ISD

**Distributor of
Scholarly Books**

Guidelines & Instructions
for Manuscript Preparation

or

How to Get your Book Published
and Make your Production Team Happy

IMPORTANT

Please make sure that your manuscript – text and illustrations – is complete and in its final version! Later insertion or deletion of larger amounts of text (or images) into the typeset manuscript can lead to significant resetting and repaging and thus to additional costs.

TEXT

Preparation and Formatting

Please submit your complete final manuscript as electronic files on CD or DVD, accompanied by a good quality printout (one-sided only). Save every element of your book (chapters, bibliography, appendices, etc.) as a separate file and give those files logical names that are easy to understand. Only include final versions of all elements on the CD/DVD.

DOs AND DON'Ts OF TEXT FORMATTING

Running Text

Keep text formatting to an absolute minimum. Please do not use your word processor's style options to mark different elements of the text (body text, headings, subheads); these styles interfere with the typesetting process, which may lead to longer turnaround times and disgruntled typesetters.

If your manuscript already uses word processor styles, see the appendix on **Getting Rid of Styles** for more information.

Use only one font that is easily readable and available for different types of computers and operating systems (e.g., Times New Roman), and only one type size (11 or 12 point) for the entire manuscript (including chapter titles, headings, subheads, notes, etc.). If your manuscript uses additional foreign language, symbol, and/or transliteration fonts, make sure that the submitted printout shows all text using these fonts.

- Leave 1-inch margins around the text, which should be justified on the left only; set line spacing to 1.5 lines.
- Use tabs, not spaces, to indent paragraphs; do not use spaces to indent or align any text.
- Insert only one space after the period at the end of a sentence.
- Use hard returns only at the end of a paragraph or to indicate lists and subheads.

- Use italics or underlined text to indicate italicized and/or emphasized text; do not use bold text for emphasis.
- Use two hyphens with no space before, between or after to indicate a long-dash character.
- If you have long quotations that you wish to be set off from the running text, please indicate quotation start and end with <quote>, </quote>.

Do not include tables or illustrations with the running text. Illustrations need to be saved individually (see page 5 for more information on Illustrations). Tables can be collected in one document or saved individually (see below for more on Tables). The callouts you place in the running text (fig. 1, Table 2, etc.) will be used determine positioning during typesetting. Attach figure captions to the end of a chapter or compile them into a separate document.

Headings

- Please type all headings in uppercase and lowercase letters, **do not use full capitals**. The appropriate formatting will be done during typesetting.

- Do not attach footnote or endnote callouts to any headings (chapter heads, subheads).
- Try not to begin a chapter with a subheading.
- Only use a maximum of three levels of subheading; use callout markers (<sh1>, <sh2>, <sh3>) to indicate the appropriate style.

Notes

Foot- or endnotes may be prepared using your word processor's note function. Please only use endnotes in your submitted manuscript; the conversion to footnotes will happen during the typesetting process. Notes should be numbered by chapter and appear in the printed version at the end of the chapter they pertain to.

- Do not attach any notes to the chapter titles or the subtitles.
- Make sure to include all notes; later addition or deletion is a time-consuming process!
- Notes pertaining to information in tables should be kept with the respective table; do not include them with the notes to the running text.

Tables

- As with all other text, do not use spaces to indent or align text within tables.
- Do not format text contained in tables; do not use boxes, shading or other visual table features.
- Give each table a title and a number and provide sources and notes as needed; keep notes that pertain to information in the table with the respective table, separate from the notes to the running text.

- Mention each table in the text by number (e.g. Table 3; Table 5.1 [if table numbers restart with individual chapters]).
- In the printout, print each table on its own page.

References

Make sure that all references in the text appear in the bibliography; unless specified otherwise in the contract [as 'full copy-editing'], you are responsible for the completeness of the reference list. Do not insert additional bibliographic references that are not mentioned in the running text.

- Verify that your list of references is strictly alphabetical and that works by the same author are arranged chronologically.
- For books, please also list the facts of publication – Place: Publisher – without eventual first names or additions like Press or Publisher. (e.g. Chicago, IL: University of Chicago; London: British Museum; Atlanta, GA: Scholars; Wiesbaden: Harrassowitz).
- If journal articles or book series are cited in the references in an abbreviated form, please include a separate file in your manuscript (Abbreviations.doc) that lists the full information.
- Foreign language titles should be translated if the original language must be transliterated (like Hebrew or Arabic). However, check with your editor/typesetter; specific foreign language fonts may be available.

Some Thoughts on Indexing

Full indexing is available as part of our offered services. This is a time-consuming task and will add considerably to overall production costs. Typically, most authors prefer to provide their own list of terms and topics for indexing. The best method is to read through your manuscript carefully, either compiling a list of entries or marking entries in the printout (the one we will receive) as you go.

- Include only subjects that readers would be likely to look up.
- Do not include a main index entry for the subject of your book.
- Eliminate passing mentions and marginal entries.
- Do not index notes (except when they contain significant information other than documentation not mentioned in the text), preface or other front matter, bibliography or other back matter.
- Do not use any indexing features of your word processor.
- Do not provide page numbers – they will most certainly change during the typesetting process.

ILLUSTRATIONS

For Starters

Please start implementing these guidelines as early as possible in the manuscript preparation process, as later necessary changes will almost certainly delay the publication process!

If you are using or adapting illustrations from other sources and not of your own creation, you are responsible for acquiring any permissions required for reproduction!

Illustrations can be submitted electronically or as hardcopy (photographic prints, high-resolution printouts or original drawings for line art). Keep in mind that hardcopy will have to be converted to electronic files by scanning, which can add considerably to production costs. If you are considering submitting hardcopy, please contact your editor/typesetter for detailed instructions. If you are using electronic files, please adhere to the rules detailed in the section on **Electronic files**, below.

Please keep your numbering of illustrations and naming of electronic files simple. Numbering can either apply to the manuscript as a whole (fig. 1, fig. 259, etc. – electronically named fig001, fig259) or be divided by chapter (fig. 1.4, fig. 5.36, etc. – electronically named fig01_04, fig05_36).

Captions should be provided at the end of the chapter they pertain to or in a separate text file. Captions should typically be short and concise; long captions can easily lead to design and placement problems. For illustrations reproduced from other sources, include the source along with any credit line required by the copyright holder at the end of the caption. Make sure you have the permission to reproduce the illustration!

If the illustrations are to appear in the running text, they will be placed as close as conveniently possible to their mention in the text (fig. 1, etc.). In the text, do not refer to "the illustration above" or "the following figure."

Electronic Files

You can submit your illustrations in several file formats

- TIFF: generated from any professional graphics editor and scanner (see section on Scanning below).

- EPS: generated from professional graphics programs (make sure that any fonts used in the original file are embedded; if you are not sure how to do this, include any fonts used in your illustration in a separate folder on your CD/DVD; use common cross-platform fonts, such as Times, Arial, Helvetica)

- AI: Adobe Illustrator original vector graphics may also be sent (inclusion and choice of fonts as above). If you are using other drawing programs, check with your editor/typesetter to see whether original application files may be used.

Do not convert any original illustration files to JPG or GIF!

Do not submit random images from the Internet. They are almost always only 72 dpi, a resolution much too low for quality printing.

Scanning

Please make sure that all scanned art meets these requirements! If you are uncertain about how to implement these instructions or if you do not have access to a high-quality scanner, have your scans done by a professional.

Whenever possible, try to avoid scanning halftone photographs that have been previously printed (in a book, magazine or journal), unless there is no other option. The quality of these scans is almost always substandard.

Scan all artwork at the resolution specified below for the different types and at the size it will appear in the printed book (or bigger). **Never boost the dpi in a graphics editor, such as Photoshop.** It does not change anything – any information not included in the original scan is lost!

Save your scans as TIFF or EPS files, never as JPG or GIF.

Resolution Specifications

- Color illustrations – if your book will include color art work, please contact your editor/typesetter for detailed instructions
- Halftones (photographs or other b/w images containing shades of gray) – **300 dpi** at the size they are to appear in the book (or bigger).
- Line art (graphs, maps, charts, diagrams and drawings that are entirely black on white, with no shades of gray) – **1200 dpi** bitmapped, at the size they are to appear in the publication (or bigger).

If you are unsure whether your illustration files will meet our requirements, please send some samples to your editor/typesetter as early in the production process as possible.

AND FINALLY…

Before generating the final version of your manuscript and printout to be submitted, please make sure of the following:

- Have your manuscript checked for spelling errors by your word processor's spellcheck function.

- Make sure that all proper names, places, and special expressions are spelled correctly and consistently throughout the manuscript; pay special attention to accents, diacritics and other special characters.

- Double-check that your notes are complete; adding or deleting notes during the typesetting process is time-consuming and will lead to increased production costs.

- Verify that you have obtained all necessary permissions to reproduce illustrations, tables or texts taken from other sources.

- Make sure that your electronic files and the printout are identical!

- Make sure that your manuscript will arrive safely by using a traceable courier service, such as UPS, FedEx or DHL.

THANK YOU!

Contact

Susanne Wilhelm
Design and Production Manager
ISD — Distributor of Scholarly Books

susanne@isdistribution.com
Tel. (404) 384-3218

ISD Distributor of Scholarly Books

70 Enterprise Drive, Suite 2 • Bristol, CT 06010 • USA • www.isdistribution.com

APPENDIX – GETTING RID OF STYLES

To get rid of preformatted styles in your word processor, see the illustrations below. While the location of the style or format tab may vary between programs or even different versions thereof, they should all include the option to "clear/delete formatting."
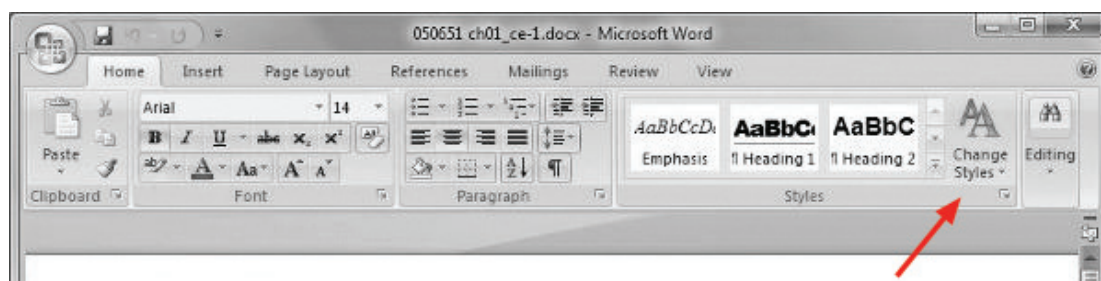
Caution! If your text contains a lot of simple formatting, such as italics, using the "clear formatting" option may result in the loss of that information. If this is indeed the case (you'll have to try and see), change all formatting in the manuscript to "Default" or "Normal" instead.
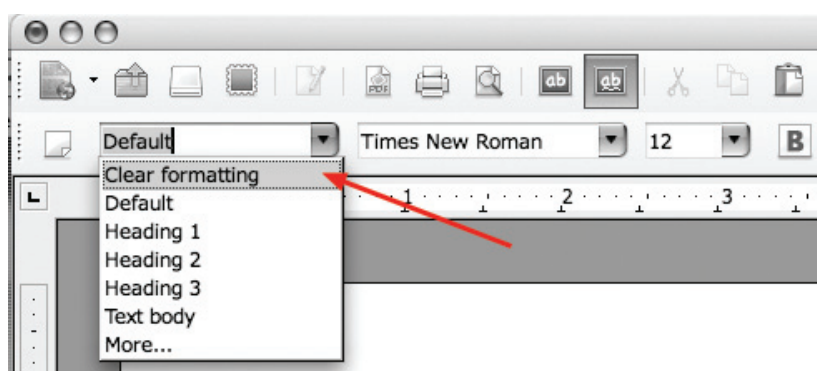
OpenOffice
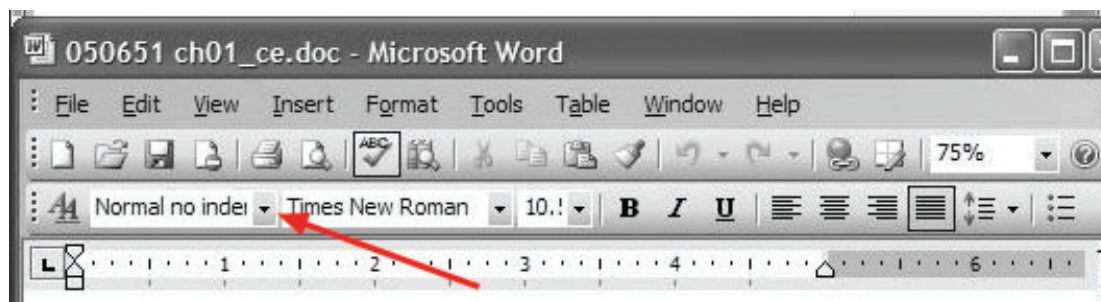
Microsoft Word 2003

Microsoft Word 2007