

AUTHOR GUIDELINES FOR PREPARING VISUAL MANUSCRIPT

The *visual* manuscript is submitted separately from the text manuscript because the photos and illustrations go through very different steps in production.

The Visual Manuscript Consists of:

- A sketch that you prepare, or
- A taped down xerox (1 color) or tearsheet (if 2 color or 4 color), from the last edition, or
- A written description of a new photo to be researched, or sample from another source
- Each line art or photo should be on a separate manuscript page
 - For example, if you would like to have a photo and a line art appear together, you will need 2 visual manuscript pages. One page will represent the photo, the other will represent the line art (place a copy of each on a manuscript page to show the relationship and then cross out the part that is not used)
 - Exceptions to the rule are combination line art figures that consist of 2 or more pieces (for example, a part A and part B). Put all pieces on the same manuscript page.
- On visual manuscript, include all labels and leaders that should appear on the final version of photo or line art
- Write brief instructions or explanations about the photo or line art directly on the manuscript. Circle instructions or explanations so it is clear they are not a part of the visual
- Separate multi-part art on to individual pages when layout of the parts is not an issue. If the layout of the parts is important to the concept, please provide one sheet with all parts on one page with a note “for layout only”. Also provide separate sheets for the individual pieces, numbered accordingly (part a, part b, etc).
- Number all visuals, and use a double numbering system by chapter (e.g., for Chapter 2: Figure 2.1, 2.2, 2.3, etc.)
- Unnumbered artwork (art that is part of exercise problems, display art or photos, brief example of music) may appear. These unnumbered pieces are commonly referred to as text art and should also be assigned working numbers on the manuscript: TA1.1, TA1.2, and so on. Text art is not referenced by number in the text, although it may have a caption, as in the case of a photo.
- Simple tables comprising of rules, data, and simple arrows are not considered text art. However, special symbols, photos, or other types of art within tables are considered text art.
- Boxed art that is not an integral part of the text narrative should be numbered similarly: BX1.1, BX1.2, and so forth.
- If visuals share a common legend they should be numbered 1.1a, 1.1b, or BX2.4a, BX2.4b.
- Include a rough draft of the caption or legend. When writing it, try to avoid repeating information already in the text. Though you will be submitting a separate list of captions and

legends, this information must appear on the visual manuscript to help the art editor, illustrator and photo editor identify the illustration.

- If picking up a visual from the previous edition of your text or from another MHHE text, indicate:
 - Previous figure number
 - Page number
 - ISBN number
 - Author name
 - Title
- **Do not** pick up visuals from editions prior to the most recent copyright year
- Indicate on the visual manuscript whether Line art (LA) or Photo (PH), and whether the figure is pick-up (as is or revised) or new
- Indicate on the visual manuscript the number of colors for each piece of art and for each photo. The choices are 1-color (1/c), 2-color (black plus one other color, 2/c) or 4-color (full color image, like a painting or photograph, 4/c).

Specifics on Line Art Manuscript

- If you supply Xeroxes of line drawings from other sources, be sure to:
 - Edit labels so that they match your text manuscript
 - Show how you want to adapt the illustration, or how to use several different illustrations to create the version you desire
 - Before taping down the Xerox or tearsheet on manuscript, cut off any extraneous surrounding text so there is plenty of white space around the illustration for instructions to the illustrator
 - When we are rendering new art for your project, the art will be rendered new and different unless specifically noted not to do so
- Be sure to indicate any pedagogical use of color that is needed for the illustration (for example, all graph lines need to be blue and red to show hot and cold or all energy symbols must be yellow)

Specifics on Photo Manuscript

- If we are to obtain a specific photo previously published, be sure to include the following information:
 - Copy of specific photo
 - Source information (copyright holder of photo)
 - Name of article or book
 - Name of journal or publisher
 - Volume
 - Page number
 - Date published