

## GUIDELINES FOR PREPARING CAMERA-READY COPY

### for SALALM'S Bibliography and Reference Series

April 1998

#### BASICS

Strive to produce the most attractive camera-ready copy you can, since your book will be printed exactly the way you submit it. Consult a published manual, such as *Mastering WordPerfect* or its equivalent, and/or consult an expert in your library if necessary to help you prepare your typescript.

Use a machine equipped with typesetting fonts and italics.

Justify margins left and right, and use "widow/orphan protection."

Set left and right margins at 1 1/4". Set top and bottom margins at 1".

Print all book titles and other words that should be italicized in *italics*. Do not underline them or print them in bold. Do not type them in all caps.

Print the typescript on a laser printer.

Send copies of sample pages of the frontmatter, text, and indexes to the Chair of the Editorial Board for review before printing the final copy.

#### PARTS OF THE BOOK

SALALM publications will have most or all of the following parts. They should appear in this order. If your book has additional parts, consult the Chair of the Editorial Board about where to place them or refer to *The Chicago Manual of Style*, chapter 1. See below in these guidelines for suggestions on designing the various parts.

Cover - We'll do it for you.

Series title page - We'll do it for you.

Title page - Contains only the title, subtitle (no colon after title), author(s) name(s) (do not precede with "by"), and publisher (at the bottom of the page). We can design it for you, or consult the Chair of the Editorial Board for advice on formatting.

Copyright page - We'll do it for you.

## Contents

- Call it "Contents" not "Table of Contents"
- Do not use dots between words and page numbers.
  
- If the distance between the items in the Contents and the page numbers is too great for easy readability, make the left and right margins wider to reduce the size of the type block, or place the page numbers directly after the items, separated by a comma.
- Double space between main items; single space any subsections and indent them 3 spaces from the margin.

Preface - A short statement of the rationale for writing the book, methodology, and acknowledgments. If the acknowledgments are extensive, they can be placed in a separate section following the Preface.

Introduction - Contains information essential to the text, such as the historical background of the subject of the book.

Acronyms/abbreviations - Insert a space between entries for each letter of the alphabet.

Text - See below for design suggestions.

Indexes - See below for design suggestions.

## **PAGE NUMBERING**

Number the pages in the frontmatter in lower case roman numerals.

Number the pages in the body of the work (including indexes) in arabic numerals.

Place the page numbers either alternating top left/right or centered at the top of the page.

Place the page number for the first page of each new section centered at the bottom of the page or suppress the page number altogether.

NUMBER ALL PAGES, beginning with the series title page, even though the page number is not printed or the page is blank.

Remember to count blank versos (the back of the last page of a section that ends on an odd numbered page), but do not print the page number on the blank page (or if you do, be sure to white it out). This is important both for the frontmatter and for the body of the work.

Generally, the number of the title page (although the number is never printed) is "iii." The copyright page (number not printed) is "iv." Contents begins on "v." "vi" is either blank or contains the continuation of the Contents. The Preface begins on "vii."

If the body of the work contains part title pages, remember to count both the part title page and the blank verso, but do not print the page numbers. Thus, if there is a part title page preceding the beginning of the text, the first page of actual text is p. 3.

## **DESIGNING THE FRONTMATTER**

Each section of frontmatter begins on a right hand (odd numbered) page.

Each section should begin with an identifying title (Contents, Preface, etc.). The title should be centered, typed in bold caps, and set 2" below the top of the page.

The type size for the title should be 2 points larger than the type size used for the text that follows.

Separate the title from the text with 3 spaces (returns).

Set the text in 11 or 12 point type (this is 11 point). Generally, the text of the frontmatter will be the same as that used for the body of the work, but lengthy bibliographies with extensive annotations may be set smaller to conserve space.

## **DESIGNING THE BOOK**

Each book is different. It is a good idea to send a few sample pages to the Chair of the Editorial Board for advice before formatting and printing the whole thing. The following are general guidelines only.

If a book has several parts, you may want to include part title pages to identify the various parts (e.g., "Bibliography," "Indexes"). Remember to count these pages and their blank versos.

The first page of text always begins on a right hand (odd numbered) page. Begin the first page 2" below the top of the page and place the page number bottom center. The first page should include an appropriate title (in the case of a bibliography, the heading would be "Bibliography"), which should be centered in bold caps 2 points larger than the point size of the text and separated from the text by 3 spaces (returns) as for frontmatter titles.

If the book contains chapters, the heading at the top of the first page of text is the first chapter title, and each chapter thereafter begins on a new page (right or left). All chapter titles are set 2" below the top of the page, centered in bold caps 2 points larger than the

point size of the text, and separated from the text by 3 spaces (returns) as for frontmatter titles.

Generally, in a bibliography, sections such as divisions by date, country, or type of material are run together and not considered separate chapters. However, the sections should be clearly identified by headings that are set in bold (or other distinguishing type face) with extra space around them (see below).

Where there are sections, subsections, and sub-subsections, vary the type faces. For example, major sections could be set in upper case bold, subsections in cap and lower case bold, and sub-subsections in bold italics.

Remember always to include more space above a heading than below it -- generally, 3 spaces above, 2 below.

Single space after all punctuation, including colons, semicolons, and periods.

Use 11 point type for bibliographies and manuals that have many brief sections. 10 point type is appropriate for annotations. Use 11 or 12 point type for works having considerable amounts of uninterrupted text.

## **INDEXES**

Indexes are often separated from the main body of the work by a part title page, but in all instances each index should have its own title, set as for frontmatter titles.

Each index should begin on a right hand (odd numbered) page.

Set in double columns, if possible.

Use a type size smaller than that used for the body of the work (10 point type is appropriate).

For Subject indexes, indent subdivisions 2 or 3 spaces from the margin.

Follow each term in the index with a comma and page or item number. Remember to state in the Introduction to what the numbers in the indexes refer.

If cross references are used, set the words "*see*" and "*see also*" in italics or bold.

Try to prepare subject indexes in sufficient detail that there are no more than 5 or 6 numbers following any item.