

## ○ ASSESSMENT

When you deliver your final text to Facet the content will be looked at carefully in-house to ensure the MS is complete and ready for production. Figures will be assessed for quality and prepared for redrawing as needed. Any queries relating to permissions for the use of third-party copyright material will also be checked at this stage.

## ○ STEP 1 - COPYEDITING AND TYPESETTING

Your manuscript will be assigned to a **project manager** who will oversee the production of your book from unedited manuscript to final files for publication. They will be your primary contact during production. The MS will be handed over to a **copyeditor** who will review the text for consistency, logical ordering of subheadings, correct use of grammar, spelling, punctuation, citation of references and house style. Copyediting takes **2-3 weeks**, depending on the length and complexity of the text. Queries raised by the copyeditor will be sent to you by the project manager so that you can answer them before the book is typeset. Typesetting will take **2-3 weeks**. A proof schedule will be agreed with you in advance.

## ○ STEP 2 - PROOFING AND INDEXING

Proofs will be supplied in an editable **PDF** format. **2 weeks** are assigned for **proof checking** and **index** preparation. The proof stage is for correction of typographical or formatting errors only and not for major changes or revisions to the text. You are contractually responsible for providing an **index** to your book. This can be done yourself or Facet Publishing can arrange for your book to be professionally indexed and payment will be deducted from your royalties. Your project manager can advise you on the indexing process (see *Notes for Authors Preparing Indexes* for more detailed information). Once you have returned your proofs, your corrections will be sent to the typesetter for incorporation. The index is also sent for setting. Revised proofs will then be checked to ensure that all proof corrections have been accurately made.

## ○ STEP 3 - PRINTING AND BINDING

Once your proof corrections have been made and the final print ready files are quality checked in-house, your book will be sent to the printers. Printing and binding take approximately **4 weeks**. Your gratis copies (as agreed contractually) will be forwarded directly from our warehouse upon publication of your book.

# How to supply your book to Facet Publishing

## Delivering your book

- Supply your MS as a Word doc with figures/photos supplied in separate files.
- **Keep it simple:** single spaced text with the minimum formatting necessary.
- Ensure you submit the final version of all chapters, saved under an appropriate name with all tracked changes accepted and be sure to keep an identical set of back-up files.
- Please include the following front matter materials:
  - **Title Page** with author/editor names listed in the preferred order
  - **Table of Contents** including full chapter titles and level 1 subheadings for a monograph and full chapter titles and corresponding author for a contributed volume.
  - Note, numbering your subheadings (e.g. 1.1, 1.2, 1.2.1) is advised to show intended hierarchy (numbering will not be retained in the published book).
  - **List of Figures and Tables** (if appropriate)
  - **Preface/Acknowledgements/Introduction** as required
  - **Foreword** supplied with the author details (if applicable)
  - **List of Abbreviations** (if appropriate)
  - **Notes on Contributors** are required for a contributed volume (editor to supply). Length for each bio to be consistent, recommended 50-100 words.
- When your MS is complete, send your files by email to your commissioning editor. If any image files are too large to email, please contact us.

## Figures and tables

- Only include illustrative matter that is vital to the understanding of your text. Before including a screen-shot, consider whether it will quickly become dated.
- A maximum number of figures permitted will be detailed in your contract.
- Bear in mind that the book page size (234 x 156 mm) is much smaller than A4 and very large tables or figures may be difficult to display legibly.
- Photos to be supplied in **JPEG** or **TIFF** format; minimum resolution of **300 dpi**.
- The book will be printed in **black and white** so consider how colour figures will render in greyscale.
- Please supply descriptive **captions** for all figures and tables including **copyright permission** information where necessary.
- Number figures and tables per chapter (e.g. Figure 2.1, 2.2 and Table 2.1, 2.2).
- Ensure all figures and tables are referenced in the text. The typesetter will endeavour to place the figures as close as possible to their textual reference.

# House Style

Use the Chicago Manual of Style (CMS), 16th edition, as your primary style guide. <http://www.chicagomanualofstyle.org/home.html>

## Style tips

- **Abbreviations & Acronyms:** spell out the full name at first use, followed by the acronym/abbreviation in parentheses. Thereafter, the acronym/abbreviation will suffice. Do not begin a sentence with an acronym/abbreviation. i.e. and e.g. should not be followed by a comma.
- **Apostrophes:** Master's not Masters.
- **Symbols:** Ampersands (&) may be used in company names and are correct in some journals but should not be used in running text.
- **Percentages:** use the % symbol.
- **Bulleted/Numbered lists:** bulleted lists are used for short points and do not require punctuation at the end of each line. Ensure the list agrees grammatically with the preceding sentence. Consider numbered lists for longer points.
- **Capitalisation:** use initial capitals for proper nouns only. It is not necessary to capitalise 'library' and 'librarian' unless a particular library or librarian is referred to, e.g. Bodley's Librarian or The London Library.
- **Quotations:** use single quotation marks, with double quotation marks for quotations within quotations. Quotations of more than 60 words should start on a new line and be indented. Do not alter quotations to house style. Reference to appear at the end of the quote in brackets: (Smith, 1998).
- **Numbers:** use words for numbers one to ten and figures thereafter.
- **Dates:** 9 March 2016; tenth century; 21st century; 1981–5 but 1914–18; 1990s.
- **Punctuation:** no punctuation at the end of subheadings, figure captions or table captions. No oxford comma before final 'and' or 'or' in lists.
- **UK 's' spellings:** 'ise'.

## Bibliographic references (for more information see our *Guide to Referencing*)

- **Chicago 'Author Date'** style is preferred. We also accept Harvard style. If you wish to use any other style please discuss this with your commissioning editor.
- Footnotes should not be used. **Notes** should be collated at **book-end** for monographs and **chapter-end** for contributed volumes.
- **In-text references:** the author's name, date of publication (and page reference if necessary) should be given in the text e.g. (Smith, 1998, 34–8).
- **List of references:** references should be organised alphabetically by author's surname at the end of a monograph before the index, or at the end of each chapter in a contributed volume.