

## VIBS Volumes Order of Parts: letter size paper<sup>1</sup>

<b>File Name<sup>2</sup></b>	<b>Description<sup>3</sup></b>
1_vibs_letter_half_title.doc <sup>1</sup>	implied page i: Half Title Page <sup>4</sup>
2_vibs_letter_series.doc	implied page ii: Series Page (prepared by Rodopi)
3_vibs_letter_title_page.doc	implied page iii: Title Page
4_VIBS_letter_special_series_page.doc	VIBS Special Series Page (optional; if used, insert blank page <sup>5</sup> after p. iii, and then place Special Series page on p. v [odd numbered]) <sup>6</sup>
5_vibs_letter_copyright.doc	Copyright Page (prepared by Rodopi; even-numbered, directly after title page or special series page)
6_vibs_letter_dedication_epigraph.doc	Epigraph or Dedication (optional; odd-numbered page)
7a_vibs_letter_monograph_toc_with_chpt_subsections.doc	Contents (odd-numbered page)
7b_vibs_letter_monograph_toc_no_chpt_subsections.doc	
7c_vibs_letter_collective_toc_with_chpt_subsections.doc	
7d_vibs_letter_collective_toc_no_chpt_subsections.doc	
8a_vibs_letter_monograph_list_figures_tables.doc	Lists Figures/Tables ©(optional; odd-numbered page)
8b_vibs_letter_collective_list_figures_tables.doc	
9_vibs_letter_editorial_foreword.doc	Editorial Foreword © (optional; odd-numbered page)
10_vibs_letter_guest_foreword.doc	Guest Foreword © (optional; odd-numbered page)
11_vibs_letter_translator_note.doc	Translator's Note © (optional; odd-numbered page)
12_vibs_letter_preface.doc	Preface © (optional but good idea; odd-numbered page)
13_vibs_letter_acknowledgments.doc	Acknowledgments © (required if you have copyright notices to post; if short, append as last paragraphs on Preface and skip separate section)
14_vibs_letter_abbreviations.doc	List of Abbreviations © (in collective volumes, abbreviations, like spelling of terms and names, should be standardized across chapters regardless of author)
15_vibs_letter_part_divider.doc	Part Divider © <sup>7</sup>
16a_vibs_letter_monograph_introduction.doc	Introduction © <sup>8</sup>
16b_vibs_letter_collective_introduction.doc	
17a_vibs_letter_monograph_chap_author_date_cite.doc	Chapters © <sup>9</sup>
17b_vibs_letter_collective_chap_author_date_cite.doc	

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<sup>1</sup> \*The margins for all VIBS letter-size document files should be as follows:

paper size:

letter (width = 21.59 cm; height = 27.94 cm)

margins:

top: 5.08 cm

bottom: 5.0 cm

left: 5.44 cm

right: 5.08 cm

gutter: 0 cm

multiple pages: normal

page setup:

section start: new page

check "different odd and even"

check "different first page"

page layout: header: 3.99 cm

footer: 0 cm

17c_vibs_letter_monograph_chap_with_endnotes.doc	
17d_vibs_letter_collective_chap_endnotes.doc	
18_vibs_letter_epilogue_afterword.doc	Epilogue/Conclusion/Afterword ©
19a_vibs_letter_monograph_works_cited.doc	Works Cited (with Author/Date System) ©
19b_vibs_letter_collective_works_cited.doc	
20_vibs_letter_monograph_endnotes.doc	Endnotes Section for Monographs©
21_vibs_letter_monograph_bibliography.doc	Bibliography (only for monographs with endnotes) ©
22_vibs_letter_chronology.doc	Chronology ©
23_vibs_letter__glossary.doc	Glossary ©
24_vibs_letter_appendix.doc	Appendix ©
25_vibs_letter_about_author(s)_template.doc	About the Author/Contributors ©
26_vibs_letter_index.doc	Index ©

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<sup>1</sup> See templates for description of parameters, format, and what is ordinarily included in each section.

<sup>2</sup> The enumeration of files corresponds to the established order of parts, but not all files will be needed in every volume.

<sup>3</sup> Parts marked with © must be included in the Table of Contents

<sup>4</sup> Whether implied or shown, be sure to start each file with the correct page number using the format page number function.

<sup>5</sup> To insert a blank page, use the Insert Section Break: Next Page function.

<sup>6</sup> If Special Series page requires multiple printed pages, insert blank if necessary to start Copyright Page on an even-numbered page.

<sup>7</sup> Beginning with the Part Dividers, pages are numbered in Arabic numerals (1, 2, . . .)

<sup>8</sup> You may have an Introduction to each Part, each placed immediately after the Part Divider. In that case, Part I Part Divider takes p. 1, followed by a blank page so that the Introduction begins on an odd-numbered page. If the Introduction for each part is quite short (less than one page), however, then place it on the Part Divider page under the Part Title (using Times New Roman, 10 pt.). If, however, you have a single introduction for the entire book, then place that Introduction prior to the first Part Divider. In volumes that have no Part Dividers, the Introduction takes p. 1.

<sup>9</sup> VIBS now uses only author-date system of references with Works Cited. It no longer accepts manuscripts with notes with limited exceptions, such as the HAPS series, which may publish previously published material, for example. If you wish to use the endnote system, you must have the permission of your approval editor to do so. Please note that even within the exceptions for endnote use, for not-previously-published material, discursive notes are prohibited without exception. Notes may only be used for stating citations, and you should convert to the author-date system. Templates for the endnote system are included for approved exceptions only.