



## PREPARING YOUR MANUSCRIPT FILES

### SUMMARY

***UC Press uses authors' electronic files for editing and typesetting to reduce production time and to increase accuracy and efficiency.***

The following instructions are intended to ensure that UC Press can use your files. If you have any questions about these instructions, your sponsoring editor or the person guiding your preparation of the final manuscript for production will advise you or will forward your questions to the appropriate production staff for reply.

The following are the most important points in manuscript preparation. The rest of this document provides details.

- If your word processor is anything other than Microsoft Word or OpenOffice.org, please consult your editor.
- Put each chapter in its own file. Don't put the manuscript in one enormous file.
- Use your word processor's notes feature to embed notes in the chapter files. Never put notes in separate files.
- Use a Unicode font for diacritics (accent marks) or non-Latin writing systems.
- For floating elements such as tables, illustrations, text boxes and sidebars, type a location callout within square brackets (such as [figref 1], [mapref 1]) in the main text, at the end of the text paragraph in which the element will appear. Number each category of element consecutively through the manuscript ([figref 1], [figref 2], [figref 3], [tabref 1], [tabref 2], [tabref 3]). If you have a multiauthor volume, use chapter-based numbering ([figref 1.1], [figref 1.2], [figref 1.3], [tabref 1.1], [tabref 1.2], [tabref 1.3]).
- Do not embed any floating elements in the main text files. Put illustrations, tables, text boxes, and sidebars into their own files. See the art preparation instructions for details on preparing illustrations.
- Double-space all your text, including bibliography, and keep formatting simple.
- Use the word count feature to get word counts for all files, including bibliography. Be sure to count words in notes.
- Include the Final Manuscript Information (FMI) form with your manuscript.

### SOFTWARE

We can use files prepared in Microsoft Word (.doc or .docx format) or OpenOffice.org (.odt). We can also take rich text format (.rtf) files. If you are using a different program, especially a TeX processor, please consult your editor. We cannot accept PDF files.

### FILE ORGANIZATION

***Place each chapter or other major subdivision of the book in a separate file. Do not put the entire manuscript into one enormous file.***

Name files in a numerically sequential and consistent manner (e.g., chap1, chap2, biblio). For a multiauthor book, we suggest chapter number and chapter author name (e.g., 1Chang, 2Smith, 3Meyer).

## NOTES

Use your word-processing software's endnotes option, which automatically embeds and numbers the notes. Do not detach notes from their related text. Do not manually number notes: manual numbering is error-prone and causes additional work in manuscript processing.

Number notes consecutively by chapter, starting with Note 1 in each chapter.

UC Press prints notes at the ends of chapters in edited collections and at the back of the book in single author volumes unless there is a compelling editorial reason for foot-of-page or other placement. If you believe that is the case, indicate the recommended treatment by checking the appropriate box on the Final Manuscript Information (FMI) form.

## FOREIGN ALPHABETS AND WRITING SYSTEMS

Western European languages (German, French, Italian, Spanish, Portuguese, and the Scandinavian languages) do not normally pose production problems. If you are able to type the diacritics (accents) without changing your font, then the font is adequate to production.

If your manuscript contains other languages, however, follow these rules so we can proceed with editing:

- Unicode: You must use a Unicode font. You don't typically need to send us your Unicode font, but tell us what it is. Suggested fonts:
- Gentium or Gentium Alt: handles polytonic Greek, Cyrillic, and a wide range of roman characters with diacritics; adequate to most transliterated languages.
- New Athena Unicode: handles polytonic Greek.
- For Chinese, Japanese, or Korean: for editing, we standardize on the fonts below, which are provided with Microsoft Word. If possible, use these fonts. If you are using Chinese, tell us whether you are using simplified or traditional characters.
- Chinese traditional: PMingLiU or 新細明體
- Chinese simplified: SimSun or 宋体
- Japanese: MS Mincho or MS 明朝
- Korean: Batang or 바탕
- All other languages or fonts: If you can legally send us your font (i.e., if it's freeware or free to nonprofits), send us a copy. If not, send any documentation that shows keyboard layout or character positions.
- Information: On the FMI always tell us whether you prepared your files on a Macintosh or a PC, what word- processing software you used, and what languages and fonts are included in your files.
- If you cannot find a font with the needed diacritics or do not know how to type them, consult your editor as early as possible.
- Font questions: If you are not sure whether the press can use your font, ask your editor to request an early review of the font by our production staff.

## **TABLES, BOXES, SIDEBARS, ILLUSTRATIONS, AND OTHER “FLOATING ELEMENTS”**

Do not embed tables, boxes, sidebars, figures, maps, graphs, charts, music examples, or other floating elements in the principal text files. Place them in separate files by category (e.g., Terwilliger\_tab.doc, Terwilliger\_box.doc). Type a placement instruction between square brackets at the end of the text paragraph in which the table, box, sidebar, figure, map, or music example belongs (e.g., “[tabref1],” “[boxref1],” “[sideref1],” “[figref1],” “[mapref1],” “[exref1]”). See below for instructions regarding specific kinds of floating elements.

### **Tables**

Either use your word-processing software’s table function to format tables or type tables as regular text with tabs separating columns. Do not use another computer application (e.g., Excel) to format tables.

Number tables consecutively through the manuscript, beginning with Table 1. Use chapter-based numbering of tables (e.g., Table 2.1, 2.2, 3.1, 3.2) only in an edited collection or a complex textbook.

Tables, including any table notes, should be self-contained: number any notes to a table as a separate sequence from the sequence of chapter notes.

When submitting final materials, place each table in its own file or combine all the tables in one separate file. Do not embed tables in the principal text files. Instead, designate the placement of each table in square brackets at the end of the paragraph where it should appear in the text (e.g., “[tabref1]”).

### **Boxes and Sidebars**

If your manuscript contains boxed text or sidebars, identify and consecutively number these “textual illustrations” through the manuscript (e.g., Box 1, Box 2; Sidebar 1, Sidebar 2). Use chapter-based numbering of boxes or sidebars (e.g., Box 1.1, Box 1.2; Sidebar 1.1, Sidebar 1.2) only in an edited collection or complex textbook.

Boxes or sidebars, including any box or sidebar notes, should be self-contained: number any notes to a box or sidebar as a separate sequence from the sequence of chapter notes.

When submitting your final materials, place each box or sidebar in its own file or combine all the boxes or sidebars into one separate box or sidebar file. Do not embed boxes or sidebars in the principal text files. Instead, designate the placement of each box or sidebar in square brackets at the end of the paragraph where it should appear in the text (e.g., “[boxref1]” or “[sideref1]”).

### **Illustrations**

There are four general categories of illustrations:

- figures: photographs, drawings, charts, and graphs dispersed through the text
- plates: illustrations gathered in a separate section, or gallery, in the book—a treatment usually reserved for color and fine arts images and for illustrations in some types of trade books
- maps: drawn maps and photographs of historical maps
- music examples: music notation created for the book or excerpted from a music score

Number figures, plates, maps, and music examples as separate sequences (e.g., Fig. 1, Fig. 2; Plate 1, Plate 2; Map 1, Map 2; Ex. 1, Ex. 2). Do not number author photos, jacket art, and frontispieces.

For each category of illustration, start with 1 and number the pieces sequentially through the manuscript (e.g., Fig. 1, Fig. 2, ... Fig. 45). For edited volumes and for complex textbooks with several hundred illustrations, however, number the art by chapter (e.g., Fig. 1.1, Fig. 1.2, Fig. 1.3, Fig. 2.1, Fig. 4.1, Fig. 4.2).

Supply any digital illustrations in separate files, following the instructions in the Art Submission Guidelines.

Do not embed illustrations in the text files. Designate the placement of dispersed figures, maps, and music examples using square brackets at the end of the paragraph where they should appear in the text (e.g., “[figref1],” “[mapref1],” “[exref1]”).

Do not specify the placement of a plate section, which must be determined by production staff. If you have any special placement requirements (e.g., the plate section belongs somewhere in Part II of the book), provide this instruction when you submit your art for production.

Supply captions for figures, plates, maps, and music examples in a separate file (e.g., Terwilliger\_cap.doc). Do not embed captions in the text files.

## **FORMATTING**

### **Formatting the files**

Double-space all material, including block quotations, epigraphs, notes, captions, and bibliography.

Keep formatting simple and consistent. Use different fonts, italics, bold, underlining, and paragraph styles only as needed to communicate the structure and content of your manuscript.

If you have used a change-tracking tool, such as Microsoft Word’s “Track Changes,” accept all changes in your final manuscript files before preparing your final files for submission.

### **GETTING A WORD COUNT**

In Microsoft Word, you can get an accurate word count for each file by choosing Tools>Word Count. Be sure to check “Include Footnotes and Endnotes.” Be sure to get a word count for the bibliography. Add the word counts for all files to get the total. Note: the word count in the document statistics will not include notes. You must use the Tools>Word Count feature to include them.

Check the total word count for the manuscript against the word count specified in your contract..

### **TRANSMITTING YOUR FILES**

Send your final manuscript and art files via e-mail, or consult your sponsoring for instructions regarding how to upload materials to the UC Press FTP server.

Include the completed Final Manuscript Information form with your files.