

*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*

FOR YALE SOUTHEAST ASIA STUDIES MONOGRAPH SERIES

These guidelines deal with the mechanics of preparing and submitting materials for typesetting and layout—not with editorial styles or the design of a volume.\* They are intended to reduce production time, production costs, and the likelihood of introducing errors during typesetting by helping the author and editor clarify what they mean to convey to the typographer.

Because this document focuses on the handing off of the manuscript to the typographer, it is primarily a reference for the series editor. Nevertheless, authors may also find it of general use when preparing manuscripts, and should, in particular, observe the guidelines for tables, illustrations, captions, headings, and titles.

## **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 when “printed” or “hard” copy is called for in these guidelines. Please consult SEAS, the copyeditor, or the typographer for case-by-case particulars.

Treat all notes as **endnotes** and begin them on a new page following the text of the chapter. **NEVER** submit text with footnotes at the bottom of pages.

Submit **tables** and **illustrations** (i.e., figures, photographs, drawings, maps, charts, graphs) separately from text. Each table or illustration should begin on its own page. They should never be

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

pasted, drawn, or inserted into the text copy nor be included in the same electronic file as chapter text.

Attach printed **captions** to their accompanying illustrations, not to the chapter text. Additionally, save captions in an electronic file separate from the running text. Multiple captions may be grouped in the same electronic file; make sure they are in sequential order and are correctly numbered and identified. The caption of a table is considered part of the table and 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 of the graph itself.

Mark **heading** and **sub-heading** levels in both the hard copy and electronic file. Do not rely on word-processing formatting or styles 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 are useful for extra-textual instructions to the typographer, such as marking placement of tables and illustrations or identifying sub-heading levels.)

## Text and notes

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

### 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).

**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-processing application.

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

**Grouping of notes.** Do not submit notes as footnotes at bottom of page. Group all notes at the end of each chapter and begin them on a new page following the chapter’s text.

**Numbering of notes.** Number notes consecutively throughout a chapter, beginning anew with number “1” for each chapter. (For unnumbered notes, see below). Make sure that the reference numbers of notes in the text correspond to the note numbers themselves. (By the way, though you may use your word processor’s endnote function to create the notes and reference numbers, an independently created list of notes is preferable.)

**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. Reference numbers or other reference signs, such as asterisks, should never appear on title or heading lines.

## Headings and titles

Be sure that the correct spelling and capitalization of every word in a heading or title is not obscured by italicizing or capitalizing the 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 important 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.

Headings, sub-headings, titles, etc., should be on lines separate from running text. To identify them further, use a system that is consistent and that will not be misunderstood, such as underline (if underline is not meant to designate italics), boldface, special symbols, or—best of all—an explicit note preceding each heading. Do not rely on or use a different font face or font size to distinguish a heading.

**Heading levels.** If there is more than one heading level (that is, if there are sub-headings), mark each heading as “Heading A,” “Heading B,” etc., on the printed copy. In the electronic file, add a label immediately before or after the heading, on the same line or a separate line (merely be consistent), such as: [HEADING LEVEL B]. (This would be an appropriate use of full caps.)

## 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.

**Fonts.** Do not use multiple font faces unless foreign or technical terms require them.

**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 words submitted as boldface will probably be altered to conform to the design specifications of the volume. The author or editor is free to use boldface to clarify structural el-

ements—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 design of the volume. Authors and editors, however, should **not** format anything as small caps in the submitted manuscript. If they wish to designate small caps for special terms, they should do so only by extra-textual instructions to the typographer (similar to heading-level designations).

**“Live” email or web addresses.** Eliminate all “live” email or web addresses. They translate merely as blanks and may not be discovered until too late.

## Tables

**Typesetting.** Tables will be typeset following the style specifications of the volume, therefore their layout and alignment 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.

**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 printed copy, mark where each table should be placed (usually immediately after the first reference to it). In the electronic file, note the location on a separate line using a consistent phrase and style, for example: [TABLE NUMBER ##.## HERE]. On the hard copy of each table, write the number of the manuscript page on which it belongs.

**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. Make sure the printed copy accurately reflects the way you want the elements of the table to relate to each other: column and row

spans, headings, stubs, etc. Also make sure that the details of text and text formatting—spelling, foreign terms, italics, abbreviations, use of upper- and lower case, etc.—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 high-end 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 it will be. In most cases, a spreadsheet (like Microsoft Excel) 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 printed copy, mark where each illustration should be placed (usually immediately after the first reference to it). In the electronic file, note the location on a separate line using a consistent phrase and style, for example: [FIGURE ##.## HERE]. On the front or back of the illustration, or securely attached, write the number of the manuscript page to which it belongs (be careful not to mar the illustration).

**Submit separately.** Never insert an illustration or graphic—no matter how small—into the running text. Submit each illustration as a separate page and, if size and other factors permit, gather the illustration pages together. If any illustration requires extraordinary handling because of its fragility or intrinsic value, please include instructions for the designer and production staff. Make sure each illustration 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, 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.

**A note to authors about illustrations other than art work and photographs (that is, figures, drawings, maps, charts, and graphs)**

Unless another understanding has been reached between the publisher and the author, it is at the editor's discretion, in consultation with the graphic designer, to determine whether graphs, maps, sketches, and other drawings will be recast for legibility, scale, reproduction quality, or confirmation to the style of the monograph. Most graphics, including photographs and original art work, will be converted to digital files. SEAS will arrange for the necessary graphic services, usually with the designer. 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 for any illustration that the graphic designer must know, please attach a note to the printed copy of the figure when the manuscript is submitted. For graphs, always submit both printed and electronic versions of the data.

**Part II** ➡ **Electronic File Compatibility**

**Author to copyeditor**

Consult the editor for acceptable or compatible formats. 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, Adobe Photoshop, or Adobe Illustrator. Vector files are preferred for graphics other than photographs and art work. PDF files may be acceptable when native formats are not available or in place of hard copies.

Please consult the designer about resolution (pixels per inch) required for non-vector files and for any questions about illustrations. (See the note to authors about illustrations above)

Graphics embedded in Microsoft PowerPoint files, Microsoft Word documents, or any other word processor are unacceptable

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

Files will be converted to a MacOS format for typesetting. Although almost any word-processor document can be converted, some translate better than others. Two problems that often appear in a translated file are (1) excess “garbage,” that is, lines of computer code, and (2) incorrect character mapping of punctuation, diacritical marks, and other non-standard characters. The latter is particularly insidious because it may occur inconsistently and is easy to overlook without extremely meticulous proofreading. Below are a few points learned from our past experiences:

- Copyediting and subsequent author approvals and revisions might employ the track editorial changes and/or commenting features in MS Word. If this is the case, **all comments must be deleted** and **all changes must be accepted or rejected** before typesetting. In general, the typographer will perform this final step. Please consult SEAS and the typographer for specifics about each manuscript.
- If the file submitted to the typographer is in Microsoft Word—with or without tracked changes or comments—please also submit a **second** copy of the final version **saved in a simpler format**. Rich Text Format (RTF) is a good choice. Be sure to open your new file after saving, then proofread it in the new format to ensure that all elements were saved as you expected.
- In nearly every case, files saved in a **simple word processor** or **text editor** translate more cleanly than those saved in a complex, business-oriented word processor, such as Microsoft Word. They have less garbage and more reliable character

mapping. (Older versions of MS Word translate more cleanly than recent versions. For MacOS, TextEdit is a free and capable text editor with simple yet adequate formatting features.)

- If you use an older version of MS Word, do not use the **fast save** feature. If the file has ever been saved with “fast save” enabled, you should recreate it as a new file. Try this: launch MS Word; disable the preference “Allow Fast Saves”; create a new, blank document and save it on your hard drive; open the “fast-saved” document; select everything in the document and paste it into the new, blank document; save the new version again and close the old one; then do your editing in the new version only.
  - **Do not submit files with “live” email or web addresses** —they translate merely as blanks, and may not be discovered until too late.
  - **Transmission media.** Files may be emailed, submitted on removable disks, or transmitted via ftp. If files are submitted on disks, acceptable media are CD-ROM and DVD. Emailed or ftp files should be **stuffed, zipped**, or otherwise **compressed**.
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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](http://www.metaglyfix.com/tips)

for technical advice or answers to specific questions, please contact

**METAGLYFIX**  
276 Blackberry Lane  
Bristol, VT 05443-4454 (USA)  
[www.metaglyfix.com](http://www.metaglyfix.com)  
email: [hgs@metaglyfix.com](mailto:hgs@metaglyfix.com)  
tel/fax: 802/453-5441

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Hamden, CT USA  
[www.metaglyfix.com](http://www.metaglyfix.com)  
email: [design@metaglyfix.com](mailto:design@metaglyfix.com)