

## Preparing your manuscript package

This section is intended as a helpful guide to the practical process of preparing your work to be handed in. As soon as we commission your project, all departments start to prepare for the arrival of your manuscript. Most production delays are caused by a wrongly prepared manuscript package, so if you have any questions about anything mentioned in this section, please do not hesitate to seek advice from your development editor before you send in your manuscript.

### General

Please submit three clean, readable, double-spaced copies of your complete manuscript package, along with corresponding disks. You should keep copies of all materials that you submit.

It is essential that the print-out corresponds exactly to the disc material. If you find it necessary to make a minor correction to the disk, please mark on the hard copy using a red pen.

The manuscript must be double-spaced so that the copy-editor has enough space to mark it up.

### Manuscript presentation

In presenting your manuscript, bear in mind that it is not the finished book, and should bear no resemblance to typeset pages. Do not design your material. Avoid using rules, boxes or tints. Use a minimal amount of formatting, as most of what you do will have to be removed by the typesetter when laying out the book.

It is very important to be consistent when using any special text elements or features so that the copy-editor can clearly identify them.

### Page set-up

All text should be **double-spaced and unjustified**, printed on one side of the sheet only. Leave at least 25mm of margin space on all four sides of your copy to allow space for editing and type marking. New paragraphs should be indented; do not skip lines between paragraphs. Number your pages consecutively from chapter 1, page 1 of the front matter to the end. Do not number by chapter. Prelims do not need to be numbered.

While all contracts include a book page count, this is only a guideline, and is not an exact requirement. However, the length of the final book has a direct impact on its schedule and selling price. If you think you may exceed or fall short of the contracted page extent, please let your development editor know as soon as possible.

### Preparing your manuscript on disk

Material that is supplied on disk will, wherever possible, be edited on disk and interfaced directly to composition. We expect authors to provide manuscript, artwork and related materials in electronic formats wherever possible. In the current technological environment, it is very unusual for authors not to use an electronic medium. If you are not intending to supply electronic files, please let your development editor know as soon as possible.

## Software and files

You may use any standard word processing program for DOS, Windows, or Macintosh to compose your manuscript. However, ideally we prefer PC formatted Microsoft Word files. Please discuss with your development editor as soon as possible if you intend to use a program other than Microsoft Word. If you use a Macintosh, please save your documents as PC files.

Save text as one file per chapter. Figure artwork should be saved in separate files from the main text with separate files for each chapter. Please supply a filename/directory list for each disk. File sizes should be limited to a maximum of 100kb (approx. 50 double spaced pages). Larger files should be split and labeled accordingly. Please order your files consecutively on disk.

In order to help us plan for the delivery of your material you should submit samples of your work to our production department early in the process.

Tables may be created using your word processor or any common spreadsheet program. Please try to avoid using too many vertical lines.

For graphics that you create, you may use any of the common PC or Macintosh packages. You may also include graphics as camera-ready hard copy. Again, avoid using tints, shadowing or other types of formatting. Instead, indicate your specification on a separate sheet of paper.

## Naming files

Please follow this format when naming your files: Chxx.zzz, where xx is the chapter number and .zzz indicates the file format. e.g. Ch1.doc Use this format when naming figures: Fxxy.zzz, where F stands for Figure, xx is the chapter number, yy is the figure number, and zzz is the file format. Likewise table files should be named Txxy.zzz, where T stands for table, xx is the chapter number, yy is the table number, and zzz is the file format.

When submitting zipped files, please zip the art work with corresponding chapter, rather than in separate files, for example:

Zip file: Chapters 1–3 and corresponding art;

Zip file: Chapters 4–5 and corresponding art.

If you wish to include unusual or non-keyboard characters when preparing your book, please include a list of these with examples of page numbers where they appear when you submit your manuscript.

***When you have completed your writing please complete the attached Manuscript cover sheet and return it to us when you deliver the manuscript.***