

# Yale UNIVERSITY PRESS

## Guidelines for Tearsheet Manuscripts

*Consult these guidelines if your manuscript contains text that is not available electronically—for example, if your book is an anthology or an annotated edition of an older work.*

### Deciding Whether to Retype

You may choose to retype previously published material and submit it according to our instructions for [Preparing Your Files and Printout](#). We will not check your retyped manuscript against the original document. You are responsible for a word-for-word proofreading of the typescript before submission.

Your other option is to submit photocopies (“tearsheets”) of the previously published material. The typesetter will rekey or scan these pages. Once the material is typeset, you will have a chance to proofread the page proofs against the original documents.

### Preparing Tearsheets

- ♦ Be sure that the photocopied pages are completely legible, with no text obscured or cut off.
- ♦ Cross out any material that should not appear in the final book (e.g., another book’s title page, or an advertisement on a magazine page).
- ♦ Chapter-opening pages should be consistent in form and content. Ensure that the chapter-opening pages match the table of contents.
- ♦ Minor changes to the tearsheets should be marked clearly in the margins.
- ♦ Additions of more than a few words should not be marked directly on the tearsheets. Instead, type new inserts in a separate file. The inserts should be numbered in the order in which they will appear in the book. Begin each insert with a heading, in angle brackets on a separate line, listing the insert number and the manuscript page number where the insert should go:  
<Insert 1, p. 23>
- ♦ On the tearsheet pages, identify where each insert should go by writing the appropriate insert number in the margin: <Insert 1 here>.

### Finalizing a Tearsheet Manuscript

- ♦ Any new material (e.g., front matter and introduction) should be submitted according to our instructions for [Preparing Your Files and Printout](#).
- ♦ Arrange the manuscript pages, whether printouts of new material or tearsheets, in the order in which they will appear in the book.
- ♦ Source information (including any required credit lines) for each previously published item must be included in the final manuscript and presented consistently. Sometimes this information is given in a headnote or unnumbered note at the beginning of each chapter, and sometimes it appears in a Credits section at the end of the book. Consult your acquisitions editor if in doubt about what is best for your manuscript.
- ♦ Consecutive pagination is essential. In paginating your manuscript, ignore any page numbers found in the tearsheets. Each sheet of paper should be treated as one manuscript page, even if it is a photocopy of two pages from another book. Paginate front matter (all pages before the beginning of the first text chapter) with lowercase roman numerals (i, ii, iii, etc.). Number the text and back matter consecutively with arabic numerals (1, 2, 3, etc.). Do not begin each chapter with page 1.