



THE CATHOLIC UNIVERSITY OF AMERICA PRESS

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 it. That information includes the hardware and software, if any, used in its preparation. The Press may also request a sample disk, especially if the author's system is not one of the more common systems.

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. When the final version is received, the typescript is turned over to the managing editor, who in turn assigns it to a copyeditor, in-house or freelance, who inserts the Press's formatting codes for extracts, different levels of headings, and so on. In addition, the editor 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 disks and typescript.

After this preliminary file work is complete, the editor edits the typescript. The editing is normally done on screen if files are available, but sometimes there is good reason for editing on paper. In the latter case, either the changes are entered into the files by the editor or typesetter or the typesetter is asked to rekey the entire typescript.

When the typescript is edited on screen, the editor uses a software program (ordinarily Microsoft Word, WordPerfect, or XyWrite) that "redlines" the changes made. A printout of the redlined file is sent to the author for review. When the typescript has been edited on paper, the author receives, along with the edited typescript, instructions for the mechanical protocols to be observed in responding to the edit; such protocols are especially important if the edited hard copy is to go to the typesetter.

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 in the preparation can be checked now. Somewhat larger problems that might have come to light in the editing process--infelicitous or inaccurate phrasing, unclear argument, factual errors--can also be addressed. **And**--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. If the edit was on screen, the editor enters the changes on the disks and makes a final mechanical check of the typescript before forwarding it to design and production; if the edit was on paper, the editor enters the changes on the disk or determines that all changes are properly marked on the hard copy for the typesetter.

While editing is in progress, the 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 either sets the book in type herself or sends it to another typesetter.

Six to eight weeks after the edited typescript is sent to design, the Press and the author receive page proofs. Four weeks are usually allowed for the author to read proof and prepare an index. Publication date of the book is about 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

If you have prepared your typescript on a standard word processor, we will probably be able to use your computer files in typesetting. 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 give us the following information: name and model number of your computer, name and version number of the operating system, name and version number of the word processing software, and size and type of diskettes (e.g., 3.5 inch, double-sided, high density [3.5DSHD]). Prepare your typescript on the same system--both hardware and software--from start to finish. On the disks themselves, note the type of computer and the word-processing program you have used.

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. DO NOT put the entire typescript into one enormous file, which may be impossible for the publisher to convert.

Name files sequentially: chap01, chap02, etc. Include a list of the file names with the disks.

The typescript (hard copy) and the disk that you send us must be identical. Thus, 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. Formatting Considerations

Many of the things that interfere with efficient conversion 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: (a) the typescript being returned to the

author; (b) additional costs being incurred by the Press and/or the author; (c) delay in editing and production of the book. Time spent "getting it right" early in the process will later be repaid sevenfold. Although the following injunctions may seem excessive, there are good reasons for them, the best reason 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 for underlining. 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 disks 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.

Please use your word processor's codes for superscripts.

Do not print notes at the bottom of the page. Print them at the end of each chapter or group them together at the end of the typescript.

If you want to use running heads, use the computer's automatic running head feature. Do not type in running heads separately on each page.

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

When typing extracts, epigraphs, etc., use whatever commands your word processor has for changing the left margin. Do not insert extra tabs or spaces between words to achieve the effect of an indentation.

Align all poetry passages so that they appear in the typescript exactly as you want them to appear in the printed book. Do the same thing for any other special text that must appear in a precise way in the book. For example, if there are tables in your typescript, make certain the

printout of them is accurate, in order that the typesetter may easily follow the format. Use tabs, not hard spaces, to define columns, and avoid tables with more than 10 columns.

Use hard returns (starting a new line by using the Enter key) only where you want to begin a new line in the printed book--never within a paragraph, but only at the ends of paragraphs and at the ends of items in lists and lines of poetry or other special text.

Use caps and lowercase--not all caps--for all chapter titles, subheads, and other elements of your typescript that will eventually be in display type. Never use all caps for authors' names in bibliographies or notes.

Do not put hyphens at the ends of lines; i.e., do not break words. Turn off the automatic hyphenation feature on your word processing software. Hyphens should occur in your typescript only where they must occur in the printed book, i.e., in hyphenated compound words and as used for dashes (next item).

Use two hyphens for a dash, with no space before, between, or after the hyphens. Use six hyphens to indicate the repetition of an author's name in a bibliography.

Never use letters for numbers or vice versa; i.e., don't type the lowercase "ell" for the number one or the letter "oh" for zero.

We accept typescripts printed on ink jet or laser printers. The type must be clear and sufficiently dark, all letters must be distinguishable from one another, and all accents and other special markings must be clearly visible.

Pages should have a margin of one inch at the top and bottom and on the right side and of one and one-half inches on the left side.

Do not use erasable paper or ink.

Submit a clear photocopy of your typescript with the original.

Editorial Matters

We ordinarily follow The Chicago Manual of Style, 14th edition (hereafter Chicago), in editing typescripts. We strongly recommend that you refer to it often while writing. (If, however,

you have consistently followed another standard, acceptable style, we will edit according to that standard. Please note this fact when you submit the final manuscript.) In original works, use modern, standard American English spelling and hyphenation, preferably according to Webster's Third New International Dictionary, unabridged.

Documentation (notes/bibliography or in-text citations/reference list) should follow one of the two systems treated exhaustively in Chicago. *Reminder*: Notes must be typed double-spaced and placed at the end of each chapter or at the end of the entire typescript, NOT at the bottom of the page.

It is important that at the preparation stage and again at the editing stage you check all quotations and citations carefully for accuracy. Corrections made at proof stage may result in pagination changes, problems with the index, delay, expense, and grief.

Check foreign language typescript carefully. Authors are responsible for the accuracy of non-English spelling, grammar, punctuation, and style. (See Chicago for treatment of non-English material in text and reference materials.) All foreign language accents must be marked on the typescript (typed or hand-drawn).

In composing chapter titles, remember that running heads will be composed from them. It is desirable that all be roughly the same length, if possible. If you wish to submit running heads for your book, your suggestions will be considered along with other design and editorial factors.

Submitting Materials to the Press

Submit typescript for text, bibliography, and other materials all at the same time. Your typescript will not be copyedited until all materials—text, any illustrations, and necessary permissions—for the book except the index are in the editorial office.

Illustrative Materials

Reproducible copies or electronic files of all illustrative material must accompany the final typescript. Each item must be numbered and keyed to the place in the typescript where you

suggest that it would best appear. Keep in mind that we usually use only black-and-white illustrations and that we print them not on glossy paper but on the same paper as the text itself.

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".

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.

If you are able to provide only reproducible artwork, keep in mind that any screens used will not hold up after reduction unless they are originally coarser than 85 lines per inch, and then only if reduction is greater than 60 percent or so.

If you are able to provide only final repro proofs, have the image output on repro paper on an image setter, not on a laser printer.

Electronic Submission. If you are considering providing *photographs* in electronic form only, we can use .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. Have a proof made of the scan on an imagesetter with a 150 line screen.

We prefer to have *maps or figures* in electronic form in any version of Adobe Illustrator or, for the MacIntosh, Aldus Freehand. We can accept files on Syquest 44 or 88 megabyte disks, EZ 135 disks, and 3.5" disks. 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 Freehand or Illustrator files. If you can avoid it, do not use type attributes, such as <bold>, but rather use the bold version of the font (e.g., Times Bold). If possible use only Type 1 fonts. We may change the type used in the figure or map to match the font used in the book.

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