

Preparing Your Files and PDF

Preparing Files

- Yale University Press accepts manuscript files in Microsoft Word (preferred) or RTF (Rich Text Format). If you use a word processor other than Word, save your files as Microsoft Word format or RTF format before submission (with most word processors, you can do this through the Save As command).
 - Exceptions: Discuss any special circumstances with your acquisitions editor's assistant.
- Submit the entire text of your manuscript in one file; that is, include all text from the half title page through the last element before the index, but omit illustrations, captions, tables, and boxes from the manuscript file. Follow the order of elements listed in [Elements of a Manuscript](#), below.
- Include callouts in the file to indicate the approximate desired placement of illustrations, tables, and boxes. Callouts should be enclosed in angle brackets, should begin with the word *Insert*, and should be placed between paragraphs, never within a paragraph.
- Go through the file and ensure that every element in the manuscript is included and placed in the correct order within it, with the exception of the endnotes, which Word will automatically place at the end of the document. List the Notes in their correct placement (before the Bibliography) in the table of contents. We will move the notes to the correct place in the manuscript later in the process, after the notes have been stripped of their linking. You must ensure that your notes are correctly numbered beginning with note 1 in each chapter (see [Assembling Notes and Documentation](#)).
- Notes are best left embedded within the manuscript file. See [Assembling Notes and Documentation](#) for more information on how to prepare the notes.
- If your manuscript uses both footnotes and endnotes, one of the kinds of notes must be created manually rather than using Word's References function. That is, only one of these kinds of notes can be electronically linked to the superscript note indicator, to keep the two kinds of notes differentiated, use numbers for one kind and letters for the other.
- Tables, boxes, and captions should each be in a separate, dedicated Word or RTF file for that type of element, that is, one file for all the tables, one file for all the boxes, and one file for all the captions. See also [Preparing Tables and Boxes](#) below.
- Name files with the following components: numerical order in the file sequence, author, and content. Examples: 01JonesMS.docx, 02JonesCaptions.docx, 03JonesTables.docx, 04JonesBoxes.docx, 05JonesTables.docx, 06JonesCaptions.docx.
- If your book contains artwork, create a separate file for each illustration. Name illustration files by author and figure number. Examples: JonesFig01.tiff, JonesFig02.tiff, etc. Supply captions and an art log. (For detailed instructions, see [Preparing Illustrations and Captions](#).)
- Make sure that your manuscript, including notes and other documentation, does not exceed the length and illustration count stipulated in your contract.
- When you are satisfied that your Word or RTF files are accurate and complete, save each one as a PDF. Make sure each PDF is an accurate representation of the manuscript, including proper rendering of any diacritics, foreign alphabets, symbols, or special formatting of poems, tables, or other elements. The PDF will serve as an important reference for us. It is very important that you make sure the files you submit to us are accurate and complete.
- Supply files via a file-sharing site such as Dropbox. With your files, supply a list of file names of all the files transmitted.

Formatting

- Use italics for emphasis; for titles of books, periodicals, plays, movies, ships, and works of art; for foreign words not included in Webster's Collegiate Dictionary, and so on. Do not use boldface or

underlining for these purposes.

- Run in quotations of fewer than 100 words; that is, enclose them in quotation marks and do not set them off from the paragraph. For quotations longer than 100 words, use your word processor's margin and indentation settings to indent block quotations more than the regular text margins. Do not insert extra spaces, hard returns, or tabs between words to achieve the effect of an indentation.
- While the use of subheads is appropriate in some books, remember that the typeset page will be more compressed than the manuscript page, and frequent subheads will make the text look choppy. We recommend that you use subheads only sparingly, if at all, bearing in mind the structural requirements for subheads mentioned above.
- If you do not use subheads in the book, it is fine to have untitled section breaks within a chapter. Indicate these section breaks in the manuscript by typing three spaced asterisks in a line by themselves where you want the section break to appear. This will make your intention clear to us.
- If you use subheads, format them consistently throughout your manuscript in such a way as to make their hierarchy clear. We recommend using Word's Styles function to indicate the level of each subhead. Apply Word's Heading 1 style to the A heads, Heading 2 style to the B heads, Heading 3 style to the C heads, and so on.
- If you would prefer to format the subheads without using Word's Styles function, you may indicate the level of the subhead by indicating it within angle brackets before the subhead: <txa> for an A head, <txb> for a B head, and so on.
- Number chapters consecutively using arabic numerals. Do not number subheads. Do not number the introduction and the conclusion; these should not be numbered chapters unless they are not called Introduction and Conclusion.
- If your book includes parts, number them consecutively using roman numerals and be sure to include a part title for each one.
- Type part titles, chapter titles, and subheads using title-style capitalization (e.g., The Search for Community), not sentence-style capitalization or full capitals.
- Avoid using cross-references anywhere in the book. If absolutely necessary, you can cross-refer to a chapter by its chapter number; do not refer to page numbers, as these are meaningless in the ebook and invite error in the print book.
- If you must use special characters, such as symbols or foreign alphabets, you will need to use a font that supports Unicode for that language. For further information, see our Guidelines for Manuscripts with Special Characters.
- If your manuscript uses special layout or formatting, such as poems with particular spacing, or characters, such as foreign alphabets, diacritics, mathematical equations, or unusual Unicode characters, you must check every one of these in the PDF of the manuscript and PDFs of the ancillary files of tables, boxes, and captions to make sure the PDFs are an accurate depiction of these requirements. The PDF(s) will serve as a graphic reference for all unusual formatting and characters, in case there is any incompatibility with the Word files and computer hardware or software that we may need to use during editing and production.
- Do not make any changes to the Word files after creating the PDFs. Both the Word files and the PDFs of those Word files constitute your final manuscript, ready to go into production, and they must match each other exactly.
- Once you have submitted your final manuscript to be released for editing, the time for rewriting is over. You will have the opportunity to make small tweaks to the manuscript when you review the copyediting, but the revisions at that stage should be minor.

Elements of a Manuscript

Your final manuscript should include everything that you intend to appear in the book, except an index. (The index is created at a later stage.) Assemble the elements of your manuscript in the following order (an asterisk indicates items present in all books; elements without an asterisk are optional):

Front Matter

- *Half-title page (p. i): main title (without subtitle)
- *Blank page or callout for frontispiece (p. ii)
- *Title page (p. iii): complete title and subtitle; authors' names as they are to appear in the finished book; <Yale University Press logo>; New Haven and London
- *Copyright page (p. iv; leave this page blank for us to fill in)
- Dedication and/or epigraph
- *Contents: list front matter; part titles, if any; chapter titles; and back matter, including Index (do not include subheads; do not include page numbers)
- List of illustrations (do not include unless illustrations will be consulted separately from the text)
- List of tables (do not include unless tables will be consulted separately from the text)
- Foreword (by someone other than the author of the book)
- Preface or Preface and Acknowledgments
- Introduction (place here if it is not part of the text proper; if the reader must read the introduction in order to understand the rest of the book, the introduction does not belong in the front matter.)
- List of Abbreviations (if many abbreviations are used in the text)

Text

- *Text (Indicate in angle brackets to begin arabic pagination here with p. 1, usually on the first page of the introduction, if the introduction is the beginning of the narrative or argument.)

Back Matter

- Appendix(es)
- Chronology
- List of Abbreviations (If abbreviations are used in notes and bibliography; if abbreviations are used only in the notes, make them the first subsection of the endnotes; if abbreviations are used in the text itself, put the list in the front matter, not the back matter.)
- Glossary
- Notes (for a book by a single author or author team; for an edited volume, the notes should go at the end of each chapter, not in the back matter of the book)
- Bibliography (may be omitted if full citations are used in the notes)
- List of contributors and their affiliations (for edited volumes only; see Guidelines for Editors of Contributed Volumes)
- Acknowledgments (if not included in the preface)

Items to Submit

- Complete manuscript (Word file and PDF)
- Boxes (Word file and PDF)
- Tables (Word file and PDF)
- Captions for illustrations, including credit lines (Word file and PDF)
- Digital files of illustrations (TIFF or EPS preferred; a separate file for each illustration; if you cannot provide digital files of your illustrations, discuss with your acquisitions editor's assistant)
- PDF of the full sequence of the photocopies or printouts of the illustrations with figure numbers and any cropping clearly marked (a single PDF showing all the illustrations in sequence)
- Letters of permission
- Art log
- Manuscript submission checklist
- List of all files submitted