

Who Is An Indian? Race, Place, and the Politics of Indigeneity in the Americas

Chapter Production Notes Version 1.0

1. WORD LIMITS:

The current agreement with the publisher (University of Toronto Press, or just UTP from this point onward) stipulates a limit of 7,500 words per chapter, inclusive of all endnotes and references. Given that UTP has been open to adding new chapters, they may also allow for some leeway, but it's best not to count on that, and for many readers a good, condensed chapter is better. Inevitably, an increased final word count will be balanced by an increased sale price for the volume, which might limit its circulation.

2. ENDNOTES:

Please use endnotes rather than footnotes. Please insert a section with the heading, "Notes," before the section headed with "References."

Given that many publishers use software different from the word processing software we tend to use, in some cases automatically inserted endnotes and automatic numbering created by your word processing program does not "translate" well in their software. Therefore, please *insert your endnotes manually*. In the body of the chapter, insert the number manually, and superscript it, like I have done here:². This is an example of an endnote that was inserted manually:

² Please superscript the endnote number, and allow at least one space before the start of your note. Please indent the endnote by three spaces, as shown here.

3. FORMAT AND FONT:

Please use *one inch margins* on all sides. Please use "Courier" or "Courier New" at 12 points. Double-space the text, including tables, captions, endnotes and references. *Do not justify* the margin of your text—leave unjustified as you see in this document.

Please use only one space after all punctuation.

Please indent the start of each paragraph using your TAB key. Do not indent the first paragraph appearing after a section heading in your chapter.

4. PAGE NUMBERING:

Please do *not* use the automatic page numbering feature of your word processing program—in fact, no page numbering is required, and please do not insert headers or footers.

5. IMAGES:

Publishers can be very picky about this as well. Often what is preferred is an image that is no less than 600 dots per inch in resolution, the higher the resolution the better. The dimensions should not exceed 4.3 by 6.4 inches. Please avoid compressing your image: the best formats for images are usually TIF or PNG. Illustrations such as photographs, maps, diagrams, etc., will most likely be printed in greyscale. If each image is 5 megabytes or less in size, you can email them individually to mforte@alcor.concordia.ca. Otherwise, please mail them on a CD formatted for PCs to the mailing address that follows below. The best option is to submit originals to be scanned by UTP, and send them the mailing address below. Please visit the following link for more detailed guidelines:
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6. PERMISSIONS:

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Dr. Maximilian C. Forte
Department of Sociology and Anthropology
CONCORDIA UNIVERSITY
1455 de Maisonneuve Blvd., W.,
Montreal, QC, H3G 1M8, Canada

7. HIGHLIGHTING KEY WORDS:

The person who will be indexing the work has already been contacted, and she corrected the volume editor's impression that she would not need to read the whole volume if we highlight key terms for her. She will still read it, but at least with some guidance as to what authors think is a critical emphasis for her to be aware of.

In a copy of the chapter that you submit for publication, submit another to Max Forte, via email. This second copy should use the **highlight** feature of your word processing program to mark key terms, names of persons, names of places, concepts, important ideas, that you would want to see in the index. Please be sparing in your use of the highlight feature.

8. CONTRACTS?

UTP has indicated that individual contracts for each chapter will be issued only after the chapters are received and reviewed by its board of reviewers.

9. ABSTRACTS?

Abstracts will not be necessary for the final volume itself.

10. AUTHOR BIO DATA:

Along with your chapter due in December 2007, please send a complete and up to date author biographical statement, plus your current contact information (mailing address especially).