

How to Prepare a Manuscript for Publication at the UMMA

If we've accepted your manuscript for publication in one of our series, we'll be happy to provide you with specific information on how to prepare your particular manuscript. This information sheet is meant as a general guide.

Scheduling Your Manuscript for Publication

A typical production cycle takes about ten months from the time we begin working on the manuscript until it's delivered from the printer. We can't begin working on it until we have all parts of the manuscript: hardcopy, electronic files, tables, photos, captions, front matter, everything.

Form

You may submit your manuscript to us in any fairly recent version of Word (either Mac or PC). Accompanying that must be hardcopy that *exactly* matches the electronic version because both the electronic files and the hardcopy will be used at various stages of book production.

Occasional small hand corrections made to the hardcopy are acceptable, accompanied by an explanation of whether or not these last minute emergency corrections were also changed in the electronic version. If things start to get messier than that (e.g., another generation of corrections, or corrections to the corrections), tear up the hardcopy and start again.

Front Matter

Make one file called "Front" or something similar. It should include:

1. *Title page*. There are only 3 things to worry about on the title page, but please take these 3 things very seriously. We need: the title of the book, exactly as you want it; your name, exactly as you want it; and the names of anyone else who contributed, and what they contributed (appendices, foreword, chapters, etc.) exactly as they want it. These three pieces of information are used in a permanent Library of Congress record. It is difficult, and not advisable, to change these once the title page has been registered with the Library of Congress.

2. *Table of Contents*. This must be actually typed out, as opposed to automatically generated in some way from flagged or hidden text. Do not attach page numbers to the things listed in the Table of Contents because the page numbers will obviously be different in the book.
3. *List of Figures, List of Tables, List of Appendices, or lists of anything else of this nature*. See Table of Contents above.
4. *(Optional): Dedication, Acknowledgments, Preface, Foreword*. These are optional, but if you're going to have them, please include them now.

Captions

Figure captions (and plate captions, if your plates are separate from your figures) can actually be a part of your Front Matter file. Type them up in a list similar to your List of Figures. If you integrated the figure captions into the text, take them out (and also take out extra pages or other spaces you allowed for figures).

In some cases, the actual captions will probably be identical to what you listed in your List of Figures. If so, simply copy the text and label it "Figure Captions." The captions certainly don't have to be identical to your List of Figures, though. It is customary to pare down long captions to their bare bones when making up the List of Figures.

Illustrations

Please submit your illustrations in final form at the time you submit your manuscript. Illustrations must not be embedded in the manuscript, but must be kept in a separate file and submitted on a CD, along with printouts of all illustrations (clearly numbered). Please note the following:

1. If you are using an illustration that has been previously published—even in a book by you—you must obtain written permission from the copyright holder to use it. They will tell you how to word the credit. Start working on this now, because it can take awhile to track down

permissions. You can find out more about what needs permission and what doesn't in our Copyright handout.

2. Make sure each illustration is clearly numbered, and, if there's any question, that you've indicated which direction is up. It's easier for us, and probably for you, if you number the illustrations by chapter: e.g., Figure 7.1 is the first illustration in Chapter 7.
3. We can reduce an illustration to fit, so your illustrations don't need to be exactly the right size. However, avoid illustrations that won't be legible when reduced to our page size: all text must be readable at the final reproduction size, and all lines must be at least 0.5 point thick. Select a font type (such as Helvetica) and size (8 point type at the minimum) that is easy to read, and standardize whenever possible. Be aware that shading, cross-hatching and other fine patterns do not reduce very well.
4. Your illustrations must be in tiff file format at a resolution of at least 600 dpi for line drawings and 300 dpi for photographs at 100% of intended final size (maximum illustration size for Anthropological Papers is 5 × 7.5 inches, and for Memoirs 7.13 × 9.25 inches). If illustration files need to be upgraded, the originals must be rescanned (you cannot just change the dpi to 600). Do not compress.
5. Unless arrangements have been made to use color, all illustrations must be black-and-white. Scan photographs in grayscale.
6. Keep illustrations non-cluttered, and clearly label them. Standardize scale bars, compass rose, north arrows, keys, and so on.
7. Captions will be made from computer files submitted with front matter (see above). If your illustrations themselves contain captions, please remove them. However, leave the key or legend, especially if it contains special symbols.

Tables

Take all tables out of your text and put them into a separate file(s). While all tables will be reformatted by the editor, we like to do as little editing of them as possible because it is easy to introduce errors that are not easily discovered. The final tables will be single spaced, in 8 or 9 point font.

Some hints from the experts on table preparation:

1. Prepare your tables using the table function, which puts things in "cells." Please do not construct them with the tab key.

2. Be consistent on column headings. For instance, if you have a group of similar tables, and all have a column heading called "Percent by Weight," find one way to express this, whether: % by wt, % by weight, percent by wt., Percent by Wt., Pct/Wt., etc.
3. If a table is more than a page long, consider putting it in an appendix.
4. If a table is very wide and will only fit a page in landscape format, it should either be a very important table or it should be in an appendix.

Remaining Text

Now that you've taken out the figure and plate captions and the tables, there should be very few formatting problems to worry about. It is probably just straight text broken by a few subheads here and there. We want the hardcopy in "term paper" style: double-spaced 10- or 12-point Times or Times New Roman, with about an inch margin. Make sure the pages are numbered in some sort of way so that if we drop your manuscript on the floor, we can put it back together!

Decide on a format for your chapter openings and subheads. What you decide makes very little difference, as long as you're consistent so the editor can distinguish between the various levels of subheads. For instance, you can make: A Level subheads flush left boldface, B Level subheads centered italic. (Few books need more levels than that.)

We urge you to keep your formatting as simple as possible because some things simply don't convert well from Word to InDesign (the program we use), including diacritics, symbols other than the ones that appear on your keyboard, and any kind of flagged or hidden text, such as footnotes. Do not use any automatic styles or features. Rather, manually type all elements.

Here are a few hints that will make things easier for everyone.

1. You don't need to worry about diacritics or symbols that show up continually throughout the book. If you use a "i" often, the editor here will automatically put it on a list of special symbols and will make sure that it gets coded properly. But for any diacritic or special symbol that you use only once or twice, please circle it or otherwise draw attention to it so we are sure to spot it and deal with it. (Pay special attention to this in your bibliography, which might contain words from languages not used anywhere else in the book.)
2. Fairly simple equations can be typeset on our program, but please treat more complex ones as an illustration that we'll insert into the text. This is by far the best solution.

3. If you have an occasional footnote, don't worry about it. If you have lots of footnotes, either get rid of them or make them into endnotes. Endnotes should not be produced with flagged text (in other words, don't use the footnote/endnote function). Simply type the appropriately numbered superscripts in the text and type up the notes at the end of the chapter.
4. Type numbered or bulleted lists; do not use automatic formatting.
5. Make indents with a tab, not with the space bar.

After you've printed the manuscript in its final form, you might want to do "call outs." This means take a pencil or a pen and mark clearly in the margins of the finished hardcopy where all the figures, tables, and plates are supposed to go. (You can abbreviate: F-1 [for "Figure 1"], T-5 ["Table 5"], or whatever.) It's a good way to get an idea of how the graphics flow through the text before the various elements are put together in the final book. Sometimes when you do this, you discover some ordering problems and will want to renumber illustrations. It helps us too. Sometimes there are optimum groupings of illustrations and you're the best judge of what those might be.

Bibliography

All our bibliographies are in "science" format rather than "humanities" format. That is, the date is set off to the left instead of embedded in the entry (take a look at one of our books if you can't visualize what this means). Speaking of dates, whenever possible, try to attach a date to the items in your bibliography. For unpublished manuscripts, use the date they were written. For papers presented at a conference, use the year of the conference. A date doesn't denote, or even imply, publication.

Since we treat all of our monographs as individuals, we don't really have a house style for bibliographies, as most journals do. If you are consistent in some type of bibliographic format, we'll be happy to use it. However, if you're starting from scratch, we suggest that the title of an article be in roman, the title of a book in italics, and the title of a series back in roman. Journal articles are in roman, journals themselves in italics.

Questions

Printing and computer technology changes rapidly. This sheet may contradict some things you've been told by another publisher. This may be because they are using systems and technologies that are either less or more state-of-the-art than ours. All we claim is that at this time and this place we get the best results with these procedures outlined above. If you have any questions, contact the editor at umma-pubs@umich.edu.