

## MSS Submission Checklist

Please direct questions to Melody Stanford, Production Editor - [editor@borderlesspress.org](mailto:editor@borderlesspress.org).

### File Setup

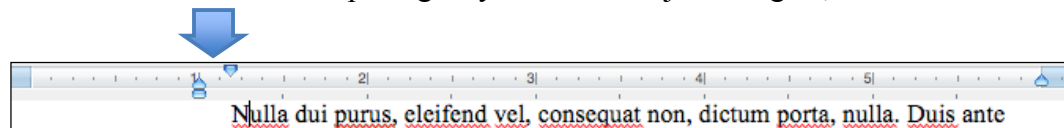
- Submit final manuscript in one document
- Use only a .doc format (not .pdf, .pages or .docx)
- All track changes accepted for final and turned off
- All comments turned off

### Formatting

- All fonts for body and footnotes converted to Times New Roman
- Use consistent header hierarchy throughout, such as  
**HEADING 1 – CHAPTER HEADER**  
**Heading 2 – Section Header**  
**Heading 3 – Sub-section header**  
*Heading 4 – sub-sub section header*
- Make all hyperlinks non-linked (Right click over hyperlink > edit hyperlink > remove hyperlink)
- Any use of automatic outlining should be replaced with manual outlining

### Spacing and Alignment

- Left-align all text
- Employ single spaces between words and no extra lines between paragraphs
- Avoid the use of tabs for spacing. If you need to adjust margins, use rulers



- All block quotes more than 3 lines long should have a large left margin for easy visibility:

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I'm saying smart things. Here is a quote from a smart person who agrees with me:

Nulla dui purus, eleifend vel, consequat non, dictum porta, nulla. Duis ante mi, laoreet ut, commodo eleifend, cursus nec, lorem. Aenean eu est. Etiam imperdiet turpis. Praesent nec augue. Curabitur ligula quam, rutrum id, tempor sed, consequat ac, dui.

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### Referencing

- Use consistent in-document auto footnotes or end notes (field standard format)
  - Ensure bibliography is in alphabetical order and in consistent notation
- Share your plans for indexing (if applicable). This step will occur after final layout, once pagination is complete.