

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. If your software allows it, please save your files in Microsoft Word format. If not, we can convert most popular word processing formats except specialized software such as TeX. 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 later opened on a Windows machine.
2. We can move your book into production faster if you create separate files for each chapter and for each front matter and back matter element. (Tables and illustrations should also be placed in separate files. For additional information on preparing tables, see the section on Tables below, and for illustrations, see the section on Illustrations/Captions/Credits below and [AAUP Guidelines for Submitting Digital Art](#) on the Press Info/Download Documents page of the TUP website.)
3. Please paginate each chapter individually, starting each chapter with page 1.

FONTS AND MARGINS

4. 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.
5. For emphasis and for titles of books and journals mentioned in the text, please use italics. To set off Internet addresses, please use 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 cover memo what the special text is for.
6. 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

7. Copyediting will also be expedited if you identify chapter titles by number as (*Ch 1*), (*Ch 2*), etc., even if the chapters of your book ultimately will not be numbered.
8. Similarly, identify subheadings as (*A*), (*B*), (*C*), etc. in descending order. Please do not use all caps for subheadings or chapter titles. Otherwise, we will have to re-type them and query you for proper capitalization.
9. To indicate a break in the text if there is to be no subheading, add the instruction (*space break*).

NOTES / REFERENCES / WORKS CITED

10. In preparing your bibliographic citations, please refer to the latest edition of the *Chicago Manual of Style (CMS)*, chapters 16 and 17, where the two basic styles preferred by CMS are described and examples of each are provided. Please choose an appropriate style and use it consistently.
11. If another system of citation (MLA, APA, etc.) is more appropriate for your book, let us know what system you are using in a cover memo.

TABLES

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

12. Please number all tables sequentially, in the order in which they occur. Use a double-numbering system comprising 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 as Table 5.
13. Create each table using standard word processing software such as Microsoft Word. Place each table in a separate file and name the file according to the double-numbering system. Before submission, collect the table files in a single folder named "Tables."
14. 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.
15. If a table has notes or sources, please place them at the bottom of the table. Sources normally should include the author, publication, publisher, city and year of publication, page number, and, where required, copyright information.
16. 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)." If there is no text reference to a table, add a call-out in the text to indicate its location: (*Table 1.1 here*).

ILLUSTRATIONS / CAPTIONS / CREDITS

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

17. For technical submission requirements, please consult [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.
18. **Please do not insert digital illustrations in text files.** Once an illustration is inserted in a text file, we cannot make the changes necessary to prepare it for publication.
19. To help us properly place illustrations in the text, please cite them using the double-numbering system: "This process is illustrated in Figure 2.3" or "(See Figure 2.3)." If there is no text reference to an illustration, add a call-out in the text to indicate its location: (*Figure 1.1 here*).
20. Captions for illustrations should be created with standard word processing software such as Microsoft Word. Please place them in a separate file for each chapter if the book is heavily illustrated, or else in a single file. To help us place captions with the correct illustration, please key them to their illustrations using the double-numbering system.
21. Source data and copyright credits for illustrations should appear at the end of their respective captions.

FINAL REVIEW BEFORE SUBMISSION

- ✓ If you haven't done so already, 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. We often can't tell that we have the wrong version of a file until after it has been copyedited, resulting in added costs and production delays.
- ✓ Please confirm that your table of contents matches the text you have submitted. Discrepancies in the order and completeness of the contents and in 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 your 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 email programs limit the size and number of attachments, so we recommend that you submit your files on CD-ROM, DVD, or 3.5-inch floppy disks, especially if you are submitting any graphics files. Please label the disks with your name and their contents.
- ✓ Please submit only one set of electronic files of your manuscript and *no hard-copy printouts*. Otherwise, we may have to delay production if any discrepancies between versions are discovered.
- ✓ Most importantly, let us know if there is any material yet to be transmitted. If we know what it is and when to expect it, we may be able to start production before the missing material arrives.