



Guidelines for Preparation of Typescripts

Metamorphosis from Typescript to Book *An Outline of the Process*

While a typescript is under consideration by the Press, the author is asked to complete a questionnaire that requests information about both the author and the manuscript. That information includes the hardware and software, if any, used in its preparation. The Press may also request a sample file, especially if the author's system is not one of the more common systems. Because we now edit all of our books in Microsoft Word on a Windows platform, we prefer to receive files that have been prepared with them.

After the typescript has been accepted for publication, the author is asked to prepare a final version that incorporates changes that need to be made as a result of the evaluations, the action of the editorial committee, and a subsequent review of the draft typescript by the managing editor of the Press.

Submission of Final Typescript and Files

When the final version of the typescript is ready, the author should send them to the editor who acquired the book. The manuscript must be accompanied by all elements that are to be included in the book and also by a complete set of letters and forms granting the author permission to use material to which others hold the copyright (See note on permissions below.). The author should send this complete package to the acquisitions editor with whom the author worked.

When the acquisitions editor receives the final version, he reviews the entire package for completeness and then turns it over to the managing editor, who in turn assigns it to a copyeditor, in-house or freelance. The copyeditor inserts the Press's formatting codes for extracts, different levels of headings, and so on. In addition, the copyeditor cleans up any formatting problems the author may have introduced into the files, deleting unnecessary boldface commands, lowercasing chapter titles that are typed in all capital letters, deleting any soft hyphens, making sure the author has not used the letter I in place of the number 1, and so forth. How long this work takes depends greatly on how well the author has prepared the files and typescript.

After this preliminary file work is complete, the editor edits the typescript with Microsoft Word set to show changes made in the file (referred to in Word as "track changes"). When editing is complete, CUA Press sends the author a printout of the file for review. The author's "review of edit" is extremely important. Normally, some time will have elapsed since the author last saw the typescript, and thus the work in all its aspects can be seen with fresh eyes.

Small but important details (accuracy of quotations, citations, consistency in capitalization or spelling of names, for instance) that the author may not have perfected earlier should be checked now. Somewhat larger problems that might have come to light in the editing process—infelicitous or inaccurate phrasing, unclear argument,

factual errors—should also be addressed. **This is the last opportunity for the author to make changes.**

After the author has reviewed the editing and indicated on the hard copy any final changes to be made, the copyeditor “cleans up” the typescript by entering the changes in the file and makes a final mechanical check of the typescript before forwarding it to design and production.

While editing is in progress, our designer, working from an advance copy of the typescript, estimates the size of the book in pages, establishes a preliminary design, and prepares an estimate of the costs of production. When she receives the final typescript, she completes the design and sets the book in type.

Six-to-eight weeks after the edited typescript is sent to design, the Press and the author receive page proofs. Normally we allow the author four weeks to read proof and prepare an index. Publication date of the book is three to four months after the author’s corrected proofs and index manuscript arrive on the editor’s desk.

Use of a Computer in Preparation of Your Typescript

We much prefer that the author submit the final version of the manuscript in a recent version of Microsoft Word on a Windows platform. We will be greatly helped if the following injunctions are observed. If it is necessary to deviate from them, early consultation with the Press should minimize any resulting ill effects.

A. General Considerations

Please provide us with the name and version number of the operating system if not Windows and the name and version number of the word processing software if not Microsoft Word. Files may be submitted on 3.5” floppy disks, on a CD, or by e-mail to the acquisitions editor.

Create a new file for each chapter or other major subdivision of the book. Front matter, bibliography, and other apparatus should be in separate files. Please **DO NOT** put the entire typescript into one large file. Name files sequentially: chap01, chap02, etc. Include a list of the file names with the files.

The typescript (hard copy) and the files that you send us must be identical. Once you have printed out the final typescript, do not make any further corrections to the computer files. If you make additional notations on the hard copy, do so in a bright-colored ink and be sure to let us know that there are additions that will need to be entered on the disk.

B. Fonts

For quotations in all languages that do not use the Latin alphabet, the Press requires the use of Unicode-compliant fonts if one is available either commercially or as freeware. In our typography we use fonts manufactured by Linguists Software (<http://www.linguistsoftware.com/>), but authors need not use those specific fonts if another Unicode-compliant font is available. Most frequently we encounter classical Greek, and we recommend New Athena Unicode, which is supported by the American Philological Association (<http://apagreekkeys.org/NAUdownload.html>). For other languages we recommend that authors consult with us before using a particular font.

C. Formatting Considerations

Many of the things that interfere with efficient editing of word-processing files result from the author's or typist's attempt to make the text look impressive. The directions that follow are provided in order to make the editing and production of your book proceed as accurately, quickly, and painlessly as possible for all parties involved in the process. Inattention to small but important details may result in any or all of the following:

- the typescript being returned to the author;
- additional costs being incurred by the Press and/or the author;
- delay in editing and production of the book.

Time spent "getting it right" early in the process will later be repaid manyfold. Although the following injunctions may seem excessive, there are good reasons for them, the best being the timely, economical production of your book.

- Eliminate all formatting that is not essential to your typescript. Do not use right-hand justification or font changes other than italics. Although most word processors now incorporate desktop publishing functions that enable you to produce an elaborate or fancy printout, remember that the typeset book will look quite different from your typescript hard copy. Your files will be used only to avoid rekeying the typescript; in general, the plainer the printout, the easier it will be to edit and design your book.

- Double-space the entire typescript, including notes, extracts, and bibliography. (This means within as well as between notes and bibliographic entries.) Do not put any extra spaces between paragraphs or between notes or bibliographical entries. Introduce extra vertical space only where extra space is to appear in the book to indicate a change of topic or abrupt break in the discussion

- Print notes at the end of each chapter, not at the bottom of the page. Begin note numbering with 1 at the beginning of each chapter.

- Use the tab key—not the space bar, your word processor's automatic indent feature, or a "style" of any sort—to indent paragraphs.

Size and Format. If you are choosing images for a possible frontispiece or the jacket, please keep in mind that the likely shape of the book will not permit use of an illustration that is oriented horizontally ("landscape mode" in computer terminology). With respect to the body of the book, bear in mind that the orientation of the page is vertical and that, as a result, illustrations that are oriented horizontally must fit the width of the page.

Reproducible Art. Unless the Press has specifically agreed to color reproductions, *photographs* should be printed in black and white on glossy print paper in a size ranging from 5" x 7" to 8.5" x 11". We will accept high-resolution files in lieu of prints, but you should consult us before obtaining or preparing them. We may ask for a sample file in advance of formal submission.

Figures and Maps. If you are preparing figures or maps, try to work as close as possible to 100 percent of the final size. The maximum size is about 5" x 8" for a book that is to be printed in a 6" x 9" trim size or 4.5" x 7.5" for a 5.5" x 8.5" trim size. In the preparation of maps and figures, it is important that lines not be allowed to cross through type, because the type becomes less legible. Do not use screens that are more than 60 percent or less than 20 percent black. Do not set any type larger than 9 pt.

(The type should not be larger than the type on the text page.) Do not use rules that are heavier than .5 pt. The figure or map will be reduced to the smallest possible size that maintains legibility.

IMPORTANT NOTE:

Make sure to name illustrations, photographs, and maps on electronic files and provide a typed list that matches the numbering and names on the electronic files.

For example, the electronic files may be named as follows: 1. Map of France; 2. Map of Early Medieval Town; 3. Photograph of Bishop James Smith. Your typed list should use the same titles and also state where you would like the illustration to appear in the book. Locations may change during editing and production, but your initial information is most helpful.

Typed list: 1. Map of France (chapter 2, p. 35).
2. Map of Early Medieval Town [front matter]
3. Photograph of Bishop James Smith [chapter 5, p. 123]

Electronic Submission. If you are providing *photographs* in electronic form only, use the .jpg, .tif, or .eps formats. Have the halftones scanned at 100 percent (for a 5" x 7") or 65 percent (for an 8" x 10" or larger) at 300 dpi.

We prefer to receive figures and maps as Illustrator eps files. If you send figures and maps in Photoshop files, send the unflattened version, so that we can change the typeface used in the figures and maps to something to match the rest of your book. If possible, send data points with figures. We can accept files on CDs, DVDs, diskettes, and memory sticks. Send a laser print of the image with the electronic file. Include on the disks copies of the screen and printer fonts used and any .tif or .eps images that appear in the files. We may change the type used in the figure or map to match the font used in the book.

Permissions

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