
STYLE SHEET

The Manuscript

1. *Two copies of a complete manuscript and one diskette or CD-ROM must be submitted*—i.e., with all notes, illustrations, and captions present and accounted for.

2. All permissions for the reprinting of pertinent material (including illustrations) must be taken care of by the author before submission of the manuscript to *SOURCE*'s advisory board.

3. Including notes, the manuscript should be no longer than 2,000–2,500 words, and should contain no more than 3 illustrations. It should not contain any subheads.

4. The manuscript (including notes and captions) should be *double-spaced* on one side of standard-sized (8½ × 11 inches), nonerasable paper. Ample marginal space must be left on each sheet of paper. The entire manuscript should be numbered consecutively.

5. A translation or transliteration rather than the original is required of passages in which the originals use a non-Latin (e.g., Cyrillic, Arabic, Hebrew, Greek) alphabet.

6. The author should follow American publishing style (which is basically lowercased and closed up, and utilizes serial commas) when preparing his or her manuscript for publication. The following references may be consulted:

- a. *Chicago Manual of Style*, latest edition
- b. *Webster's International Dictionary*, unabridged, latest edition
- c. *Random House Dictionary*, unabridged, latest edition
- d. *Webster's New Geographical Dictionary*
- e. *Webster's Biographical Dictionary*
- f. *New York Times Atlas*
- g. *London Times Atlas*

7. Please mail all manuscripts, diskettes or CD-ROMs, and photos to Dr. Laurie Schneider Adams, 224 East 68th Street, New York, NY 10065.

The Notes

8. All references must be verified before the manuscript is submitted for publication.

9. The notes should be numbered consecutively, should be double-spaced as a separate section, and should contain full bibliographical information at each entry's first mention. Full titles of journals and other works are required (i.e., no abbreviations).

10. The following are examples of periodical (notes 1, 3, 4) and book (notes 2, 5, 6) references done in *SOURCE*'s house style:

1. H. Schwarz, "The Mirror in Art," *Art Quarterly* 15, no. 2 (1952):96–118.
2. M.-L. Franz, "The Process of Individuation," in *Man and His Symbols*, ed. C. Jung (New York: 1964), pp. 189–191.
3. Schwarz, 98 ff.
4. *Ibid.*
5. Franz, pp. 189–190.
6. *Ibid.*, p. 191.

If more than one work by an author is cited, subsequent references after the initial full reference should repeat the author's name and enough of the work's title to avoid confusion.

The Illustrations

11. Illustrations must be submitted as photos (preferably black-and-white glossies) or line drawings, or on CD-ROM.

12. Illustrations should be clearly identified on the back with the author's name and the figure number; marking should be done with a felt-tip pen.

13. The top of an illustration should be indicated on the back.

14. The author should indicate where cropping (if any) should occur.

15. A separate list of captions, double-spaced, must accompany the manuscript when it is submitted.