Yale UNIVERSITY PRESS

Guidelines for Math-Heavy Manuscripts

These guidelines apply only to heavily quantitative manuscripts. If your book contains just an equation or two, see <u>*Preparing Your Files and Printout.*</u>

Books full of math can be produced in three ways. Discuss with your acquisitions editor which scenario is best for your book.

Scenario 1: You supply camera-ready copy

- You prepare your manuscript in whatever program you choose (e.g., LaTeX, or Microsoft Word plus an equation editor like MathType).
- You submit a double-spaced printout and a corresponding pdf file to your editor.
- The copyeditor marks the printout and sends it to you along with any necessary formatting instructions.
- You input the copyeditor's changes into your files and make final formatting changes.
- You send us a final, single-spaced pdf and corresponding printout (including an index). The printed book will look exactly like your printout.

Considerations: In this scenario, you have control over the appearance of the equations. You must be comfortable inputting edits and assuming responsibility for the book's final appearance, including any high-resolution illustrations.

Scenario 2: Ms is supplied and typeset in TeX

- You prepare your manuscript in some flavor of TeX (e.g., LaTeX, AMS-TeX, or Scientific Word).
- You submit a double-spaced printout, a corresponding pdf file, and all necessary TeX and illustration files.
- The copyeditor marks the printout and sends it to you for review.
- You mark any further changes directly on the printout and return it to the copyeditor.
- A compositor (typesetter) inputs editing changes and composes the book in TeX.
- We send you formatted page proofs to review.

Considerations: In this scenario, the typesetter (who may know nothing about math) inputs the editing changes into the files. You will have to check page proofs carefully to make sure no errors were introduced.

Scenario 3: Ms is supplied and typeset in Microsoft Word with an equation editor

- You prepare and submit your manuscript in Microsoft Word using an equation editor (e.g., MathType). For submission instructions, see <u>Preparing Your Files and Printout.</u>
- The copyediting is done electronically, and the copyeditor sends you edited Word files.
- You review the copyedited manuscript electronically and return the files to the copyeditor.
- A compositor (typesetter) converts the Word files to InDesign for composition.
- We send you formatted page proofs to review.

Considerations: Glitches may occur when the compositor converts the files from Word to InDesign. You will need to check page proofs carefully to make sure the equations appear correctly.