

Meredith Music Publications Guidelines for Preparation of Digital Manuscripts

These guidelines are intended to assist you in preparing your digital manuscript files for print production. Your digital files are used to lay out your book in order to reduce the number of errors that might occur if your manuscript had to be rekeyed. If your files are not properly prepared, however, errors can still be introduced in “cleanup” for layout.

Regardless of the operating system (Windows, Macintosh, etc.), virtually any file can be placed into a layout application. But to maximize the benefits of placing your files into a layout application such as InDesign or Quark, certain rules must be followed.

Preparing digital manuscript files also means unlearning some of the habits you may have picked up in typing classes 'way back when—habits such as typing two spaces after punctuation and hitting “return” twice at the end of a paragraph. You’ll learn why in this document.

Organizing your manuscript files

Segment your manuscript the way that your book will be organized, into three files:

- 1) Front Matter, which includes title page, dedication (if any), contents, foreword, preface, acknowledgments
- 2) Text, which includes parts (or sections) and chapters
- 3) End Matter, which includes appendices, bibliographies, discographies, an index (if your book will have an index)

Have one file for each of these three sections of the book: Front Matter, Text, and End Matter. Use the page break feature of your word-processing application to insert page breaks where you want a new section or chapter to begin within each file.

The order of sections in front matter manuscript is as follows:

- 1) Title page
- 2) Copyright page (publisher provides this to compositor)
- 3) Dedication (if any)
- 4) Epigraph (if any)
- 5) Contents

- 6) Foreword (if any)
- 7) Preface (if any)
- 8) Acknowledgments (if any)
- 9) Introduction (if any)

The order of sections in end matter manuscript is as follows:

- 1) Appendices (if any)
- 2) Index (if any)

For more information about sections within books, see section 1.4 in *The Chicago Manual of Style*, 15th ed., p.4.

Do not save your entire manuscript as a single word-processing file. It may be difficult to transfer your manuscript into layout if it is lengthy.

Formatting

Set up your manuscript file to have one-inch margins all around. Pages should be numbered using the header or footer function of your word-processing application.

Use the double linespacing setting in your word-processing application to double-space your entire manuscript, including notes, extracts, and bibliographies. This assists copyeditors by providing them with enough space to make accurate and legible markings, in the event that they are editing hard copy, and simply makes it easier to read if they are editing within the actual file. Do not double-space lines manually by using a hard return (¶) to enter any extra line spacing between or within paragraphs.

You can use automatic footnote numbering in your word-processing application, but you are responsible for ensuring that footnotes are numbered consecutively, either across individual chapters or across your entire manuscript. Depending on formatting decisions for your book layout, your footnote material may appear as end notes or reference lists at the ends of chapters, so it's important that you double-check these numbers carefully before submitting your files, and when you review all proofs.

You can use automatic bullet lists and numbered lists within your word-processing application, but always check to ensure that your numbered lists renumber properly if you delete or replace material in manuscript. Similarly, ensure that your numbered lists have transferred properly when you review your page proofs.

If your book will have an index, you can use the entry-marking function within your word-processing application to mark terms for indexing. Consult your application's Help menu or manual for instructions on marking entries.

Use 10- or 12-pt. type for the body of your manuscript, in a widely available typeface such as Times or Times New Roman.

Paragraph Styles

Many authors find it helpful to use paragraph styles to standardize format-

ting of headings, subheadings, listings, and other text. A template file, called **ms_style_temp.dot**, can be provided to you so you can import paragraph styles for use in your manuscript file. A sample of this file is provided at the end of this PDF.

Specific text issues

- Use italics in place of underlines.
- Keep all text and headings aligned left. Do not justify or center.
- Allow your word-processing software to automatically wrap text for you. This applies not only to body text, but also to bulleted and numbered lists with lines that turn.
- Use the indent function of your word-processing software to move in the first line of paragraphs, or to indent block-quote material. Do not use spaces or tabs to indent material.
- Do not type headings in “all caps” or “uppercase”. These settings are reserved for material that must be capitalized, e.g. acronyms or other abbreviations.
- Do not break words at the ends of lines by adding hyphens manually. Do, however, hyphenate compounds that must be hyphenated. To ensure that only deliberate hyphenations occur, turn off the auto-hyphenation feature in your word-processing application.
- Do not break lines using a soft return (shift-enter/return), also referred to as a forced line break. These manual breaks can cause spacing problems. If you’re starting a new paragraph, hit Return once.
- Use only one space after **all** punctuation. Two spaces create awkward word spacing within paragraphs, due to the proportional spacing of characters in fonts, as opposed to the monospacing found in typewriter characters.
- For tabular material (anything that is divided into columns), use the table function in your word-processing application. This will ensure that your material is accurately aligned in your document as well as in layout.
- A single hyphen is used to separate a word from its modifier. If you want to use a dash — to indicate a pause in thought — insert two hyphens, like so: --. We can then search for and replace these occurrences with an “em” dash, which looks like this: —. Alternately, you can choose to have your word-processing application insert these automatically whenever you type two hyphens by making this choice in the Autocorrect dialog box.
- Do not use superscripts for ordinals. Your word-processing application may do this by default, but you can turn this off in the Autocorrect dialog box.
- Use the super- and subscript attributes within your word-processing application for these characters. Do not adjust character size and/or line spacing to format supers/subs manually.

- If you use special characters (e.g., notation symbols) within text, set them as characters, not as graphics. If font substitution occurs, you may be asked to supply the font to display these characters, for one-time use only in your book. This is a standard printing practice. Please warn the publisher if you have used any kind of special characters within text.
- Use the “1” key for the numeral one—not the lowercase “l” key (ell). Similarly, use the “0” key for zero and not an uppercase “O” (shift+o).

Creating Your Graphics Files

The graphics that you insert or paste into your manuscript files serve as a visual reference for placement during layout, but they are **not** transferred with your manuscript file into layout. The reason for this is that within your manuscript file, your graphics may be subjected to one or all of the following:

- resolution downsampling
- nonproportional rescaling
- font substitution (especially prevalent in music notation files)

Consequently, all graphics **must be submitted as individual files**. These, too, require special preparation.

File Formats

The most widely accepted formats for graphics that will appear in print are TIF and EPS. Applications that allow for export of these file formats include Adobe Illustrator, Adobe Photoshop, CorelDraw, Finale, and Sibelius. Please e-mail a test file you’ve exported to ensure that you will be preparing your files properly.

- *TIF*

Reserve TIF format for images that are scanned, or images that are created within Photoshop.

Scan black-and-white photographs in grayscale mode, never in halftone mode.

Save scans or other raster (pixel-based) art from Photoshop as grayscale .TIF files. Scans of photographic material should have a resolution of 300 ppi (also referred to in some applications as dpi). Scans of line art (material that consists only of black and white, with no shades of gray) should have a resolution of at least 600 ppi.

Higher resolution—particularly in grayscale scans—will result in unnecessarily large files; lower resolution will provide undesirable results. Be careful to keep scans to a width of 6” or less. Rarely will art be reproduced at a larger size.

- *EPS*

Export artwork to EPS from Illustrator, CorelDraw, Finale, and Sibelius. Ensure that none of your objects is created using the Hairline setting, and that no line has a setting less than .5 pts (1/2 point). If prompted for a resolution,

use a setting no less than 300 dpi. Avoid grays darker than 70% or lighter than 10% if you are specifying shading within objects. Above all, do not use color for creating any objects unless color printing has been specified for a particular graphic within your book.

Be sure to embed all fonts in your EPS files. There are settings for this export feature in all of the applications mentioned.

File Names

When your graphics are inserted or pasted into a word-processing application, the names of the files for those graphics are not visible. You will need to send, as a separate document, a list of the file names for all of the individual graphic files, in the order in which they have been used.

If you follow a standard naming system for your files, this list will be easy to compile, and you may be able to send it as a screen capture or directory print-out. You may find it easier to keep all graphics and text for individual chapters in individual folders/directories.

For example, if you name files by chapters, you can order these as follows:

- The first graphic in chapter 1 would be 0101.eps. You can add a brief description after the 01 (chapter number) and 01 (figure number), but **definitely** keep the description **brief** (e.g., 0101_majorscale.eps). Long file names are discouraged.
- The second graphic in chapter 1 would be 0102.eps.
- The first graphic in the next chapter—chapter 2—would be 0201.eps . . . and so on . . .

There are certain characters to avoid in file names. Specifically, these are:

. “ ” , ! ? / \ ~ * & % \$ # @ ()

A good habit to develop is to use an underscore instead of a space in file names, but this is not absolutely necessary.

Screen Captures

If you plan to use screen captures in your book, the following guidelines are useful:

- 1) In your screen capture software or an image-editing application such as Photoshop, crop the screen capture to get rid of extraneous material around the window or dialog box that you are using as your figure. Do not resize the art or change the resolution.
- 2) Convert your screen capture to grayscale mode before saving it as a TIF or PDF file.

Miscellaneous graphics issues

- Avoid scanning material that has already been printed in a book or a maga-

zine. Unless appropriate software is used, the image will display moiré, a distracting pattern that will obscure the image.

You may also need to obtain permission for reproducing material that has been published elsewhere. **You must obtain permission for reproducing material BEFORE you submit it for use in your book**, if permission is needed. See *The Chicago Manual of Style*, 15th ed., chapter 4, Rights and Permissions.

Consult your editor as early as possible in the process of constructing graphics or scanning materials for reproduction, and whenever you have questions at any time.

Submitting Your Final Manuscript Files and Visual Reference

Ensure that your file names have the “dot-three” extension at the end (e.g., .DOC, .TIF, .EPS). The file name extension enables the page layout application to quickly access an appropriate filter for the most accurate transfer of your files. Your application will generally assign the appropriate extension for you.

Submit files in native formats to preserve all formatting (e.g, bold, italic, superscript, subscript, reference numbers, invisible index markers). For example, if you prepared your manuscript in Microsoft Word, save it as a Word document.

Either a double-spaced, hard copy of the most current version of your manuscript, printed on one side of the paper only, may accompany your files on disk, or you may send a PDF of your final manuscript, along with your word-processed files. **A single-sided, hard copy is preferred.** This is the only way that we can see certain elements, such as graphics and special characters, the way that you intend them to appear. Sometimes elements shift when your word-processed files are opened on a different computer, and characters in certain fonts may not be present on the computer being used for layout. Having a hard copy or PDF reference can resolve such issues quickly, and helps keep production moving along.

Your hard copy should be output from a laser printer or an inkjet printer with a resolution of at least 300 dpi. This is necessary to provide good resolution in the event that any material from your manuscript must be scanned.

Preparing files and disks

We can accept files:

- On CD or DVD (PC or Macintosh)—**this method is preferred**
- In ZIP or SIT archive format (all files in a **single** ZIP or SIT archive), using a file delivery site such as www.dropsend.com
- On 3.5” high density diskettes (PC or Macintosh)
- By e-mail. **This method is discouraged** except for files that are sent after the main manuscript has been transmitted. A good rule of thumb is to restrict the size of files being e-mailed to less than 5 MB. They should also be compressed using a utility that generates ZIP or SIT archives. Be sure

to combine multiple files into a single ZIP or SIT archive. Your operating system has information on doing this.

Label all CDs, DVDs, or diskettes clearly with:

- Project title
- Author's name
- Disk number (x of y , where x is the current disk number and y is the total number of disks for the project)
- Date

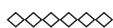
Include a hard copy of the directory of files from each disk. **Keep backups of the files that you send to us.**

When sending files by delivery site, ensure that all files are organized within subfolders of a single, named folder before zipping or stuffing. The author's last name is often used as the folder name.

Shipping

Use a shipping method that allows you to receive confirmation when your manuscript has been delivered. In the proofing stages, you may be required to use standard overnight delivery for return of proofs.

Be sure to keep a photocopy of each proof you mark up, in case anything ever goes astray in shipping!



If you have any questions regarding preparation of your digital manuscript files, please contact Garwood Whaley by e-mail at garwoodw@comcast.net.

Examples of ms_style_temp.dot

The following pages show printed examples of the `ms_style_temp.dot` file that contains style tags for formatting your text consistently. The boxed elements in the margins show the name of the style used to tag the representative element within the file, and should not be a part of the document.

To import paragraph styles from the template into your document, consult the Help menu or manual for your word-processing application. To apply a paragraph style, simply click within a line or paragraph and choose the name of the style from the Formatting menu or palette.

You may choose to use styles that are already a part of your word-processing application. If you do so, please use them consistently.

Unit

UNIT IV

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Please note: This is an example only. You are not required to have all of these features in your manuscript, and you will almost certainly have additional features that are not detailed here. For these, you can create your own styles for applying formatting consistently. Consult your Help menu or software manual for more information.

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Part III

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Chapter 8 Lorem ipsum dolor sit

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LABL

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FIG

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table	table	table

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BOXTXT

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EXHD

EXERCISE

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GLOSS

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BIB

Lorem, Ipsum. *Dolor sit amet, consectetur adipiscing elit.* Mauris rhoncus semper lorem (Ut eleifend: 1999).

PN

[Production or Engraver Note]

Quote

Quotation

Question

Question? (As in an interview)