

*Guidelines for Submitting Materials
for Typesetting and Layout*

FOR YALE SOUTHEAST ASIA STUDIES MONOGRAPH SERIES



METAGLYFIX

Digital Graphics ♦ Typography ♦ Book Design and Production ♦ Web Design

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Guidelines for Submitting Materials for Typesetting and Layout

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These guidelines deal with the mechanics of *preparing* and *submitting* materials for typesetting and layout — not with editorial styles or the design of a volume.* They are intended to reduce production time, production costs, and the likelihood of introducing errors during typesetting by helping the author and editor clarify what they mean to convey to the typographer.

Because this document focuses on the handing off of the manuscript to the typographer, it is primarily a reference for the series editor. Nevertheless, authors may also find it of general use when preparing manuscripts, and should, in particular, observe the guidelines for tables, illustrations, captions, headings, and titles.

Part I ➡ **General Guidelines**

Summary

Submit all **text** and **notes** both as printed copy and as electronic files.

Treat all **notes** as **endnotes** and begin them on a new page following the text of the chapter. *Never* submit text with footnotes at the bottom of pages.

Submit **tables** and **illustrations** (i.e., figures, photographs, drawings, maps, charts, graphs) separately from text. Each table or illustration should begin on its own page. They should never be drawn on or pasted into the text copy nor be included in the same electronic file as chapter text.

Attach printed **captions** to their accompanying illustrations, not to the chapter text. Additionally, save captions in an electronic file

* For such issues as spelling, punctuation, and typeset appearance, refer to separate style guidelines.



separate from the running text. Multiple captions may be grouped in the same electronic file; make sure they are in sequential order and are correctly numbered and identified. The caption of a table is considered part of the table and belongs with all other elements of the table and apart from chapter text.

Submit supporting data for **graphs** both as printed copy and as electronic files. The data are in addition to a hard copy of the graph itself.

Mark **heading** and **sub-heading** levels in both the hard copy and electronic file.

Never use **full caps** (all caps) in titles, headings, sub-headings, captions, legends, or, as a rule, anywhere else in the manuscript other than abbreviations and acronyms. Use lower-case, with appropriate initial caps. (Full-caps are useful, however, for extra-textual instructions to the typographer, such as marking placement of tables and illustrations or identifying sub-heading levels.)

Text and notes

Organization. Organize text and notes by chapter (or comparable section).

Printed page setup

- Print on one side of the page only.
- Allow margins of *at least* 1 inch on top, bottom, and each side.
- Do not single space any copy, including extracts (quotations) and notes. Vertical line spacing should be $1\frac{1}{2}$ –2 lines (or approximately 150%–240% of point size of font).

Justification. Never justify right margins; leave right margins ragged.

Page numbers. Be sure to number the hard copy pages. Begin numbering anew for each chapter.

Grouping of notes. Do not submit notes as footnotes at bottom of page. Group notes at the end of each chapter and begin them on a new page following the chapter's text.

Numbering of notes. Number notes consecutively throughout a chapter, beginning anew with number “1” for each chapter. (For unnumbered notes, see below). Make sure that the reference numbers of notes in the text correspond to the note numbers themselves. (By the way, though you will probably use your word processor’s footnote/endnote functions to create the notes and reference numbers, an independently created list of notes is acceptable, if not preferable.)

Unnumbered notes. A source note for a chapter (copyright, permission, acknowledgment, or the like) should be unnumbered and should precede all other notes of the chapter.

Headings and titles

Be sure that the correct spelling and capitalization of every word in a heading or title is not obscured by italicizing or capitalizing the entire heading or title. Thus the following guidelines:

- Do not use **full caps** or **small caps** for headings, sub-headings, or titles (except for abbreviations or acronyms). Use conventional title case or sentence case (lower-case with initial caps as required). This is important so that the capitalization — in effect, the *spelling* — of proper nouns and foreign terms are clear to the typographer.
- Similarly, do not use **italics** for headings, sub-headings, or titles, except for foreign or technical words that would otherwise be italicized.

To distinguish a heading, sub-heading, or title from the running text, use a system that is consistent and that will not be misunderstood. It might employ alignment (left, right, centered), extra space above or below, underline (if underline is not meant to designate italics), or boldface. Do not use a larger font size to distinguish a heading.

Heading levels. If there is more than one heading level (that is, if there are sub-headings), mark each heading as “Heading A,” “Heading B,” etc., on the printed copy. In the electronic file, add a label immediately before or after the heading, on the same line or a separate line (merely be consistent), such as: [HEADING LEVEL B]. (This would be a good use of full caps.)

Word processor formatting and styles

Plain and simple. Keep the formatting as plain as possible and the use of word-processing or (even worse!) desktop-publishing “styles” and special effects minimal.

Fonts. Do not use multiple font faces unless foreign or technical terms require them.

Italics. Indicate italicized words either as *italics* or underline — merely be consistent.

Underline. By convention, underline is interpreted during typesetting as italics. If the author and editor use actual *italics* rather than underline to indicate italicized words (see above), then they are free to use underline to clarify structural elements — such as headings — or to insert extra-textual instructions for the typographer.

Boldface. Except in the most complicated works, boldface is seldom found in the text of typeset books and monographs. Any words submitted as boldface will probably be altered to conform to the design specifications of the volume. Nevertheless, the author or editor are free to use boldface to clarify structural elements — such as headings — or to insert extra-textual instructions for the typographer.

Small caps. The typographer will set certain words and phrases as small caps, according to the design of the volume. The author and editor may wish to designate small caps, as well.

Tables

Typesetting. All tables will be typeset following the style specifications of the volume, therefore their layout and alignment may differ from what is submitted by author or editor. If certain elements in a table must be aligned or formatted a particular way, please include specific instructions for the typographer.

Numbering. Number tables consecutively, chapter by chapter, using the double numeration system (1.1, 1.2, etc.; 2.1, 2.2, etc.).

Placement. In the printed copy, mark where each table should be placed (usually immediately after the first reference to it). In the

electronic file, note the location on a separate line using a consistent phrase and style, for example: [TABLE NUMBER ##.## HERE]. (This would be a good use of full caps.) On the hard copy of each table, write the number of the manuscript page on which it belongs.

Submit separately. Do not submit tables within the running text of its chapter, whether on the printed copy or in the electronic file (see details following). All elements of a table — including the title or caption and any notes — should themselves be kept together. Begin each table on a new page and save each table as a *separate* electronic file. Gather the hard copies together, in order, chapter by chapter.

Hard copy. Print each table beginning on a new, separate page. Make sure the printed copy accurately reflects the way you want the elements of the table to relate to each other: column and row spans, headings, stubs, etc.. Also make sure that the details of text and text formatting — spelling, foreign terms, italics, abbreviations, use of upper- and lower case, and so forth — are correct and legible on the printed page.

Electronic files. Save each table as a *separate* electronic file. Make sure each file's name clearly identifies the table. You may create and submit tables using almost any application — word processor, spreadsheet, database — or you may save or export it as a plain ASCII (text) file. Keep in mind that high-end word-processing effects will have to be eliminated in preparing the data for typesetting, so the more simply you can submit your electronic data, the better it will be. In most cases, a spreadsheet (like Microsoft Excel) is the ideal application for creating and submitting tabular information.

Illustrations

Numbering. Most illustrations (photographs, drawings, charts, graphs) will be identified as “figure” and numbered consecutively, chapter by chapter, using the double numeration system: figure 1.1, figure 1.2, etc.; figure 2.1, figure 2.2, etc. Maps are identified as “map” and numbered similarly but in an independent series: map 1.1, map 1.2, etc.; map 2.1, map 2.2, etc.

Placement. In the printed copy, mark where each illustration should be placed (usually immediately after the first reference to it). In the electronic file, note the location on a separate line using a consistent phrase and style, for example: [FIGURE ##.## HERE]. (This would be a good use of full caps.) On the front or back of the illustration, or securely attached, write the number of the manuscript page on which it belongs (be careful not to mar the illustration).

Submit separately. Do not insert illustrations into the running text. Submit each illustration as a separate page and, if size and other factors permit, gather the illustration pages together. If any illustration requires extraordinary handling because of its fragility or intrinsic value, please include instructions for the designer and production staff. Make sure each illustration is fully identified and that its number and caption appear on the front or the back or are securely attached (without marring the illustration, of course).

A note to authors about illustrations other than art work and photographs (that is, figures, drawings, maps, charts, and graphs)

Unless another understanding has been reached between the editor of the Monograph series and the author, it is at the editor's discretion, in consultation with the graphic designer, to determine whether graphs, maps, sketches, and other drawings will be recast for legibility, scale, reproduction quality, or confirmation to the style of the monograph. Most graphics, including photographs and original art work, will be converted to digital files. The series editor will arrange for the necessary graphic services, usually with the designer. The author will be sent a copy of any re-drawn figures for approval before they go into the final layout. If there are special considerations for any illustration that the graphic designer must know, please attach a note to the printed copy of the figure when the manuscript is submitted. For graphs, always submit both printed and electronic versions of the data.

Part II ➡ Electronic File Compatibility

Author to series editor

Consult the editor for acceptable formats.

Author to typographer

Data for graphs will go directly to the typographer. Submit electronic files using a spreadsheet, database, or word-processing application. Please include a note specifying the operating system (MacOS, Windows 95, etc.) and application and version (Excel 98, FileMaker 4.1, etc.). When in doubt about compatibility, it is usually safe to save data as a tab-delimited text file.

Series editor to typographer

Files will be converted to a MacOS format. Although almost any word processor document can be converted, some translate better than others. Two problems that often appear in a translated file are (1) excess “garbage,” that is, lines and lines of computer code, and (2) incorrect character mapping of punctuation, diacritical marks, and other non-standard characters. The latter is particularly insidious because it seems to occur inconsistently and is easy to overlook without extremely meticulous proofreading. Below are a few points learned from our past experiences:

- Generally, files saved as **WordPerfect** translate more cleanly than those saved as **Microsoft Word**
- In MS Word, do not use the “**fast save**” feature. If the file has *ever* been saved using “fast save” — perhaps the author had used MS Word with “fast save” enabled, even on MacOS, before sending the file to the editor — you should recreate it as a new file. Try this: launch MS Word; disable the preference “Allow Fast Saves”; create a new, blank document and save it on your hard drive; open the “fast-saved” document; select everything in the document and paste it into the new, blank document; save the new version again and close the old one; then do your editing in the new version only.

- In **WordPerfect**, documents saved as DOS/WIN 6.x (with the suffix .wpd) seem to produce better character mapping than documents saved as DOS/WIN 5.1 (with the suffix .doc).
- Documents worked on and **saved to a hard drive** are less likely to become corrupted than those saved only to a floppy drive. Before beginning to edit a manuscript, copy all the author's files to your hard drive. Then, do all editing and saving to the files on the hard drive. (It goes without saying that you make daily backups to your edited files, for safety.) When ready to submit the edited files for typesetting, copy the files from your hard drive to a fresh blank floppy disk to send to the typographer, or transmit the files via the Internet. Retain the originals of your edited files on your hard drive until the project is safely over.
- **Transmission media.** Files may be emailed or submitted on removable disks. If files are submitted on disks, acceptable media and formats are: 1) CD ROM, 2) Zip Disks (100 MB only), 3) DVD-RAM, or 4) high-density floppies, that is, either DOS 1.4 MB or Mac Standard 1.4 MB.

for updates to this booklet, plus additional guidelines and tips in preparing components such as drawings and photos for submission, visit on the web www.metaglyfix.com/tips

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