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Guidelines for Author-Formatted Projects

Consult these guidelines if you and your editor have agreed that you will provide "camera-ready copy" for your book. Do not proceed without approval from your editor.

Preparing Your Manuscript

- Paginate front matter (all pages before the beginning of the first text chapter) with lowercase roman numerals (i, ii, iii, etc.). Number the text and back matter consecutively with arabic numerals (1, 2, 3, etc.).
- Omit running heads from the first page of each chapter and other major section. You may place the page numbers at the bottoms of the chapter-opening and section-opening pages if you wish.
- If your book includes illustrations, you may position them exactly where they will appear in the final book. If you are unable to do so, you may supply the illustrations separately. In that case, insert a rectangular box in the text to indicate the location and size of each illustration. In each box, write a line like "<figure 1 here>"; the figures should be numbered for reference even if the numbers won't appear in the final book.
- If the illustrations will have captions, place the captions below the illustrations or boxes.

Submitting Your Manuscript

- Submit your final manuscript as a double-spaced printout.
- If you are using a word processor (e.g., Microsoft Word) to prepare your book, submit your files along with the printout. The files and printout must match exactly.
- If you are using a page-layout program (e.g., Adobe InDesign) to prepare your book, supply a pdf file along with your printout.
- In addition to the complete, double-spaced manuscript, supply a formatted, single-spaced sample chapter to show us how the final book will look. We will give you feedback on your formatting when we send you the edited manuscript to review.