

Guidelines for Submitting the Electronic Manuscript

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Guidelines for Submitting the Electronic Manuscript

Cost and time savings and increased accuracy can be realized by submitting manuscripts in electronic form. However, manuscripts must be carefully and consistently prepared throughout. The following guide is meant to assist you in properly preparing your electronic manuscript, as well as your electronic art. If you follow these instructions carefully, your book will go through production faster and with fewer problems.

Disk Preparation

Macintosh

Microsoft Word

PC

Microsoft Word 97 for DOS

or Windows

WordPerfect 8.0

or lower

- We accept 3-1/2" PC or Macintosh floppies. Zip disks and CDs are also acceptable.
- We prefer to receive files in the programs shown at the left. If you use anything else, please convert to one of those formats.
- Include *only* the final version of your files. Please delete extraneous and duplicate files.
- If you have any doubts about whether we will be able to use your disks, please contact your editor.
- Because of problems with format and file size, we do not accept files submitted as email attachments.

File Preparation

Do not submit the entire book as one file.

- Word processing files should be broken by divisions within your job—by chapters, by sections, or by any content divisions. Do not submit the entire book as one file unless the book has fewer than 50 manuscript pages.
- Choose short, descriptive file names (i.e., chap1, part2, glossary, or author's last name for multi-author works). Submit a printed list of file names for each disk (disk directory). If the file names do not reflect the contents of the files, then the list should also include a short description of each file.

Text Formatting

Keep formatting as simple as possible. Do not attempt to design your manuscript.

- Do not right-justify your type. All text should be ragged right.
- You may use italics, small caps, boldface, and any special characters accessible in the extended ASCII character set. But do NOT use your macron/breve function (see below under "Enhancements and Special Characters"). Do NOT use the underline command to indicate italics.
- We use endnotes (notes at the end of the book or at the end of each chapter) rather than footnotes.
- Do not use hyphens to break words at the end of lines. Turn off the automatic hyphenation feature on your word processing software. You may, of course, use hyphens in hyphenated compound words that appear in the text.

Manuscript dashes should look like this--two hyphens with no spaces between

- Use two hyphens for a long dash, with no space before, between, or after the hyphens.
- Use your tab key, NOT your spacebar, for paragraph indents. Use your tab key ONLY for paragraph indents.
- Do not use the letter “el” (l) when you mean the number one (1). Do not use the letter “oh” (capital O or lowercase o) when you want a “zero” (0).

Enhancements/Special Characters

Do not use macrons or breves in the final version of your ms. Instead, substitute another “standard” diacritic for the macron or breve.

- Many word processors use unique internal codes and special character sets that may not translate to the publisher’s software. The simplest computer code and the easiest to translate is the ASCII code set (see ASCII chart on p. 10). Some diacritics—like the macron (ō), breve (ö), and hacek (ř)—are not part of the standard ASCII set. Do not under any circumstances use these diacriticals in the final version of your ms; we may have problems in translating them to typesetting software. Instead, substitute another “standard” diacritic for the non ASCII diacritic. A circumflex, umlaut, or tilde (~) is a good choice if it is not used elsewhere in the ms. We will change these substitutes later to the true diacritic.
- Indicate in your submittal what diacritics you have substituted, e.g., that the circumflex has been substituted for the macron.
- DO NOT use a special font to get unavailable characters like macrons or breves.
- Under no circumstances should you insert diacritics by hand on the printout *only*.
- Do not use font creation software like Fontographer to create special characters.

Tables

Submit separate hard-copy pages of all tables.

- Submit each table as a separate disk file identified, for example, as Table1, Table2, etc.
- Indicate approximate placement of tables in the text at the end of a paragraph, with a line space above and below the table marker, as follows:

<Table 1>

- Submit each table on a separate hard-copy page, double-spaced throughout. Collect all tables together at the end of the manuscript.

Preparation of Artwork

GENERAL

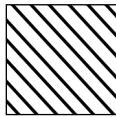
Follow the Art Checklist at the end of these Guidelines.

Prepare your art for the final page size of your book.

LINE ART



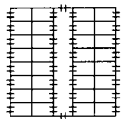
Screen



Fill

LABELING

a) Nimenmachi (yongyomachi)
9th century



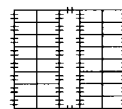
poor

b) Yonmenmachi
11th century

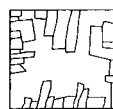


good

a



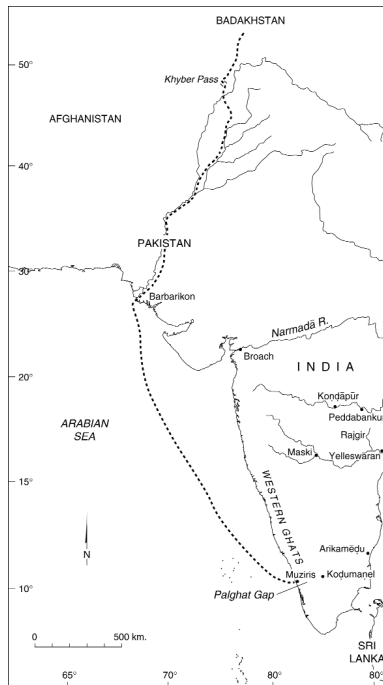
b



Caption: a, Nimenmachi; b, Yonmenmachi

- If you have more than a few pieces of art, we suggest using the Art Inventory Form (p. 11) to list the art in your book. This will help you to organize your art and will assist the Press in preparing accurate cost estimates.
- Follow the Art Checklist on page 7.
- Make every effort to obtain original artwork. Photocopies or art from a book or magazine are not recommended. If you are unsure of a piece of art, contact your editor as soon as possible for advice. Black-and-white or color photos, line drawings, color slides, and transparencies are all acceptable.
- When submitting original art, do not mount it on boards. The art must be flexible enough to bend around drum scanners.
- We discourage oversized art. Find out from your editor what the page size of your book will be. Plan on submitting art at the appropriate width for that page size. If you already have large pieces of art, consult your editor.
- Most of our books are 6" x 9." Thus, images should be no more than 5" wide. Original photos of typical sizes (3" x 5", 5" x 7", 8" x 10") are all fine. Negatives are not acceptable.
- Line art is black on white, with no gradations of gray, although shadings of dots or lines may be present. This can be a pen-and-ink drawing, diagram, graph, or map.
- Camera-ready illustrations (line drawings, maps, charts) must be checked by you for spelling and completeness. They will go to the printer exactly as you have submitted them. For this reason, be sure that any line art is final before submitting it. Art should be clean, sharp, and reproduced on white stock.
- Shading with screen tints should NOT be used, as they do not reproduce well. Use pattern fills instead. There is also a more obvious difference between multiple fills than multiple screens in a drawing.
- If there is text on your art, be sure the type will be legible when reduced. For lettering, use either Helvetica or Times Roman. Choose a point size that will be readable when the artwork is reduced to fit on a 6" x 9" book page. Minimum finished type size is 6 points, the maximum is 12 points. Reduce the art on a copier to check for legibility.
- Do not put text on art except as necessary. For multiple images, use "a," "b," and "c" on the images, and put their descriptions in the caption.

MAPS



Caption. This is a good map.

- For maps and complicated line art, we urge you to employ professional drafters and cartographers.
- Do not include a map title, caption, or source notes within the boundaries of the maps. These elements should be included in the text or in the caption. If a key is necessary for understanding the art, enclose it in a half-point ruled box or arrange items below the graphic. Position a half-point ruled box around each map; do not use thick or double rules.
- Make sure that the map scale is sharp, clean, and no longer than necessary. Place the scale in the lower corner of the map or in the key, if there is one. Scales should be consistent from map-to-map; do not use miles on one map and kilometers on another. Make sure that the compass orientation, symbols, etc., are consistent in placement and size from map to map (allowing for reduction if necessary).
- Screens should be avoided unless absolutely necessary. Prepare screens in 10% increments, ranging from a minimum of 10% to a maximum of 30%. Do not put type on screens if it can be avoided. Do NOT use background screens. Use screens only for smaller areas needing referencing.

HALFTONES

Do not mark on photos. We cannot remove writing or other marks on photos.

- Photographs, paintings, historical maps, and other documents that contain shades of gray are reproduced as *halftones*.
- Photos should be as crisp and distinct as possible. The photos in your book will only be as good as the images you submit.
- If a photo is to be reproduced in black and white, submit a black-and-white print to the press. If a color photo is to be reproduced in black and white, there will be a loss of contrast in the conversion.
- If the Press has approved full-color artwork, choose photographs, slides, or transparencies with good color and sharp detail. Color negatives are not acceptable
- Do not write directly on photos. Write the figure number on a label and attach it to the photo back with non-permanent tape or on a Post-it note secured with tape. Be sure the ink is completely dry before stacking photos. If there might be a question of what is “up,” add an arrow pointing to the top edge.
- Do not mark the front of art. If you wish to show crop marks on an original artwork like a painting, photocopy the art and mark crops on the copy.

Computer-Generated Art

- We can use your computer-generated art if it is submitted in an approved graphics format. There are many graphics formats,

Do not create art in a page-makeup program like Quark Xpress or Adobe PageMaker. Likewise, do not create art in a word-processing or spreadsheet program.

EPS and TIFF files are acceptable formats for graphics. Be sure that fonts are embedded in the EPS files. To be safe, include the fonts separately on a disk.

but only a few are good for book production. **Even if you submit electronic art, you should also submit the original art, if possible, in case we cannot use the electronic versions.**

- TIFF or EPS (MAC & PC) are the preferred file formats.
- Do not use PICT or PAINT files. These are low-resolution, bitmapped files that look good only on the computer screen. Do not create graphics in a word-processing program like Word or WordPerfect, or in a spreadsheet program.
- Use one of these approved programs for creating line art—Illustrator, Freehand, or Photoshop.
- Submit a printout of each piece of electronic art. Be sure that all fonts are included on your graphics disk even if they are embedded in the EPS files.
- Files must be named with their respective numbers and graphic types, such as Fig1.tif, map3.eps.
- Approximate placement of graphics should be indicated in the text, as described above for tables and figures.

Digital Cameras

- Despite the advances made in recent years, the picture quality of digital cameras remains significantly less than that of traditional cameras and film. Most consumer-grade cameras (under \$800) provide only low resolution (72 DPI) images that are not suitable for reproduction in a book. Thus, at the present time, we do not accept photos from digital cameras.

Scanning Art

Should I scan my own artwork?

- All art is now scanned for final reproduction. Traditional camera photography is rarely done. Thus, all art submitted must be supplied in a format that can be scanned, not as framed pictures or bound books.
- There are many issues to think about when scanning. Unless you understand the issues of tonal range, dot gain, DPI, etc., and have a high-quality scanner, it is best that we scan and digitize your images for final reproduction. However, if you wish to use low-resolution (72–100 DPI) scanned images in the text to show placement and cropping of your images, you may do so. We will still need the original art to make the final scans and reproductions.
- For those who have professionals to help them or who have confidence in their scanning ability, use the following guidelines:
 - Scan photos and other grayscale images at 300 DPI
 - Scan line art at 600–1000 DPI, depending on complexity of the art and the sampling rate of your scanner.

-
- Keep in mind that if you do not take into consideration the reproduction size of your art on the final book page, your scan may be useless.

Captions/Callouts

- A separate captions list must accompany the manuscript if it contains illustrations. The list should be typed in its own electronic file. Each caption will appear with its corresponding illustration in the printed book.
- For example, the file “captions.doc” should include all captions. An entry may look like the following:

Fig. 1. Garden view from Grand Audience Hall, Ninomaru Palace, Kyoto (courtesy Tokyo University).

- Indicate approximate placement of figures (termed “callouts”) at the end of a paragraph, with a line space above and below the figure marker, as follows:

<Figure 1>

Fonts

- Courier or Times are dependable typefaces and are easy to convert to typesetting fonts. Everything, including extracts, notes, and bibliography, should be in the same font and type size.
- Avoid the bitmap fonts that come with your system. These are designed strictly for your computer screen or dot-matrix printer. Mac bitmap fonts are normally named after cities (Geneva, Monaco, New York, Chicago). For PCs, fonts described as a monitor standard (EGA, VGA, 8514 in the Control Panel under Fonts), or as a non-Postscript printer standard (Plotter) are bitmap fonts.
- If you submit EPS graphic files that include text, we must have the screen and printer fonts to correctly produce your graphic. These should be included on your disk in a separate folder.
- WordPerfect uses special fonts that assist in preparing text with accents and other symbols. However, these fonts are unique to this program and do not translate into typesetting software. Using them in your final manuscript may complicate typesetting. If you have used these, you must send a sample disk to your editor.

Notes/Bibliography

- Notes and Bibliography are often formatted with subsequent lines after the first line of an entry indented. For example:

Deuchler, Martina. *The Confucian Transformation of Korea: A Study of Society and Ideology*. Cambridge, Mass, 1992.

Do not use the tab key to indent these run-over lines. Either use the “hanging indent” feature of your software or type all lines flush left, with an extra line space between entries. For example:

Deuchler, Martina. *The Confucian Transformation of Korea: A Study of Society and Ideology*. Cambridge, Mass, 1992.

Submitting the Electronic Manuscript

The printout must exactly match the disk being submitted.

A disk label should include:
✓disk ID (with author name)
✓software program and version (e.g., Microsoft Word 6.0)
✓type of disk (PC or Mac)

- The Press receives many disks from various sources; please help us by making your disks easily and visually identifiable. Label each disk completely.
- Please send your art on floppies, zip disks, or CDs. We do not accept Jazz disks, opticals, or Syquests.
- Make one copy of the disk for your reference and submit two copies to the Press, plus a printed list of files on each disk.
- Submit one hard-copy printout, double-spaced throughout, printed one side only, with your disks. The printout must exactly match the disk being submitted; it must represent your final version of the electronic text.
- Do not hand mark anything on your printout that is not also inserted on the disk.
- Number the hard-copy pages sequentially starting from the first page of your manuscript.

Art Checklist

DO

- Attractive graphics and illustrations will reflect positively on you and on the Press; poor graphics usually get panned in book reviews. Seek professional help if you are unfamiliar with any of the following.
 - o *For original photos, do:*
 - ✓ Supply glossy prints with good contrast and clear images
 - ✓ Supply color slides or transparencies for all images that will reproduce in color
 - ✓ Number all images on the reverse side with pressure-sensitive labels
 - ✓ Send photocopies in addition to the originals, with figure numbers written on copies
 - o *For line art, do:*
 - ✓ Use 8-12 pt Helvetica or Times Roman for lettering
 - ✓ Send clean, sharp, black-and-white originals on white stock, plus a photocopy of each figure.

-
- ✓ Be sure that ink lines are sufficiently strong to take any reduction required
 - ✓ Double-check that original art is no larger than 5" x 7"
 - o *For computer-generated line art, do:*
 - ✓ Prepare computer-generated illustrations in Macromedia Freehand, Adobe Illustrator, or Adobe Photoshop
 - ✓ Save each illustration as a TIFF or an EPS file, one illustration per file
 - ✓ For EPS files, include on your disk the fonts used
 - ✓ Size each illustration no larger than 5" x 7"
 - ✓ Use pattern fills for distinction rather than screen tints
 - ✓ Send printout of each image and write figure number on printout
 - o *For scanned line art, do:*
 - ✓ Scan illustrations at 600–1000 DPI (scanner resolution, not printer resolution)
 - ✓ Use Adobe Photoshop
 - ✓ Save as EPS or TIFF files
 - ✓ Size each illustration no larger than 5" x 7"
 - ✓ Send printout of each image and write figure number on printout
 - o *For scanned photos, do:*
 - ✓ Scan at 300 DPI scanning resolution (scanner resolution, not printer resolution)
 - ✓ Size each illustration no larger than 5" x 7"
 - ✓ Save as TIFF files
 - ✓ Send printout of each image and write figure number on printout

DON'T

- ✗ Write on the back of any original photos. Use pressure-sensitive labels instead. Don't use ink that might rub off of the label onto the photo itself (as do roller ball pens).
- ✗ Submit line art in programs such as Corel Draw, Excel, Access, or table generators in word-processing files. They will not be usable.
- ✗ Size photos and line art too small. We can reduce larger images but cannot enlarge tiny ones
- ✗ Staple, tape, or clip original photos
- ✗ Submit GIF, JPEG, or compressed images
- ✗ Enlarge a graphic image once it has been scanned. It must be scanned at the reproduction size.

Text Checklist

Follow this checklist when submitting your project.

- One copy of the printout, double-spaced throughout, with pages numbered sequentially
- Printed list of file names on each disk (disk directory)
- Separate printouts of tables, figures, and figure captions
- Callouts in manuscript for all tables, figures, etc.
- Two copies of each disk properly labeled, plus a file directory
- No duplicate, old, or extraneous files on disk

Glossary of Terms

ASCII—American Standard code for Information Interchange, pronounced “Askey.” An 8-bit computer code permitting 256 unique combinations. This includes most of the characters on your keyboard. It does NOT include many common diacritics, like macrons and breves. See page 10.

Bitmap fonts—low-resolution fonts designed for computer screen only. Do not use these in art to be published.

DPI—dots per inch. Describes the resolution of an output device (printer) or a monitor. Your printer’s resolution is typically 300 or 600 DPI, whereas the final book will be output at 1200 or 2400 DPI.

EPS—encapsulated Postscript. A file format that stores outline images in Postscript language commands. This is a good format for high-resolution black-and-white line art.

GIF—Graphic Interchange Format. A low-resolution format used for the Web. Don’t use for color output for printing.

JPEG—Joint Photographic Experts Group standard. A highly compressed format useful for sending files over the Internet or to put on a disk. May be used on the Web and for storing images prior to printing.

PAINT—low-resolution, bitmapped graphic

PCX—low-resolution file format produced by PC PaintBrush

PICT—the basic Mac format for displaying graphics on a monitor at low resolution

PostScript—a language for page description developed by Adobe Systems. This language is used by many laserprinters and by most professional printers.

TIFF—Tagged Image Format File. A high-resolution image. A good format for photos, slides, and very detailed line art.

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