | Luke    |
| John     | Jn     | John    |
| Acts     | Acts   | Acts    |
| Rom.     | Rom    | Rom     |
| 1 Cor.   | 1 Cor  | 1 Cor   |
| 2 Cor.   | 2 Cor  | 2 Cor   |
| Gal.     | Gal    | Gal     |
| Eph.     | Eph    | Eph     |
| Phil.    | Phil   | Phil    |
| Col.     | Col    | Col     |
| 1 Thess. | 1 Thes | 1 Thess |
| 2 Thess. | 2 Thes | 2 Thess |
| 1 Tim.   | 1 Tm   | 1 Tim   |
| 2 Tim.   | 2 Tm   | 2 Tim   |
| Titus    | Ti     | Titus   |
| Philem.  | Phlm   | Phlm    |
| Heb.     | Heb    | Heb     |
| James    | Jas    | Jas     |
| 1 Pet.   | 1 Pt   | 1 Pet   |
| 2 Pet.   | 2 Pt   | 2 Pet   |
| 1 John   | 1 Jn   | 1 John  |
| 2 John   | 2 Jn   | 2 John  |
| 3 John   | 3 Jn   | 3 John  |
| Jude     | Jude   | Jude    |
| Rev.     | Rv     | Rev     |

Deuterocanonical (Apocryphal) Works

|                  |           |         |
|------------------|-----------|---------|
| Tob.             | Tb        | Tob     |
| Jth.             | Jdt       | Jdt     |
| Wisd. of Sol.    | Ws        | Wis     |
| Ecclus. (= Sir.) | Sir       | Sir     |
| Bar.             | Bar       | Bar     |
| [Ep. Jer.]       | [Ep Jer]  | Ep Jer  |
| [Add. Dan.]      | [Add Dan] | Add Dan |

|             |            |          |
|-------------|------------|----------|
| [Pr. Azar.] | [Pr Azar]  | Pr Azar  |
| [Sg. Three] | [Sg Three] | Sg Three |
| Sus.        | [Sus]      | Sus      |
| [Bel.]      | [Bel]      | Bel      |
| 1 Macc.     | 1 Mc       | 1 Macc   |
| 2 Macc.     | 2 Mc       | 2 Macc   |
| [1 Esd.]    | [1 Esd]    | 1 Esd    |
| Pr. of Man. | [Pr Man]   | Pr Man   |
| [Ps. 151]   | [Ps 151]   | Ps 151   |
| [3 Macc.]   | [3 Macc]   | 3 Macc   |
| 2 Esd.      | [2 Esd]    | 2 Esd    |
| [4 Macc.]   | [4 Macc]   | 4 Macc   |

For additional abbreviations for ancient texts, see *SBLHS* 8.3.4–8.3.13.

In order to avoid an excessive number of footnotes, it is generally best to cite Scripture references (and other primary-text references) parenthetically in the text rather than in footnotes.

#### 2.1.4. Capitalization

It is easy to fall into the trap of overcapitalization, particularly when writing in the area of religion. Eerdmans prefers to lowercase pronouns for God and for Jesus and also to lowercase words such as the following:

|                                     |  |
|-------------------------------------|--|
| biblical (but Bible, capitalized)   | gospel (except in the title of a Gospel) |
| creation (but Creator, capitalized) | incarnation                              |
| church (except in proper names)     | resurrection                             |
| cross                               | revelation                               |
| exodus                              | scriptural (but Scripture, capitalized)  |

For a fuller list, see *SBLHS* 4.3.6. If you would prefer to capitalize these or other terms in your book, please mention this to your acquisitions editor when you send in your manuscript, explaining the reasons for your preference, so that we can take this into consideration in editing.

#### 2.1.5. Quotations

Source information should be noted for every quotation. The source information for epigraphs should include the author and title; all other quotations should include the full publication information as well.

Any quotation that is one hundred words or more in length should be set off from the text as a block quotation (*CMS* 13.10). Very brief quotations should generally not be set off as block quotations, except for emphasis.

## 2.1.6. Headings

All heads and subheads should be entered in capital and lowercase letters, not all in capitals. (This is helpful to us in the typesetting stage. If the designer calls for capital letters, the lowercase letters will automatically be converted to uppercase. The process cannot be automatically reversed, however, because the typesetting software cannot distinguish between the words that need an initial cap and those that do not.) We encourage the use of Microsoft Word styles to identify levels of headings. If you are not familiar with using styles, please use manual formatting consistently to distinguish clearly between heading levels.

## 2.1.7. Figures

Use figures with all specific numbers over ninety-nine (“seventy-three pages” but “101 years later”). Spell out round numbers in general (“one hundred,” “nine hundred,” “nine thousand,” “ninety thousand”) but use figures for numbers of more than two words (“95,700”). (See *CMS* 9.2; 9.4.)

Do not use figures to begin a sentence (*CMS* 9.5).

Use figures with abbreviations of measurement, dimension, etc. (“8 km,” “60 by 34 m”) (*CMS* 9.16).

Use figures with “percent” (“99 percent”); the word “percent” should be spelled out, except in tables.

Where many numbers occur within a paragraph, maintain consistency in the immediate context by using figures for all of the numbers.

Use the adverbs “first” and “second” to introduce a series, not “firstly,” “secondly,” etc.

The names of centuries should be spelled out in running text: e.g., the nineteenth century, not the 19th century (*CMS* 9.32).

Fractions should also be spelled out, except in tables or when they appear in combination with whole numbers. When spelled out, fractions should be hyphenated (e.g., two-thirds) (*CMS* 9.14–15).

## 2.2. Submitting Your Manuscript

### 2.2.1. Making Sure Your Manuscript Is Complete

It is very important that your manuscript be as complete as possible when you submit it to us. No significant elements (such as chapters, introductions, bibliographies, or footnotes)

should be incomplete or still “to come.” An incomplete manuscript will only delay publication.

Please note that you should not expect to make further revisions after the manuscript is submitted, and particularly once the book is in page proofs. The manuscript should be considered complete upon submission.

If, after you’ve submitted your manuscript, you find errors that need to be corrected or short passages that you would like to revise, please contact your acquisitions editor before sending these changes. If we have not yet begun work on the electronic files for your book, we may ask you to send updated files for the entire book. If we have begun work on the files already, we may ask you to send files containing only the new or altered material with a clear indication of where it should be placed in the text.

### 2.2.2. Preparing Your Electronic Files

As you prepare your manuscript, it would be helpful to us if you follow these guidelines:

- regular text should be double spaced
- block quotes should be rendered in a way that makes them easy to distinguish from regular text (for instance, single spaced and indented)

We prefer to receive your manuscript in Microsoft Word or RTF files. If you have already created your files in something other than Microsoft Word, please send us both your native files and your Word or RTF version of them.

We will also need to receive a PDF of the final version of the manuscript. The PDF must match your source files exactly, with no subsequent revisions, so there’s no confusion as to which is the preferred version of your work. Please save the PDF from your word processor on the same computer that you used to write the manuscript.

If you wish to include illustrations, do not embed images in the electronic file of your manuscript. Rather, submit a separate high-resolution file for each image. For more on submitting illustrations, see section 4.

### 2.2.3. Using Greek, Hebrew, and Other Special Characters

If your manuscript includes Greek or Hebrew characters, or any other special characters, we ask that you use Unicode fonts. Please consult with your acquisitions editor before deciding whether to use non-roman fonts or transliterate. If your book is a non-technical book, transliteration is preferable. For transliteration of Greek, use the transliteration scheme given in *SBLHS* 5.3. For Hebrew transliteration in academic books in biblical or Ancient Near Eastern studies, use the academic scheme in *SBLHS* 5.1.1; in other books, you may use the informal transliteration scheme in *SBLHS* 5.1.2. Please make sure any special characters appear correctly in the PDF you send us.

For your convenience, we summarize transliteration conventions for Hebrew and Greek in the table below. Transliteration of Hebrew, Greek, and other ancient languages is covered in detail in *SBLHS 5*.

#### Hebrew Consonants, Transliteration Conventions

| Character      | Academic | General-Purpose   |
|----------------|----------|-------------------|
| א <i>aleph</i> | ʾ        | ʾ or omit         |
| ב <i>bet</i>   | <i>b</i> | <i>b, v</i>       |
| ג <i>gimel</i> | <i>g</i> | <i>g, gh</i>      |
| ד <i>dalet</i> | <i>d</i> | <i>d, dh</i>      |
| ה <i>he</i>    | <i>h</i> | <i>h</i>          |
| ו <i>vav</i>   | <i>w</i> | <i>v or w</i>     |
| ז <i>zayin</i> | <i>z</i> | <i>z</i>          |
| ח <i>khet</i>  | <i>ḥ</i> | <i>kh or h</i>    |
| ט <i>tet</i>   | <i>ṭ</i> | <i>t</i>          |
| י <i>yod</i>   | <i>y</i> | <i>y</i>          |
| כ <i>kaph</i>  | <i>k</i> | <i>k, kh</i>      |
| ל <i>lamed</i> | <i>l</i> | <i>l</i>          |
| מ <i>mem</i>   | <i>m</i> | <i>m</i>          |
| נ <i>nun</i>   | <i>n</i> | <i>n</i>          |
| ס <i>samek</i> | <i>s</i> | <i>s</i>          |
| ע <i>ayin</i>  | ʿ        | ʿ or omit         |
| פ <i>pe</i>    | <i>p</i> | <i>p, ph or f</i> |
| צ <i>tsade</i> | <i>ṣ</i> | <i>ts</i>         |
| ק <i>qoph</i>  | <i>q</i> | <i>q</i>          |
| ר <i>resh</i>  | <i>r</i> | <i>r</i>          |
| ש <i>sin</i>   | <i>ś</i> | <i>s</i>          |
| שׁ <i>shin</i> | <i>š</i> | <i>sh</i>         |
| ת <i>tav</i>   | <i>t</i> | <i>t, th</i>      |

#### Hebrew Vowels, Transliteration Conventions

| Character                   | Academic   | General-Purpose |
|-----------------------------|------------|-----------------|
| ֿ <i>patakh</i>             | <i>a</i>   | <i>a</i>        |
| ֿֿ <i>furtive patakh</i>    | <i>a</i>   | <i>a</i>        |
| ◌ֿ <i>qamets</i>            | <i>ā</i>   | <i>a</i>        |
| ֿֿֿ <i>final qamets he</i>  | <i>â</i>   | <i>ah</i>       |
| ֿֿֿֿ <i>3ms suffix</i>      | <i>āyw</i> | <i>ayw</i>      |
| ◌ֿֿ <i>segol</i>            | <i>e</i>   | <i>e</i>        |
| ◌ֿֿֿ <i>tsere</i>           | <i>ē</i>   | <i>e</i>        |
| ֿֿֿֿֿ <i>tsere yod</i>      | <i>ê</i>   | <i>e</i>        |
| ֿֿֿֿֿֿ <i>segol yod</i>     | <i>ê</i>   | <i>e</i>        |
| ◌ֿֿֿ <i>short hireq</i>     | <i>i</i>   | <i>i</i>        |
| ◌ֿֿֿֿ <i>long hireq</i>     | <i>ī</i>   | <i>i</i>        |
| ֿֿֿֿֿֿ <i>hireq yod</i>     | <i>î</i>   | <i>i</i>        |
| ◌ֿֿֿֿֿ <i>qamets khatuf</i> | <i>o</i>   | <i>o</i>        |
| ֿֿֿֿֿֿ <i>holem</i>         | <i>ō</i>   | <i>o</i>        |
| ֿֿֿֿֿֿֿ <i>full holem</i>   | <i>ô</i>   | <i>o</i>        |
| ◌ֿֿֿֿֿ <i>short qibbutz</i> | <i>u</i>   | <i>u</i>        |
| ◌ֿֿֿֿֿֿ <i>long qibbutz</i> | <i>ū</i>   | <i>u</i>        |
| ֿֿֿֿֿֿֿֿ <i>shureq</i>      | <i>û</i>   | <i>u</i>        |

|                        |   |   |
|------------------------|---|---|
| ◌ <i>khatef qamets</i> | ǒ | o |
| ◌ <i>khatef patakh</i> | ǎ | a |
| ◌ <i>khatef segol</i>  | ě | e |
| ◌ <i>vocal shewa</i>   | ə | e |

#### Greek Transliteration

| Character          | Transliteration      | Character           | Transliteration      |
|--------------------|----------------------|---------------------|----------------------|
| A α <i>alpha</i>   | <i>a</i>             | N ν <i>nu</i>       | <i>n</i>             |
| B β <i>beta</i>    | <i>b</i>             | Ξ ξ <i>xi</i>       | <i>x</i>             |
| Γ γ <i>gamma</i>   | <i>g</i> or <i>n</i> | Ο ο <i>omicron</i>  | <i>o</i>             |
| Δ δ <i>delta</i>   | <i>d</i>             | Π π <i>pi</i>       | <i>p</i>             |
| Ε ε <i>epsilon</i> | <i>e</i>             | Ρ ρ <i>rho</i>      | <i>r</i>             |
| Z ζ <i>zeta</i>    | <i>z</i>             | Σ σ, ς <i>sigma</i> | <i>s</i>             |
| H η <i>eta</i>     | <i>ē</i>             | Τ τ <i>tau</i>      | <i>t</i>             |
| Θ θ <i>theta</i>   | <i>th</i>            | Υ υ <i>upsilon</i>  | <i>u</i> or <i>y</i> |
| I ι <i>iota</i>    | <i>i</i>             | Φ φ <i>phi</i>      | <i>ph</i>            |
| K κ <i>kappa</i>   | <i>k</i>             | Χ χ <i>chi</i>      | <i>ch</i>            |
| Λ λ <i>lambda</i>  | <i>l</i>             | Ψ ψ <i>psi</i>      | <i>ps</i>            |
| M μ <i>mu</i>      | <i>m</i>             | Ω ω <i>omega</i>    | <i>ō</i>             |

#### 2.2.4. Using Special Formatting or Word Processing Techniques

It is not necessary—and in fact it may be counterproductive—for you to take great pains to make your manuscript look like finished book pages. The presence of elaborate formatting (e.g., colored text, shaded frames or boxes, large numbers of fonts, complicated headers and footers, and the like) could slow down our work considerably. Please note that, except in extraordinary cases, we cannot reproduce color in running text or in charts, graphs, or tables.

Some authors are interested in using certain specially prepared kinds of text. For instance, the current versions of many popular word-processing programs are capable of automatically generating various documents, such as tables of contents, lists of illustrations, indexes, and the like. And a number of our authors have augmented their word processing software with various add-on programs and utilities that manage and format scholarly documentation throughout a book. If you are using these sorts of techniques and utilities, please use the software to embed the citations as text rather than as links or fields, and be sure to proofread the results of the conversion. Because the process of embedding the citations as text may be difficult or impossible to reverse, we recommend that you undertake the procedure only in *copies* of your final text file(s) and that you preserve the originals.

## 3. PERMISSIONS

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If you wish to include previously published material in your book, you may need to obtain permission from the copyright owner or rights holder. This requirement applies even to your own work if it is covered by a publishing agreement with a third party. Some materials that may require permission include the following:

- extended quotation from a previously published prose work
- poetry
- songs or hymns
- photos or other illustrations

You should request these permissions early in the process of writing your manuscript, because it often takes some time to receive a response. Please keep a log of the selections that you are requesting permission to use, and send us a copy of your log, along with copies of all permissions-related correspondence, when you send us your manuscript.

When you ask for permission to reprint previously published material, please request nonexclusive world rights in the English language and electronic distribution rights. See the sample permission letter on page 19 below; for an overview, see *CMS* 4.64–105. If you need more guidance, please contact your acquisitions editor.

#### 3.1.1. Fair Use

While there is no clear definition of “fair use,” we suggest these guidelines:

1. The purpose and character of your work: your work must be original, and the excerpt must be used for commentary, criticism, or parody.
2. The nature of the copyrighted work: excerpts taken from fictional or creative works are less likely to be considered fair use than excerpts from nonfiction works.
3. The amount and substantiality of the excerpt: smaller excerpts are more likely to be considered fair use.
4. The effect of the use on the potential market: if your excerpt *might* have a negative effect on the sales of the original work, fair use may not apply.

#### 3.1.2. Material That Does or Does Not Require Permission

You should seek permission for prose works for:

- Any single excerpt 300 words or higher
- Any series of excerpts totaling more than 5,000 words
- Any excerpt in a series of excerpts from the same source that exceeds 300 consecutive words

- Any excerpt that constitutes roughly one-quarter or higher of the total work in question
- Any whole articles from a reference work.

You should seek permission for poetry for:

- Any complete poem
- Any excerpt of a poem that reproduces more than a few contiguous lines or constitutes one-quarter or more of a short poem
- Any series of excerpts from one poem that together exceeds one-quarter or more of the complete poem

You should seek permission for any photo, reproduction of fine art, map, graph, or chart you wish to reproduce.

You do not need to seek permission for any works that have fallen into the public domain, that is, any works that were originally created more than seventy-five years prior to the current date. (This may require you to do some research.)

## 3.2. Compiling a Collection of Essays, Stories, or Poems

If you are the editor of a collection of works by other writers, or if you are putting together a collection of your own writings, you need to obtain permission from copyright owners or rights holders to reprint these items. This is true even for your own writings, if someone other than yourself holds the copyright or has acquired exclusive publishing rights. Speeches that have been recorded, even if not previously printed, may also be under copyright.

If you are making editorial changes in the selections you are compiling, you must obtain permission to make these changes if the selections are under copyright.

Please follow the same suggestions given above for obtaining permission to reprint these materials in your book. Submit your requests early, keep a log, and send a copy of your log and all correspondence to Eerdmans along with your manuscript.

## 4. INCLUDING ILLUSTRATIONS

If you plan to include illustrations, photos, or maps in your book, it is important that you indicate clearly what illustrations you wish to use, the source of the illustrations, and where the illustrations should be placed. Requirements for preparing illustration lists and captions and for providing acceptable digital images are detailed below. (For more on the use of illustrations, see *CMS 3*.)

Please begin preparing the illustrations as early as possible, because researching and obtaining the illustrations can take time. Illustrations introduced late in the editorial process can delay publication dates significantly. If you need guidance, please contact your acquisitions editor.

## 4.1. Preparing Illustration Lists and Captions

Prepare a list of illustrations and where each may be obtained. For example, “Photo 1—picture of a Dead Sea Scroll—available from author.” If you are obtaining illustrations from another source, you will need to obtain permission to use the image. Please be aware that you cannot simply take your own photo of an artwork in a museum, for example, and include it in your book. Instead, you will need to contact the museum to request an image and permission to use it in your book. Please make a log of all permission requests and include copies of all the correspondence. It is the author’s responsibility to obtain permission to use images, but we can assist with determining what needs permission and how best to go about obtaining permission. (For more on how to request permission, see section 3.1 and the sample letter on page 19.)

Indicate in your manuscript the approximate location for each illustration. For instance, in your manuscript indicate, “Place Photo 1 about here.”

Prepare a list of captions. For example, “Photo 1 Caption—A scroll from the Dead Sea collection, from the author’s private collection.”

## 4.2. Requirements for Electronic Artwork Submissions

Modern software makes it easy to cut and paste photographs, scanned artwork, graphs, and other illustrations into your manuscript. It is important to note, though, that the requirements for quality reproduction in traditionally printed books are higher than those for some other media. PowerPoint slides and art taken from the Internet are rarely adequate for reproduction in a printed book. If you want your book to include art that you have not created, in most cases you will have to obtain high-resolution versions from the copyright holders when you request permission to reproduce the art—and you must *always* obtain permission to reproduce such art. The fact that a photograph or illustration is posted to a site such as Wikimedia Commons does not always indicate that it is in the public domain.

Our requirements for image files (materials with pixel content, such as photos) and other graphic files (materials with vector-based content, such as scalable line drawings) are outlined below. It is important that all electronic artwork meet the minimum requirements at native resolution: it won’t suffice to convert or upsample low-resolution materials to meet the nominal requirements. In general, we prefer earliest-generation files in their original formats.

We provide the following guidelines for those who are conversant with these sorts of specifications. If you're unfamiliar with the terminology in these guidelines or have any other questions about your submissions, please contact your acquisitions editor for further guidance.

#### 4.2.1. Image Files

Try to provide the earliest generation possible or the original "capture" of any image files. For digital camera images, this would be raw files or RGB JPEG files (the JPG files produced by the camera, not a file resaved in a photo editor). JPG is the preferred format for scans as well. TIFF files are acceptable for graphics, but please do not convert in-camera JPGs to TIFFs. Half-page images should be scanned to a resolution of at least 1,300 pixels in the long dimension; full-page images should be scanned to a resolution of at least 2,100 pixels in the long dimension. Note that these resolutions are minimums and that higher-resolution images should not be downsampled.

#### 4.2.2. Other Graphic Files

If you are providing diagrams, charts, or similar illustrations, we prefer to receive the original (editable) application files in which the illustrations were created (e.g., Adobe Illustrator for line drawings, Microsoft Excel for pie charts). If possible, fonts should be embedded.

Do not embed artwork in your manuscript file(s). Provide a separate file for each piece of artwork and name the files to correspond to figure numbers in your manuscript.

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