Taylor & Francis Group

AUTHOR'S GUIDE TO PUBLISHING

Author-Produced Manuscripts

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WELCOME TO TAYLOR & FRANCIS GROUP

This *Author's Guide to Publishing* was designed to answer your questions about manuscript preparation, software requirements, and other issues involved in transforming your manuscript into a finished book.

Taylor & Francis will assign a Project Coordinator to your book who will contact you within 2 weeks of receiving your information. Feel free to contact your Project Coordinator at any time during manuscript preparation; questions regarding marketing, content, promoting your book, etc., should continue to be directed to your Acquiring Editor.

Contacting Taylor and Francis

Taylor & Francis Group
6000 Broken Sound Parkway NW, Suite 300
Boca Raton, Florida 33487
(561)994-0555

Websites: http://www.taylorandfrancis.com and/or www.crcpress.com

Staff members' e-mail addresses consist of first name.last name@taylorandfrancis.com (e.g., john.smith@taylorandfrancis.com).

The email address for our LaTeX helpdesk is texhelp@taylorandfrancis.com.

COMMON PROBLEMS WITH AUTHOR-PRODUCED FILES

1. Your art file may appear to be black and white but may actually be in color.

If you have scanned your art, you should be aware that all scanners will automatically create a file in the color mode (RGB—red/green/blue). Even black and white figures will scan as color. The art will still appear to be black and white on your screen and will print black and white on any b/w printer, but it is in color. The easiest way around this is to convert to grayscale before you scan:

> Go to Scanner Mode dialog box and choose "grayscale tiff."

2. All print fonts must be embedded in your file before the book can be printed.

The embedding of fonts is an essential step when you are creating a PDF. If this step is missed or not done correctly, the file cannot be printed. The way to embed fonts is as follows:

> When creating the PDF, use Adobe Acrobat Distiller. In Distiller, go to job options, fonts, and select "Embed all fonts" and "Embed subsets 100%."

Figures should be created in an application that has the ability to embed fonts such as Adobe Illustrator. (Matlab and similar programs will not embed fonts.)

3. There are two different types of PDF files: one that can be used to print your book and one that is not usable.

Do not use Adobe PDF Writer. PDF Writer was designed for creating pages that can be read on a computer screen (72 dots per inch) but that do not have the resolution to be used to create a book. (2,400 dots per inch).

To correctly create a PDF for your book, you must use the Adobe Acrobat Distiller program. Adobe Acrobat Distiller is a folder within the full Adobe Acrobat program. (*Note:* Taylor & Francis will provide a specific distiller setting for your manuscript. Please consult your Project Coordinator regarding this matter.)

MANUSCRIPT PREPARATION

MANUSCRIPT SIZE

If you determine that the number of pages of your manuscript will be 10% more or fewer than the number cited in your contract, contact your Acquiring Editor **immediately** so the best course of action can be determined.

GENERAL GUIDELINES

Any book formatted by the author should be provided as a fully composed, paginated electronic file of the manuscript with all text, running heads, equations, tables, and artwork properly placed, ready for printing without further formatting or manipulation required. When your book is complete, please provide the final pages electronically (equipped with all equations, tables, and/or figures) as both application files and **PDF (.pdf)** files accompanied by a printout at 100% made from the *final* .ps or .pdf file. *It is essential that your electronic files include the fonts and the proper links to the original art files.* Unless your book is going to have a color insert, all color must be removed from both text and figures before PDFing your files. **Note: The original electronic art files must be submitted in a separate folder.**

DO'S

- Send your entire book in a single document.
- Follow each figure with its relevant figure caption, making the caption 1-point size smaller than the font for the rest of the text.
- Embed your fonts within your text and figures.
- Include completed permission verification forms (to be discussed later in this *Guide)* and signed contributor agreements (for contributed works) for every chapter.
- Strive for consistency in capitalization and punctuation in environments that are repeated (table titles and headings, figure captions, etc.).

DON'TS

- Don't number your front matter (i.e., title page, table of contents, preface, etc.) However, if your application automatically numbers pages, please use Roman not Arabic numerals for front matter pages. Your Chapter 1 (or Section I) page opener should be Page '1' of your manuscript.
- Don't make your text any wider or longer than the allotted live area. For books featuring a 6 1/8 x 9 1/4 trim size, that live area is 4.5 x 7.5 in. For books featuring a 7 x 10 trim size, that live area is 5.5 x 8.5 in.
- Don't include any color in either the text or the figures in your manuscript unless your book is featuring a color insert.

MANUSCRIPT PROCESSING STEPS

1. Author/editor submits sample chapter to Acquiring Editor or Project Coordinator (PC) 4 months prior to contracted submission for review (chapter should include text and artwork).
2. Author/editor submits complete manuscript, artwork, or CD(s), and necessary permission information to Acquiring Editor or PC by contract deadline.
3. Manuscript, artwork, electronic files, and permission documents are reviewed by the Acquiring Editor and PC and, if correct and complete, are transmitted to the production department.
4. Once in Production, the manuscript is assigned to a Project Editor (PE) who handles all publication details and ultimately transmits the material to the printer. He or she will be the author/editor's primary contact for issues related to content, format, and appearance of the finished book.
5. A professional proofreader reviews the manuscript for grammatical errors, spelling errors, and consistencies in both text and appearance (not for factuality).
6. The corrected pages are sent to the author/editor so that he/she may make the corrections indicated by the proofreader (usually about 2 months after a manuscript has been submitted).
7. Author/editor returns the final corrected pdf (having embedded all figure and text fonts using the distiller settings provided by T&F). The PE reviews it to ensure that corrections have been made as well as to check the layout and preflight the pdf to make sure fonts are embedded.
8. Final version of manuscript is sent to printer.

INDEXING

Authors of author-produced books are required to provide the index for their manuscripts, unless otherwise specified in the contract. Authors are encouraged to read Taylor & Francis' *Indexing Instructions for Authors,* a booklet that explains the procedure of producing an index and discusses format, cross-referencing, capitalization, punctuation, and other issues involved. The instructions given in this booklet will measure up to the scientific community's exacting standards and enable your readers to quickly locate needed information. This booklet can be obtained from your Acquiring Editor or PC.

PERMISSIONS GUIDELINES

As the author, it is your responsibility to obtain all necessary permissions for copyrighted material. Permissions must be obtained from the original copyright holder, usually the publisher, *even if it is your own material.* Please refer to the **Permissions Guidelines** document provided by your PC for answers to questions such as:

- *What needs permission?*
- *Do I need permission for my own material?*
- *Do I need permission if I alter a figure?*
- *Is it the form or content of a table that is copyrighted?*
- *What about government material?*

SOFTWARE GUIDELINES

Manuscripts must be submitted electronically either on the Taylor & Francis FTP site or by compact disks (CDs). A hard copy printed from the machine used to create the files must be submitted with the files.

All CDs containing text or graphics should be labeled with the author's name, book title, chapter numbers, software used to create the file (including the version number), date of creation, and file format (PC or Mac). It is essential that figures contained in graphics files be *numbered consecutively* with chapter number and figure number (i.e., Figure 01x01, Figure 01x02, etc.). A content directory of each CD must also be submitted.

ACCEPTABLE SOFTWARE

LaTex is the only acceptable software for author-produced manuscripts.

Taylor & Francis has style files available for LaTEX (version 2e). Please consult your Project Coordinator or Acquiring Editor if you are interested in obtaining these.

ELECTRONIC ART

Figures seem to present the greatest challenge and should be created in a program that is capable of embedding fonts:

- Illustrator (.ai, .eps) for Vector art (line art, graphs, pie charts)
- Photoshop (.psd, .tif) for Raster art (photos, scanned in images)

All figures should be in grayscale mode (not CMYK, unless the book is printing in color). Resolution for any scanned (Photoshop) images should be no less than 600 dpi. Figures must be clear and legible for proper reproduction.

If you have any questions concerning Latex to PDF or the font embedding process, please contact the Latex helpdesk at texhelp@talorandfrancis.com or shashik@inttype.com. If you are unable to prepare figures that meet these standards (embedded fonts, acceptable quality/resolution), professional graphics technicians at texhelp@talorandfrancis.com can redraw figures at a cost of $4.00 to $15.00 US depending on the complexity. If you choose this option, please send the figures to the helpdesk prior to creating your layout.

T&F STYLE PREFERENCES

IN-TEXT HEADINGS

In-text headings should be double-numbered. If using a T&F template, heading styles will be determined by that template. If not using a T&F template, please define the style of each heading and make sure you are consistent with font, capitalization, and typeface with each level heading.

ABBREVIATIONS/ACRONYMS

Abbreviation/acronyms are acceptable in text if they are used universally in your discipline and your readers will easily understand them. They should be used consistently throughout a book and should be explained when first mentioned.

TRADEMARKS

Trademark symbols should be appended to a copyrighted name at first occurrence only. For books referencing MATLAB® please include the following in your Preface:

> For product information, please contact:
>
> The MathWorks, Inc.
> 3 Apple Hill Drive
> Natick, MA 01760-2098 USA
> Tel: 508-647-7000
> Fax: 508-647-7001
> E-mail: info@mathworks.com
> Web: www.mathworks.com

We will add the standard MATLAB/MathWorks disclaimer to the copyright page.

EQUATIONS

Equations should be numbered consecutively in Arabic numbers within each chapter for all books. For example, the fourth equation in Chapter 3 should be numbered 3.4.

Review mathematical symbols ($+$, $-$, $\leq$, $\neq$, $\equiv$, for example) to be sure they are correct. If a lengthy equation must be "wrapped" onto the next line, break it in a logical place. **Do *not* extend an equation outside the live area and into the margin.** Make sure superscript symbols appear above the line and subscript symbols appear below the line. All parentheses and brackets should be closed.

LISTINGS

Listings may be numbered, unnumbered, or bulleted. Punctuation should be consistent throughout a listing and follow grammar principles. If a listing item is not a complete sentence, no punctuation is used. Refer to *Chicago Manual of Style* for additional guidelines.

TABLES AND FIGURES

Every table and figure should be mentioned or described in text (Table 6.6 shows results of parking lot reconnaissance; Figure 2.3 illustrates a police line-up.). Tables and figures should be numbered consecutively within each chapter (like equations) for all books (Table 6.6, Figure 2.3). The table number and caption should appear above each table, without punctuation; the figure number and caption should appear below each figure, with punctuation.

Table 6.6 Number of cars in parking lot

	9 a.m.	11 a.m.	1 p.m.	3 p.m.	5 p.m.
Red	10	2	7	9	N/A
Blue	12	12	10	11	N/A
Green	6	7	4	6	N/A
Silver	4	3	4	3	4

Tables: Include a heading for each column of data and align decimal points. A zero should precede the decimal point in a number less than one (0.25). Do not use ditto marks (″). Use N/A or an en-dash (−) to indicate data that are not available. Footnotes in table data should appear as superscript lower-case letters (11.4^b) if only a few items need footnotes. If a reference citation in a table could be confused with data, enclose the reference in parentheses and insert it on the line with table data, as in 10×12^7 (15). If you plan to include more than three references in a table, it may be advisable to devote a column to references. That will enhance clarity and eliminate the need for superscript numbers and parentheses.

Figures: Clear, sharp electronic line art and original photographs can be reproduced well and will enhance the quality of your book. *No production process can improve unclear, smudged, bit-mapped, or poorly labeled figures*. Please examine each illustration critically to ensure that it meets Taylor & Francis' standards and readers' expectations.

SOURCE LINES FOR TABLES, PHOTOGRAPHS, AND FIGURES

Two of the most common source lines used for illustrations are shown below. A figure source line is enclosed in parentheses and included after the caption. Table source lines should not be enclosed in parentheses and should appear below the table body. Some copyright holders request specific wording of source lines as a condition to granting permission and their requests should be accommodated. Source lines can be included even if material is not subject to copyright (U.S. government publications, for example). For more detail, see the Permissions document.

Figure Source Line for Journal Article:

(From Mueller, W.J., *Poult. Sci*., 40, 1562, 1961. With permission.)

Table Source Line for Book:

Source: Bath, D.L., Dickinson, F.N., Tucker, H.A., and Appleman, R.D., *Dairy Cattle: Principles, Practices, Problems, Profits*, 3rd ed., Lea & Febiger, Philadelphia, 1985. With permission.

Add "Adapted from" or "Modified from" to your source line if you adapt or modify copyrighted material. Contact your Project Coordinator if you have questions about source lines.

REFERENCES

Taylor & Francis follows *Chicago Manual of Style, 15th edition* for reference style. However, as long as consistent style is maintained within any one work, logical variations on the CMS reference style are acceptable.

Books:

Authored book:

Woods, D. D. and E. Hollnagel. 2006. *Joint cognitive systems*. Boca Raton: Taylor & Francis.

In text: (Woods and Hollnagel 2006)

Chapter in multiauthored book:

Wiens, J. A. 1983. Avian community ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A. H. Brush, and G. A. Clark, 355–403. Cambridge: Cambridge Univ. Press.

Note: In Reference section, when there are more than six authors, first three are listed, followed by et al. In text, first author listed followed by et al.

Journals:

Terborgh, J. 1974. Preservation of natural diversity. *BioScience* 24:715–22.

Electronic journal:

Testa, B., and L. B. Kier. 2000. Emergence and dissolvence in the self-organisation of complex systems. *Entropy* 2, no. 1 (March): 1–25. http://www.mdpi.org/entropy/papers/e2010001.pdf.

Unpublished Documents:

Schwartz, G. J. 2000. Multiwavelength analyses of classical carbon-oxygen novae. PhD diss., Arizona State Univ.

O'Guinn, T. C. 1987. Touching greatness. Paper presented at the annual meeting of the American Psychological Association, New York.

Online Documents:

Adamic, L.A., and B.A. Huberman. 1999. The nature of markets in the World Wide Web. Working paper, Xerox Palo Alto Research Center. http://www.parc.xerox.com/istl/groups/iea/www/webmarkets.html (accessed March 12, 2001).

JOURNAL TITLE ABBREVIATIONS

Please refer to the *List of Journals Indexed for MEDLINE* (http://www.nlm.nih.gov/tsd/serials/terms_cond.html) for preferred journal abbreviations.