

AUTHOR CONTRACTS FOR TYPESETTING TYPESET MANUSCRIPT PREPARATION GUIDE ROWMAN & LITTLEFIELD PUBLISHING GROUP Rowman & Littlefield · Lexington Books · Jason Aronson

The Rowman & Littlefield Publishing Group (RLPG) uses the *Chicago Manual of Style*, 15th ed., and *Merriam-Webster's Collegiate Dictionary*, 11th ed., as style and spelling guides. We encourage you to do the same. If your manuscript follows a different style guide, please consult with your acquisitions editor.

Please read through these guidelines in full. Your manuscript should conform as closely as possible to these guidelines, or it may be returned to you for revision. If you have questions, please contact your acquisitions editor.

SOFTWARE

We accept Microsoft Word files in both PC and Mac formats. If you used WordPerfect or some other software, you must convert your files to Word before submitting them to your acquisitions editor. Please review your files to make sure that no errors were caused by the conversion. We request that editors of collective works submit all parts of their book in the same word processing program.

PERMISSIONS

It is the author's responsibility to obtain written permission from the copyright holder and to pay to reproduce copyrighted material, including music lyrics, poetry, artwork, and previously published works. Permission from the author will only be sufficient if full rights of publication have been reverted to that author, in writing, by the original publisher.

If you are working on a revised edition for which items in the previous edition required permission, you must re-obtain permission for those items.

You must provide RLPG with the original, signed permissions and the source credit line that we are required to include in the published book. For more on copyright and permissions and sample permissions letters, refer to the **RLPG Permissions Guide**.

PREPARING YOUR MANUSCRIPT

During the typesetting process, we will format the text into book pages. In order for typesetting to be as trouble-free as possible, it is imperative that you format your manuscript as follows:

- Use 12-point Times or Times Roman for *all* text (including subheadings, quotes, notes, and bibliography).
- Pages should be double-spaced with one-inch margins (including the notes and bibliography).
- Save each chapter and parts page in its own file. File names should be easily recognized, for example, contents.doc, intro.doc, ch01.doc, biblio.doc.
- Please number pages sequentially throughout the manuscript (do not begin each chapter with page 1). This will save us an enormous amount of trouble. You can change the page number a file begins on using the Insert→Page Numbers→Format box.
- Quotes of five or more lines should be extracted and indented one-half inch from the left margin.
- **Do not use the space bar** to indent the first line of a paragraph. Use a tab, preferably, or Word's indent feature.
- Do not insert a blank line between paragraphs. If you need to indicate a change of subject without using a subhead, type "<break>" on a line by itself (so we know you intended to have a blank line), but keep these to a minimum.

- If you copied and pasted text from, for example, an e-mail or a PDF, remove mid-sentence hard or soft returns.
- Do not use hyphens to break words at the ends of lines; let lines wrap naturally. Turn off the hyphenation feature of your software.
- Use *italics* for emphasis.
- Do not use underlining.
- Text should be left-justified, not fully justified. (Full justification hides spacing problems.)
- Do not change font sizes or styles throughout the manuscript. Stick to a Times Roman font, even for subheadings.
- Prepare a table of contents: list all parts/sections; chapter numbers, titles, and subtitles; bibliography/references; and authors (if an edited collection). We use your contents to verify that we have all parts of your manuscript, so be sure it is complete. For page numbers in the table of contents, type 000 (page numbers will change in typesetting).
- Leave no comments, tracked changes, highlighting, or hidden text in the final version of the manuscript.

CHAPTER TITLES AND SUBHEADINGS

- Chapter titles, subtitles, and subheadings should be brief but meaningful.
- Do not place note numbers on chapter titles, subtitles, author names, or subheads.
- Subheads should not be numbers only. If you would like to use an outline format, check with your acquisitions editor first.
- Set each subheading on its own line.
- Avoid starting a chapter with a subhead, especially "introduction."
- If you need to indicate a change of subject without using a subhead, type "<break>" on a line by itself (so we know you intended to have a blank line), but keep these to a minimum.
- Subheadings are used to make your organization clear to your readers; there should be no need for more than three levels of subheads, and you may not have that many, or any at all, depending on the type of book (textbooks *must* have subheadings). Type subheadings as follows:
 1. First- or A-level subheads: center the text and type in upper- and lowercase:
 This Is How an A-level Subhead Should Appear in Your Manuscript
 2. Second- or B-level subheads: set the text flush left and type in upper- and lowercase:
 This Is How a B-level Subhead Should Appear in Your Manuscript
 3. Third- or C-level subheads: set the text flush left, italicized, and type in upper- and lowercase:
 This Is How a C-level Subhead Should Appear in Your Manuscript
- It is okay for a subheading to be the last line on a manuscript page—this will be adjusted in typesetting.
- Subheadings are capitalized the same way book titles are: The first and last words are always capitalized, as are all other words except articles (the, an, etc.), prepositions (through, in, etc.), and coordinating conjunctions (and, or, etc.).

CITATIONS AND DOCUMENTATION

RLPG accepts two citation styles: notes plus bibliography (humanities) and author-date. If you wish to use an alternate style (e.g., AAA, APA), first get approval from your acquisitions editor. APA style is acceptable for Jason Aronson authors. All chapters in your book must use the same citation style (unless it consists of previously published material).

For samples of acceptable formatting, refer to http://www.chicagomanualofstyle.org/tools_citationguide.html. For anything not covered there, refer to the *Chicago Manual of Style*, 15th ed., chapters 16 and 17.

Truncating Page Numbers

Truncate cited page numbers in the following style: There is no truncation for single- and double-digit numbers plus multiples of 100 (e.g., 1–5, 10–11, 15–19, 100–101, 300–310); keep the last digit for numbers 101 through 109 [and multiples thereof] (e.g., 105–9, 203–4) and for three or more digits (e.g., 147–48, 2257–63).

Endnotes versus Footnotes

RLPG publishes all books with endnotes, not footnotes. If you prepared your manuscript with footnotes, please convert them to endnotes before the final submission. You can do this using the Insert→Reference→Footnote→Convert box.

ABOUT THE AUTHOR(S)/CONTRIBUTORS

RLPG books include mini-biographies (i.e., About the Authors or About the Contributors) at the end of each book. These should be fairly short—usually one or two paragraphs per author—and include both academic and professional accomplishments. Samples are available from your acquisitions editor.

TABLES AND TEXTBOXES/SIDEBARS

If you have tables in your book, refer to the **RLPG Tables Guide**. We will import all of your manuscript files (especially tables) into our typesetting software, which allows us to avoid rekeying and thus typos, so it is important that you follow these guidelines.

- Use Word's tables feature to produce tables; this will ensure proper column/row alignment. Do not use tabs or spaces, which cause alignment problems.
- Do not use spreadsheet software (e.g., Excel) to create tables.
- Include captions and sources (if any) on all of your tables and textboxes.
- Textboxes should be typed just like regular text, without boxes, rules, or shading.
- Double-number your tables and textboxes so the first number is the chapter number and the second number indicates the sequence (e.g., table 2.3 is the third table in chapter 2).
- Save tables and textboxes one per file, named for the item (e.g., "box3.1.doc"). Do not place tables or textboxes in the chapter files. Use callouts (see below).
- Direct your readers to your tables and textboxes by referring to them in the text by number (e.g., "table 3.3 shows . . ." or "see box 3.1").
- Place callouts near where you would like tables and textboxes to appear (e.g., <table 3.3 near here>).
- Tables and textboxes will be placed as near their callouts as text allows, but that is not determined until typesetting, so do not refer to tables and textboxes as being "above," "below," or on a specific page.
- If you would like your book to have a list of tables in the front matter, you must include it in the manuscript.

ARTWORK

Submit all artwork to your acquisitions editor for review as early as possible. Whether you submit hardcopy originals or digital artwork, you must follow the criteria (format, sizing, resolution, etc.) found in the **RLPG Artwork Guide**.

- Do not incorporate artwork into your chapter files.
- Gather all of your figure numbers and captions and all source/credit lines in one file named "captions.doc." They should not appear on the artwork.
- Double-number your artwork so the first number is the chapter number and the second number indicates the sequence (e.g., figure 5.1 is the first figure in chapter 5).
- Direct your readers to your artwork by referring to it in the text by number (e.g., "figure 5.1 shows . . ." or "see figure 5.1").
- Place a callout for each piece of art near where you would like it to appear (e.g., <figure 5.1 near here>).
- Artwork will be placed as near its callout as the text allows, but that is not determined until typesetting, so do not refer to artwork as being "above," "below," or on a specific page.

- If you would like your book to have a list of illustrations in the front matter, you must provide one in the manuscript.

SUBMITTING YOUR FINAL MANUSCRIPT

- Have you made all changes requested by your acquisitions editor? Have you checked the Author Contracts for Typesetting Checklist?
- Have you run spell-check and proofread the final manuscript carefully? Remember, your submitted manuscript will be considered final. Once the project is sent into production, revisions will not be accepted. We will correct errors during proofreading.
- Have you included all necessary permissions letters for tables, art, photos, previously published materials, quotations, etc.?
- Have you created separate files for each chapter and any other sections of your manuscript? Have you used file names that are easily recognizable? For example, contents.doc, intro.doc, ch01.doc, biblio.doc.
- We do not need a printout of the manuscript, however, if it contains special characters (e.g., non-Latin characters/diacritics, directional symbols, equations), alert your acquisitions editor to their presence. If you have used a different alphabet (such as Hebrew or Cyrillic), characters (such as Chinese), or diacritical marks in your text, please include a copy of the font file (e.g. Simsum for Chinese), in case we or the printer do not have it.
- If you cannot supply electronic versions of your artwork, mail the originals to your acquisitions editor so they can be scanned. They will be returned to you when your book is published.
- E-mail all of your files to your acquisitions editor, however, ask if large art files should be sent using an alternate method (mailed on media or via FTP).

**AUTHOR CONTRACTS FOR TYPESETTING
FORMATTING CHECKLIST**
ROWMAN & LITTLEFIELD PUBLISHING GROUP
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Please follow the following guide for manuscripts being typeset by RLPG. If formatting guidelines are not met, we will return the manuscript to the author to fix, which may delay the book's publication date. For more detailed guidelines, please consult the **RLPG Typeset Manuscript Preparation Guide** provided with your contract.

Guidelines apply to ALL front matter, chapters, end notes, and back matter.

- 12-point, Times New Roman font
- 1-inch margins top, bottom, left, and right
- Double spaced
- Opt spacing before and after each paragraph (can be changed in *Format – Paragraph*)
- Remove any bold or underlined font (use italics for emphasis, titles, etc.)
- Text is left-justified, not fully justified
- All page numbers are changed to be sequential (i.e. If Chapter 1 ends on page 38, Chapter 2 begins on page 39)
- Page numbering of front matter is in lower-case Roman numerals
- Remove any line spaces between paragraphs or references
- Remove superscript format from endnotes (can be changed in *Format – Font*), but keep reference numbers in text body as superscript
- Footnotes are converted to endnotes
- Endnotes use Arabic numerals, not Roman numerals and are followed by a period

For figures/graphics:

- Figures and images are in eps, tiff, jpeg, or pdf format and at 300 dpi, at the size they will appear in the book
- Whenever possible, figures/graphics are black and white only, no color or grayscale (this will come out much clearer in the book)
- For charts and graphs, use patterns in lieu of colors and symbols to distinguish plotted points

- All figures/graphics are saved as separate documents with a file name indicating their chapter/figure number (see **RLPG Artwork Guide**)
- Tables and textboxes are saved separately in Word documents (see **RLPG Tables Guide**)
- Callouts are correctly placed and match graphic titles
- Captions and permissions are provided

Submission:

- Send 2 electronic files, one as a single file and one with each chapter in separate files
- Send 1 hard copy, unless otherwise specified by your editor
- Send all necessary consent forms and permissions (see the **RLPG Permissions Guide**)

TABLES GUIDE

ROWMAN & LITTLEFIELD PUBLISHING GROUP
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Follow these instructions to create tables:

1. Use the Tables feature of Microsoft Word* to create *all* tabular matter.
2. The body of a table is composed of vertical columns of information. Avoid mixing different types of information in the same column; separate money from percentages or information expressed in words. Keep items consistent in form, as well (e.g., don't abbreviate some state names and spell out others).
3. Before creating the table body, type "Table" and the table number in double-number format (e.g., Table 2.1 would be the first table in chapter 2) followed by the table title. For the title, strive for brevity and objectivity. For example, use "Recidivism among Reform School Parolees" rather than "High Degree of Recidivism among Reform School Parolees."

If you have a short bit of important explanatory information (e.g., unit of measure, statistical information), it can be included in parentheses after the table title or heading. More detailed information should be placed in a note at the bottom of the table (see no. 7 below).

4. To create the table body, go to the Table menu, choose Insert, then Table. Enter the number of columns and rows your table should have, then press OK. Columns and rows can be added later if necessary, but it's best to have the correct number to begin with.
5. Keep column headings short. If a column head or text runs to a second line, let it wrap automatically and don't worry about awkward word or line breaks. We will fix such problems during typesetting.
6. If column headings must straddle two or more columns, use the Merge feature. With the mouse, place the cursor in the left-most cell that you want to merge, press and hold the left button of your mouse and drag the cursor to the right until you have selected (highlighted) all of the cells you want to merge. Release the mouse button and then go to the Table menu and select Merge Cells (or right-click and choose Merge Cells).
7. If footnotes are necessary, they should appear below the table. There are four different kinds of table footnotes, and they should be placed in the following order:

Source. If the data for your table came from another source or sources, provide complete information about the source(s). If a table is reproduced without change from another source, *you must obtain permission to reuse it* (which you will need to provide to us) and supply the full credit in the source line. The source line appears just below the table, beginning with *Source:* or *Sources:* followed by full citation.

A note applicable to the whole table. This is used for providing information about how data were gathered, the reliability of the information, and so on. Place the information following *Note* or *Notes*.

Notes specific to a part of the table. In the table body, place a lowercase superscript letter (starting with *a*) to the right of the item that the note addresses. At the bottom of the table, insert the same superscript letter and then type the note. Do not put a note callout on the table title.

Notes on statistical significance levels/probability notes. These notes are inserted at the bottom of the table only. Use asterisks to differentiate between levels of significance: a single asterisk is used for the lowest level, two asterisks for the next level up, and three asterisks for the highest level of significance.

8. Save each table in a separate file named for the table number (e.g., the file name for table 2.1 would be "table02-01.doc"). Do not insert your table into the chapter files. Instead, use a callout (see note 10).

*These instructions are specific to Word 2003, however most word-processing programs have similar features.

In addition:

9. In your manuscript, direct your readers to your tables by referring to them by number (e.g., "table 2.1 shows . . ." or "see table 2.1").
10. After the paragraph in which you reference a table, insert a callout for the typesetter (e.g., <table 2.1 here>). Tables without callouts may inadvertently be omitted from the final layout.
11. Tables will be placed as near to their callouts as text allows, but exact placement is not determined until typesetting, so do not refer to tables and textboxes as being "above," "below," or on a specific page.
12. If you find your data is too wide to fit on one page, change the page setup to "landscape" (a.k.a., "broadside"). Go to the File menu and select Page Setup; on the Margins tab select Landscape for orientation and then click "OK."

If it is still too wide to fit (even when reduced to 10-point type), then it is too large for the book, and you will need to edit it or divide it into two or more tables. The exception may be if your book will be published in a format larger than our standard 6" x 9" trim size. Please confirm the planned dimensions for your book with your acquisitions editor.

13. In addition to submitting the table files, you *must* also submit printouts of the tables that show correct column and row alignment.

On the printouts, you may also write in symbols and formatting you were unable to accomplish electronically.

14. For a more in-depth discussion of table creation and formatting, refer to chapter 13 of the *Chicago Manual of Style*, 15th ed.

The following samples were created using the table tool in Microsoft Word. For space considerations only, we have placed more than one table per page.

Table 1.1. Florida Drug Offenders

Drug Offense	Offenders	Arrest History			
		Violent Felony Crime ^a		Nonviolent Felony Crimes	
		Percent None	Concentration Index ^b	Percent Zero or One	Concentration Index ^b
Possession	45,906	76.0	34.4	42.2	34.1
Sale	8,472	65.5	26.2	27.8	18.0
Smuggling	384	69.5	29.6	40.4	19.8
Production	452	86.5	41.9	63.3	23.7
Trafficking	3,308	82.6	40.3	53.3	22.0
Delivery and distribution	1,997	69.4	28.5	31.9	20.4
Possession of drug equipment	6,256	68.2	30.1	31.0	18.8

Source: Trager and Clark (1989).

Note: Drugs addressed in study were cocaine, heroin, ecstasy, and marijuana.

^aViolent crimes include homicide, sexual assaults, robbery, aggravated assault, kidnapping, and arson (zero or one). Nonviolent offenses include burglary, larceny, automobile theft, and drug felonies.

^bThe proportion of arrests in each category is accounted for by the 2.3 percent of the population that is most

frequently arrested. These offenders exceed the mean number of arrests by two standard deviations.

Table 1.2. Leading Television Markets for Religious Programs

Eastern Core	Western Core	Other
Group A ^a		
Birmingham, AL	Little Rock, AR	
Charleston-Huntington, WV	Tulsa, OK	
Greenville-New Bern-Washington, NC		
Greenville-Spartansburg, SC-Asheville, NC		
Johnstown-Altoona, PA		
Knoxville, TN		
Norfolk-Portsmouth-Newport News-Hampton, VA		
Raleigh-Durham, NC		
Richmond, VA		
Roanoke-Lynchburg, VA		
Tampa-St. Petersburg, FL		
Group B ^b		
Augusta, GA	Dallas-Fort Worth, TX	Mobile, AL
Charlotte, NC	Kansas City, MO/KS	
Chattanooga, TN	Jackson, MS	
Cincinnati, OH	Monroe, LA-El Dorado, AR	
Jacksonville, FL	Wichita Falls, TX-Lawton, OK	
Tallahassee, FL		
Wheeling, WV-Steubenville, OH		

^aOver 60,000 viewing households and over 15 percent viewing rate.

^bEither 60,000 viewing households and moderate (7–15 percent) viewing rate or 40,000–60,000 households and high (over 15 percent) viewing rate.

Table 1.3. Differentiating Characteristics of the Species of the Genus *Rhodobacter*

Characteristic	<i>R. Capsulatus</i>	<i>R. Sphaeroides</i>
Cell diameter	0.5–1.2	0.7–4.0
Motility	+	+
Slime formation	±	±

ARTWORK GUIDE

ROWMAN & LITTLEFIELD PUBLISHING GROUP

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The majority of book projects will not have artwork. However, If your book includes artwork (e.g., graphs, drawings, diagrams, maps, photographs, etc.), please discuss your proposed artwork with your editor as soon as possible, well before submitting the manuscript to production. You are responsible for supplying your illustrations in final form by the time you deliver your final manuscript to the publisher.

We accept two kinds of artwork: digital artwork (i.e., scanned, created electronically using software, or taken with a digital camera) and original, hardcopy artwork (i.e., "camera ready" art). Both are explained below. To reproduce your images at the highest possible quality, we must receive artwork from you that meets the specifications found in these guidelines. If your artwork does not meet these specifications, you will need to revise it or find replacement images.

PERMISSIONS

If you have taken artwork from another source, *you must obtain and pay for permission to reproduce those images by the time you submit your final manuscript*. You must also supply credit/source information with your captions. Please forward all original, signed permissions to your acquisitions editor as soon as you have them. Remember to make a copy for your records. Without permission or a clear indication that the work is in the public domain, we will not be able to use the art.

DIGITAL ARTWORK

We will quality-check all of your digital artwork, and you will need to replace or drop from your book any images that fail to meet our standards. If you are providing digital artwork:

- The minimum resolution should be 300 dpi (dots per inch) for images 4" × 7" or larger and 600 dpi for images smaller than 4" × 7". See the Sizing Artwork section below.
- Acceptable file formats, in order of preference, are .tif, .eps, .jpg, .pdf.
- Unacceptable file formats: .gif, .doc, .dot, .wpd, .xls, .xlt, .png, .bmp, .psd.

Specifications for Scanning Artwork

We strongly encourage you to send original artwork to us for scanning. If that is not possible, please follow these guidelines:

- Use a middle- to high-end flatbed scanner or a drum scanner. A handheld scanner will not produce quality scans.
- All images 4" × 7" or larger should be scanned at a minimum of 300 dpi; anything smaller should be scanned at 600 dpi.
- Scan images at their actual sizes. If an image is too small to clearly see detail, then you may enlarge it in scanning. However, this will magnify imperfections, so if the imperfections are too noticeable, don't use the image.
- Do not specify a line screen value.
- Save the image as a grayscale.
- If the image is being scanned from a previously printed source (e.g., book, newspaper, magazine), then you must use the "descreening" option to remove the screen or dot (moiré) pattern.

- Files must be saved in the .tif, .eps, .jpg, or .pdf format.
- If the scan is crooked or needs to be cropped, import the image into Photoshop (or an equivalent photo editor) and straighten or crop it there or provide a printout of the image and mark how you would like it cropped.
- If you have a color image that will be reproduced in black and white, send it to us for scanning.

ORIGINAL “CAMERA-READY” ARTWORK

Original artwork must be “camera ready” — meaning it meets the specifications below. Your art will look the same in the book as it does in the version you submit. We are not able to make alterations to improve the appearance of art, and art quality is not enhanced when reproduced in a book.

Photographs, Slides, Transparencies, Paintings, Drawings

- Photographs with a glossy finish are preferable, but a matte finish is acceptable.
- The more contrast a photo has, the better it will reproduce. For example, the darkest areas should be black, not gray; the lightest areas should be pure white, not light gray; and there should be a full range of gray shades between these extremes.
- When necessary, crop marks, horizontal or vertical orientation, enlargement of details, etc., should be indicated on a photocopy accompanying the original.
- We can scan slides, but it is possible that when we enlarge the scan of the slide, the image may become distorted. If less than the full image is required, we will need to see a printed copy of the image showing cropping instructions.
- We accept color images, but detail may be lost when we convert them to black and white. We never reproduce artwork in color, except on front covers.

Line Art (Graphs, Charts, Maps, Diagrams)

- We prefer you to use Illustrator, Photoshop, InDesign, QuarkXpress, PageMaker, or Freehand to create original line art. However, you may also use Microsoft Word or Excel.
- Line art should be only black and white. Do not use color when preparing line art.
- Patterns should be used to differentiate between areas such as the bars on a graph. Avoid using grayscale (i.e., shades of gray), which causes legibility problems and creates difficulties at the printing stage.
- Symbols should be used to distinguish plotted points on a graph.
- Minimum line widths/weights should be at least 1/2-point. Anything thinner will not reproduce well.
- Line art should be provided as a high-quality laser printout at a minimum resolution of 1200 dpi (dots per inch). If the image is smaller than 4" × 7", then the minimum resolution should be 2400 dpi.

SIZING ARTWORK

We publish most of our books at a 6" × 9" trim size. For art to fit on a 6" × 9" book page, it should be no larger than 4" × 7". However, before you finalize your art, check with your acquisitions editor about the trim size and print area of your book.

- Any text labels in your artwork should be sized at 8–10 points, so keep that range in mind when creating the dimensions of your artwork. If your artwork exceeds your book’s dimensions, it will be reduced, which could cause detail or text labels to become illegible. If this happens, we will ask you to resize the art and its text.
- We do not enlarge artwork, as it degrades image quality.
- Use only one font for all of your artwork’s labeling. It should be a sans-serif typeface, such as Arial or

Helvetica. This style of typeface is more legible at smaller sizes than serif typefaces (e.g., Times, Garamond) and will not “clash” with the serif typeface used for the main text.

- We cannot make editorial corrections to artwork in-house. Artwork with errors or inconsistencies will be returned to you for correction, so make sure the artwork’s spelling, hyphenation, and capitalization choices matches those used in the text. Our production editors and proofreaders follow *Merriam-Webster’s Collegiate Dictionary*, 11th ed., and the *Chicago Manual of Style*, 15th ed., so if you have any doubt on how something should look, consult these references.
- Volume editors: Please ask all of your contributors to use the same font for labeling artwork; it will give your book a more cohesive look.

IMPORTANT NOTES

- Artwork should be complete at the time you submit the final draft of your manuscript. Prior to that point, please submit artwork for evaluation to your acquisitions editor.
- Double-number artwork so the first number is the chapter number and the second number indicates its sequence (e.g., figure 3.2 is the second figure in chapter three).
- Digital files should be named using the figure number in the file name.
- All figure captions (including figure numbers) and their source/credit lines **must** be gathered together and put in one file named “captions.doc.”
- If you would like your book to have a list of illustrations in the book’s front matter, you must include one in your manuscript.
- Use photocopies to show where you would like art cropped.
- Do not incorporate digital artwork into the chapter files; each image must be in its own file. Digital artwork should be supplied in its original format.
- Place a callout for each piece of art in the chapter near where you would like it to appear (e.g., <figure 3.2 near here>). Any images that do not have callouts may not be placed in the final layout.
- Artwork will be placed as near its callout as the text allows, but that is not determined until typesetting, so do not refer to artwork as being “above,” “below,” or on a specific page.
- Label all camera-ready artwork on the back with the author name and figure number. Avoid writing directly on original artwork as it could mar the surface.
- Do not use paperclips to attach artwork: they can scratch the images.
- Camera-ready artwork should be placed in a sturdy folder or envelope and mailed to your acquisitions editor.
- We prefer to receive digital artwork as uncompressed files.
- We cannot guarantee the safe return of original photographs or one-of-a-kind artwork, so instead please supply high-quality reproductions. However, if you do supply original artwork and would like us to return it to you, please provide a list of which pieces you would like returned and the address to which you would like them sent. Artwork will not be returned until after the book has been published.

