

Part 3. Manuscript Preparation

3.2 FIRST EDITION GUIDELINES

You will be asked to provide a separate text and art manuscript (hard copy and electronic) for production. This section provides guidelines on preparing the text manuscript. Our standard word processing software is Microsoft Word. The content of your electronic and final hard copy manuscript must match exactly. Any changes you make to the hard copy must be made to the Word file. Submit all files with the final manuscript and a complete directory of all files sent. See Part 4.3. Preparing the Art Manuscript for instructions on organizing and preparing the art manuscript.

Preparing your text manuscript.

- Type the manuscript in a double-spaced format, with 1-inch margins on all sides. Some suggested fonts are Times Roman and Century Schoolbook.
- Number your pages consecutively (not by chapter) and legibly. Do not start each chapter with page 1.
- Use a header or footer to date each version of the manuscript; this date will help us (and you) keep the different versions separate.
- Put your name on the title page only. We try to use a double-blind review process, so having your name on every page defeats our purpose.
- Be consistent. However you choose to format your manuscript, it must be consistent from the beginning of the book to the end. This includes how you type headings and subheadings, numbered lists and bulleted lists; the number of hard returns to separate elements; and the use of bold, italics, underline, special characters, and tab settings. Refer to Part 3.1. Organizing Your Manuscript for more information.
- Use hard returns only where you want absolute line endings; otherwise, allow your word processing program to break lines automatically according to your margin settings. Turn automatic hyphenation off.
- Use your word processor functions for boldface, italic, superscripts, tabs, and indents.
- Type the number one (1) and the letter "el" (l) correctly. These characters are not interchangeable on typesetting systems.
- Do not use the space bar to center copy or to align tabular material. Use the centering command on your Word program to center copy and the tab or column function to set tabular material.
- Use the automatic footnote function of your Word program for footnotes.

- Use the correct symbols in Word for hyphens and dashes.
- Extracts or long quotes should be in roman font (not italic) double-spaced, and indented an extra 1/2" on the right and left margins.
- Indicate margin note placement on a separate line in brackets within the text. Margin notes can be placed within the manuscript in brackets [MN: This is a margin note.] They can also be referred to by number [MN1] in the text and listed at the end of the chapter.
- Check your spelling, grammar, and punctuation.
- Save each chapter as a separate Word file. Do not separate tables and/or their captions, boxes, cases, examples and solutions, references, and other pedagogical elements into separate files apart from their chapter file. Label each file with "CH" followed by the two-digit chapter number (e.g., Chapter 3 would be labeled CH03).
- Label the CD with your name and the type of computer (IBM-compatible or Macintosh) you are using.
- Print pages on one side only, on 8-1/2" × 11" sheets of 20-lb paper.
- To make it easier for us to photocopy your manuscript, do not use staples or paper clips.
- Be sure to make a backup file (both electronic and hard copy) for your records.

Style, symbols, and notation.

- Check with your editor before deciding whether to use English or SI units. Depending on the market for your book, you will be asked to use one or the other system or a combination of both.
- Clearly mark special symbols and notations (sub- and superscripts, overbars, vectors, equations) in the text, and keep a list of these symbols and how you treat them. Submit this list with the final manuscript.
- Pay special attention to the use of units and symbols in your text and in your art. Make sure that they are consistent throughout the manuscript and between the text and the art.
- If your manuscript contains program codes, show exactly how you want the program codes to align, how long lines of code should break, spaces within and between lines of code, etc. to appear.

- Show exactly how you want your equations to appear in the book. If your manuscript contains a lot of equations, standardize their layout. Pay special attention to the use of units in equations.
- Equations in paragraph text are normally broken before or after an operator. Multi-line displayed equations are centered on the text and breaks are preferably made before an operator. Indicate in your manuscript if equations should follow an exception to this rule, and clearly show how they should break.

Figures, photos, and tables.

- Reference all numbered figures, photos, and tables in the text narrative.
- Place a clear reference in the text where you want the figure, photo, or table to appear. Type the figure/photo/table number with brackets on its own line with three spaces above and below it:

[Insert Figure 1-1 here]

Place a photocopy of the illustration within the text manuscript on a separate page following its callout.

- Transfer the credit lines from the returned, signed permission forms to the manuscript. Some copyright holders will specify the exact wording to be used for a credit line on the permission correspondence. Other copyright holders will not provide the exact wording, but they do expect the credit to include the basic facts of the publication and the copyright notice. Both the Chicago Manual of Style and APA styles are acceptable if the exact wording has not been included, although the Chicago Style is preferred. Refer to Part 3.5. Discipline-Specific Resources for discipline-specific styles.
- Credit lines for tables are placed below the legend (if any) at the bottom of the table.
- Credit lines for figures and photos are generally enclosed in parentheses and placed at the end of the caption.
- See Part 4. Preparing the Art Manuscript & Part 5. Permissions for detailed instructions on planning and preparing the art and securing permissions.