

AltaMira Guidelines

Our Dream Manuscript

1. Arrives on or before its due date and under the contracted manuscript page limits. (contracted page length includes everything, top to bottom!)
2. Includes 2 clean manuscript copies and an IBM-formatted computer disk identical to the hard copy.
3. Includes all necessary ancillary materials: table of contents, authors' names and current contact information, camera-ready artwork, copyright permissions and consent-to-publish forms (for edited collections), biographical sketches.
4. Consistently uses a single note and reference style, identified for the copyeditor.
5. Your cover letter will contain any production instructions, concerns, or questions that you wish to have addressed.

What Should the Manuscript Look Like?

- * Send us two copies. Count 'em, two, 2, dos, ii, deux. Keep an identical copy for yourself too.
- * **DOUBLE SPACE EVERYTHING.** Text? Double space it. References? Double space 'em. Photo captions? Double space. Got it? Copyeditors have a hard time reading single-spaced type.
- * Conversely, do not put any extra spaces between paragraphs or between notes or bibliographical entries, or to set off an extract. Introduce extra vertical space only where extra space is to appear in the book to indicate a change of topic or abrupt break in the discussion.
- * Use only one side of an 8.5 x 11 page.
- * Use at least 1 inch margins on all sides.
- * Do not right-justify your margins, left justify only.
- * Use a normal typeface. True, you can fit more text on a page if you use Times Roman 6-point type, but who can read it? If you're worried about the manuscript being too long, using a smaller font won't solve your problem. We'll eventually figure it out and make you trim the manuscript. So give us a break and use an 11 or 12 point readable font-and that includes the endnotes and references. Please.

* Number every page sequentially from 1 through the last page. Not by chapter. No Roman numerals for front matter. Just start with #1 and keep going. And number everything: notes, figures, biographical sketches, table of contents.

* Put tables, figures, photos on separate pieces of paper and indicate where they go by inserting "TABLE 3.1 ABOUT HERE" within the main text. Make sure your name or the name of your book appears on any original artwork. Do not interleave figures and tables within the text. If your tables and figures are available in electronic form, provide them on disk, each within its own file (named, e.g., "fig3.1" or "table4.2").

* Figure captions should appear in one list in a separate file entitled "captions."

* Clearly indicate the differences between different levels of subheads within the text:

Major heads (Level 1): All caps, flush left

Level 2: Caps and lower Case, flush left, underscored

Level 3: Caps and lower case, flush left.

Level 4: Initial cap and lower case beginning a text paragraph, underscored.

* Front Matter may include a foreword (by a well-known scholar) and a preface by the author (which has the acknowledgments within it). Be sure these arrive in your manuscript. Yep, these are part of your page count.

* Notes are usually presented at the ends of chapters, not on the page. Number each note to correspond with the in-text superscript, then group the notes together at the end of each chapter before the chapter references. -References (not "bibliography" not "works cited") should appear as an alphabetical list at the end of each chapter of an edited book, or at the end of the whole book if single authored.

* Back Matter: don't forget your author biography, or biographies for multi-authored volumes. These should be in an alphabetical list at the end of the book, about a paragraph each, titled "About the Author(s)."

* The manuscript (hard copy) and the disk that you send to the publisher must be identical. Thus, once you have printed out the final manuscript, do not make any further corrections to the computer files. If you make additional notations on the hand copy, do so in bright-colored ink and be sure to let your publisher know that there are additions that will need to be entered on the disk.

* Eliminate all formatting that is not essential to your manuscript. Do not use right-hand justification or font changes other than for underlining or italicizing. Although most word processors now incorporate desktop publishing functions that enable you to produce an elaborate or fancy printout, remember that the typeset book will look quite different from your manuscript hard copy. Your publisher is interested in using your disks only to avoid rekeying the manuscript. The plainer the printout, the easier it will be to edit and design your book.

* Do not use running heads.

* Do not put "soft" hyphens at the ends of lines; i.e., do not break words. In fact, it's best to turn off the automatic hyphenation feature on your word processing software. The only hyphens that should occur in your manuscript should be in hyphenated compound words.

* Use the tab key, not the space bar, your word processor's automatic indent feature, and don't use a "style" of any sort, to indent paragraphs.

* Use one space after colons, one after periods at the ends of sentences. If you are so accustomed to using two that you find it impossible to use one consistently, then use two. Whatever you do, be consistent in your practice.

* When typing extracts, epigraphs, etc. use whatever commands your word processor has for changing the left margin. Do not insert extra spaces between words to achieve the effect of an indentation.

* Align all poetry passages so that they appear on manuscript hard copy exactly as you want them to appear in the printed book.

* Use two hyphens for a dash, with no space before, between, or after the hyphens. Use six hyphens to indicate the repetition of an author's name in a bibliography.

* Caps and lower case--not all caps--should be used for all subheads, chapter titles, and other elements of your manuscript that will eventually be display type. Never use all caps for authors' names in bibliographies or notes. Words typed all caps must be rekeyboarded, and errors can easily be introduced in this way.

* Never use letters for numbers--or vice versa; i.e., don't type the lowercase "ell" for the number one or the letter "oh" for zero.

Computer Disks

All manuscripts should be submitted electronically on disk (regular or zip) as well as in hard copy. This electronic process allows us to speed up the production process and to eliminate potential errors caused by retyping your manuscript. However, in order for the process to work smoothly--and to fulfill its timesaving promises--electronic files must be created and submitted in a standardized fashion. Here's how you can help:

* Prepare your manuscript on the same system--both hardware and software--from start to finish. On the disks themselves, note the type of computer and the word-processing program you have used, as well as your name and the book title.

* For multi-author volumes, all files should be submitted to the volume's editor, who will then convert all files to one word processing format.

* The preferred file format is Microsoft Word 6.0; Word 97/98 is also acceptable. If you use some other program, send us ASCII files. If you work from a Mac or other operating system, send the files on IBM-formatted disks. If you can't do any of that, send us something. Sometimes converting is problematic, but we'd rather try than type the %#*#)\$) thing all over again.

* Create a new file for each chapter or other major subdivision of the book. Front matter, bibliography, and other apparatus should be in separate files. DO NOT put the entire manuscript into one enormous file. -Name files sequentially: chap1, chap2, etc. Include a list of the file names with the disks.

* For notes, you may use the word processing automatic "Insert Notes" feature-but you must use endnotes, not footnotes. [See above]

* Your word processor's codes for superscripts may be used.

* Hard returns (starting a new line by using the Enter/Return key) should be used where you want a new line to appear in the printed book. Thus, they should never occur within a paragraph, but only at the ends of paragraphs and at the ends of items in lists and lines of poetry.

* If there are tables in your manuscript, make certain you have an accurate printout of them so the typesetter can easily follow the format. Use tabs, not hard spaces, to define columns, and avoid tables with more than 10 columns. You may use the insert table feature of Microsoft Word. Tables must be supplied as text files, not as Excel spreadsheets or as graphics.

* If your manuscript has accented letters or special characters that are not available on your computer, provide a list of them and indicate how you have marked them on the hard copy and indicated them on disk. If possible, bring those special characters to your editor's attention in advance; many presses have devised coding systems for unusual characters and can supply you with a list.

Ancillary Materials

Addresses. We need to know how to reach you. Send us your home and office address, phone, fax, email, pager, beeper, cell phone, GPS location of summer cottage on the lake, Swiss bank account numbers-any place and way it might be possible to reach you during the 4-8 month production process. Sure enough, the one time we really need you, we won't know the only sure way we can find you. If these specifics change while the book is in production, please let us know immediately. Also if there are changes in your title, you've gotten a promotion, a new affiliation, then we'll need to update your biography and advertising copy-don't forget to drop us a line! If there is more than one author, or it is a contributed volume, we need this contact information on everyone. Especially important for your coauthors or contributors is the address to send the book when it is published.

Contract. The work we publish is your intellectual property. We cannot, and will not, publish it without a signed agreement. If you, or any of your contributors, have not signed and returned our contract, we will need to resolve this matter before we can begin production.

Permissions to Use Copyrighted Material. These are essential for you to acquire for any material that is not your own, or that has been previously published. If you need a sample form letter to send to the copyright holder, we can mail, fax or email it to you. Give us a list of these, the original permission letters, and note which ones are still outstanding.

What to Expect During the Production Process.

* Copyediting. When the author's final draft is complete, the manuscript is submitted to the publisher, who sends it to a freelance copyeditor. The copyeditor may edit electronic manuscripts on-screen, or may edit the hard copy (and let the compositor or an editor make final editing changes on the disks). When the manuscript is edited on-screen, the editor will prepare a printout that shows all the deletions, insertions, and changes in a format similar to that of a conventionally edited manuscript. This printout is then sent to the author for his review. If the manuscript is edited on hard copy, the author will receive the original, marked-up pages. After the author has reviewed the editing and indicated on the hard copy any final changes he or she would like to make in the manuscript, the copyeditor or compositor will enter those changes on the disks and convert the files to a format that can be read by the typesetting software (usually Quark Xpress or PageMaker). In addition, the compositor or editor will clean up any problems the author may have introduced in his or her work on the files, deleting unnecessary boldface commands, lowercasing chapter titles that are typed in all capital letters, deleting any soft hyphens, making sure the author has not used the letter l when he or she was supposed to use the number 1, and so forth. How long this work takes depends entirely on how carefully the author prepared his or her disks and manuscript.

* Production. Once a book has been edited, it is sent into typesetting. The typesetter flows the chapters into layout software, and creates all necessary formatting (heads, extracts, notes, tables, etc.). A printout of this work (the page proofs) are sent to a freelance proofreader. The marked-up, proofread pages are then photocopied and sent to the publisher and the author. If the author has carefully prepared the disks according to the guidelines given in this brochure, the production of the finished book may be accomplished more expeditiously and thus less expensively, ensuring the most timely publication of the book at the lowest possible price.