**General**

The following guidance applies to monographs. The journals supported by the Press have their own style guides and formatting requirements. Those interested in submitting articles to the various journals supported by the West Point Press should refer to those journals for specific style guidance.

The Press prefers the *Chicago Manual of Style*, 17th or 18th edition, for monograph submissions. However, any coherent, consistent system may be acceptable (e.g., APA, MLA, etc.). The Press values internal consistency over strict adherence to the Chicago Manual, provided your notes and citations are in an acceptable scholarly format. If authors wish to deviate from the Chicago Manual, please coordinate with the Press and explain why a different format is appropriate.

The manuscript should be submitted in electronic form only.

Manuscripts that are being sent out for peer review should consist of one file with figures and images embedded. Once a manuscript has been peer-reviewed, accepted by the editorial board, and a contract issued to the author, authors will incorporate feedback from the peer-review process and submit an updated manuscript that complies with the following guidance:

**Manuscript Formatting**

* Manuscripts should be submitted in Microsoft Word using Times New Roman, 12-point font. Footnotes should use 10-point Times New Roman font.
* Each chapter should be saved as a separate Word document and labeled with the appropriate chapter number.
* The entire manuscript should be double-spaced with 1-inch margins.
* Use a single-column layout.
* Left-justify text (not full justification).
* For paragraph indentation, use Word formatting (in which the first word of a paragraph is automatically indented), not tabs or spaces.
* Use a single space between sentences (i.e., one space after a period).
* Number the footnotes or endnotes starting with the number 1 in each chapter. Notes should be linked to their citation numbers in Microsoft Word.
* Use en dashes, rather than hyphens, for all number ranges in the text and in notes—e.g., between years (1965–2025), quantities (4–5 bushels), and page numbers (pages 135–200).
* American spelling and punctuation should be used in all manuscripts, although British spellings should be retained in quotations and in the spelling of British organizations and such. For example, “traveled,” “toward,” and “regard” (American spellings) should be used, rather than “travelled,” “towards,” and “regards” (British spellings). In general, use the serial comma, but do not alter quotations, titles of works, or institutional names where a serial comma is lacking.
* If the manuscript includes non-Western European diacritics, non-Latin alphabets, complex mathematics, or extensive verse extracts, authors should include a PDF of the complete manuscript, ensuring all special text appears in the PDF as it should appear in the final book.
* Capitalize the words “Army,” “Regular Army,” “Academy,” and “Corps of Cadets” when they refer to the U.S. Army and/or West Point personnel.
* When abbreviating the United States, use periods, as in U.S. (not US). As per *Chicago Manual*, the abbreviation U.S. should only be used as an adjective (e.g., “U.S corporations”) and not to refer to the country (e.g., “In the U.S. . . .”).

**Manuscript Submission Guidance**

**Organization**

The manuscript files should be organized in the following order (as applicable), whether submitted as a single Word file for reviewers or in separate files after the manuscript has been accepted for publication:

* Front matter:
	+ Title page
	+ Dedication
	+ Epigraph
	+ Table of Contents (called “Contents”)
	+ List of Figures or Illustrations (called “Figures” or “Illustrations”)
	+ List of Tables (called “Tables”)
	+ Foreword (conventionally by someone other than author)
	+ Preface (may include acknowledgments)
	+ Acknowledgments
	+ Abbreviations (if used in text)
* Body Text—Leave notes embedded within their separate chapter files.
* Back matter:
	+ Acknowledgments (if not in front matter)
	+ Appendixes
	+ Abbreviations (if used only in notes)
	+ Notes (if endnotes are used instead of footnotes)
	+ Glossary
	+ Bibliography or References
	+ Figure or Illustration Credits (if not in captions)
	+ Index (will be prepared by an outside vendor hired by the Press).

**Figures and images**

See “Figures and Images Guidelines” on the Current Authors webpage (<https://westpointpress.com/current-authors>) for a more thorough discussion of this topic.

* All figures must meet the Press’ resolution requirements:
	+ Color and grayscale images, such as photographs, must be at least 300 ppi.
	+ Line art, such as maps or drawings, should be at least 1200 ppi.
* **Web images:** Images on the Web are sized for computer display with much lower resolution and are therefore not acceptable for print publication. Authors who wish to use an image from the web should contact the owner or go to the owner’s website (usually indicated in a credit line) to download a higher-res version of the image, if possible, and to seek permission to use it, if it is not in the public domain.
* Figures and images must be submitted as separate files; they should not be embedded in the manuscript document(s).
* File names should include chapter and figure numbers. For example, the first figure in Chapter 14 would be Fig 14.1. The file for this figure should include “14.1” as part of the file name.
* Authors should use a bold callout (place marker) in the text for each table or figure (e.g., **[Insert Figure 14.1 here]**).
* All figures and images should be recorded in the **“Figure and Caption Information” spreadsheet**, also found on the Current Authors webpage.
* Captions should include a credit line, if applicable.

Authors with any questions or issues should submit their questions to the Press at westpointpress@westpoint.edu.