



BW&A BOOMS

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Book Design & Production

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PREPARING THE MANUSCRIPT FOR PRODUCTION

Please ask us if any of these instructions are not clear.

The manuscript must be double-spaced, including all text, extracts, notes, tables, epigraphs, and so on. Print on one side of standard 8-1/2 x 11 white paper. Use no staples, tape, or paper clips.

The font size should be about 12 point and the line length about 6 inches, to yield a page with about 27 lines, averaging 350 words per page. Number your manuscript consecutively. Use the “header” or “footer” feature to indicate your last name and a short form of the chapter title on each page.

Prepare your manuscript on the same system—both hardware and software—from start to finish. Microsoft Word is the preferred software (PC or Mac).

Chapters should be saved as separate documents. Please include a contents page and number your chapter documents so they can be easily identified.

All parts of the work should be present in hard copy (printout), including illustrations and captions and all front and back matter (except the index, which is compiled from page proofs). Electronic copy (files on disk) are needed for all text elements, including captions.

We will need original photographs and camera-ready illustrations, or top-quality electronic files or scans. We'll assess what you give us and work with you to get the best quality material for printing.

All art should be numbered, tagged (do not write on it!) and identified: you should make a separate electronic file with captions and credit lines keyed to the art number.

All revisions, additions, corrections, etc., must be on the electronic copy.

You may use Microsoft Word's auto footnote feature for your footnotes or endnotes. Please let us know if you want bottom of page footnotes, notes at the end of each chapter, or a notes section for all chapters at the end of the book.

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Please do not type any elements (subheads, titles) in ALL CAPS. If you want a heading to be in capital letters, type it upper and lower case and apply cap “style.” We prefer that italics be indicated with underline style.

Please remember not to type a letter “l” (ell) for a number 1 and not a letter o (oh) for a number zero.

There should only be one word space following the period at the end of a sentence.

Avoid “soft” hyphens: it is best to turn off the automatic hyphenation feature of your word-processing program. The only hyphens in your manuscript should be in hyphenated compound words.

Please use the tab key, not the space bar, to indicate paragraph indents. Do not put an extra return between paragraphs.

If your manuscript uses subheads, please indicate their ranking in the file. A common system would be to put the code <A> for the top level, for the next, et cetera. You may also use Microsoft Word style sheets for subheads, if you use them consistently across all files.

Please indicate fractions by typing numbers and slashes (e.g. 1/2), not using special characters or fonts.

If you have special characters or non-standard accents, you may use a special font for them or “code” them in brackets <alpha>. Either way, *please* provide a complete list of special characters and a key for how you indicated them. Please also mark them on your final printout.

Eliminate all formatting that is not essential to your manuscript. In general, the plainer the print-out, the better. But do please indicate quoted excerpts, poetry, and so forth by typing two returns to indicate a line space, and indent the quoted material on the left about 1/2 inch.

Remember that if you quote published material you must include an attribution to the original author. In addition, it is necessary to get permission from the original author or publisher to quote more than one line of a poem or song, or more than about 100 words of prose. Your editor will need to receive the credit line for each quote and for each piece of art that isn’t original to your book.



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Print out the last saved version of your work, and submit that printout together with an electronic copy on CD or by email. Put the date on the cover of printout and CD. Keep a back-up copy of the disk, and label it with the date.

When in doubt, please ask questions. It's easier for everyone to solve problems at the beginning of the process than at the end.

CHECKLIST

Mac or PC format? _____

Word-processing program used? _____

Other programs used (e.g., for illustrations)? _____

Any special fonts used (e.g., Greek, symbol)? Please specify. _____

Any special characters?

Complete, final, double-spaced printout supplied?

CD with complete, final copy of work supplied?

Does the work contain the following?

photographs (specify how many and if color or black and white)

captions _____

graph or line illustrations (specify how many) _____



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tables (specify how many) _____

dedication

acknowledgments _____

preface _____

footnotes or endnotes (please specify) _____

table of contents _____

index (to come) _____

biographical note _____

other elements (please specify) _____

Anything to come?

Notes _____

