

PREPARING YOUR DISK AND PRINTOUT

UC Press uses authors' electronic files for editing and typesetting to reduce production time and to increase accuracy and efficiency. *Your disk must contain the complete, final version of your manuscript, and the disk and printout must match exactly, with no handwritten changes on the printout.*

The following instructions are intended to ensure that UC Press can use your files. If you have any questions about these instructions, your sponsoring editor or the person guiding your preparation of the final manuscript for production will advise you or will forward your questions to the appropriate production staff for reply.

Software

Use the word-processing software with which you are most comfortable. We can use files prepared in most standard word-processing programs. Exceptions:

- LaTeX or other TeX processor: You may need to convert your TeX files to RTF (Rich Text Format). Check with your sponsoring editor or the person directing your preparation of the final manuscript.
- Nota Bene: We cannot translate files in Nota Bene's format. If you use Nota Bene, you must save your final files as RTF files or convert them to Microsoft Word.

Please note that documents supplied in PDF format are not acceptable.

File Organization

Place each chapter or other major subdivision of the book in a separate file. Do not put the entire manuscript into one enormous file.

Name files in a numerically sequential and consistent manner (e.g., chap1, chap2, biblio). For a multi-author book, we suggest chapter number and chapter author name (e.g., 1Chang, 2Smith, 3Meyer).

Notes

Use your word-processing software's *endnotes* option, which automatically embeds and numbers the notes. *Do not detach notes from their related text.* Do not manually number notes: manual numbering is error-prone and causes additional work in manuscript processing.

Number notes consecutively by chapter, starting with Note 1 in each chapter.

If your notes are keyed to text phrases and book page numbers rather than conventionally numbered (e.g., "page 174: *Shall I compare thee to a smoggy day?* An allusion to the first line of Shakespeare's Sonnet 18"), prepare them as numbered, embedded notes, including the keyed phrase, and explain your intention when submitting your manuscript for production. These linked note numbers are essential in processing your files but will be removed during typesetting.

UC Press prints notes at the ends of chapters in edited collections and at the back of the book in single-author volumes unless there is a compelling editorial reason for foot-of-page or other placement. If you believe that is the case, indicate the recommended treatment by checking the appropriate box on the Final Manuscript Checklist and Questionnaire (<http://www.ucpress.edu/books/authors/pdfs/fmq.pdf>).

Foreign Alphabets and Writing Systems

Western European languages (German, French, Italian, Spanish, Portuguese, and the Scandinavian languages) do not normally pose production problems. If you are able to type the diacritics (accents) without changing your font, then you do not need to mention these languages on the Final Manuscript Checklist and Questionnaire (<http://www.ucpress.edu/books/authors/pdfs/fmq.pdf>).

If your manuscript contains *other* languages, however, follow these rules so we can proceed with editing and production:

- Information: On the Final Manuscript Checklist and Questionnaire (<http://www.ucpress.edu/books/authors/pdfs/fmq.pdf>) always tell us whether you prepared your files on a Macintosh or a PC, what word-processing software you used, and what languages and fonts are included in your files.

- Handwritten accents: Never handwrite accents on your printout. If you cannot find a font with the needed diacritics or do not know how to type them, consult your sponsoring editor or the person directing your preparation of the final manuscript as early as possible.
- WordPerfect and NotaBene files with non-Western characters: The proprietary fonts used by WordPerfect and NotaBene for non-Western foreign languages are not compatible with our electronic editing system. If you are using either of these word-processing applications and need to type more than a few words in a non-Western language, request production advice for devising a workaround as early as possible.
- Unicode: We strongly prefer that Unicode fonts be used. You don't need to send us your Unicode font, but tell us what it is. Suggested fonts:
 - Gentium or Gentium Alt: handles polytonic Greek, Cyrillic, and a wide range of roman characters with diacritics; adequate to most transliterated languages.
 - New Athena Unicode: handles polytonic Greek.
 - For Chinese, Japanese, or Korean: for editing, we standardize on the fonts below, which are provided with Microsoft Word. If possible, use these fonts. If you are using Chinese, tell us whether you are using simplified or traditional characters.
 - Chinese traditional: PMingLiU (新細明體)
 - Chinese simplified: SimSun (宋体)
 - Japanese: MS Mincho (MS 明朝)
 - Korean: Batang (바탕)
- All other languages or fonts: If you can legally send us your font (i.e., if it's freeware or free to nonprofits), send us a copy. If not, send any documentation that shows keyboard layout or character positions.
- Font questions: If you are not sure whether the press can use your font, ask your sponsoring editor to request an early review of the font by our production staff.

Tables, Boxes, Sidebars, Illustrations, and Other “Floating Elements”

Do not embed tables, boxes, sidebars, figures, maps, graphs, charts, music examples, or other floating elements in the principal text files. Place them in separate files by type (e.g., Terwilliger_tab.doc, Terwilliger_box.doc). Insert a placement instruction between angle brackets at the end of the text paragraph in which the table, box, sidebar, figure, map, or music example belongs (e.g., “<tabref1>,”

“<boxref1>,” “<sideref1>,” “<figref1>,” “<mapref1>,” “<exref1>”). See below for instructions regarding specific kinds of floating elements.

Tables

Either use your word-processing software’s table function to format tables or type tables as regular text with tabs separating columns. Do not use another computer application (e.g., do not use Excel or other spreadsheet software) to format tables.

Number tables consecutively through the manuscript, beginning with Table 1. Use chapter-based numbering of tables (e.g., Table 2.1, 2.2, 3.1, 3.2) only in an edited collection or a complex textbook.

Tables, including any table notes, should be self-contained: number any notes to a table as a separate sequence from the sequence of chapter notes.

On your disk, place each table in its own file or combine all the tables in one separate file. *Do not embed tables in the principal text files.* Instead, designate the placement of each table in angle brackets at the end of the paragraph where it should appear in the text (e.g., “<tabref1>”). *Do not handwrite placement instructions on the printout.*

In your printout, supply clearly formatted copies of your tables for the typesetter’s reference. Gather the tables at the back of the printout.

Boxes and Sidebars

If your manuscript contains boxed text or sidebars, identify and consecutively number these “textual illustrations” through the manuscript (e.g., Box 1, Box 2; Sidebar 1, Sidebar 2). Use chapter-based numbering of boxes or sidebars (e.g., Box 1.1, Box 1.2; Sidebar 1.1, Sidebar 1.2) only in an edited collection or complex textbook.

Boxes or sidebars, including any box or sidebar notes, should be self-contained: number any notes to a box or sidebar as a separate sequence from the sequence of chapter notes.

On your disk, place each box or sidebar in its own file or combine all the boxes or sidebars into one separate box or sidebar file. *Do not embed boxes or sidebars in the principal text files.* Instead, designate the placement of each box or sidebar in angle brackets at the end of the paragraph where it should appear in the text (e.g., “<boxref1>” or “<sideref1>”). *Do not handwrite placement instructions on the printout.*

Illustrations

There are four general categories of illustrations:

- *figures*: photographs, drawings, charts, and graphs dispersed through the text
- *plates*: illustrations gathered in a separate section, or gallery, in the book—a treatment usually reserved for color and fine arts images and for illustrations in some types of trade books
- *maps*: drawn maps and photographs of historical maps
- *music examples*: music notation created for the book or excerpted from a music score

Number figures, plates, maps, and music examples as separate sequences (e.g., Fig. 1, Fig. 2; Plate 1, Plate 2; Map 1, Map 2; Ex. 1, Ex. 2). Do *not* number author photos, jacket art, and frontispieces.

For each category of illustration, start with 1 and number the pieces sequentially through the manuscript (e.g., Fig. 1, Fig. 2, ... Fig. 45). For edited volumes and for complex textbooks with several hundred illustrations, however, number the art by chapter (e.g., Fig. 1.1, Fig. 1.2, Fig. 1.3, Fig. 2.1, Fig. 4.1, Fig. 4.2).

Supply any digital illustrations in separate files or on a separate disk, following the instructions in Art Submission Guidelines

(http://www.ucpress.edu/books/authors/pdfs/art_submission_guidelines.pdf). Do *not embed illustrations in the text files*.

Designate the placement of dispersed figures, maps, and music examples by placing angle brackets at the end of the paragraph where they should appear in the text (e.g., “<figref1>,” “<mapref1>,” “<exref1>”). Do *not handwrite placement instructions on the printout*.

Do not specify the placement of a plate section, which must be determined by production staff. If you have any special placement requirements (e.g., the plate section belongs somewhere in Part II of the book), provide this instruction when you submit your art for production.

Supply captions for figures, plates, maps, and music examples as separate files by type (e.g., Terwilliger_fig_cap.doc, Terwilliger_pl_cap.doc). Do *not embed captions in the text files*.

Transmitting Your Files

Use a CD to transmit your files. Floppy or zip disks are acceptable but CDs are preferred. Label each disk with your last name, the number of the disk, and the date (e.g., Mukherji, 1 of 2, 7/30/08).

Include the completed Final Manuscript Checklist and Questionnaire (<http://www.ucpress.edu/books/authors/pdfs/fmq.pdf>) with your files and printout.

Formatting Your Printout

Double-space all material, including block quotations, epigraphs, notes, captions, and bibliography.

Keep formatting simple and consistent. Use different fonts, italics, bold, underlining, and paragraph styles only as needed to communicate the structure and content of your manuscript. *Avoid all-caps headings.*

Justify (i.e., align) only the left margin; do not justify the right-hand margin.

If you have used a change-tracking program, such as Microsoft Word's "Track Changes," accept all changes in your final manuscript files before preparing your final printout and files for submission.

Print out your manuscript on one side of the page only, using a laser-quality printer.

Number all pages of your printout consecutively beginning with page 1, the title page. Use arabic page numbers only. If you cannot get your computer to through-number the pages, supply page numbers by hand.