

# Yale UNIVERSITY PRESS

## Preparing Your Files and Printout

### Preparing Files

- ♦ Yale University Press accepts text files in Microsoft Word (preferred), WordPerfect, or RTF (Rich Text Format). If you use a word processor other than Word or WordPerfect, save your files as Microsoft Word format or RTF format before submission (with most word processors, you can do this through the Save As command). For math-heavy manuscripts prepared using some flavor of TeX, consult your editor and see our [Guidelines for Math-Heavy Manuscripts](#).
- ♦ Place your book's front matter in one file (see also [Suggestions for Writing Front Matter](#)). Create a separate file for each chapter or other major subdivision of the book. Appendixes, bibliography, and other back matter should be in separate files. If you wish to submit your entire manuscript in one file, you must ensure that your notes are correctly numbered 1-up by chapter (see [Assembling Notes and Documentation](#)).
- ♦ Endnotes are best left embedded within their chapter files. We do not need a separate Notes file.
- ♦ Name text files by file number, author, and chapter: 00jonesfm.docx, 01jones1.docx, 02jones2.docx, . . . 10jonesbib.docx, 11jonestables.docx, 12jonescaptions.docx. In numbering your files, follow the order of elements listed in [Elements of a Manuscript](#), below.
- ♦ If your book contains artwork, create a separate file for each illustration. Name illustration files by author and figure number: jonesfig01.tiff, jonesfig02.tiff, etc. Supply a list of captions and an art log. (For detailed instructions, see [Preparing Illustrations and Captions](#).)
- ♦ Be sure that your manuscript, including notes and other documentation, does not exceed the length and illustration count stipulated in your contract.
- ♦ Supply files on CD, DVD, or flash drive, or via a file-sharing site such as Dropbox. With your files, supply a list of filenames transmitted.

### Preparing the Printout

- ♦ Your printout must match the files exactly. Do not make any changes to the hard copy that are not in the files, and do not make any changes to the files after printing out the hard copy.
- ♦ The printout must be double-spaced and single-sided.
- ♦ Paginate front matter (all pages before the beginning of the first text chapter) with lowercase roman numerals (i, ii, iii, etc.). Number the text and back matter consecutively with arabic numerals (1, 2, 3, etc.). Do not begin each chapter with page 1. If you cannot make your software generate consecutive page numbers, write them by hand on the printout.
- ♦ If your manuscript uses special characters or unusual fonts, double-check that the printout shows all the special characters exactly as you intend them to appear in the book.
- ♦ Align all poetry passages so that they appear on the printout exactly as you want them to appear in the printed book.
- ♦ If your manuscript contains text that is not available electronically—for example, if your book is an annotated edition of an older work to be reprinted from a previous book—see our [Guidelines for Tearsheet Manuscripts](#).

## Formatting

- ♦ Use no formatting that is not essential to your manuscript. In general, the plainer the formatting, the easier it will be to edit and design your book. (Note: if you are the author of a foreign-language textbook and have already designed and typeset your book, consult your editor and see our [Guidelines for Author-Formatted Projects](#).)
- ♦ Use one font and type size throughout.
- ♦ Use italics only sparingly for emphasis. Do not use boldface for emphasis.
- ♦ If your manuscript requires use of diacritical marks or non-Latin alphabets, you must use a font that supports Unicode, an encoding system with all the diacritics and special characters a language needs. For further information, see our [Guidelines for Manuscripts with Special Characters](#).
- ♦ Code any diacritics that your software does not support by inserting the name of the diacritic in angle brackets before the letter (e.g., “<macron>u” before letter “u” with a macron over it). With your manuscript, provide a list of characters for which you have used codes.
- ♦ Run in quotations of fewer than ten lines; that is, do not set them off from the paragraph but use quotation marks and make them part of the paragraph. For quotations longer than ten lines, use your word processor’s features for indenting the left margin. Do not insert extra spaces, hard returns, or tabs between words to achieve the effect of an indentation.
- ♦ If at all possible, use only one level of subhead. Remember that the typeset page will be more compressed than the manuscript page, and frequent subheads will make the text look choppy. If you must use more than one level of subhead, add typesetting codes to ensure that we interpret the various levels correctly. Mark the first-level subheads with <txa> directly in front of them, the second-level subheads with <txb>, as follows:  
 <txa>This Is a Subhead  
 <txb>This Is a Subsection of the Previous Section
- ♦ Number chapters consecutively using arabic numerals. Do not number subheads. If your book includes parts, number the parts consecutively using roman numerals.
- ♦ Type part titles, chapter titles, and subheads using title-style capitalization (The Search for Community), not sentence-style capitalization or full capitals.
- ♦ Do not use cross-references like “(see page xx).” They’re misleading in electronic books and easy to get wrong in print books.
- ♦ Use your word processor’s spell-checker to catch typos. Be on the lookout for misspellings of proper names and non-English terms, which your editor cannot be relied on to catch and which a spell-checker will not flag.

## Elements of a Manuscript

Your final manuscript should include everything that you intend to appear in the book, except an index. Assemble the elements of your manuscript in the following order (\* indicates items present in all books):

### Front Matter

- \*Half-title page (p. i): main title (without subtitle)
- \*Blank page or frontispiece (p. ii)
- \*Title page (p. iii): complete title and subtitle; authors’ names; <Yale University Press logo>; New Haven and London
- \*Copyright page (p. iv; leave this page blank for us to fill in)
- Dedication and/or epigraph
- \*Contents: list front matter, chapter titles, and back matter; do not include subheads
- List of illustrations (do not include unless illustrations will be consulted separately from text)
- List of tables (do not include unless tables will be consulted separately from text)
- Foreword (by someone other than the author of the book)

Preface

Acknowledgments

Introduction (place here unless it appears as first chapter of text)

List of Abbreviations (if many abbreviations are used in the text)

**Text**

\*Text (begin arabic pagination with p. 1)

**Back Matter**

Appendixes

Chronology

List of Abbreviations (if abbreviations are used only in notes)

Endnotes (place here if you have not printed your notes at ends of chapters)

Glossary

Bibliography (not necessary if full citations are used in the notes)

List of contributors and their affiliations (for edited volumes only; see Guidelines for Editors of Contributed Volumes)

Acknowledgments (if not placed in front matter)

**Additional Items**

Boxes

Tables

Captions for illustrations, including credit lines

One complete set of “original” illustrations: numbered printouts of electronic art, matching files exactly, interleaved with final labeled non-electronic artwork (if any), in figure-number order

Photocopies of all illustrations, with figure numbers and cropping clearly marked

Letters of permission

Art log

For more information on manuscript preparation, see *The Chicago Manual of Style*, 16th ed.