

Tata McGraw-Hill

AUTHOR GUIDELINES FOR PREPARING NEW MANUSCRIPTS

Table of Contents

Final Manuscript.....	2
Headings and Subheadings.....	2
Type Styles	3
Corrections and Insertions.....	3
Tables	4
Marginal Notes	4
Extracts.....	4
Visuals	5
Legend Manuscript.....	5
Bibliography or Reference Manuscript.....	5
Front Matter.....	6
End Matter.....	7
Index.....	7
Other Text Features	7
Teer-Sheet Copy	7
Materials from Other Sources	8
Documentation	8
Permissions.....	8
Numbering, Checking, Submitting.....	8
Sending New Manuscript to Your Editor.....	8

Final Manuscript

- Use good quality, 8 1/2" x 11" white bond paper for the entire manuscript.
- Supply the original printed pages (hard copy), and electronic files to the Developmental Editor.
- Submit electronic files on disk, in Word for Windows '98 or in Word 4.0 for the Mac regardless of what format the download is supplied to you.
- Allow margins of at least 1 inch on all four sides of the page.
- Double space the entire manuscript (to allow space for copy editing marks and typesetting instructions) and use the same type size throughout. This applies to straight text and to the following elements: table of contents, titles and headings, chapter objectives and chapter outlines, lists, tables (including table footnotes), text footnotes, quotations, extracts (block quotes), mathematics, chemical formulas and reactions, references and bibliographies, glossaries, problems and exercises, marginal notes, appendixes, and insertions.
- Do not print, type, or write on the back of manuscript pages.
- Include only material that is to be set into type on manuscript pages. If you have comments, questions or instructions, put them in a memo or letter to your editor. If instructions are absolutely necessary, write them legibly and circle them.
- To correct a mistake, use good correction fluid or tape and be sure that corrections appear on all manuscript copies.
- Use a tab space indentation for paragraph openings, when possible, and keep typed lines relatively uniform in length to help us accurately estimate the final page length of the book.
- No handwritten manuscript pages.

Headings and Subheadings

Various levels of headings and subheadings help guide the reader by providing a logical outline. The following recommendations will help you as you write your headings.

- Use descriptive but short headings.
- Do not use complete-sentence headings unless the text requires them.
- Do not precede a heading with Arabic or roman numerals unless you are following a specific mathematical, technical, or scientific style.
- Do not include table, figure or box references in headings. Make references to these features in the body of the text.
- Use logical outline form. Headings of the same level should use a similar grammatical structure and follow a consistent style throughout your manuscript.
- Do not use more than four levels of headings. Additional levels clutter the text and confuse the reader.
- Avoid combination heads (two or more headings of different levels with no text between them).
- Try to provide some text copy for each heading, or re-evaluate the head designation.

Following are guidelines for positioning the headings in the typed manuscript.

- Use bold type to distinguish your heads from text.
- If you discover a mispositioned head as you check your manuscript, indicate the correct level by writing the letter to the left of the head in the margin and circling it.

Your head levels should appear as follows:

FIRST LEVEL HEADS

Type on a separate line, flush left to the margin, use bold, and all capitals for these heads.

Second Level Heads

Type on a separate line, flush left to the margin, and use capitals and lowercase for these heads.

Third level heads. Use a paragraph indent, run into the first line of text, and use initial capitals followed by lowercase letters for these heads.

Fourth level heads. Use a paragraph indent, run into the first line of text, use italics, and use initial capitals followed by lower case letters for these heads. (Note: If the text has only three head levels, you may use this specification as the third level head)

Type Styles

- Do not write instructions on your manuscript to indicate how you want the headings or other elements of your book to look with respect to design. Our design staff and your editor will take care of typography.
- Do indicate special typefaces needed for technical terms, such as italic, for species names and boldface for vectors and certain terms in library classifications. If your book is to have a list of key words or terms, you need to identify them in the main text. The most common way to do this is to make them boldfaced, which you can show using your word processor or by drawing a wavy line under the word(s) to be boldfaced. A straight line under a word indicates italic.

Corrections and Insertions

When you've completed your manuscript, you may want to make corrections or alterations. Adding a few words is permissible if *written legibly*, in *indelible ink*, directly *above* the line in which the words are to be inserted. Additional guidelines are as follows:

- Do not insert words below the line.
- Do not write on the reverse side of the page.
- Use correction fluid or tape to delete errors of single characters or short words.
- Do not use fluid or tape to mask entire lines or sections of a page. (use insert page or patch corrections).
- Do not create a patchwork of additions, corrections, and short insert pages.
- If in doubt regarding the legibility of your corrected manuscript, retype those portions.
- Type long insertions (more than a few words) on a separate 8 ½ x 11 sheet of paper.

- Indicate where the insertion is to be placed by noting "Insert A from page [number]," and at the top of the insert page itself write: "Insert A on page [number]."

Tables

Because tables (columns of words/numbers) are typeset, they are not considered visuals (line art, charts, graphs, photographs, maps, paintings, diagrams, etc.).

Follow these guidelines when you're constructing and incorporating tables in your manuscript:

- Consecutively double-number tables throughout each chapter (for example: Table 1.1, Table 1.2, Table 2.1, Table 2.2, etc.). and text reference the tables using these numbers. Never write "the following table" or "see the table above."
- Simple tables, containing straight rules and data, should not be separated from the text. Type the table, beginning with the table number and title, on the page with the text.
- Large, complex tables with special symbols should be typed on separate pages with their placement keyed in the text. Center your instructions for placement in the manuscript and leave two double-spaced lines above and below; for example:

Insert table 1.1

Then insert the manuscript page containing that table immediately after the page that refers to the table.

- Place the table title directly after or beneath the table number. Keep the title brief. If a legend is also required, type it immediately following the title.
- Double space all table entries and keep columns aligned.
- Set the rule lines sparingly; most tables require only a few horizontal rules for clarity. Avoid vertical rules, boxes, arrows, and diagonal lines.
- Establish a consistent system of column headings and subheadings.
- Indicate table footnotes by using appropriate table symbols or lowercase letters. Do not use Arabic numerals. Table footnotes are not included in the numbering sequence of text footnotes.
- Include the source line, general notes, and specific notes (in that order) after each table.

Marginal Notes

If your book has marginal notes, type them separately from the main text. Double space them and allow the same 1-inch margins as the rest of the manuscript. Leave extra space between the notes, and identify each one by the text manuscript page number, numbering them or identifying them by number if there are two or more marginal notes for a page (for example, MN 1.2, p. 23; MN 1.3, p. 23). These should be written and circled in the margin to indicate placement (the same as figures and tables). Place the notes for each chapter at the end of that chapter, and number pages consecutively with text manuscript pages.

Extracts

Quotations or poetry that will be set differently than the main text are called extracts. Brief extracts of up to two typewritten lines of poetry and up to eight typewritten lines of prose can be incorporated in the text simply by using quotation marks (for

both prose and poetry) and diagonal slashes to mark line ends (for poetry and verse only). Longer quotations should be set off (separated) typographically from the regular text.

- Indent ten spaces from the left margin to set off the material (tab twice).
- Do not use quotation marks around an indented extract, if a quotation appears within an indented extract, enclose it in double quotation marks.
- Any deviation from the original quotation (corrections, comments, interpolations, and use of italics, or punctuation changes) must be pointed out either in the preceding text, in brackets within or after the quotation, or in a footnote.
- Use three ellipsis points for material omitted within a sentence and four points for material omitted at the end of a sentence.
- Use a footnote to give full source information for each quotation. Place the footnote number or reference number in superscript form (raised above the line) at the end of the quotation or extract. Place the full source information, along with its reference number, at the end of the manuscript for that chapter. (If you are following the American Psychological Style of referencing, use the appropriate text citation method.)

Visuals

- Indicate figure placement in the manuscript by writing the figure number in the margin at the first mention of the visual. For example: insert Fig. 2.1 here. For new figures, center your instructions for placement in the manuscript, and leave two double-spaced lines above and below; for example:

Insert figure 2.1 here

- Also, write in the margin as a second option.
- Do not insert each figure in the manuscript immediately after the page on which you have cited it. Instead, put all figure specification sheets (8 ½" x 14" visual manuscript sheets) in consecutive order and attach them at the end of the typed manuscript.
- Be sure to supply source information when borrowing tables and figures from other sources. This is covered in the author's guide to preparing a visual manuscript.

Legend Manuscript

A separate legend manuscript should be submitted at the end of each chapter for each figure

- Legends for new figures should be typed or written on the visual manuscript on the lines provided for the legend.
- Legends for pick up figures can be provided by taping a tear sheet, from the most recent printing of your text, onto the Visual Manuscript.
- Make a copy of your completed visual manuscript, cross out the visuals and submit as your legend manuscript.

Bibliography or Reference Manuscript (documentation)

If your text has in-text references, you will need to provide a Bibliography or Reference manuscript. The form of a bibliography or list of references varies depending on the nature of the book. Discuss the type of bibliography or list of references that your book requires with your editor. Whether it is an end-of-chapter listing or an end-of-book listing, the basic manuscript preparation should follow these guidelines:

- McGraw-Hill's standard style follows *The Chicago Manual of Style*, however your book may require another style guide. In either case, consistently follow the style selected as appropriate for your text.
- Submit your References with each chapter of manuscript. This will provide the copy editor with Reference manuscript to check against in-text references.

Front Matter

The preliminaries or front matter will be the first few pages of your book. This material may include, in order of appearance:

- Half title
- Series title
- Title page
- Copyright page
- Dedication or epigraph
- Brief contents/full table of contents
- Lists of figures/illustrations
- Tables/boxes
- Foreword
- Preface/list of reviewers
- Acknowledgments
- About the author

Most texts do not include all of these elements, but when you submit your manuscript, you should include at least the following preliminary pages:

- Title page
- Dedication (optional)
- Table of contents
- Preface/Acknowledgments

McGraw-Hill provides the half title, series title, copyright page, and list of reviewers. Front Matter pages, like the rest of the manuscript, should be typed double-spaced. The following explanations may help you in planning and writing this material:

- The *title page* should include, the title (and subtitle, if any) of your book, your name *exactly* as you want it to appear, and your university or college affiliation. If the text is co-authored, all authors and affiliations must be listed in the order agreed upon with your editor and co-authors.
- The *dedication page* is optional; if you wish to include it, provide exact copy. If the text is co-authored, be sure that all authors approve the dedications.
- The *table of contents* is an outline of your book; include front matter, part titles, chapter titles, and first-level headings (second-level headings are optional). Keep the table of contents clear and uncluttered by limiting head levels to a maximum of three. You will discuss head levels according to market needs with your editor.
- The *preface* is an important part of the front matter. Your editor will help you carefully plan this marketing tool so that it clearly and concisely explains your textbook's purpose, approach, pedagogical features, and scope, as well as available ancillaries.

- *Acknowledgments* generally appear at the end of the preface, but it is permissible if space is not a problem to include it in a separate section. It's both unnecessary and impossible to credit every contributor, so as a rule, include only those who have made the most immediate and direct contributions. Reviewers will be listed separately, and your editor will provide that list to the Production Department. *Do not* acknowledge McGraw-Hill personnel, because the book team members are credited in a special "Book Team" section on the copyright page. (If you wish to single out individuals for special recognition, we welcome your letters of commendation. Simply send them to the President, McGraw-Hill Higher Education.)

End Matter

Material following the main text is referred to as end matter or back matter. This can include the appendix(es), notes, glossary, bibliography, references, and index(es).

- Manuscript for all end matter should be typed double-spaced.
- Submit with the main text manuscript and front matter.

Index

Find out up front if you are responsible for preparing the index. If so, you should give serious thought to the subject and name entries and subentries that should appear in your index. If you will be preparing the index and need more information, consult *The Chicago Manual of Style*. Then, when the first page proofs arrive, immediately begin putting your entries on index cards or on computer and keep up with this job as the pages are sent to you. Normally, you will be given three weeks after receipt of the last set of pages to finish your index, arrange your entries in alphabetical order, add page numbers and send the index to The McGraw-Hill Project Manager (double-spaced, of course, and one column to a page). If you are not able or do not wish to prepare the index, McGraw-Hill can obtain the services of a professional indexer and the cost will be paid against royalties. The Publishing Services Manager can give you a cost estimate if you are interested in this service.

Other Text Features

Depending on the market for your text and the decisions made by you and your editor, your text may require additional devices such as key terms, boxed inserts, marginal notes, outlines, problems, cases, questions, summaries, or other pedagogical aids. When including pedagogical aids, please remember to:

- Double-space the material.
- Carefully highlight, distinguish, or position special features so that they are not lost in the running text. Use a consistent style to distinguish each special feature.
- Ensure uniformity in structure, length, content, and frequency of occurrence for each type of pedagogical aid.
- Consult your editor if you need assistance in planning and presenting these pedagogical aids.

Tear-Sheet Copy

Tear sheets are actual printed pages or photocopies of pages from other copyrighted sources inserted in your manuscript. Tear sheets are most commonly used in preparing either a revised manuscript (from a previously published text) or a manuscript for a book of readings. If you are planning to include tear-sheet copy in your manuscript, observe the following rules:

- Use 8 1/2" x 11" bond paper as backing sheets for tear-sheet copy. Tape the tear sheets to one side only.

- If preparing a tear sheet-manuscript for a revision, use material only from the most recent print of the previous edition, because it is the most error free. You should use the most recent edition and printing of the text, unless it is necessary to use another recent printing.
- Trim the tear sheets neatly and center on the bond paper backing. *Suggestion: send out to a quick-print shop to have the binding cut off.*
- Mount tear sheets with invisible tape (the type you can write on).
- Tape all four sides to the paper to prevent damage during photocopying.
- Place tear sheet copy one inch from the left-hand margin.
- If tear-sheet copy is in two or more columns, cut the columns apart and mount each on a separate 8 ½ x 11 sheet of paper, on inch from the left margin.

Material from Other Sources

Material from other sources may be photocopied from, or actually removed from, other works and presented as pages of your manuscript. Anything submitted as photocopies or tear sheets should be taped onto 8 1/2 x 11-inch bond paper, leaving ample margins. Include the source with the material. Be sure to indicate complete source information.

Documentation

See the section on Bibliographies and References.

Permissions

Permissions for borrowed material should be started as soon as the final draft is completed, or sooner using an earlier draft, if feasible. It can often take several months for copyright holders to respond, and this could delay publication of the book. Talk to your editor about the options for acquiring text and art permissions. Some editors prefer to use freelance permission editors to help expedite the process. Try to avoid using material that requires permission. This is increasingly important as we increasingly move toward international distribution and electronic content delivery.

Numbering, Checking, Submitting

- Number the manuscript consecutively in the lower right-hand corner of each manuscript page.
- If pages are added after the numbering is complete, they should be marked 76a, 76b, etc.
- Check accuracy of footnotes.
- If consecutive numbering throughout the book is not possible, number the pages of each chapter separately, using double numbers by chapter (pages 1-1, 1-2; for chapter 1 and for chapter 2, 2-1, 2-2 etc.).

Sending New Manuscript to Your Editor

- Follow the instructions, at the beginning of this document, for submitting the final manuscript.

- Prepare one photocopy of the completed manuscript. Keep one copy and send the original manuscript to your editor. See Author's Checklist for what you should send to your editor.