

Urban Animalia: Toward the Multispecies Metropolis *Instructions for Authors*

In this document, we provide requirements for the chapters, followed by guidelines that will help to ensure continuity and clarity in the work. The requirements include the elements to which all contributors must adhere. The guidelines comprise stylistic and other elements that may be taken as strong suggestions.

It is vitally important that you follow all requirements. For example, we cannot accept contributions that exceed the allotted word count, or that do not follow the stated citation convention, or that do not include assurances of rights of reproduction of images. However, your topic, framework, approach, methodology, style, and other aspects of writing will be entirely your decision.

Your submitted drafts should be thoroughly edited in advance so that there are no spelling, punctuation, or grammar errors. Please do not think of us as copyeditors! Rather, our role is to ensure the utmost clarity of your argument, veracity of claims, quality of prose, and strength of evidence.

Requirements

1. Chapter drafts are due 31 May 2023. We would, of course, welcome earlier submissions.
2. Chapter drafts must not exceed 5000 words *inclusive* of main text, references, and captions. There will be no exceptions. Chapters that exceed this amount will be returned.
3. The volume will use U.S. spelling conventions, so set your spellchecks accordingly.
4. Citations will follow the 17th edition of the Chicago Manual of Style, and will take the form of endnotes.
5. *Note bene*: per the Chicago Manual, we will be using the Oxford (serial) comma. Please be sure that your serial phrases comply.
6. Drafts should be double-spaced in 12-point Times New Roman font with 1.25-inch side margins, submitted as Word .doc or .docx files.
7. The first page of the draft should include a revised abstract of 175-200 words. Whether or not we publish these, presses always ask for them for marketing purposes.
8. For drafts, place images (low res) at the end of the paper with caption text, one per page. Be sure to call out to the images in the text (see fig. 1, and so forth). For final submissions, we will be required to provide images as separate .jpeg or .tiff files.
9. Use only one level of heading for sections. We will not use subsections in the chapters. The final section of each chapter should present a Conclusion.
10. At time of publication, authors must provide legal proof of permission for each image included. Our advice would be to begin this process as soon as possible.

Guidelines

1. The most important thing to remember is that these are chapters in a volume, rather than stand-alone journal articles or reports. Above all, this means situating your contribution in relation to the overall purpose of the volume.
2. We want to avoid writing that sounds like a journal article with its overly terse prose, narrow focus, extensive literature review, mass of citations, and rigid form. Think of your contribution as an essay--write prosaically, tell a big story, take risks, put stakes in the ground.
3. Keep introductions short and meaningful. With limited space, it is important to get to the point of the essay as quickly as possible. Rule of thumb: by the time the reader gets into the second paragraph, the topic and purpose of the chapter should be well established.
4. We are aiming for a broadly accessible readership, so prose should be clear and flow smoothly. By 'flow smoothly,' we mean avoiding run-on sentences, trimming away excess verbiage, checking paragraphs for coherence, and providing strong transitions between paragraphs and sections. Take the reader on the journey with you.
5. For the sake of consistency, please do not begin chapters with epigraphs. If you have a quote you want to use in framing your chapter, incorporate it into the first paragraph.
6. Do not shy away from the first-person singular where appropriate. We would much rather read a sentence that begins "In this chapter, I argue that..." rather than "In this chapter, it is argued that..."
7. Avoid passive voice construction. The passive voice tends to hide the actors in your drama, to obscure normative positions, and to substitute for a lack of clear evidentiary chains. Use direct subject-verb sentences. Instead of writing "To reduce the population, rats were poisoned" write "City health officials ordered the poisoning of rats to control the population." Big difference!
8. Provide clear subjects in your sentences. For example, do not write a sentence like "The city enacted a regulation..." "Cities" do not enact things. Instead, name the specific actors and agencies, e.g., "Planners convinced the city council to enact a regulation..." Such specificity not only provides more accurate information, it also adds richness and texture to your story.
9. Avoid sexist language, such as the use of "man" or "mankind" as a universal descriptor. Also avoid speciesist, anthropomorphic, and objectifying language as well.
10. Do not use "etc" in a series, as it makes it look like you have run out of examples or ideas.
11. Please avoid contractions; spell out "do not" and "it is," for example.
12. Make every effort to restrict discursive material to the main body of the paper. Endnotes should be reserved primarily for citation, though they may contain very short additional text. If something is not important enough for the main text, it is probably not necessary information.