



Ateneo de Manila University Press

Bellarmino Hall, Loyola Heights, Quezon City,
P.O. Box 154, 1099 Manila, Philippines

GENERAL FORMAT OF MANUSCRIPT SUBMISSIONS

The Ateneo de Manila University Press accepts manuscripts ONLY during the period of January to May to allow the Press a reasonable amount of time for the review process.

Manuscripts submitted to the AUP must adhere to the following guidelines:

1. Manuscripts **must not contain the name of the author** on the manuscript. The Press practices a **double blind review system**.
2. Manuscripts must **include an abstract or synopsis, and an idea of the work's target market**. It must be accompanied by the **author's up-to-date curriculum vitae** with contact information.
3. Manuscripts must be submitted in **soft file (CD or USB)** and **printed in two hard copies (loose-leafed bond paper)**, in the following format: in
 - American English spelling, as Word document file,
 - Double space, 12 points Times New Roman.
 - Note that proposals do not count as submissions.
 - As we follow a double-blind review system, **manuscripts should not contain the author's name**. In sections where you refer to yourself or your own works, please change to third person.
 - All submissions must be properly paginated.
 - All photographs, illustrations, figures, and tables must be properly documented.
 - Permissions for material not the authors' own are the authors' responsibility (forms for request of permission may be obtained from the Press).
 - File copies of permissions for use granted by copyright holder (of images, etc.) should be submitted along with the manuscript.
4. Theses and dissertations per se are not accepted for publication, except when they had been written or revised in book format.
5. Manuscripts submitted to the Ateneo Press must not be under review by any other publisher.

CONTENTS OF A MANUSCRIPT

A manuscript submitted for review may contain any of the following:

- A synopsis or abstract
- Title Page
- Dedication
- Table of Contents
- List of Illustration
- List of Tables
- Preface
- Acknowledgements
- Introduction, Foreword, etc.
- Main body text (e.g. chapters, sections, articles)
- Notes or References/Bibliography
- Glossary or a list of keywords used in the book, if any
- Appendices
- Authors/Contributors' blurbs
- Index keywords, if any
- Permissions

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