Part 3. Manuscript Preparation

3.1 ORGANIZING YOUR MANUSCRIPT

The front matter, body matter, and end matter comprise the three main parts of your text. Following is a list of terms associated with each part.

Front matter.
The items listed here are collectively referred to as front matter.

- *Title Page*: List the title, subtitle, edition, author(s) name(s), affiliation(s) exactly as you want it to appear in the book.

- *Copyright Page*: Contains the Library of Congress information, name and address of publisher, copyright information, etc. (prepared by Pearson).

- *Dedication*: You may provide text for a dedication, which is customary, but optional.

- *Preface*: Refer to Part 1. Guidelines for Promotional Copy for more details <link to: part01-3_guidelines_promo_copy.pdf>

- *Table of Contents (TOC)*

    o *Brief TOC*: Contains just the part and chapter titles; inclusion depends upon space limitations

    o *Main TOC*: Contains first (and possibly second) level heads from within chapters, as well as names of important features

Body matter.
The items listed here comprise the body matter of a text.

- *Part Openers*: Some of our books have separate pages devoted to part openers in the body of the work; this includes the part number, title, part overview, and introductory text. Our policy is to include part titles in the TOC, if applicable.

- *Chapter Openers*: All of our books have chapter-opening pages that contain the chapter title and number. In most books, the chapter openers can also contain the chapter objectives, key terms, outline, introductory text, and/or other text material.

- *Heads and Subheads*: Keep your heads and subheads consistent. Heads should adhere to the following typographical style to indicate levels:

    #1 HEADS   ALL CAPS, CENTERED ON THE PAGE (may be a numbered head, i.e.: 1.1 HISTORY OF COMMUNICATIONS)

#2 Heads	Caps and lower case, flush left (may be a numbered head, i.e.: 1.1.1 Deregulation)
#3 Heads	**Boldface**, caps and lower case, run-in with a period.
#4 Heads	*Italics*, caps and lower case, run-in with a period.

- *Art* (Figures, Figures Set as Text, Photos): Used to visually represent a concept; demonstrate relationships between concepts; show "how to" set up experiments, arrange/operate equipment, etc. Refer to Part 4.3. Preparing the Art Manuscript for more details <link to: part04-3_prep_art_ms.pdf>

- *Tables*: Usually contain comparative data. This is best presented in labeled rows and columns.

- *Lists*: What kinds of lists should be used? Some items to remember when creating lists: capitalize the first word in list items; edit items for parallel structure; do not use end punctuation unless all list items are complete sentences.

  o *Numbered Lists*: items in sequence

  o *Unnumbered Lists/Bulleted Lists*: items in a group, i.e., lists of equipment, examples, etc.

  o *Step Lists*: rules or steps where order of taking action is important

- *Examples and Solutions*: Place a rule above and below the whole example/solution feature to set it off from the rest of the text. Example heads are numbered consecutively within each chapter.

- *Footnotes or Endnotes*: Although either form is acceptable, we encourage the use of endnotes (notes are gathered and listed in order at the end of each chapter). Footnotes can create potential paging problems and are more expensive to typeset.

- *Other Pedagogical Features*: Below are some features that you may want to use in your text. It is useful to do prototypes of special features as early in the writing process as possible. Ideally, they should be included in the manuscript when the first set of chapters goes out for review. Refer to Discipline-Specific Resources for more information on pedagogical elements <link to: part03-5_disc_spec_resources.pdf>

  o *Margin Notes*: These can be very effective if they are not overused. Margin notes commonly serve the following purposes:

a. Define terms (consider whether a glossary would be better, especially if you have a large number of terms with rather complicated definitions);

b. Direct the reader to another related section of the text;

c. Ask questions (get the reader to interact with the text); and

d. Provide additional information (i.e., Tips, Notes, Warnings, Websites, etc.).

Ideally, margin notes should be a phrase (a sentence or two at most). Margin notes should not be repeated at the end of the chapter or in the back matter. There are two options for placing margin notes in the manuscript:

a. Margin notes can be placed within the manuscript in brackets [MN1: This is a margin note.]

b. Margin notes can also be referred to by number [MN1] in the text and listed at the end of the chapter.

Please number your margin notes in the manuscript so it will be easier to notice if one is omitted during copyediting or paging.

o *Feature Boxes*: Following is a list of items to consider when planning feature boxes:

- Features can be designed to accommodate varying lengths, but a true boxed feature works best when confined to a column, a half-page, a single page, or a two-page spread.

- Features do not have to be a consistent length, but the more consistent and predictable they are for readers, the better.

- Features are easier to page and to reference in the text if they are numbered or titled.

o *Case Studies*: Provide industry or practical application situations. If borrowing materials from other published or company sources, please make sure that permissions are obtained and credit lines added to your manuscript.

- *End-of-Chapter Features*: Following are some of the most commonly used end-of chapter features in our books:

o *Summary*: Can be presented in paragraph or list format. Content should match up (be a one-to-one correspondence) to any

objectives/focus questions from the beginning of the chapter and should review points in the exact order they are presented in the chapter.

- o *Questions*

- o *Problem Solving Exercises*

- o *Troubleshooting Activities*

- o *Lists of Software/Manufacturers; Addresses of Suppliers*

- o *Related Internet Sites*

- o *Key Terms*

- o *References/Further Reading*

End matter.
The items listed here constitute the end matter.

- ▪ *Appendix (Appendices)*: A book may or may not have an appendix. Some items in our books include manufacturer's information, technical or professional standards, additional resources, etc.

- ▪ *Solutions to Problems/Answer Key*: Include solutions/answers to selected problems, activities, or exercises in the text.

- ▪ Bibliography or References: References that are cited in your text should be submitted with your manuscript. Your copyeditor will verify that you have accounted for all of them. Both Chicago Style and APA Style are acceptable, although Chicago Style is preferred for our books.