

Supplying books electronically: guidance notes for authors

We would be grateful if you could follow these detailed instructions: following the advice given here will help us to edit and typeset your book efficiently, not only saving time and cost but also preventing errors and misunderstandings. If you are unsure of any of the points made please contact Facet Publishing before starting work. We will be happy to answer any specific questions you may have.

File formats

- We prefer typescripts prepared in MS Word for Windows. If you are using other software, please save the files in Rich Text Format (.rtf).
- Save your files with the default file extension (.doc) produced by Word.
- Do not use the Fast Save option.

Disks

If you are unable to submit files by e-mail, we can accept 3½ inch high-density (HD) disks, Zip disks, CDs and DVDs.

Back-ups

It is essential that you keep an identical set of back-up files when submitting the files for our use. It is your responsibility to ensure that your files are securely backed up.

File naming, paginating

- Please give each file a name that reveals the contents and files in sequence, e.g. 00prelims.doc, 01chapter1.doc, 02chapter2.doc and so on.
- Use Word's page numbering function to give each chapter a separate running sequence, e.g. 1-1, 1-2, 1-3, then 2-1, 2-2, 2-3, etc.

General layout requirements

- We prefer Arial or Times font.
- The text should be **double-spaced** (not 1½ or single line spacing). The copy-editor will need the maximum amount of inter-line spacing to mark up corrections, queries and typographical instructions. For the same reason please use generous margins at left, right, top and bottom of the page (at least 2.5 cm).
- We prefer text to be unjustified, i.e. uneven right-hand margin.
- *Subheadings*: in the text, please indicate the hierarchy of your subheadings by typing in the following styles:

Bold for a first level subheading

Italic for a second level subheading

Italic for a third level subheading

Roman for a fourth level subheading

Please do *not* type any headings or other copy in capital letters (unless the sense demands it, e.g. acronyms, initials, etc.).

- *Bold and italic in text*: if you wish words to be highlighted in bold or use italic for emphasis, type in the required style, but do not use underlining.
- Do not indent new paragraphs (e.g. by using a tab key or space bar). Instead indicate new paragraphs by inserting an extra line (i.e. press Enter) after the close of the preceding paragraph.
- Use only single spaces after punctuation (hit the space bar only once). Double spaces, although

commonly used in typing, are not a feature of typeset text and must be removed by the typesetter.

Accents and special characters

- Accented characters that are typed using the appropriate keystrokes in your word-processing program will usually be translated correctly by the typesetting program, however it is helpful to have a list of any accented or unusual characters used.

Diagrams, illustrations, etc.

- Diagrams, charts, screendumps, photographs, etc., should be pasted into the Word file near their text references to indicate their correct position. However, to achieve satisfactory reproduction we need **separate files of each illustration** (1 file per illustration). It is particularly important to do this for screendumps taken from proprietary software or paid-for online services.
- Photographs should be supplied as TIFF files, with a minimum resolution of 300 dpi if possible.

How to create and supply screendumps

- Use the biggest monitor to which you have access: an image captured on a laptop is unlikely to be satisfactory.
- In Windows Control Panel – Display – Settings, set your screen area to 1024 x 768 pixels and Colors to True Color (32 bit).
- Open the web page you want to capture.
- Press F11 to display full screen.
- Press Print Screen to capture the page.
- Open the standard Windows accessory program, Paint. (Start – Programs – Accessories – Paint)
- Press Ctrl-V to paste.
- You will probably get a message saying 'The image in the clipboard is larger than the bitmap. Would you like the bitmap enlarged?' Press 'Yes'.
- Save the file as a 24-bit bitmap (.bmp). File name should be in the form: ch4fig5.bmp, for example.