

BOYDELL & BREWER

Camera-ready copy – A guide for authors

Reproducing your book from camera-ready copy (CRC) offers two main benefits: it shortens production time and it reduces production costs. It does however place responsibility on you to produce a book, which looks professional in appearance as well as in content.

The book will be reproduced directly from the CRC supplied by you – so only CRC that has been prepared according to the following specifications will be accepted for publication. CRC is not normally copy-edited or proofread by Boydell & Brewer, unless you have made a special arrangement with our editorial director.

If you have any queries please call your editorial contact at Boydell & Brewer.

Brief overview

1. Choice of word processor. If possible, use only one operating system and version of software when writing your files. The word processor software of choice is Microsoft Word running on a PC. Reasons: Word handles 1800 foreign language characters, printing them on most printers (even the least expensive ones); it is frequently updated and hence bugs removed; it is the most widely used word processor; most offices handle it, a majority of secretaries are familiar with most of its basic features; it handles hyphenation better than all the word processors we have seen, using (for English) a hyphenation dictionary; it allows for at least two languages using two different spelling check and hyphenation tables. Other word processors are obviously quite usable as well such as WordPerfect. Whatever word processor is used, it must be capable of working with a laser printer and producing usable fonts such as Times Roman or Palatino, in a variety of font sizes.

2. Know your limits when typesetting your book. The less complex the design and typesetting the more efficiently the project will run.

3. Prepare an application file for testing by Boydell & Brewer as early as possible. This will help us identify and solve problems before the book is too far into production. For example, is the typeface the correct size, weight and spacing? Is the text area correct? Is the weight and structure of running heads, chapter heads, folios and footnotes correct?

4. Always use postscript fonts as opposed to TrueType fonts. Printers often will not accept TrueType fonts.

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5. Enter Key/Hard Returns. Do not use your computer like a typewriter. Using the ENTER KEY to move to the next line of type creates formatting nightmares if your digital files need to be converted, corrected or changed in any way. Where possible, always use the word-wrap feature.

6. Follow basic paging guidelines. For example, avoid widows and orphans in your text (see 'Styles' below)

7. Maintain careful, organised file management. Assign one file naming method and use it the entire way through production, including during revision stages.

8. Keep to the established production schedules. This is crucial if your book is to be published on the agreed date as set out in your contract.

Camera-ready copy must be complete, requiring no additional page design, typesetting or editing before printing. The printed page will look exactly like the copy submitted.

Structure of the book.

Since there may be changes in the prelims (*front matter*) of the book up to the very last minute, it is advisable to number these pages separately using Roman numerals. The following pages can be found in some or all of our books in this order:

Half title of volume
Blank or illustration or list of series editors
Title page
Copyright page
Dedication (if required – but sometimes placed elsewhere in the prelims as space permits)
Epigraph (optional)
Contents (may run to two pages)
Blank (or second page of TOC)
List of plates, figures, maps and tables (usually in that order)
List of contributors
Foreword
Preface
Acknowledgements (including all credits for quotations, illustrations, etc.)
List of abbreviations
Introduction (unless it forms part of the body of the book)

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Note that the half title page, title page, contents list, the foreword or preface, and anything of more than one page usually starts on a right-hand page; the copyright page always comes on a left-hand page immediately after the title page; anything which is one page or less may be on a left-hand page or even fitted on to the last page of the contents list or preface. A dedication or epigraph is usually on the right-hand page following the title page, with blank verso, if two pages can be spared; otherwise it can be fitted in where space permits.

Note that all major divisions of the book must fall on an odd page number, even if this necessitates adding a blank [but silently numbered] page in the book. This does not include chapters (in a single author book), after chapter one. In other words, new chapters may (and should) begin on left or right-hand pages. Where you are providing camera ready copy for a title with articles supplied by individual contributors each article should start on a right-hand page.

The first page of the first chapter (or long introduction which forms part of the body of the book) will be a right-hand page and will be counted as Arabic page one, though no number need actually appear on this page.

Fonts

Font families: you may use any font that is found in the families such as Times, Palatino or other fonts which provide roman, italics, bold and bold italics. Palatino is warmer and less ubiquitous than Times Roman, hence slightly preferred. Avoid 'light' typefaces and also 'fussy' ones – there are plenty of good 'book' typefaces on the market such as Minion, Garamond, Plantin and Sabon. It is sometimes helpful to look at a few books in your local bookshop to get an idea of what is available and looks good.

Font sizes

The text should be set in 12-point type. The inset quotations may also be at 12 point, though may be at 11 point if you so desire, with about 9 points extra space above and below and indented about 10 mm left and right. Footnotes should be set at 10 point, without the half rule between the last text line and the first note – Word inserts the rule as a default.

New chapters

These may and should begin on both left and right hand pages. In other words, it is not necessary to have all chapters beginning on a right hand (odd) page (but see above for the exception).

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Major division of the book

As previously pointed out, all major divisions of the book other than chapters should begin on a right hand page, e.g. title, table of contents, acknowledgements, chapter one, bibliography, index.

Running heads and pagination

Beginning on Arabic page 2 there should be running heads throughout the book except on new chapter pages. The running heads should be centred, and normally the right-hand header (the recto, to use the technical term) will contain a short title of the chapter. The left-hand header will consist of the title of the book, truncated if necessary (or the title of the current 'Part Title' if your book has them). For preliminary pages such as the Preface, Introduction and so forth, where such items run to two or more pages, it is customary to have the same running head on left- and right-hand pages (rather than the book title on the left hand). The same rule applies to matter at the end of the book such as the Bibliography and the Index. Pagination may be at the edge of the text area in the running head box (to left and right) or centred as a 'footer' at the bottom. Running heads may be in small capitals (10 point) or in italic upper and lower case in the same size as the body text.

Front matter

Boydell & Brewer will set some pages in the front matter (the preliminary pages of the text), such as the copyright and title pages, but authors should provide all the pages listed above, marked as to page number. Most important is that a title page be provided which gives the exact title of the book with the author's name printed just the way it should appear. Boydell & Brewer will provide an ISBN and all material for page IV.

Line spacing

The text looks better if some leading (additional space) is added between lines. You should make sure you set an exact value for this rather than a percentage. Detailed instructions for Word users follow below.

Tabs

Initially set all tabs to be at intervals of .25 inches. The usual .5-inch tab is too large for paragraph indents. Adjustments can be made later once you are at the fine-tuning stage.

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Text area

While there is no need to worry about the final book margins it is vitally important to have the correct text area. When confronted by an A4-sized piece of paper there is a temptation to set out the book page in a pleasing way on this 'default' area. **This will produce the wrong proportions for a book.** The following instructions relate to Word but the principles are the same for other word-processors. Set up the pages using the following instructions (the sample pages provided at the end of this document will also act as a guide)

Page set-up

In this menu make the following changes to the default page margins:

Top: 3.7 cm
Bottom: 3.7 cm
Left: 3.5 cm
Right: 3.5 cm

In the header section, under 'From edge' put in a value of 1.27 cm (this may need to be adjusted later)

Under Layout, for the header style, check the box against 'Different odd and even'.

Styles

For the Normal style, set the font at 12 pts and change the line spacing to 'Exactly' and put in 14 pts. Line & page breaks: check the Widow & Orphan control (i.e. turn it on). Paragraph indents should be set to 5 mm; this is done via Indent & spacing, Indentation, Special – First line then brings up the box for the measurement.

Footnotes: our house style is to position notes on page. The font size should be as follows: 10 pts, line spacing 'Exactly' 11 pt, no extra space above or below the paragraph.

Footnote reference (in text and in the footnotes): set the font to 8 pt, raised 4 pts (this is assuming you are using Times, there may need to be some adjustments when using other fonts).

Header: in order to get the page numbers in the same box as the header text, set up the left- and right-hand layouts (detailed above). Go into the Style menu and select Header. Set the font to 12 pt (or whatever style you are using), paragraph alignment to left and line spacing 'Exactly' 12pt. Set the 'Spacing before' to 44 pt. Then set two Tabs, one to 7 cm centred and the other to 14 cm right. When you put in the text for the headers use tabs to position the heading and page number code as necessary (i.e. for right-hand pages tab once to centre the text of the heading, then tab again to get the folio to the right-hand side). It may be necessary to make further adjustments to align everything correctly.

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Note separator: this is Word's default and is not our house style. It can be removed by going into Normal view, and then selecting Footnotes, followed by change separators. At this point put the cursor on the separator and simply delete it.

Another point – it looks better if some space is added between the footnote number and the footnote text – an 'en' space is sufficient.

Typographical details

You should have been sent our house style notes when you were first asked to supply camera-ready copy – please ask if you have not received them or download them from our web site. Just a few points you might not have thought of: use 'curly' quote marks, not straight or 'wrong handed' ones. Make sure all hyphens between numbers are 'en' dashes, not forgetting those between folio numbers and roman numerals.

Elision of numbers: we prefer full numbers for folios (168r–169v), tens for years (1581–82) and full elision for page numbers (122–4, but not for teens which should be 112–14). But note that years should be out in full in headings and other displayed text. It looks better if there is a space between pp., fol., and other similar references.

Headings: bear in mind that the spacing around headings should be in the proportion of 3:1 or 2:1, using half lines as well as full lines as necessary. Avoid the use of 'fussy' typeface changes – it looks very confusing if one uses too great a mix of CAPITALS/SMALL CAPITALS, **BOLD CAPITALS/bold lower-case**, Italics in *normal italics* and **bold italics**, mixtures of typefaces For displayed headings, WHICH YOU MAY BE LONGING to TRY OUT BUT which DETRACT FROM THE content of your book. You should also avoid too great a range of point sizes.

Abbreviations / contractions

It is hoped you will have consulted a copy of our house style notes (as above). The main point to bear in mind is that you should be consistent.

Displayed quotations

These were covered under Styles. A point to note here is that it is advisable to use Word's automatic features for the indents rather than use returns or spaces. The danger when using the latter is that if it is necessary to change the type size the returns and/or spaces will be in the wrong place and will have to be removed individually. Obviously returns must be used for displayed verse quotes.

On the subject of spaces, they should be used for only one purpose – to separate words! Use just one, not two spaces at the end of a sentence. For columns, indented materials and special layouts

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you should make use of the advanced features of Word, also available in other word-processors. Once mastered, Word's table commands are extremely flexible and allow the easy formatting of anything from simple tables to complex layouts requiring columns of varying widths and blocks of text in different type sizes. If you are new to table formatting we strongly recommend you take the opportunity to experiment – you will not regret it! The only caveat is – keep them simple and don't use too many rules, boxes and fancy slanting options.

Types of paragraphs

It might be as well to stress that the paragraph is the key basic element in typesetting with a word processor. Please note there are only the following kinds of paragraphs:

Normal: justified right and left, with one indent in the first line.

Inset: inset the equivalent of one 'tab' on both sides, achieved without using tabs however, but with the program itself, so that reformatting or changing font size will not change the format of the paragraph.

Hanging indents: these are paragraphs where the first line is of normal length but all following lines in that paragraph are indented on the left. This is the style used for bibliographies and indexes and is set up in Word's paragraph instructions.

Poetry

Poetry should be set in the same type size as the displayed prose quotations. There are two rules for poetry: one is to indent the verses by an amount equal to twice the indent on prose quotes, the other is to centre the verse on the longest line. In practice the first method is best for verses of varying widths because the second method of centering on the longest line can mean one has to make adjustments on a page by page basis – several different verse indents on a single page lead to a less pleasing appearance.

Headings and sub-headings

These may be centred or flush left. Care should be taken in the choice of point size and the use of roman, bold or italic: small capitals may also be used (but see above). The use of headings should be consistent through the entire book, in accordance with a scheme used for different levels of heading. Numbering is allowed if the clear organisation of the text requires it but try to avoid the sort of styles required for theses.

Do not indent the first paragraph after a heading.

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Chapter titles and other main headings

(as special cases of heading)

These start on a new page and are the main items listed on the table of contents. Use space and type size to achieve their effective display. Space: give space above the heading by starting some way down the page (possibly at the fifth, sixth or seventh line down the page); leave a two- or three-line space below the heading. Type size: if using capitals, you could use 14 point; if using upper and lower case you could go to between 18 point and 21 point (smaller if using bold). If the text of the chapter title is long it is best to use upper/lower case lettering. Chapter numbers, if used, look better in Arabic or Roman rather than being spelt out.

Do not indent the first paragraph after one of these headings.

Hand-written accents and corrections are *not* acceptable.

Justification and hyphenation

Text should be fully justified, i.e. flush on both left and right. It should be properly hyphenated so that there is not too much white space between words or letters. If your word processor uses a hyphenation dictionary (rather than mathematical means) to hyphenate, then it should work well. Otherwise, you should carefully monitor the justification process and insure that it is correct. It is usually best to wait until your material has been sent to us for checking and you are at the final stage of producing camera-ready copy before making these final adjustments. It may be a good idea to turn off hyphenation until the book is in final form. Note that soft hyphens placed in a word in a Word file remain there forever unless manually removed. So accuracy is called for, and you will probably not wish to entrust this matter to others. It is best to avoid hyphenation at the end of two successive lines.

Sample chapter

As soon as you have formatted and printed one of your chapters please send a copy for comment to your editor, if you have one, or to us if not. This is important for both you and us – its very disheartening for all concerned if hours of work have resulted in a wrong layout and style.

Special typographical symbols and foreign languages

We have already covered ‘en’ dashes between numbers but there may be other special symbols you need to reproduce in your book. Most word-processors come with a range of symbols and

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accented characters, which should be sufficient for all your needs. If you do need something special it is always worth exploring the Internet for free or shareware fonts. Some university sites supply very specialised linguistic fonts so it is worth asking colleagues in your field for help. Check any fonts you may be considering buying to make sure they print out to an acceptable standard on your printer.

Miscellaneous matters

Widows and orphans. These are ‘stragglings’ lines, i.e. isolated lines at the top or bottom of a page, and separated from the remainder of the paragraph. Most good word processors can be set so as to avoid most of these, but in some cases it will still be necessary to make a careful check. In particular, please avoid having the final line of a paragraph at the top of the page.

Headings separated from text. A heading should never appear isolated at the bottom of the page. This should be checked and repaired manually. As a general guide there should be at least 3 lines of text below a heading. There should also be at least 4 lines of text on the last page of a chapter or section.

Indexes

Most books should contain an index. They should be set in double columns. The font for the index should be 10 point set with 1 point leading (equals 10 point on 11 point) but can be set one point size smaller if need be.

The index may sometimes be prepared using the indexing program incorporated in high-grade word processors, but this is rarely very satisfactory. It is possible in Word to use a Concordance list to tag text automatically but by far the best way is to insert the index entries as you proceed through the text. This does mean the form of the index must be considered at an early stage.

If you have gone beyond the stage of inserting every index cue in the text it is probably best to produce it manually, once the text has been approved by the editor responsible or by the editorial department at Boydell & Brewer. If you follow this route, *do not make the mistake of preparing the index before you are certain that the pagination of the book will hold!* The index is the very last part of the book, preceded by the complete bibliography of all works cited or discussed, with full bibliographical details.

Bibliography

All scholarly monographs should contain a bibliography. It should be laid out with hanging indentation, as indicated in section 16 above. It is usually best to use a smaller type size than that used for the main text. If your main text is in 12 point, use 11 point for the bibliography.

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Final points to consider

- A. Editor's copy: *when you have completed your MS you must submit a draft copy*. When we have given the imprimatur to your MS, then it is time to be primarily concerned with putting final touches to the *format* of the book.
- B. If you encounter problems that cannot be solved by your documentation or by local computer consultants and resident gurus, and please, only after all local options have been exhausted, describe your problem in writing and send with sample printouts to Boydell & Brewer, PO Box 9, Woodbridge, Suffolk IP12 3DF, UK.
- C. Spelling check: we will assume that you have run a computer check of the spelling of your MS. However, we are sure you know better than to rely on this mechanical measure, which is of course no substitute for a thorough, careful reading by the author and at least one other person. And beware of any computer spelling checker that 'automatically' corrects 'incorrect' spellings.
- D. It is the author's responsibility to check all data, especially bibliographical entries and proper names and attributions, and all spelling, before submitting the MS. *Accuracy and reliability must be the two most important attributes*.

Examples

Examples of typical pages from one of our books are provided at the end of this document, before reduction to 85% by the book printer. Should you require further examples, we suggest you contact us so that we may choose titles in the same series or imprint as your proposed title. Our preferred method is to send you PDF files on disk or as e-mail attachments. In order to read and print them you will need to have Adobe Acrobat Reader – this is not the same as the program mentioned earlier. It is available as a free download from the Adobe web page and is well worth acquiring.

The Mechanics

Printers and Paper

Any good quality laser printer, which has proportional fonts in Times, Palatino or similar serif-type fonts, may be used. Camera-ready artwork supplied as hard copy should be output on a laser printer with a minimum resolution of 300 DPI (dots per inch). The higher the resolution the better the quality. Desktop dot-matrix printers, desktop inkjet printers and electric typewriters are not recommended for a high quality printed page. Camera-ready copy should be printed on high quality, 90gsm white bond paper with the darkest print possible (ensure you are using a new toner

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cartridge). There are some good brands of paper intended for use by laser printers, which can be purchased from most office supplies outlets. Only the original printout should be sent to Boydell & Brewer, please do not send photocopies. There should be no creases in the paper.

PDF files

Increasingly, author's are supplying PDF files rather than hard copy printout. In order to provide PDF files it is necessary to have the full Adobe Acrobat program, including Adobe Distiller. **If you would prefer to provide PDF files it is vital to contact us first to obtain specific instructions for their creation.** Failure to create PDF files correctly can lead to serious problems at press stage.

Illustrations

Photographs. A halftone needs to be made of a photograph before it can be reproduced. Unless skilled at creating a halftone, this process should be left to Boydell & Brewer. Consideration must be given to the orientation (portrait or landscape) and the space to be occupied by the photographs and a suitable blank space left for the illustration to occupy at a later stage.

Artwork. Line drawings, maps and diagrams should be of high quality and placed in position on the camera-ready copy. Please seek advice if you are uncertain how to proceed.