HOW TO PREPARE TEXT FILES FOR BOOK PRODUCTION

Thank you for choosing Temple University Press as your publisher. These guidelines are designed to make the production of your book as efficient and trouble-free as possible for you and our production staff. If you have any difficulty using them, please contact your acquiring editor for assistance. With advance notice, we can usually accommodate your needs without delaying publication.

FILE FORMAT

1. Please save your files in Microsoft Word format. If you are using a Mac machine with a version of Microsoft Word prior to 2004, please let us know in advance. Some older Mac files can lose character attributes such as italics and superscripts when opened on a Windows machine.

2. For authored books, please create a single file for the text. (Please paginate the manuscript consecutively from beginning to end.) Create separate files for captions, tables, and illustrations. (Create a single file that includes all illustration captions; if the book is heavily illustrated, you may opt to create separate files with the captions for each chapter. For each chapter with tables, create a new file containing all the tables for that chapter; start each table on a new page within the file by adding a page break at the end of each table. Provide a single file for each illustration.) For additional information on preparing tables, see the "Tables" section below. For additional information on preparing illustrations, see the "Illustrations/Captions/Credits" section below and the AAUP Guidelines for Submitting Digital Art on the Press Info/Download Documents page of the TUP website.

3. For edited volumes, please create separate files for each chapter and for each front matter and back matter element. (Please paginate each chapter individually, starting each chapter with page 1.) Create separate files for captions, tables, and illustrations. (Create a single file that includes all illustration captions; if the book is heavily illustrated, you may opt to create separate files with the captions for each chapter. For each chapter with tables, create a new file containing all the tables for that chapter; start each table on a new page within the file by adding a page break at the end of each table. Provide a single file for each illustration.) For additional information on preparing tables, see the "Tables" section below. For additional information on preparing illustrations, see the "Illustrations/Captions/Credits" section below and the AAUP Guidelines for Submitting Digital Art on the Press Info/Download Documents page of the TUP website.

4. If you have incorporated tracked changes and/or margin or embedded comments in your manuscript, please be sure they are removed (and the tracked changes feature is turned off) before you submit your manuscript.

FONTS AND MARGINS

5. Copyediting of your book will be expedited if you use just one typeface throughout, even for titles and headings, notes, tables, appendixes, etc. A good choice is 12 point Times New Roman, which is easy to read and widely available.

6. For emphasis and for titles of books and journals mentioned in the text, please use italics. To set off Internet addresses, please underscore. If you need to set off certain text for some other purpose, please use bold. To help us properly design such text, tell us in a transmittal memo the purpose of the special text.

7. To make your files easier to read and edit, set the text to appear flush left, *not* justified, and create one-inch margins on all sides.

CHAPTER TITLES AND SUBHEADINGS

8. Copyediting will also be expedited if you identify chapter titles by number (Chapter 1, Chapter 2, etc.), even if the chapters of your book ultimately will not be numbered (if you prefer to have unnumbered chapters, please let us know in a transmittal memo).

9. Similarly, identify all subheadings as {A} for level-1 subheadings, {B} for level-2 subheadings, {C} for level-3 subheadings, etc. in descending order. (We will use these designations only for the purpose of identifying the various levels of subheadings for copyediting and design. The designations will not appear in the typeset pages, where levels of subheadings will be differentiated typographically.) Please do not use all caps for subheadings or chapter titles. Otherwise, we will have to retype them and in some cases query you about capitalization.

10. To indicate a break in the text where there is to be no subheading, insert the following instruction: {space break}.

NOTES / REFERENCES /WORKS CITED

11. In preparing your bibliographic citations, please refer to the latest edition of *The Chicago Manual of Style* (*CMS*), where the two basic *CMS*-preferred styles (the note system and the author-date system) are described and examples of each are provided. Please choose an appropriate style and use it consistently.

12. If another system of citation (MLA, APA, etc.) is more appropriate for your book, let us know in a transmittal memo what system you are using.

TABLES

The term "table" applies to any text or data arranged in columns and rows. Tables are edited and typeset separately from the rest of the book. Preparing your tables according to the following guidelines will save us the time and expense of reformatting them.

13. Please number all tables sequentially, in the order in which they will appear in the book. Use a double-numbering system that comprises chapter and table number. If a table is the fifth in the manuscript but is the first in Chapter 2, it will be numbered as Table 2.1 rather than Table 5.

14. Create each table using standard word processing software such as Microsoft Word. For each chapter with tables, create a new file containing all the tables for that chapter; start each table on a new page within the file by adding a page break at the end of each table. Before submission, collect the table files in a single Tables folder.

15. If your software has a Table feature to create columns, please use it. If not, align your columns by using the SPACE bar. Please do not use the TAB key for this purpose, as all tabs will have to be removed before typesetting.

16. If a table has notes or sources, please place them at the bottom of the table. Sources should normally include the author, publication, publisher, city and year of publication, page number, and (where required) copyright information.

17. To help us properly place tables in the text, please cite them using the double-numbering system— "These fluctuations are shown in Table 1.1" or "(See Table 2.2)"—and please insert a callout (placement instruction) for each in the text to indicate its location: "{Table 1.1 about here}." If you prefer not to cite your illustrations in the text, please let us know in a transmittal memo. (Note that we prefer to maintain consistency, citing either all tables or no tables in the text.)

ILLUSTRATIONS / CAPTIONS / CREDITS

The term "illustration" applies to any illustrative matter accompanying the text (map, chart, diagram, figure, graph, drawing, photograph, painting, etc.).

18. For technical submission requirements, please consult the [AAUP Guidelines for Submitting Digital Art](#) on the Press Info/Download Documents page of the TUP website. The points below refer to the treatment of illustrations in the text.

19. **Please do not place digital illustrations in text files.** Once an illustration is inserted in a text file, we cannot make the changes necessary to prepare the illustration for publication.

20. If your illustrations will be galleried, please let us know in a transmittal memo. If your illustrations will not be galleried, please cite them using the double-numbering system (1.1, 1.2, 1.3, etc.), and please insert a callout (placement instruction) for each in the text to indicate its location: "{Figure 1.1 about here}." If you prefer not to cite your illustrations in the text, please let us know in a transmittal memo. (Note that we prefer to maintain consistency, citing either all illustrations or no illustrations in the text unless there is a valid distinction between types of illustrations.)

21. Captions for illustrations should be created with standard word processing software such as Microsoft Word. Create a single file that includes all illustration captions; if the book is heavily illustrated, you may opt to create separate files with the captions for each chapter. To help us place captions with the correct illustration, please key each caption to the corresponding illustration using the double-numbering system, so that the file name for each illustration corresponds to the double number for its caption.

22. Source data and copyright credits for illustrations should appear at the end of their respective captions. Before submitting your final files, please be sure to obtain permission for the use of all illustrations that you plan to include (see our permission guidelines at http://tupress.temple.edu/uploads/documents/permission_guidelines.pdf and our standard permission letter at http://tupress.temple.edu/downloads on the Press Info/Download Documents page of the TUP website, or contact Rights and Permissions Manager at tempress@temple.edu).

FINAL REVIEW BEFORE SUBMISSION

✓ If you haven't done so previously, it's a good idea to spell-check your files before submission.

✓ Please be sure that you have submitted the *final version* of your files. Otherwise, we may be unaware that we have the wrong version of a file until after it has been copyedited, thus incurring added costs and production delays.

✓ Please confirm that your table of contents matches the text you have submitted. Discrepancies in terms of the order and completeness of the contents and in terms of the titles of chapters and subheadings can result in production delays.

✓ If your files include tables or illustrations, please confirm that there are no discrepancies between any lists of tables and illustrations and the submitted files.

✓ If you have any special requests regarding spelling, capitalization, style of citations, etc., please list them in a transmittal memo. Please also point out any items that need particular editorial or design attention.

✓ Many e-mail programs limit the size and number of attachments, so we recommend that you zip your files before e-mailing them. If you are submitting graphics files that are too large to e-mail, you may submit them on a flash drive or via a file-sharing service such as Dropbox. Please label all flash drives with your name and their contents.

✓ Please submit only one set of electronic files of your manuscript and no hard-copy printouts. Otherwise, discrepancies between versions may delay production.

✓ Most importantly, let us know if there is any material yet to be transmitted, such as a preface or an acknowledgments section. If we know what is to come and when to expect it, we may be able to start production before we receive the missing material.