

AUTHOR MATERIALS PROVIDED FOR REVISED EDITIONS

Prentice Hall provides materials to you for use in preparing the revised edition of your book. These include:

- ∞ Microsoft Word version of the final published edition content, organized by chapter
- ∞ PDF files of the final Art Manuscript of the published edition, organized by chapter
- ∞ Microsoft Excel Permissions log of all photos in the published edition (if applicable)
- ∞ Microsoft Excel Permissions log of all line art and text permissions information in the published edition (if applicable)

Please use these materials to prepare the next edition of your book. Using these materials will make your revision easier for you, and will help move your book through production smoothly.

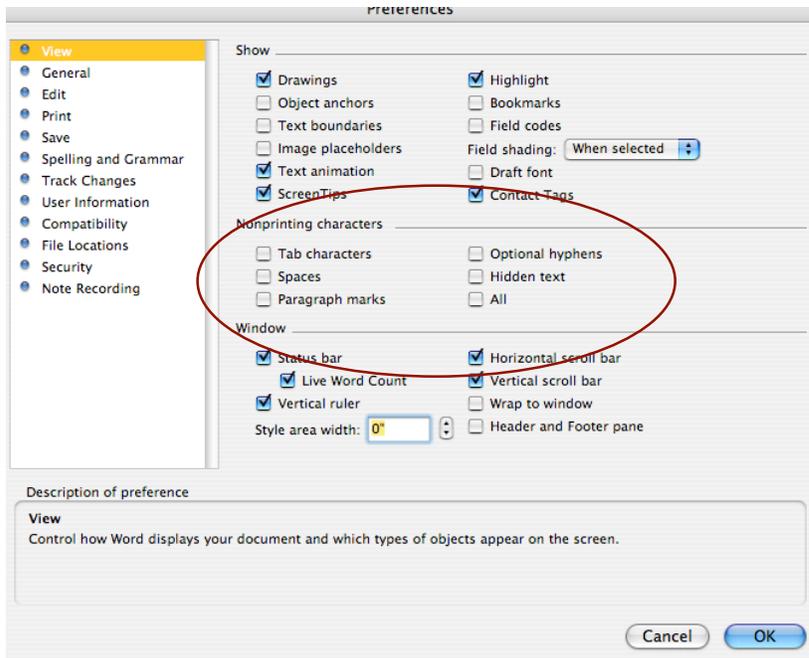
MICROSOFT WORD MANUSCRIPT FOR PARENT TEXT

As you begin using the Microsoft Word manuscript files, keep the following in mind:

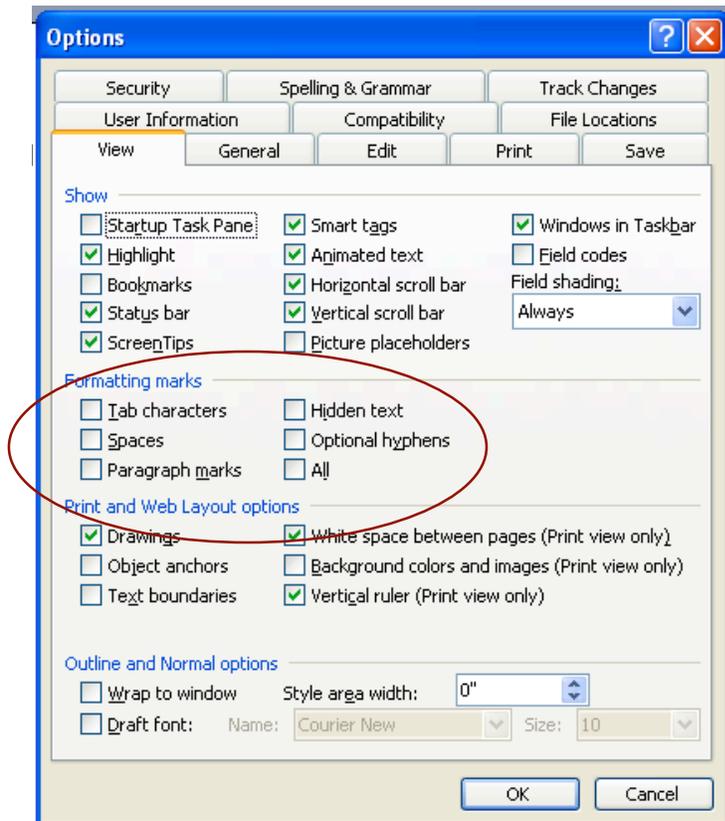
- ∞ You will need Microsoft Word 2000 or higher (PC or Mac) installed on your computer.
- ∞ Chapters, appendices, and front and back matter files (such as preface, glossary, references) are provided as separate Word documents. As you work on your revision, maintain this separate file structure (do not combine chapters into one large file that will be unwieldy to work with).
- ∞ Turn “invisibles” off (disable the paragraph button on the default toolbar OR the preferences). Hidden in the document is coding used to facilitate paging of the next edition. **Do not alter the codes deliberately.** Keeping “invisibles” off in the document will help keep this coding intact, and will keep it hidden while you are working.



MAC Preferences:



PC Preferences:



- ∞ Work with the Track Changes feature enabled. This will allow your editor and project manager to see what you have changed in your manuscript, and will facilitate the editing of the next edition. To enable track changes, go to Tools menu > Track Changes > Highlight Changes. Choose all of the selections in the pop up menu and hit OK. When you begin typing in your document, your changes will be visible in **color**, deletions will be in ~~color and crossed out~~. Here is an example of how edited text might look on your screen:

This is an example of tracked changes **text appearing** in a document. Using the track changes ~~Word~~ feature will help you edit your material **better more easily**.

You can change the color/cross out options in the Tools menu > Track Changes > Highlight Changes > Options.

- ∞ As you gather reprint corrections to send to the Prentice Hall Reprint department, keep a copy of the reprint corrections and input the corrections into your revision files. This is the only way to ensure that errors corrected in reprints will be included in the next edition.
- ∞ The Word files are formatted in a way that clearly differentiates all of the elements of the book (headings, body text, extracts, lists, tables, and so forth). If you are familiar with working with Word's Styles, you may use this feature in Word. If not, do your best to differentiate elements with formatting so they are distinct. For example, a bullet list can be formatted by clicking on the Bullet List button in Word's Formatting Palette. It will be helpful to keep the Formatting Palette open as you are working. You can access the Palette by going to the View menu > Formatting Palette.
- ∞ The manuscript is formatted to PHHE manuscript submission standards, including double spacing, 1" margins, and Times Roman font. Try not to deviate from this standard format.
- ∞ Where possible, simple tables and math have been included from the published edition. More complex tables/math may be found in the art manuscript (see below).
- ∞ If your editor instructs you to maintain the same length in your revision, Word's "Word Count" feature can be helpful. Check the word count in your chapters before you begin working, and check again periodically as you are revising to ensure that you are maintaining the same length as the previous edition chapter. To check the word count go to the TOOLS menu > Word Count.

Once you have completed 2-3 chapters, email them to your Prentice Hall Project Manager for feedback. Your Project Manager will review the way your files are set up and give you feedback on any changes you need to make. Early feedback will save you time and effort later on.

ART MANUSCRIPT PDF FILES

- ∞ You will need Adobe Reader installed on your computer to view and print the PDF files (Adobe Reader for both Mac and PC is available for free download at <http://www.adobe.com>).
- ∞ Line art and photos for each chapter are provided in PDF files, organized by chapter. Print out the art manuscript and check the appropriate boxes in the third column at the top each page. There are a variety of options such as Pickup as is, Pickup (Modify), Research New Photo. If you select any option that requires modification or a new image, write the modification or direction for the new image directly on the art. If new research is required, write a description of the new image to be acquired. You can use the “Other” field to indicate a deletion.
- ∞ Write the current edition and new edition figure numbers on the page – even if it is the same figure number as in the previous edition – in the “new working number” and “old working number” fields in the first column.
- ∞ When you are finished you should have a page for every piece of art being used in the next edition. Group figures together by chapter and place in order of appearance in the chapter.
- ∞ Include a complete list of all figures in your book, in an Excel or Word file. This complete list must match the hard copy art manuscript exactly. Include new edition figure number and use the descriptions New, Pickup, Pickup modify.
- ∞ If you are preparing print-ready line art or photo files, provide each as a separate file (.eps is preferred format for line art; high-resolution .tif is preferred format for photos). Avoid using Word’s drawing tool to create print-ready line art. Place a reference in the Word chapter file (<<INSERT FIGURE 1.1 >>) to show image placement.

Once you have completed the art manuscript for one chapter, email a copy to your Project Manager for feedback, along with the art list that you have started. Your Project Manager will give you feedback, and advise you on anything you need to do differently. Again, getting this feedback early will help avoid problems or more work later.

PERMISSIONS LOG

The Excel permissions logs list all photo, line art and text permissions information for the current edition of the text (you will only receive the logs applicable for your book). You can use these logs as a reference for contact information, permission fees, and rights granted when preparing the permissions for the next edition.

You can use the log to update permissions information for the next edition. The log should be accompanied by the signed permission forms. Be sure to keep a copy of the forms as a back up.

You can also use them to create the art lists for your next edition by either altering the Excel document or printing out the log and renumbering and highlighting the images to use.

REQUESTING PERMISSIONS

Requesting permissions is an important part of the manuscript preparation process, and should be started as soon as possible so permissions are complete when your manuscript is submitted. Your Acquisitions Editor will send you permissions forms when he/she is ready for you to start working on the next edition.

If you have any questions about acquiring permissions, or about what types of material might need permission, contact your Project Manager.

ANCILLARY REVISIONS

If you submitted ancillaries as Microsoft Word documents for the published edition, these documents can be returned to you for revision. Unlike textbooks files, the complete ancillary must be contained in one file (not one file per chapter). It is recommended that the formatting be limited to Arial and Times New Roman fonts. Your Acquisitions Editor can send these files to you upon request.