

## Preparing your new edition

There are two methods of working when revising the previous edition of your book:

- 1) Provide a completely new manuscript - please prepare as any new book as outlined in **Preparing your manuscript package**.
- 2) Work from a copy of the previous text. If this is how you would like to work, please inform your development editor who will supply you with an A3 photocopy of the latest reprint of the last edition of your book- please prepare as outlined below.

### **Working with hard copy of your last edition**

Work on the complete manuscript, making additions where necessary - do not cut up the pages, or stick, staple or clip sections on top of each other, or use correction fluids.

You will find that some sections of the previous edition need more modification than others, please follow these guidelines when making additions:

#### **Small-scale modifications**

Where the change required only amounts to a single word or sentence, please just transcribe the alteration onto the manuscript clearly in red pen in the margin of the relevant line. Place a corresponding insertion point in the text.

If the small change is a deletion, please clearly draw a line through the middle of the text with a red pen.

#### **Large-scale modifications**

Where the change required amounts to a number of sentences, or even paragraphs, then please supply the changed section of text as an *insert*. This should be freshly typed on a new page of A4, prepared in the same way as you would supply a new manuscript, (double-spaced, on separate sheets with a copy on disk). Clearly indicate the page number of where the new text is to be inserted and mark the insertion point in the manuscript.

Where a significant amount of extra text, moving of text, or deletion of text is required, please supply the chapter as a fresh chapter, and mark on the manuscript that the chapter is to be replaced with the new version. We will require new chapters in hard copy and on disc.

Where a completely new chapter is to be added, please supply as above, indicating on the manuscript where it is to be placed.

#### **Moving text**

Where you require sections of text to be moved within the book, please clearly draw round the section of text to be moved in red pen, and mark in the margin where it needs to be moved to, i.e. *move to p.2*. On the page receiving the section, place an insertion mark in the text and a clear instruction in the margin, such as *insert from p.6 here*. Where there is more than one section of

text being moved to pages, distinguish by referring to inserts alphabetically, i.e. *move A to p.2 / insert B from p.6.*

## Reorganising chapters

If you renumber your chapters, please make sure that you change the numbering of any features affected by the reorganisation, i.e. figures; headings; cross references etc. Please just mark the new sequence clearly on the manuscript, on the contents page and throughout the book, remembering to be careful to reorganise your features etc. There is no need to rearrange the sheets of the manuscript by hand to indicate that the chapter order has changed.

## Saving your new work

Please save any new material that has been decided as too large-scale not to be transcribed on the text, as a separate file. As has been explained, we will need hard double-spaced copy and disk copy of all such material. Please save your files with suitable file names to indicate their intended place in the text, i.e. 23A.doc. This would clearly indicate that the file contains 'Insert A for page 23'. The disks must correspond to the printout exactly.

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## Web resources

If your book had a supporting web site in its last edition, we will be updating it in time for the publication of the new edition.

If your book does not currently have a web site, your commissioning editor will have discussed creating one with you.

In either case, the section on **Web resources** should answer any questions you may have.

### **Remember:**

- Supply complete prelim material as you would for a new manuscript, making sure that the contents page and lists of features such as figures and tables are revised and accurate.
- All modifications transcribed onto the manuscript printout need to be in red pen and clear and neat, with clear instruction in the margin and clear insertion points marked in the text.
- All new inserts and the printout of the manuscript should be clearly labelled.
- All new inserts to be supplied on a fresh page of A4 and saved as a separate file.
- Always keep copies of your work.