

Contributor's Guide to Preparing a Paper in an Edited Collection

This abridged guideline is for preparing a paper manuscript for an edited collection. If you require further assistance, contact your volume editor or refer to SISP's website for [various guidelines](#).

1. Before you submit your manuscript, evaluate it for third-party images or other materials (e.g., poetry or literary quotes) that can be claimed by another party. Authors are responsible for obtaining permission (or "license") and paying any required fees to reproduce these materials. Permissions must be submitted to SISP with your final manuscript, after peer review. It is typical for permissions documentation to take several months to come through, so authors should send permission requests for all third-party materials as early as possible. An [image license template](#) is available on SISP's website.
2. Maximum page and figure counts: Based on SISP's maximum allowable counts and the final number of contributors to the volume, your volume editor(s) will calculate the maximum page count (all text, including captions, tables, notes, etc.) and figure count for your paper. SISP's maximums are **strictly enforced**, so all authors are expected to come in under or at their assigned page and figure counts.
3. For SISP to publish and disseminate your contribution, unless you are a Smithsonian employee, you will be asked to complete a [publishing agreement](#). If you like, you may download the form, complete it, and submit it with your paper to your volume editor(s).
4. Required software for text = MS Word
5. Required Manuscript Elements
 - Title page (include title; subtitle; each author's name, affiliation, physical address, and email)
 - Text
 - References
6. Manuscript page formatting:
 - Letter size (no A4)
 - All margins measure 1 inch.
 - All text is double spaced.
 - Text is 12 pt. Times New Roman
7. Consult SISP's [Manuscript Preparation Guide](#) to ensure all headings are styled consistently, so organization is clear.
8. Figures:
 - a. You must include in-text callouts for each figure.
 - b. Number sequentially (1, 2, 3, etc.) in the order they are called out.
 - c. For peer review, your figures should be embedded in your text (with caption below each); high resolution versions are not necessary at this stage.
 - d. For final revised manuscript, delete all figures and gather captions together at end of paper; and provide each figure as a high-resolution TIF or EPS with required specifications (refer to SISP's [Digital Art Prep Guide](#)).
 - e. To allow for appropriate sizing, "print size" should measure at least 6" wide or 8" tall.
9. Tables should have in-text callouts, be numbered sequentially (1, 2, 3, etc.) in the order they are called out, and provided as separate MS Word docs or combined in a single MS Word doc.
10. SISP accepts and so provides [guidelines for three reference systems](#): Au-Date (science), Botany, and Notes + Bibliography (humanities). All guidelines include examples of common citations.
11. Where relevant, note that SISP's house style is based on *Chicago Manual of Style* and standard American English spellings in *Merriam Webster's Dictionary*.