



Notes for Macmillan Authors Producing Word-Processed Typescripts

NOTES FOR AUTHORS PRODUCING WORD-PROCESSED TYPESCRIPTS

If you are using a word-processor, our typesetter will probably be able to use your disks to typeset your book.

In some cases, word-processing packages can be used to create camera-ready copy (where all the text is precisely designed to fit the page so that it appears exactly as it will in the finished book). Please speak to your editor if you think you can do this.

Otherwise, please submit a traditional-looking typescript accompanied by a disk containing the word-processed files.

Not only will this help the typesetter, but it will also mean that text which you have keyed correctly will remain so!

We will need some basic information about your machine, word-processing package and the format of your disks (see our Word-Processing Form).

Tedious though forms can be, this information is very helpful to us.

Please follow the guidelines below when you prepare your typescript and disks. If you are in any doubt about your disks please send us a sample with a print-out and a completed form and we will trial it to see if it can be used.

In particular, please do not justify your text or make adjustments to word/letter spacing, leading etc. as this work will invariably have to be discarded when your script is marked and typeset to our specification.

Please check that your disks are virus-free before sending them to us by using a proprietary virus detection and correction programme.

Please discuss any problems with your commissioning editor in the first place.

PRINTING OUT YOUR TYPESCRIPT

- Material should be printed out in the same format as a typewritten manuscript: double-spaced on one side of A4 paper with ample margins and numbered consecutively right throughout. Double spacing is particularly important for notes and bibliographies. We will need two copies of the typescript.
- Use only a single space after each punctuation mark, including full stops. Use a space before opening quotes but not before any other punctuation mark.
- Use a single return at the end of a paragraph. If an empty extra line space is needed, use one extra RETURN for each line space.
- Please do not justify the text - set it as ranged left format.
- Please print out the file names at the beginning of each document to help the typesetter identify your files. We recommend that you make each chapter a new file (see SAVING YOUR WORD-PROCESSED FILES).
- Please use your spell-check facility on the word-processed files.
- When you key the index, please use a tab to indent sub-entries.
- If you need to make minor alterations to the typescript which are not on the disk please make sure these are clearly marked. This is vital if we are to ensure that your preferred wording is used. Where text changes are needed please do not obliterate the original text.

- For punctuation dashes please use a hyphen with a space before and after. To elide pairs of numbers, in dates for example, use two hyphens (1984--92) and they will be replaced with a dash.
- Use tabs (not spaces) to separate columns in tables.
- If you wish to have a space between digits of figures over 9999, please do not use the spacebar. Instead, use a small fixed space - or a comma and ask us to search globally and inset a small fixed space.
- If you are able to draw your artwork on a computer please save it as a separate file from the text. Artwork should be saved as a TIFF or PCX file (please use a graphics package which will allow output to one of these formats). We may have to ask you to correct your own artwork at proof stage if the typesetter is unable to edit the files supplied. Please do not use tints. Small lettering (9 to 10 point) in a sans serif face is best for labels.

SAVING YOUR WORD-PROCESSED FILES

- Our typesetters can handle most word-processing packages and disk formats. However, please also send your files saved in ASCII format as a back-up.
- Though many word-processing packages have DTP facilities, these are a hindrance to the typesetter, so please use only word-processing commands or save in text-only format (unless you are producing camera-ready copy).
- Save as many files as you can on each disk. Please prepare your files using new disks, as this will reduce the risk of data corruption.
- Please ensure that all parts of the book are on disk - including any prelim material, notes, references, bibliography, chronology, etc. When the time comes, the index should also be presented on disk.
- Please save notes as a separate file at the end of the text (or at the ends of chapters for contributed volumes). Please do not embed notes in the text.
- Label the disks with your name and the book's title. If there are several disks please number them using a felt-tip pen, as a ball-point may damage the disk.
- Please save each chapter as a separate file. The file name should indicate the content e.g. chapt2. If chapters are too long to save as one file, split them up indicating the content and order of files, chapt2a, chapt2b. Never use a file name more than once for the same book even if the files are on separate disks.
- Please save the files with hyphenation off.
- Please enclose a print-out of the disk directory. If you have a code set, please send a copy of it.
- Please pack your disks securely. Do not attach anything to them with paperclips or anything else that may cause damage.
- Please send the disks to us with a completed **Word-Processing Form**.
- Please keep a copy of the work safe for yourself!