

THE
UNIVERSITY
OF *California*

PRESS 2120 Berkeley Way, Berkeley, California 94704 • (510) 642-4247 • Fax: (510) 643-7127

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INSTRUCTIONS FOR
AUTHOR-PREPARED DIGITAL CAMERA-READY COPY

GENERAL INFORMATION

University of California Press recommends that authors use word processing systems in the early stages of preparing and revising their manuscripts to expedite preparation of the camera-ready copy (CRC) after the manuscript has been copy-edited.

When submitting your manuscript for review and for copy editing, please *double-space everything* (including notes, extracts, bibliography, etc.). Line-spacing in the camera-ready copy will be less, but you can easily change this to conform to UC Press specifications.

UC Press will mark the different elements of the manuscript when it is copy edited and will check all illustrations to be sure they are in camera-ready form. If they are not, the Press will advise you of the revisions required.

Important: After the manuscript is copy edited, the E-Publishing Manager will ask you to provide several sample pages of the camera-ready copy before you prepare the final camera-ready copy. The Press will carry out a design and editorial check to ensure against major problems appearing in the completed final copy.

EQUIPMENT AND MATERIALS FOR COMPOSITION

Word Processor. Use a word processing or desktop publishing program for all stages of manuscript and camera-copy preparation. The most commonly used programs are Microsoft Word on the Macintosh and Word Perfect on IBM compatibles. Since you will need to supply a postscript file or pdf file of your manuscript be sure that the version of the software you are using allows for this conversion.

Printer. For manuscripts submitted for review and for copy editing, use a letter-quality or laser printer

FORMAT

Page layout:	use US letter (8-1/2 x 11")
Page dimensions:	5.25 x 8.5 inches (31 x 50 picas) includes headers & footers
Type for general text:	Times Roman 11 point or Palatino 10 point, justified
Type for extracts & footnotes:	Times Roman 10 point or Palatino 9 point, justified
Line spacing, text:	12 or 13 point (single-spaced)
Line spacing, extracts & footnotes:	12 or 11 point (single-spaced)
Space between running head and first line of text:	approx. 3/8 inch
Space between last line of text and drop folio:	approx. 3/8 inch

You may refer to online versions of current monographs for further explanation. See them at <http://repositories.cdlib.org/ucpress/> They may not conform to these formats in every detail, but they do serve as guides.

You may also be able to work out a different format in cooperation with the E-Publishing Manager.

Note: Use smart (curved) quotation marks if possible.

IMAGES

All images must be scanned and placed in your file. Scan halftones at their final, print size, 300 dpi and line art at their final, print size, 600 dpi.

DELIVERABLES

One postscript file or pdf file of the entire monograph on zip disk or cd. If authors choose to provide a pdf file ask for proper distiller settings.

The deliverable file can be produced from any software capable, however we have experienced great difficulty with files originating in WordPerfect. If you have no choice but to use WordPerfect, in order to avoid printer problems only fonts integral to the WordPerfect software package can be used.

Tiff files of images if applicable

One hard copy of the final word processed or pdf file

THE ORDER AND PARTS OF YOUR BOOK

FRONTMATTER

Order of elements & Right/Left Paging

half-title page (new right-hand page) - prepared by Press
frontispiece or blank (left-hand page)
title (new right page) - prepared by Press
copyright page (left-hand page) - usually prepared by Press
dedication or epigraph (new right page)
contents (new right page)
list of illustrations (left- or right-hand page)
list of tables (left- or right-hand page)
foreword or preface (new right page)
acknowledgments (left- or right-hand page)
abbreviations (left- or right-hand page)
author's note (left- or right-hand page)
abstract (left- or right-hand page)

1. Display type for cover, half-title, and title page will be set by UC Press. Please provide manuscript copy for these pages when you deliver the completed camera-ready copy. (The Press will also prepare the copyright page.)
2. Type in "Contents," "Acknowledgments," etc. (usually marked FMH, standing for frontmatter head, by the copy editor) using capital and lower-case letters on the opening page of each of these sections, as shown on the enclosed sample pages. Begin first lines of these sections where shown on the sample pages. Folios (page numbers), typed in lower-case roman numerals, should be dropped to the bottom of the opening page and centered, as shown. Note that right-hand pages are odd numbered and left-hand pages are even numbered. Subsequent pages of these sections carry the folio and running head (the name of the section) at the top of the page with even folios and odd folios alternating in the upper left- and right-hand corners, respectively. No folios appear on the half-title, frontispiece, title, copyright, and dedication or epigraph pages but these pages are counted for the purpose of numbering the frontmatter.

Insert the page numbers in the contents after you complete the CRC.

Proofread the table of contents against the text to ensure the accuracy of section and chapter titles and of section heads.

Paging and running heads for frontmatter

(parentheses means page is counted but number does not appear)

<i>page no.</i>	<i>section</i>	<i>running head</i>
(i)	half title page	none
(ii)	blank or frontispiece	none
(iii)	title page	none
(iv)	copyright page	none
v [drop folio]	contents page opener	none
vi - ?	subsequent contents pages	vi Contents [left] Contents vii [right]
(continue small roman, drop folio on first page of ack.)	acknowledgments	none on first page; subsequent pages have small roman numeral and "Acknowledgments" as running head.

If a dedication or other material appears in the frontmatter, then the paging will change. You will be given specific instructions for your manuscript.

Arabic 1 appears as drop folio on the first page of the introduction or chapter 1, depending on the designation used for the first section of the text after the frontmatter.

TEXT

1. Begin the *Introduction* on a right-hand page with *arabic number 1*. If there is no Introduction, begin *Chapter 1* on arabic page 1. Type "INTRODUCTION" in CAPS and center and position it where shown on the sample pages.

2. *Chapter opening*. With the exception of Chapter 1 when there is no Introduction, each chapter may begin on a left- or right-hand page. Type in the chapter number (if any) in the position shown. Type the CHAPTER TITLE (marked CT in manuscript by the copy editor) in CAPS, centered, where shown. As with the frontmatter titles, these will be reset in large type and pasted in position by UC Press. Begin text where shown on the samples and use a drop folio. Running heads do not appear on opening pages.

3. *Main text*. [Also refer to BASIC FORMATS above.]

- *Paragraph indent* is 1/4 inch. The first paragraph of a chapter or the first paragraph immediately following an interior head is usually not indented, but we are flexible on this style preference. The Series Manager can advise on this matter.

- *Widow lines*. Try to keep widow lines—last line of a paragraph—from falling at the top of a new page. Use the “widow control” on your word processing system.

- *Running heads*. Type running heads in capital and lower-case *italics* and center them on the page. *Omit* the running heads from pages beginning with a chapter title and from pages with full page tables or figures.

For series in the Anthropology, Anthropological Records, Geography, Modern Philology, Classical Studies, Folklore and Mythology Studies, and Near Eastern Studies, we recommend using the title of the book on even-numbered pages and the chapter title on odd-numbered pages.

For Linguistics and sometimes for Catalogs and Bibliographies, the chapter title usually appears on even-numbered pages and a section name and/or number appears on odd-numbered pages.

For Entomology, Geological Sciences, Zoology, Botany, Bulletin of the California Insect Survey, Bulletin of the Scripps Institution of Oceanography, and sometimes for Catalogs and Bibliographies, the title of the series usually appears on even-numbered pages and the title of book on odd-numbered pages.

Final decisions on the running heads will be worked out between the author and the Series Manager.

Book and chapter titles may be shortened if necessary to fit the space.

- *Folios* (page numbers). Place folios flush on outside margin at the top of the page on the same line as the running head; your software will almost certainly include the folio with the running head. Remember that odd numbers appear on right-hand pages and even numbers on left-hand pages. Folios should not appear at the top of pages beginning with a chapter title. On such pages, center the number at the bottom of the page, using the "footer" capability of your word processing program. In paging, remember that all pages are numbered consecutively and that any blank pages (such as may appear in front or backmatter) must be allowed for.

- *Interior heads within text*.

The most common style is as follows:

1st-level heads - all CAPS and centered.

2nd-level heads - capital and lower-case letters and centered.

Put one extra space above and below these two levels of heads.

Do not indent the first paragraph immediately following a 1st- or 2nd- level head.

3rd-level heads are underlined or italic and run in with the paragraph.

Note: A page should not end with a heading unless *there are at least two lines of text* beneath the head. If this is not possible, make the page short and begin the following page with the head.

Note: You may be able to use some other system or style of interior heads (and additional levels) , depending on the nature of the manuscript or to minimize the changes you would have to make in the computer file. Please consult the Series Manager on this matter if we do not address this in the copy edited manuscript.

- *Extracts.* Set extracts in smaller type and with less line spacing than general text. Indent them 1/4 inch on each margin. Insert an extra line space above and below extracts.
- *Lists.* Set like general text but indent 1/4 inch from left margin, but not from right margin. Insert an half or full line of extra space above and below.
- *Notes.* Your word processing program will number notes consecutively, beginning with 1, throughout each chapter, and should renumber them automatically if you delete or add notes.
 - Notes may appear at the bottom of the page or at the end of the book.
 - Note numbers will appear as superscripts in the text. For the notes themselves, note numbers of backnotes should be positioned on the line, followed by a period, and not as superscripts. For footnotes, we prefer numbers positioned on the line, but superscripts are acceptable.
 - Your word processor will position the footnotes automatically. We may ask for some refinements such as additional spacing between notes.
 - If notes are placed in a separate note section with the backmatter, preceding the bibliography, be sure to list this section in the Contents.

- *Tables.* Type the table number and title in upper and lower case flush left on the left margin of the table—e.g.,

Table 4. This is the Table Title

Within the table, heads can be all caps, or capital and lower-case, and/or italic, depending on the nature of the material, and usually should be centered. Subheads are capital and lower-case. The copy editor and Series Manager may make some suggestions in the edited manuscript as to table format.

Leave about two lines of extra space above and below the table to separate it from the text. If the table is large enough to cover 3/4 of the page, there is no need to include text on that page. Omit the running head on pages with tables and no text.

- *Illustrations* (figures, maps, etc., except for those halftones or other illustrations to be grouped at the end of the book). Provide the illustrations in camera-ready format. Measure each to determine the size of space to be left blank at the proper place in the camera copy; the Series Manager can assist in this sizing of illustrations upon request. The Press will paste up the illustrations in the spaces allowed when camera-ready copy is complete, but you may

insert these electronically or do the paste up if you have the capability. Place the *captions for illustrations* about 2 full line spaces below the base of the illustration. Figure captions should be flush left (i.e., don't indent first line like a paragraph), and upper and lower case—e.g.,

Figure 3. This is the figure caption.

For vertical figures, the text of the caption should be the same width as the regular text. For sideturned figures, the caption width should be the length of the figure or the length of the type page. The Series Manager can advise on the appropriate length.

BACKMATTER

Order of Elements & Right/Left Paging

Appendix(es) (First appendix begins on a right-hand page; subsequent appendixes may begin on left- or right-hand pages)

Notes (new right page)

Glossary (left- or right-hand page)

Bibliography or Literature Cited (new right page)

Index (new right page)

Plates (new right page)

1. See attached sample pages for appendix, notes, bibliography, and index. Use these as models as they apply to your manuscript.
2. *Backmatter running heads.* Use the section name on both right- and left-hand pages. (This is different from text chapters.)
3. *Appendix(es).* For opening pages, follow the same format as for chapter openers, except use capital and lower case letters for the appendix number and title (instead of all caps). Place the first line of the appendix in the same position as the first line of a chapter.
4. *For opening pages of "Notes," "Bibliography," "Index,"* etc. follow the same format as for appendixes. Pages following the opening page carry folios and running heads; the latter are the section name.
5. *Index.* Format the index in two-columns and use smaller type and less line spacing than in the text.
6. *Plate or figure section.* Begin this section with a part title page reading "Plates" or "Figures." Place the captions below the illustrations (except in unusual instances where they must face the illustration). The plate or figure section usually does not have running heads. Sample format for captions

[Below illustration]

Figs. 89-98. Wings of female *Chrysops*: Fig. 89, *C. coloradensis* Bigot; Fig. 90, *C. coquilletti* Hine; Fig. 91, *C. discalis* Williston; Fig. 92, *C. excitans* Walker; Fig. 95, *C. hirsuticallus* Philip; Fig. 96, *C. latifrons* Brennan; Fig. 97, *C. mitis* Osten Sacken; Fig. 98, *C. noctifer* Osten Sacken.

[On facing page; centered]

Figs. 89-98. Wings of female *Chrysops*
Fig. 89, *C. coloradensis* Bigot
Fig. 90, *C. coquilletti* Hine
Fig. 91, *C. discalis* Williston
Fig. 92, *C. excitans* Walker
Fig. 95, *C. hirsuticallus* Philip
Fig. 96, *C. latifrons* Brennan
Fig. 97, *C. mitis* Osten Sacken
Fig. 98, *C. noctifer* Osten Sacken

AUTHOR'S CHECKLIST FOR SERIES MONOGRAPH CAMERA-READY COPY

- _____ Proofread final camera copy against edited manuscript.
- _____ For words hyphenated at ends of lines, be sure word division is correct. UCP recommends *Webster's Tenth New Collegiate Dictionary* as a guide, but other standard dictionaries (e.g., *American Heritage*) are acceptable. Word divisions produced by word-processing programs are frequently incorrect.
- _____ Check order of elements and left and right paging against edited manuscript and CRC preparation instructions.
- _____ Check for correct roman (frontmatter) and arabic pagination.
- _____ Check opening pages for drop folios and no running heads.
- _____ Certify that the table of contents and interior titles match, and that the page numbers in the table of contents are correct.
- _____ Check the parts of the book against the table of contents to ensure that no elements have been omitted.
- _____ Make sure all note numbers are present in the text and the corresponding notes are at the foot the page (if book has footnotes), or at the back of the book (if book has backnotes), or at the back of the chapter (for collected volumes). If a foot-of-page note runs over to a second page, at least two lines of the note should normally appear on the first page, but this portion of the note should not end with a period (leading readers to believe the note is completed); a hair-line rule should be provided over the continued portion of the note on the next page (most word-processing and desk-top publishing programs do this or something similar).
- _____ Check illustrations and tables for satisfactory placement in relation to the text. Illustrations and tables should usually be placed at the top of the page. A right-hand page ending with a hyphenated word should not be followed by a full-page table or illustration.
- _____ Check all running heads for accuracy. Pages with full-page tables and illustrations usually do not have running heads (exception is sometimes made if there is page after page of illustrations or tables).
- _____ Make sure hard copy of pages are present and in order.
- _____ Supply accurate title page information—i.e., correct title and author's name as it should appear—so that UCP can typeset this page.