

*Guidelines for Submitting Materials
for Typesetting and Layout*

FOR YALE SOUTHEAST ASIA STUDIES MONOGRAPH SERIES



METAGLYFIX

Digital Graphics ♦ Typography ♦ Book Design and Production ♦ Web Design

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Guidelines for Submitting Materials for Typesetting and Layout

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These guidelines concern the mechanics of *preparing* and *submitting* materials for typesetting and layout—not editorial styles or the design of a volume.* They are intended to help both author and editor clarify what they mean to convey to the typographer in order to reduce time, costs, and the likelihood of errors arising during production.

Individual authors, volume editors, and the series copyeditor are equally urged to observe the guidelines. While the object of this document is the clean and efficient handing off of manuscript and components to the typographer for production, that object and its mechanics should be kept in mind at all stages of preparing and editing a manuscript.

Part I ➡ **General Guidelines**

Summary

Submit all **text** and **notes** both as printed copy and as electronic files. In most instances, a PDF that accurately matches printed output is an acceptable alternative and can be assumed whenever “printed” or “hard” copy text is called for in these guidelines. Please consult SEAS for case-by-case particulars.

Submit **tables** and **illustrations** (i.e., figures, photographs, drawings, maps, charts, graphs) separately from text. Each table or illustration should appear on its own page and separated from the running text. They should never be pasted, drawn, or inserted into the text copy nor be embedded or otherwise included in the same electronic file as chapter text.

* For such issues as spelling, punctuation, and typeset appearance, refer to separate style guidelines.

Attach printed **captions** to their accompanying illustrations, not to the chapter text. Additionally, submit captions in an electronic file separate from the running text. Multiple captions may be grouped in the same file. Ensure that captions are in sequential order and are correctly numbered and identified. (The caption of a table is considered part of the table; it belongs with all other elements of the table and apart from chapter text.)

Submit supporting data for **graphs** both as printed copy and as electronic files. The data are in addition to a hard copy (or PDF) of the graph itself.

Explicitly mark **heading** and **sub-heading** levels in both the hard copy and electronic file. Do not use word-processing styles or rely upon formatting to distinguish heading levels.

Abbreviations and acronyms should be in **full caps** (all caps), not small caps. *Never* use **full caps** or **small caps** in titles, headings, sub-headings, captions, legends, or anywhere else in the manuscript. Use lower case, with appropriate initial caps. (Exception: full-caps may be used for extra-textual instructions to the typographer, such as marking placement of tables and illustrations or identifying sub-heading levels.)

Text and notes

Fonts. Use the same font throughout unless foreign or technical terms require non-western characters or special symbols. In such cases, use a **unicode** font. If any portion of a manuscript was ever written or edited in a *western* language other than English, or was created or edited in a non-English version of software, the author should compose the entire manuscript in a unicode font or convert *all* text to unicode before submission.

Organization. Organize text and notes by chapter (or comparable section). Parts, introductions, breaks, and special sections should be clearly identified.

Justification. Never justify right margins; leave right margins ragged.

Hyphenation. Do not break or hyphenate words at the ends of lines; turn off automatic hyphenation in your word processor.

Page numbers. Number *all* pages. If you begin numbering anew for each chapter, precede the page number with the chapter number or title (such as “intro—p. 12” or “07—p. 125”).

Numbering of notes. Number notes consecutively throughout a chapter, beginning anew with number “1” for each chapter. (For unnumbered notes, see below). Ensure that the reference numbers of notes in the text correspond to the note numbers themselves. (Although most writer use a word processor’s footnote/endnote function to create and automatically link notes with reference numbers, an independently created list of non-automated notes is preferable for typesetting.)

Unnumbered notes. A source note for a chapter (copyright, permission, acknowledgment, or the like) should be unnumbered and should precede all other notes of the chapter.

Note references. Whether a number or a symbol (such as an asterisk), note references should *never* appear on title or heading lines.

Printed page setup

- Print on one side of the page only.
- Allow margins of *at least* 1 inch on top, bottom, and each side.
- Do not single space any copy, including extracts (quotations) and notes. Vertical line spacing should be 1½–2 lines (or approximately 150%–240% of point size of font).

Headings and titles

Ensure that the correct spelling and capitalization of every word in a heading or title is not obscured by capitalization or italicization of an entire heading or title. Thus the following guidelines:

- *Never* use **full caps** or **small caps** for headings, sub-headings, or titles except for abbreviations or acronyms (which are full caps). Use conventional title case or sentence case (lower case with initial caps as required). This is essential so that the capitalization—in effect, the *spelling*—of proper nouns and foreign terms are clear to the typographer.

- Similarly, *do not* use **italics** for headings, sub-headings, or titles, except for foreign or technical words that would otherwise be italicized.

Identify titles and headings. Each heading, sub-heading, title, etc., should be on a line separate from running text. Identify each heading with an explicit note preceding it, such as [CHAPTER TITLE], [PART TITLE], or [HEADING LEVEL B]. (This would be an appropriate use of full caps in the electronic file.). Do not use a different font face or font size or rely upon alignment to distinguish titles and headings.

Heading levels. If there is more than one heading level anywhere in a manuscript (that is, if there is a sub-heading), mark the heading hierarchy explicitly and consistently throughout: [HEADING LEVEL A], [HEADING LEVEL B], etc.

Word-processor formatting and styles

Plain and simple. Keep the formatting as plain as possible and the use of word-processing or (even worse!) desktop-publishing “styles” and special effects minimal. Turn off hyphenation. Do not justify right margins.

Fonts. Use the same font throughout unless non-western characters or special symbols require a special font. Unicode fonts are always preferred and sometimes required (see details above).

Italics. Indicate italicized words either as *italics* or underline—merely be consistent.

Underline. By convention, underline is interpreted during typesetting as italics. If the author and editor use actual *italics* rather than underline to indicate italicized words (see above), then they are free to use underline to clarify structural elements—such as headings—or to insert extra-textual instructions for the typographer.

Boldface. Boldface is seldom found in the text of typeset books and monographs. Any text submitted as boldface will be altered to conform to the design specifications of the volume. The author or editor is free to use boldface to clarify structural elements—

such as headings—or to insert extra-textual instructions for the typographer.

Small caps. The typographer will set certain words and phrases as small caps according to the SEAS's design and style specifications. Authors and editors, however, should *not* format *anything* as small caps in the submitted manuscript. (Small caps from a word processor will not survive conversion to the typesetting software.) If they wish to designate small caps for specific terms, they should do so only by extra-textual instructions to the typographer (similar to heading-level designations).

Hyperlinks and “live” web and email addresses. Eliminate all “live” links, such as web or email addresses. Both the hyperlink and its text—the entire address—will translate as blank and their absence may not be detected. Be diligent about removing hyperlinks from bibliographies and reference lists, where they are likely to have been carried over from a source document.

Tables

Typesetting. Tables will be typeset following the style specifications of the volume within the constraints of page size. Their layout and alignment, therefore, may differ from what is submitted by author or editor. If certain elements in a table must be aligned or formatted a particular way, please include specific instructions for the typographer. Do not use full caps in table titles, headings, or data except for spelling acronyms.

Numbering. Number tables consecutively, chapter by chapter, using the double numeration system (1.1, 1.2, etc.; 2.1, 2.2, etc.).

Placement. In the text, mark where a table should appear (usually immediately after the first reference to it) with a note on a separate line using a consistent phrase and style, for example: [TABLE NUMBER ##.## HERE]. Ensure that each table's electronic file and printed copy (or PDF) are correspondingly identified.

Submit separately. Do *not* submit tables within the running text of its chapter, whether on the printed copy or in the electronic file (see details following). All elements of a table—including the title or caption and any notes—should themselves be kept together. Begin each table on a new printed page and save each table

as a *separate* electronic file. Gather the hard copies together, in order, chapter by chapter.

Hard copy. Print each table beginning on a new, separate page. Confirm that the printed copy accurately reflects the way you want the elements of the table to relate to one another: column and row spans, headings, stubs, etc. Also confirm that the details of text and text formatting—spelling, foreign terms, italics, abbreviations—are correct and legible on the printed page.

Electronic files. Save each table as a *separate* electronic file. The file name should clearly identify the table. You may create and submit tables using almost any application—word processor, spreadsheet, database—or you may save or export it as a plain ASCII (text) file. Keep in mind that word-processing effects such as table “cells” will be eliminated in preparing the data for typesetting, so the more simply you submit your electronic data, the better they will be. In most cases, a spreadsheet (such as Microsoft Excel or Apple Numbers) is the ideal application for creating and submitting tabular information.

Illustrations

Numbering. Most illustrations (photographs, drawings, charts, graphs) will be identified as “figure” and numbered consecutively, chapter by chapter, using the double numeration system: figure 1.1, figure 1.2, etc.; figure 2.1, figure 2.2, etc. Maps are identified as “map” and numbered similarly but in an independent series: map 1.1, map 1.2, etc.; map 2.1, map 2.2, etc.

Placement. In the text, mark where an illustration should appear (usually immediately after the first reference to it) with a note on a separate line using a consistent phrase and style, for example: [FIGURE ##.## HERE]. Ensure that each photograph, each print (or PDF) of an illustration, and each illustration’s electronic file are correspondingly identified.

Submit separately. *Never* insert an illustration or graphic—no matter how small, whether digital file or print—into the running text. **Digital files** must be in native formats (see below) and their file names should clearly identify them. Photos and other **hard-copy** artwork should, if size and other factors permit, be

gathered together. If any print requires extraordinary handling because of its fragility or intrinsic value, please alert SEAS. Ensure that each print is fully identified and that its number and caption appear on the front or the back or are securely attached (without marring the illustration, of course).

Electronic file formats. Illustrations submitted as electronic files are acceptable only in *standard native graphic formats*, such as TIFF, EPS, PNG, Adobe Photoshop, or Adobe Illustrator. JPEGs, unless they are the original, untouched digital file, are seldom of sufficient quality for print publication. Microsoft PowerPoint files are **never** acceptable. Graphics of any sort embedded in Microsoft Word or other word-processing documents are **not** acceptable.

Quality of digital files. Raster files (non-vector files, such as digital photographs or scanned illustrations) must be high resolution at printed size or they will not print. Vector files generally present no quality issues. Authors should consult SEAS for specifications before scanning artwork or submitting any digital graphic files.

Figures, drawings, maps, charts, and graphs

Unless another understanding has been reached with the author, SEAS will determine whether graphs, maps, sketches, and other drawings will be recast for legibility, scale, reproduction quality, or confirmation to the style of the monograph. The author will be sent a copy of any re-drawn figures for approval before they go into the final layout. If there are special considerations with any illustration, please attach a note with the figure when the manuscript is submitted. For graphs, always submit both printed and electronic versions of the supporting data.

Part II ➡ **Electronic File Compatibility**

Author to copyeditor

Consult SEAS for current acceptable or compatible formats and whether to submit chapters as individual files. Copyediting will probably take place in Microsoft Word for Macintosh.

Author to typographer

Illustrations submitted as electronic files are acceptable only in *standard native graphic formats*, such as TIFF, EPS, PNG, Adobe Photoshop, or Adobe Illustrator. Vector files are preferred for graphics other than photographs and art work. Properly created PDF files *may* be acceptable when native formats are not available or in place of hard copies. Raster files must be high resolution; contact SEAS for details about required size and resolution (pixels per inch). (*See the note to authors about quality, above.*)

Graphics embedded in Microsoft PowerPoint files, Microsoft Word documents, or any other word processor are not acceptable

Data for tables and graphs will be set by the typographer. Submit electronic files using a spreadsheet, database, text editor, or word-processing application. When in doubt about compatibility, it is usually safe to save data as a tab-delimited text file.

Editor/authors to typographer

Final, copyedited manuscript files will be processed using editing and typesetting software (in Mac OS). Although almost any edited source file can be input for typesetting, some word processors convert better than others. Two problems that often crop up from word-processor files are (1) excess “garbage,” that is, lines of computer code, and (2) incorrect character mapping of punctuation, diacritical marks, symbols, and other non-English or non-standard characters. The latter are particularly insidious because they can occur inconsistently and be easily overlooked. Below are suggestions learned from our past experiences:

- Use a unicode font for *all* text. (*See “Fonts” in earlier sections of this guide.*)
- Copyediting and subsequent author approvals and revisions might employ the track editorial changes and/or commenting features of a word processor. If this is the case, **all comments must be deleted** and **all changes must be accepted or rejected** before typesetting. In general, the typographer can perform this final step. Please consult SEAS for specifics about each manuscript.

- If a file submitted to the typographer is in Microsoft Word format (.doc or .docx), please also submit a **second** copy of the final version (with changes accepted and without comments) saved in **Rich Text Format** (RTF). After creating the RTF version, open the RTF file and proofread it to confirm that all elements are present and appear as expected.
- In nearly every case, files saved in a **text editor** or **simple word processor** convert more cleanly than those saved in a complex, business-oriented word processor. They have less garbage and more reliable character mapping. Older versions of MS Word convert more cleanly than recent versions; .doc works better than .docx.
- If using an older version of MS Word, do not employ the **fast save** feature. If the file has ever been saved with “fast save” enabled, copy and paste the text into a new file.
- Do not submit files with **hypertext links** and **“live” web** or **email addresses**. Links convert merely as blanks and their absence may not be detected until too late.

Transmission media. Files may be emailed, submitted on CD-ROM or DVD, or transmitted via ftp. Emailed or ftp files should be **stuffed, zipped**, or otherwise **compressed**.

for updates to this booklet, plus additional guidelines and tips in preparing components such as drawings and photos for submission, visit on the web www.metaglyfix.com/tips

for technical advice or answers to specific questions, please contact

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