

Part 3. Manuscript Preparation

3.3 REVISED EDITION GUIDELINES

Preparing a manuscript for a revised edition is a unique procedure. Essentially, your job is to revise, update, delete, and/or add text to the previous edition based on market feedback and the revision plan that you and your Acquisitions Editor (AE) have decided on.

After the previous edition was published, your Project Manager (PM) provided you with folded and gathered sheets to use for reprint corrections. Keep a copy of all the reprint corrections you find and make sure that they are carried over in the revised edition.

At the start of the revision cycle, your PM will send you a revision package containing EITHER (1) a tearsheet text and art manuscript or (2) Word extracts and PDF art downloads of the previous edition. Also included in the revision package is the permissions log from the previous edition for you to update. Contact your PM if you have any questions on preparing the next edition.

Light revisions or math-intensive texts.

If you are preparing a light revision (small sections added to existing text, some new illustrations, perhaps a new feature, chapters have been re-sequenced without major revisions within the chapter) or if your book is heavily formatted with math equations, your PM will send you a separate text and art tearsheet manuscript with instructions in preparing your new edition. You will also receive an Excel file of the previous edition's permissions log (for photos, text, and line art) to update. If you are ready to begin work but have not yet received your tearsheet manuscript, please contact your AE immediately.

Refer to these guidelines when revising your text:

- For minor changes (a few words up to a sentence or two), you may write in the margins on the copy. Please print (or type) as neatly as possible and stay at least 1/2" away from the margins so that we can photocopy without losing material around the edges. To indicate where new material should be inserted, draw a line between text lines—not through them. Do not use highlighters or pencil to indicate changes as they are not legible in photocopies.
- For insertions of more than a sentence or two, please add a caret mark (^) where you wish to insert and write "Insert" in the margin. Then type the insert, double-spaced, on a separate 8-1/2" × 11" page. Place each insert page directly after the page (do not paste, tape, or staple over the existing page) where it is to be inserted and number it accordingly, i.e., the page following page 11 will be 11a. If your insert is longer than one page, the first page is numbered 11a, the second 11b, the third 11c, and so on. If on a

single page there is to be more than one brief insert, call the first "Insert 1," the second "Insert 2," and so forth, and then type them all on a single page. The first insert on the next page may also be called "Insert 1" and does not have to be "Insert 3." This is because we rely on the page number to keep the order of the material straight. Please double-space all newly typed material. We must have room to edit and typemark the material.

- Note: Please be certain that you have made it clear whether an insert is to begin a new paragraph or be "run in" to existing material. Use the standard paragraph symbol (¶) where appropriate and simply write and circle the words "run in" where appropriate.
- To heavily revise a paragraph or a page, either with many small inserts or with two or more long inserts, please do one of the following:
 - a. Cross out the block of material to be heavily revised. Then retype (double-spaced) the block of material with inserts on a separate 8-1/2" × 11" sheet of paper. Insert the sheet into the manuscript following the appropriate page (do not paste, tape, or staple over the existing page).
 - b. Cut and paste old and new material together. Cut and tape to 8-1/2" × 11" sheets the blocks of material in the order you want them to go. Be sure to tape along the sides as well as top and bottom so that taped pages will go through a copy machine.
 - Note: Typically insert pages are acceptable (see #2 above), and we do not request that you cut and paste material together as a rule. However, for those pages where it will be difficult for reviewers and typesetters to figure out what goes where, often cutting and pasting is the best way to keep the material straight.
- For deletions, simply cross through material to be deleted. Use a firm line to mark through words or sentences when deletions are minor. Use a firm, large "X" to cross through paragraphs or entire pages. Do not black out material completely or our typesetter will not be able to see exactly which material has been deleted.
- To move a block of material from one location to another, simply circle it and note in the margin "Move to page XX." Then go to that page and note in the margin "Insert block from page XX here." Be sure to put a caret within the text paragraph to show exactly where the insert is to go. Usually it is not necessary to draw arrows and write instructions for such things—the cleaner the margins and manuscript are kept, the better.
- To move a chapter to a new location within the book or to add a new chapter within the sequence, simply move the entire chapter to the required position or insert the new chapter where appropriate. At this time, do not try to

change chapter numbers or art numbers for this or subsequent chapters. Simply write a note at the top of the chapter saying, "This will now be Chapter XX," and, in the case of a new chapter, use the correct chapter number. As a separate step later, plan to renumber subsequent chapters and any figures, tables, or other art. We have found that when an author tries to change numbers while revising, the sequence can get confused very quickly!

- If you want something to be **boldface**, use a wavy underline to mark it; for *italics*, use a straight underline. To indicate CAPITAL LETTERS, use a triple underline. There are many other proofreading/editing symbols that may come in handy. Copyediting and proofreading symbols can be found at the Chicago Manual of Style Website at http://www.chicagomanualofstyle.org/tools_proof.html.
- Do not write on the back of pages or insert pages smaller than 8-1/2" × 11" into the manuscript or we may lose material as we photocopy. Any insert, no matter how small, should be put on a whole sheet. If several small inserts are to be made on the same page of the manuscript, you may type them all on one "a" page. We will be feeding the manuscript through a copy machine and need to be able to keep track of everything.
- Do not paste, tape, or staple any page to any other page. If something needs to be attached, use paper clips; however, it is usually best to leave the pages loose and in the correct order, using the "a," "b," etc., system of numbering.
- Double-space all newly typed material. Our copy editors and typesetters must work with double-spaced material; thus, if pages of new material are submitted single-spaced, we will have to ask you to print them out again.
- Provide us with any electronic files (in Word) that you have available of major additions or changes to the text.

Moderate to heavy revisions.

If the revision is moderate to heavy (chapters totally rewritten and rearranged and resequenced), you will be provided with the following:

- A text extract (in Microsoft Word) of the final book content, in separate chapter files.
- PDF files of each line drawing and photo used in the book, in separate chapter files. These PDF files can be accessed using the free Adobe Reader (available for online download at www.adobe.com).
- The previous edition's permissions log (in Excel) containing all of the information for line art, photos acquired by author, and text permissions.

- The previous edition's permissions log (in Excel) containing all of the information for photos acquired and/or permissioned through IRC/PAL Images in the book.
- A PDF guide to using these materials called PHHE Guide to Author Materials for Revisions.

Updating the art and photo program and securing permissions.

It is your responsibility to request permissions for any new figures, photos, and text from other sources to be used in your revised edition. See Part 4. Preparing the Art Program and Part 5. Permissions for detailed instructions on preparing the art and securing permissions.