

Practical guidelines in copy preparation



You are asked to provide your copy on disk together with a hard copy. Keeping to these guidelines will help us to process your work.

Disk

The work can be supplied on a Macintosh-formatted disk or one formatted for PC, our disk drives read both.

Hardcopy

Although the disk will normally be all we require for text input we always insist on a hardcopy of your work for reference. For example, sometimes the conversion process into our page-makeup software loses the attributes (ie italic, bold etc) of the text and we need to reinstate them, a hardcopy is essential for this purpose. We recommend you keep a copy of the text in this form for your own records. Hardcopy should always be run out fully attributed, i.e. all italics, bold etc showing.

Formats

We can read Microsoft Word 98 and WordPerfect 5.1, either for Windows or Macintosh and MacWrite, MacWrite Pro, MS-Works 2.0, WriteNow for Macintosh. If you are in any doubt you should make a copy of your text in ASCII (sometimes referred to by your software as "Text Only") with the "Save As" option in your program.

Tables

Do not spend too much time adjusting these for appearance, the page size of the book will differ anyway. As a general rule it doesn't matter how untidy the table looks on the copy, just as long as the setting is done horizontally as layout below.

Col.1 Line1	Col.2 Line1	Col.3 Line1
Col.1 Line2	Col.2 Line2	Col.3 Line2
Col.1 Line3	Col.2 Line3	Col.3 Line3

This may seem an obvious point but some word-processing software allows vertical tabbing, whereby you can set a table as multi-column text. This takes much longer to render correctly in our page make-up software.

Footnotes

Your footnotes will be rendered out at the end of the chapter/file in the conversion process. This happens automatically so you need not concern yourself with retyping them if you have a program which places them at the foot of the relevant page.

Pictures

It is far better to supply original photographs and leave any scanning to us or our printer. Please do not attempt to create line drawings in ASCII!

Graphs

The software we use for producing graphs is Adobe Illustrator 6.0, if you are using something else we would usually wish to recreate them. To this end you are advised to supply the data from which the graph was drawn.

References and Bibliographies

We respect the fact that US and European traditions vary in this matter and will normally lay out references as supplied. We are happy to respect the use of American spelling where a book is intended for the US market.

Index

We have a software extension which compiles your index from a text file of keywords, we will ask you to provide this when returning your proofs if you haven't done so by then.