# Book Part (if book contains parts and chapters): Heading 1, size 24, bold

## Book Chapter: Heading 2, size 22, bold

### Chapter Section: Heading 3, size 18, bold

#### Chapter Subsection: Heading 4, size 14, bold

Your first footnote should appear no earlier than the end of the first sentence within your body text.[[1]](#footnote-1) Text should be size 12 font. You may use *italics* in body text, but not **bold.** Bold text is flagged as a header by our program. Body text need only be consistently formatted, e.g. double spaced, and left justified throughout, but does not need to be formatted in a particular way, as long as it is uniform. Body text is reformatted during later stages of the publication process, and varies according to the end format being produced (whether HTML, PDF, ePub, PoD, or all of the above).

Figures: All figures must be submitted as separate files. Do NOT embed figures within the body text. Include an in-text tag for each figure, as shown below. The tag must have the same name as the image file; otherwise, figures will not connect with their respective tags, and will not appear in the converted versions.

#IMAGE: bostonatsunset.jpg (image file names must include the file type extension and be written in this format, with no spaces, and containing only Latin characters and numbers)

Caption Example:

#CAPTION: Figure 1: Boston at Sunset (all images require a caption in this format, immediately following the tag)

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| --- | --- | --- | --- | --- |
| Table Header A | Header B | Header C | Header D | Header E |
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Table 1: This is where your table caption goes. To create a table caption, highlight your caption text and click on the “Caption” style (size 10 font). Tables can be added in two ways. The first is by using the table feature in your word processing program. These tables can be embedded in the body text and their captions placed immediate after them, as in this example. These captions need not be tagged. If you have already created tables in another format, you may submit them as separate files (like figures) and use the tag/caption system described earlier. Note that tables should NOT have a header outside the table cells. Place all your data within the cells, themselves, and your table name within the caption, e.g. “Table 1.1: Lifespan of the African Swallow According to the Level of Habitat Preservation.” Place a hyphen in cells that contain no data values.

See below for an example of an endnote.[[2]](#endnote-1) More Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here.

To create block quotes (for quotes more than 4 lines in length), highlight your quote and click on the “quote” style. Quote text goes here. Quote text goes here. Quote text goes here. Quote text goes here. Quote text goes here. Quote text goes here. Quote text goes here. Quote text goes here. Quote text goes here. Quote text goes here. Quote text goes here. Quote text goes here.

Resume body text here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here. Body text goes here.

## References: Heading 2, size 22, bold

You may format your references by highlighting them and then selecting the “bibliography” style in this template.

Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006).

Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988).

1. See Pollan, page 100. This is an example footnote. To insert footnotes, use your word processor’s footnote feature “as is.” Do NOT place footnotes, or anything else—including page numbers—in the page footer. Your page footers and headers must remain empty, in order to properly convert with the monograph editing tool. [↑](#footnote-ref-1)
2. See García Márquez, page 100. Here is an example of an endnote. To insert endnotes, use your word processing program’s endnote feature “as is.” You may use either foot- or endnotes within your manuscript, but not both. [↑](#endnote-ref-1)